**Dear NASCERE PhD student,**

We are happy to hear you will start or are following a PhD program in Flanders. We are looking forward to welcoming you (again).

**GENERAL INFORMATION**

**1. Scholarship details**

1.1. Payments

You will receive your scholarship after arriving in Belgium and after we receive the funding from the Ethiopian Government.

The scholarship is for a total of 12 months, spread over 4 years. This means you can stay on average 3 months (<90ds) a year in Belgium.

* Monthly amount: 1500€, but calculated according to the exact number of days.
* Per year 150€ for indirect travel expenses (such as train, visa expenses).

1.2 Tuition fee

The NASCERE scholarship covers your tuition fee. It has to be paid 2 times during your PhD training. At the beginning, after enrollment and at the end, before the final defense of your PhD.

1.3. Insurance

The NASCERE scholarship also covers the insurance fee during your stay in Belgium. This insurance will be arranged for you by UGent before you travel to Belgium. It is also needed for your visa application.

**2. What to do before travelling to Belgium**

2.1 Visa application

Once you have received confirmation that you have been selected for a NASCERE scholarship and you have agreed with your promoters on a date to travel to Belgium, you can start the visa procedure. You need to start with it 3 months prior to your travel.

* Fill out the mobility form and send it to kasahunebako@yahoo.com and Annick.verheylezoon@ugent.be
* Contact Kassahun for the booking of the ticket
* Send the form with a copy of your passport and a copy of your ticket to Annick

2.2. Housing

The contact person at the Flemish university will arrange accommodation or will help you find accommodation.

2.3. At Ghent University

After completing the PhD application, which has to be initiated by your promoter, Ghent University informs you about the decision by sending an official acceptance letter, signed by the Registrar. Along with other documents and this **letter of admission** (LOA) you can enroll.

We advise you to check the website of Ghent University ([Doctoral Research](https://www.ugent.be/en/research/doctoralresearch/overview.htm)). This link gives an overview from the start until the end of a PhD process.

Ghent University does not have a ‘single point of contact’ for PhD students. You will have to contact different people at Ghent University for different reasons, such as enrollment, housing and so on. However for NASCERE scholarship holders we assist in different matters. Please direct your questions to Annick.Verheylezoon@ugent.be

Housing in Ghent

Ghent University offers accommodation to PhD students only after the application has been completed. As soon as you can log in to OASIS, the online student platform, you can make this booking. The rooms are 563 euro/month, all costs included. You can rent the room per fortnight or per month, so from the 1st of the month or the 16th of the month, for a maximum period of 6 months.

<https://www.ugent.be/en/facilities/housing/phd.htm>

If you are looking for a place to stay on the private market, we can assist you.

You can request a list of short term rentals from accomodatie@ugent.be.

Please note that if you would be staying longer than 3 months, you will need a place where you can have officially your residence.

There is a closed Facebook group for rooms for expats

<https://www.facebook.com/groups/roomsforexpatsingent/?ref=bookmarks>

It is advisable, at least for a first study visit, to apply for a place at Ghent University Housing, because it is quite difficult to find a place on the private market.

Even applying at Ghent University Housing needs to be done way in advance before travelling.

**3. What to do after reaching Belgium**

Your contact person (see the list of contact persons per university) will direct you regarding all practicalities related to your stay (accommodation, enrollment, scholarship and so on)

3.1. Money and Banking

Practical info regarding banking and taxes in Belgium

<https://www.ugent.be/en/facilities/money/banking.htm>

3.2. At UGent

[Enrollment at UGent as PhD student](https://www.ugent.be/en/research/doctoralresearch/enrolment-doctorate) upon arrival – tuition fee

All PhD researchers must enroll as student at the [Registrar's Office](https://www.ugent.be/prospect/en/administration/enrolment-or-registration/registrar/overview.htm) at the start of their study, as well as re-enroll online every academic year until graduation, after approval of an annual progress report.

After the first enrollment, the student sends the invoice of the tuition fee to Annick.verheylezoon@ugent.be. The tuition fee will be paid directly by the program so no need to pre-finance it yourself. Tuition fee is paid the first year of your PhD and the last year when your date of defense is set. For the years in between, re-enrollment is free.

Opening a bank account

* We advise you to choose KBC Bank: make an appointment with jeffrey.vereecke@kbc.be, Kouter 175, 9000 Gent.
* Or use a bank of your choice. However for a short stay most banks are not willing to open a bank account for you.
* **Please email your bank details** to annick.verheylezoon@ugent.be and enter them in the OASIS student database, in order to be able to transfer the monthly allowances.

Student Residence Permit (Registration at Stad Gent)

If you are staying less than 90 days, it is required to fill out a Declaration of arrival (annex 3) within 3 working days of your arrival.

For the moment, due to COVID-19 measures you can send an email to

loketmigratie@stad.gent with a copy of your passport (data sheet + all pages used) and a copy of your C visa

If you are staying longer than 90 days, it is mandatory for every foreign student to register at the Stad Gent (City of Ghent) for the issuance of a student residence permit. For this registration, passport, enrollment at UGent, housing contract (either from university accommodation or from private market) and proof of sufficient means is mandatory. This process might take 1-3 months, so it is advised to start as early as possible after your arrival.

For more information visit the link. This procedure can only be started after reaching Ghent.

<https://stad.gent/en/international-students/paperwork-administration/your-arrival-ghent>

Ghent **University PhD Community**

The Ghent University PhD Community is an inclusive community of and for all PhD students at Ghent University. A network of enthusiastic and dynamic PhD students is operating as PhD ambassadors that transcends the boundaries of faculties and science disciplines.

The PhD community is supported by the [Doctoral Schools UGent](https://www.ugent.be/doctoralschools/en/overzicht.htm) and [Gentse Pre- en Postdoc Raad](http://gp2r.ugent.be/).
<https://www.ugent.be/en/work/mobility-career/phd-community>

Psychosocial well-being at work and ombudsperson

We hope you will feel good while being in Ghent. However in case you encounter difficulties or problems, please feel free to talk in all openness to Annick.Verheylezoon@ugent.be. Together we will try to find a solution.

Doctoral students can contact their faculty's Ombudsperson in case of serious disputes with lecturers or certain complaints during a doctorate. If this is, for some reason, not possible, then you can turn to the **institutional Ombudsperson** for further mediation. Visit [this page](https://www.ugent.be/nl/univgent/waarvoor-staat-ugent/kwaliteitszorg/ombudsdiensten/ombudspersoon.htm) (sorry in Dutch) for more details.

**Courses at and outside of Ghent University**

**Low Countries Studies** is a post academic program for exchange students and other foreign students and researchers, eager to learn more about Flanders, Belgium and the Netherlands.

<https://www.ugent.be/lw/lcs/en>

Learning Dutch

University Language Centre (@ Ghent University)

<https://www.ugent.be/lw/uct/en/courses/dutch-nt2/general>

In-Gent

<https://www.in-gent.be/voor-jou/nederlands>

Stad Gent

The following link provides more information on all aspects of ‘life in Ghent for an international student’. <https://stad.gent/en/international-students>

**Additional info due to COVID-19**

Travelling to Belgium as a student is allowed under specific conditions.

It is important to check as measures can change on daily basis

<https://diplomatie.belgium.be/en>

Upon arrival, as you are coming from outside the EU and Schengen zone, you need to go for **14days in** **quarantine.**

<https://www.info-coronavirus.be/en/faq/>

Complete the Public Health Passenger Locator **Form** within 48hours before departure to Belgium <https://travel.info-coronavirus.be/public-health-passenger-locator-form>

**IMPORTANT** : Have yourself **tested** for COVID-19 (pcr-test) 48hrs before travelling to Belgium and bring your negative test result with you. In case you test positive you need to postpone your travel, therefore it is important to book a flight with flexible date.

If you would travel with a positive test result or receive a positive test result upon arrival, the insurance company does not cover any costs related to any possible treatment. So keep in mind that you need to bear all costs yourself in this case.

Upon arrival in Belgium you need to get tested again (2x). The first as soon as possible after arrival and the second test 9 days after the first test. Costs for these tests are covered by the NASCERE programme but make sure you keep the proof of payment to get reimbursed.