



**GHENT
UNIVERSITY**

WELCOME @

GHENT UNIVERSITY

Introduction meeting for international doctoral fellows

PURPOSE

Presentation target group: International doctoral fellows
(PhD students with a Ghent University fellowship)

Topics:

- What to do after arrival in Belgium?
- Working @ Ghent University: what to expect?
- Signing your fellowship agreement
- Follow-up: next meetings and contact details

TEAM INTRODUCTION

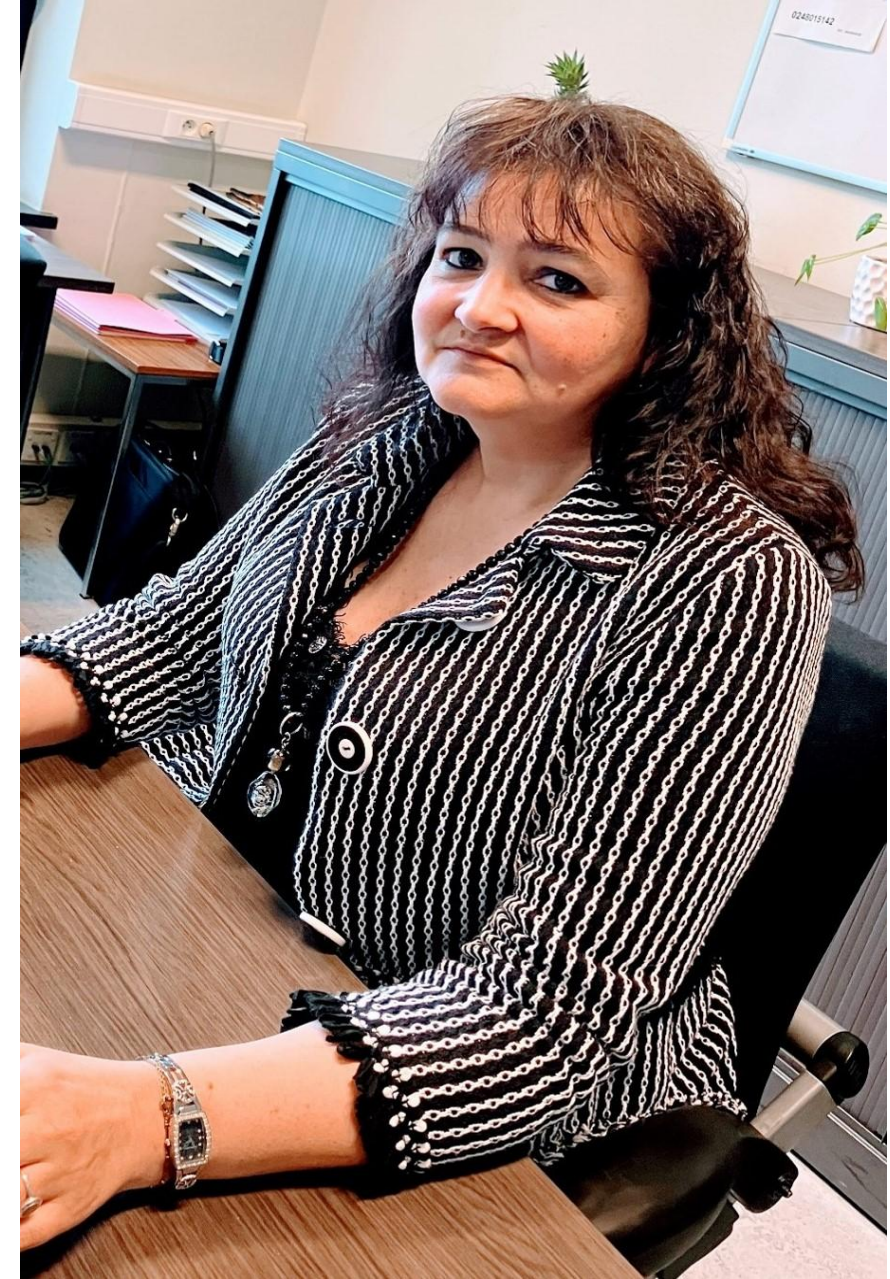


Welcome team

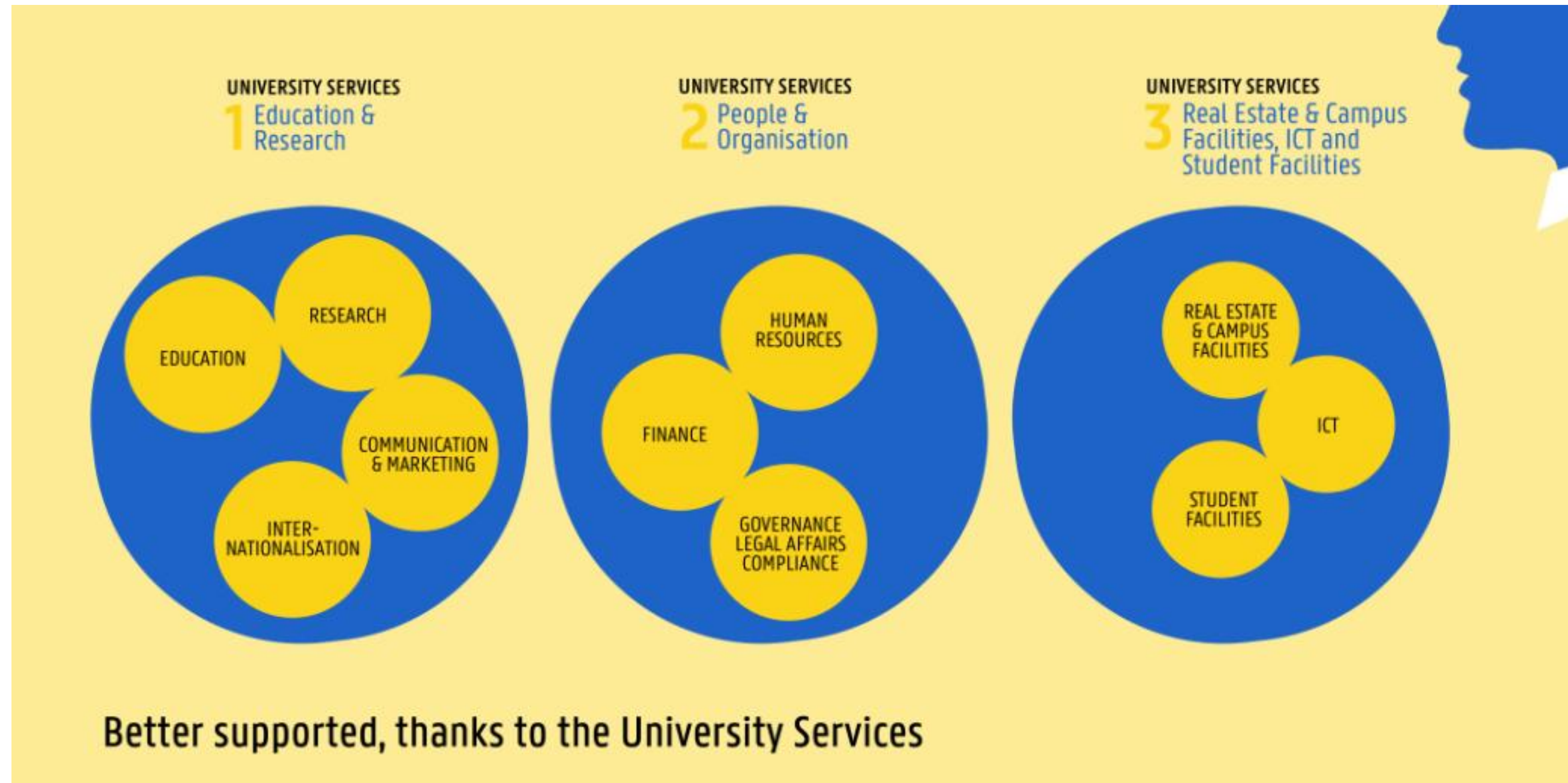
Glynis & Sara

File administrator

Tessa



OVERVIEW UNIVERSITY SERVICES



WHAT TO DO AFTER ARRIVAL IN BELGIUM?

Apply for your
residence
permit in the
city of residence

- Within 8 days up to 3 months after arrival
- When you have a permanent residence in Belgium (min. 1 month)
- Mandatory!

Apply for
Belgian health
insurance

- Within 3 months after arrival
- Mandatory!

Open a Belgian
bank account

- When your residence permit registration is started

AFTER ARRIVAL - RESIDENCE REGISTRATION

Living in Ghent

- Start registration through the website: <https://stad.gent/en/migration/register-international-student>
- Register online and upload all documents
- Duration procedure: 6-8 weeks
- Questions? internationalstudent@stad.gent

Living in another city

- Check the local procedures on the website or go to the city hall
- Website: www.cityname.be
f.e. www.brussel.be www.kortrijk.be
- Duration procedure: 4-10 weeks

AFTER ARRIVAL - RESIDENCE REGISTRATION

Tips to provide documents to the Belgian authorities

Check your personal details: consistent on each document?

Check your name on completeness: same writing and full name everywhere?

Passport/ID card (= proof of nationality) must be valid for at least 6 months!

Married and bringing partner? Make sure to bring your marriage certificate (with apostille or legalization)

Official documents (f.e. birth certificate) must be with apostille or legalization

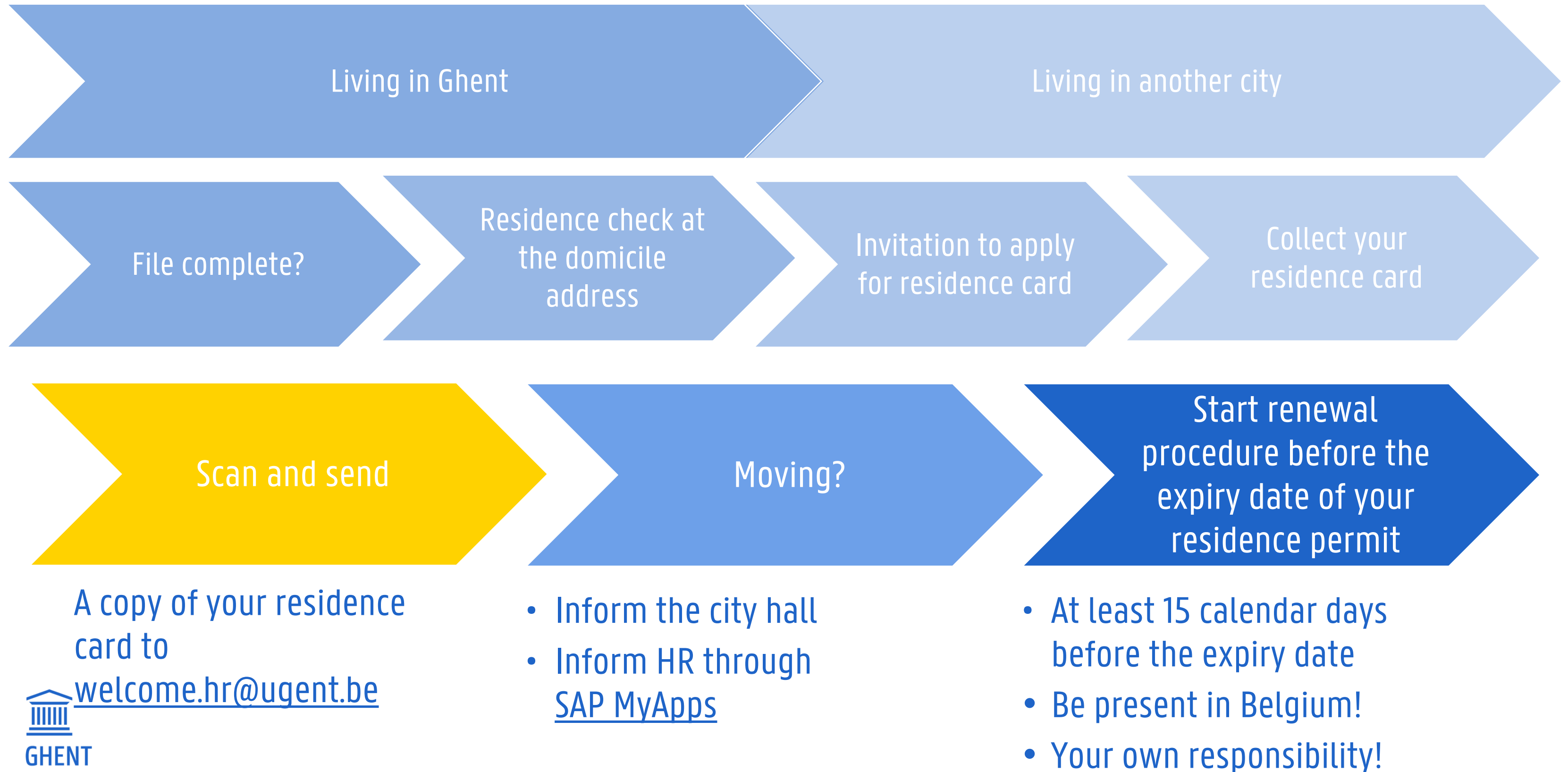
Provide documents in Dutch, English, French or German

Official documents must be translated by sworn translators or recognized by Belgian embassy

AFTER ARRIVAL - RESIDENCE REGISTRATION



AFTER ARRIVAL - RESIDENCE REGISTRATION



AFFILIATE WITH A HEALTH INSURANCE FUND

Affiliate with a private health insurance fund (in Dutch: ziekenfonds)

- Different options, collaboration with CM and Helan
- Cost per year = +/- 120 euro
- What do they offer?
 - Refund of medical costs for general practitioner, dentist, physiotherapist and pharmacy
 - Extra advantages: refund of glasses, reduction on sports club membership fee, ...
- Possibility for additional insurances: dental insurance, hospitalization insurance, ...

OR

Affiliate with the public health insurance: HZIV

- <https://www.caami-hziv.fgov.be/nl>
- Free subscription
- What do they offer?
 - Refund of medical costs for general practitioner, dentist, physiotherapist and pharmacy
- No additional insurances possible
- Only possible to subscribe after arrival
- Communication = only in Dutch

AFFILIATE WITH A HEALTH INSURANCE FUND



Helan

- <https://www.helan.be/>
- Subscribe directly: <https://business.healthinsurance.be/en/services/our-services/videocall> (agent number 87016)



CM

- <https://www.cm.be/nl/welkom-bij-cm>
- Subscribe directly: <https://campaigns.cm.be/international-students>



Solidaris

- <https://www.solidaris-vlaanderen.be/>



Liberal mutuality

- <https://www.lm-ml.be/nl>



Neutral health fund

- <https://www.nzvl.be/>

INSURANCES

Hospitalization insurance

- Not mandatory, but optional and recommended
- Covers the 'overnight stay' and much more when staying in a hospital
- Subscribe upon your own request
- A premium will need to be paid
- [More information hospitalization insurance Ghent University](#)

Recommended or mandatory insurances

- **Fire insurance:** tenants need to get their own fire insurance as most of the times the tenant will be held liable in case of fire (mandatory)
- **Tenant liability insurance:** for damage caused by tenants to the homeowner's property (mandatory)
- **Civil liability insurance / Private third-party liability:** damage either suffered or caused by you, your family members or pets. This insurance is also called "family insurance"
- **Car insurance:** only if you own a car (mandatory)
- **Dental insurance:** extra insurance to retrieve (almost) all your costs for dental care

WHAT TO DO AFTER ARRIVAL IN BELGIUM?

Open an online bank account

- Financial institution that operates through the internet
- Debit card often possible
- Possibility to transfer money abroad
- f.e. Wise, Studely, Ally Bank, Chime, Mono, Simple, Ferratum, Nubank, Openbank, starling Bank, Tangerine, ...

Open a Belgian bank account

- Carry out all standard bank transactions in Belgium
- Request a debit and credit card
- f.e. KBC, ING, Belfius, BNP Paribas, Argenta, AXA, Fintro, Crelan, ...
- Go to a local office to start the procedure
- Bring your residence document/card and proof of your fellowship

Send your bank account number to your file administrator: tessa.boriau@ugent.be

WORKING @ GHENT UNIVERSITY

WHAT TO EXPECT?

Fellowship payment

- Amount: see next slide
- Calculation: see next slide
- If your child is born, don't forget to add this in [SAP MyApps](#) and e-mail a birth certificate to hr@ugent.be
- If your partner and children move to Belgium, add this in [SAP MyApps](#) and e-mail the residence documents/cards to hr@ugent.be

Additional payments

- Holiday payment (paid in June)
- End-of-year bonus (paid in December)
- Connectivity fee: €20/month
(employment percentage: 20% or higher)
- Eco vouchers, to buy ecological products (max. €240/year)

FELLOWSHIP PAYMENT

Net fellowship amounts per month (index 1/3/'25)

Marital status	Seniority	No child	1 child	2 children	3 children
Not married	0 y	€ 2658,07	€ 2760,07	€ 2843,07	€ 3067,07
Not married	3 y	€ 2818,83	€ 2920,83	€ 3003,83	€ 3227,83
Married, partner no income	0 y	€ 3093,39	€ 3144,39	€ 3227,39	€ 3451,39
Married, partner no income	3 y	€ 3286,29	€ 3337,29	€ 3420,29	€ 3644,29
Married, partner has income	0 y	€ 2662,23	€ 2713,23	€ 2796,23	€ 3020,23
Married, partner has income	3 y	€ 2822,99	€ 2873,99	€ 2956,99	€ 3180,99

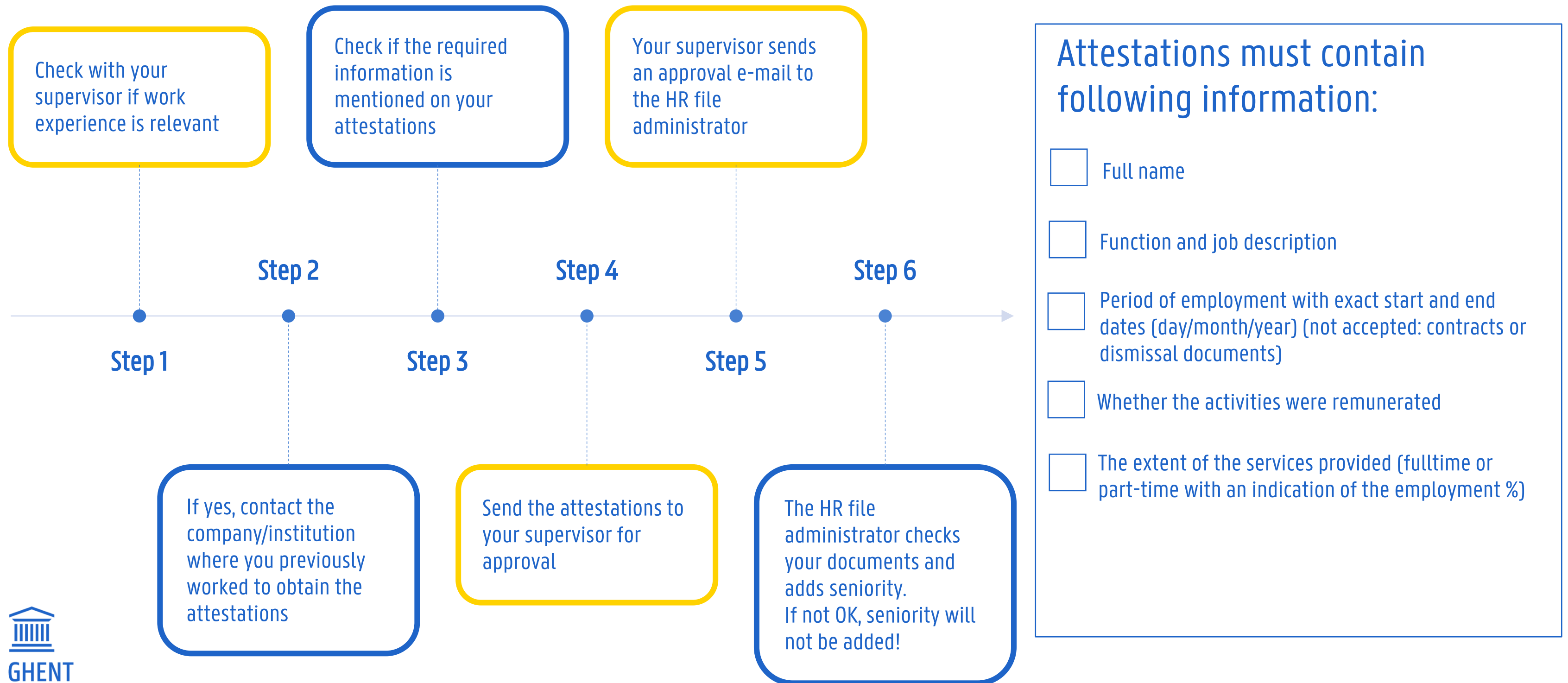
Three factors affect net amount: seniority, children and partner working/not working.

Conditions:

- Partner and children live in Belgium! (residence permit required)
- Seniority proven by attestations and accepted by your supervisor

FELLOWSHIP PAYMENT

Seniority = added to the fellowship calculation if proven by attestations (from 1 to 26 years)



FELLOWSHIP PAYMENT

Salaris september 2024
Betalingssuittreksel

Address
information

Salary scale - seniority
- employment
percentage

Number of worked
days / vacation /
sickness

Gross
fellowship

Personal
information

Social security is deducted:
• Full social security (13,07%)
• Or partial social security (4,6%)

No
taxation

Connectivity
fee

What you see on
your payslip is
the net amount

Payment:

- Before the last day of the month
- Payments are made to personal Belgian or European bank account

Berekening voor september 2024

Personeelsnummer

Prestaties en brutobedragen voor aanstelling/contract in
Barema AAP3 - Trede 02 - Tewerkstellingspercentage 100,00 %
Jaarwedde niet geïndexeerd - Index 208,07 % - Jaarwedde geïndexeerd

Code	Omschrijving	Aantal	Tarief	Bedrag
	Prestaties			
0830	Betaalde vakantiedagen	5,00		
08GW	Gewerkte dagen	16,00		
	Bruto			
1BU0	Bruto beursbedrag			3.103,37
1NAB	VAA pc			6,00

Inhoudingen en totalen voor september 2024
Ongehuwd - Geen kinderen ten laste

Code	Omschrijving	Aantal	Tarief	Bedrag
	Sociale Zekerheid			
/301	RSZ normale bezoldiging			-405,61
/308	RSZ voord. v. alle aard			-0,78
/30L	RSZ werknemer vermindering laag loon			23,96
	Bedrijfsvoorheffing			
/401	Belastbare basis normale bezoldiging			2.721,72
/408	Belastbare basis voordeel alle aard			5,22
	Netto vergoedingen en inhoudingen			
/30E	Bijzondere bijdrage sociale zekerheid-maandelijks			-20,44
4CO0	Connectiviteitsverg.			20,00
	Netto resultaat			
/550	Nettoloon			2.720,50

FELLOWSHIP PAYMENT

Full social security

- All Belgians
- All EEA nationalities (f.e. Italy, France, Spain, Netherlands, ...)
- All bilateral agreements (f.e. America, Canada, Australia, UK, Japan, ...)
- Includes payments for healthcare and sickness, childcare benefits, pension and unemployment allowance

Partial social security

- All other nationalities (f.e. China, Iran, Pakistan, ...)
- Includes payments for healthcare and sickness and childcare benefits

More information?

- https://www.comingtobelgium.be/en/coming_to_belgium/FODSZ_Convention

WORKING @ GHENT UNIVERSITY

WHAT TO EXPECT?

Benefits

- Discounts through 'Benefits at Work' platform
- Ironing service
(payable by service vouchers = dienstencheques)
- Discount in university restaurants and sports centre (GUSB)
- Childcare and holiday camps for children
- Free flu vaccination

Vacation

- 39 vacation days (2025) for a full calendar year
(less days if started f.e. on 1st Oct.)
- 10 public holidays
- Compensation days between Christmas and New Year
- Fixed vacation days in July during the city festival 'Gentse Feesten' =>
deducted from your own vacation days
- Continuous payment of fellowship

OVERVIEW VACATION DAYS

You can check your amount of vacations days on SAP MyApps:

Holiday counter (UGent + External):		
	Hours	Days
Holiday counter current year	296,40	39,0
Holiday carried over from last year	76,00	10,0
Total holiday counter	372,40	49,0
Approved	38,00	5,0
Requested	0,00	0,0
Remaining	334,40	44,0

COMMUTING

By bicycle

- € 0,36/km
- Register your commuting route and your bicycle days on SAP MyApps
- Also possible before and after taking the train between home and campus
- Work related travel: service bikes are available

Bus/tram/metro (De Lijn or MIVB)

- You can use bus/tram/metro via the third-party payment system at the expense of Ghent University if you have an agreement of at least one month and/or at least 30%
- Season ticket De Lijn is valid in Flanders, season ticket MIVB is valid in Brussels
- Register your commuting route on SAP MyApps

Train (NMBS)

- You can use the train via the third-party payment system at the expense of Ghent University if you have an agreement of at least one month and/or at least 30%
- Season ticket NMBS is only valid between departure and arrival station (f.e. Brussels - Ghent)
- Register your commuting route on SAP MyApps

Car/moto

- No kilometre fee
- Parking at Ghent University (if available)
- Work related travel: kilometre fee is possible (discuss this with the secretary of your department)

WORKING @ GHENT UNIVERSITY

WHAT TO EXPECT?

Leave and absence rights

- Social leave: taking care of children (parental leave), taking care of sick family member (medical assistance), ...
=> with salary reduction
- Maternity, birth and adoption leave, breastfeeding leave, ...

Insurances @ work

Provided by Ghent University:

- Work related accidents
- Civil liability @ work
- Travel insurance (when going abroad for work)

Notify your supervisor and complete the required forms when you have an accident or need to use the insurance

WORKING @ GHENT UNIVERSITY

WHAT TO EXPECT?

Doctoral Training Programme

- Specialized courses and transferable skills seminars that are part of the Doctoral Training Programme
- Compulsory and voluntary programme
- doctoralschools@ugent.be

General trainings

- Training courses through UTOP
Personalized trainings: half day or full day courses on various themes
- Career coaching
- Low Countries Studies

Language training

- Advised: learn Dutch at the UCT (not for free)
- 'Let's talk' (Taalcafé) initiatives at your faculty

WORKING @ GHENT UNIVERSITY

WHAT TO EXPECT?

Communities

- PhD community with book club, bar meetings, PhD innovation Café, Quiz nights, Movie Nights, ...
- Facebook community 'UGent'ers' => for all Ghent University staff members

Cultural platforms

- Platforms organized around world regions: Africa, East Asia, Asean and South Asia, Euseas, North America and Cesam (Latin America)
- Organize workshops, events and community building, stimulate collaboration

Sport facilities

GUSB sports centre: swimming pool and several indoor halls for sports like soccer, badminton, gym, table tennis, ...

Cultural initiatives

Musical orchestras and singing choirs: Continuo, Guho and GUK

Wellbeing

- Ill? Notify your supervisor before 10 am. Register your sickness day(s) on SAP MyApps
- Not feeling well? Contact the student doctors or Team Confidential Counsellors

GHENT UNIVERSITY ACCOUNT

- You already received your account details (e-mail address and login) automatically on your private e-mail address
- Your account is active as from your first working day
- Problems? Contact ICT HelpMe



Onze excuses / Our apologies

404 Not Found

De pagina die u zonet heeft opgevraagd, bestaat niet op dit webadres. Deze pagina werd mogelijk verplaatst, vervangen of verwijderd.

The page you requested does not exist at this web address. It may have been moved, replaced or deleted.

Wat kunt u doen?

Als u denkt dat dit een fout is, kan u dit melden aan [het portaalteam](#). Gelieve de foutieve url en/of pagina die tot deze error leidde te vermelden. Wij zullen het probleem zo snel mogelijk proberen oplossen en u waar mogelijk doorsturen naar de juiste pagina.

What actions can you take?

If you think this is a mistake, you can report this to [the portal team](#). Please include the erroneous url and/or page that lead to this error. We will try to solve the problem as soon as possible and if applicable point you to the correct page.

A screenshot of a web page showing a 404 error. The header is dark blue with 'Startpagina' and a search bar. The main content area is light gray. It features a large illustration of a laptop with a question mark on the screen. Below this, there is text in Dutch explaining the error and providing instructions on what to do. At the bottom, there are two buttons: 'Details weergeven' and 'Kopiëren'.

Startpagina

Bezig met laden...

Mijn Startpagina

Er is een fout opgetreden bij het laden van deze pagina. Dit kan komen door een van onderstaande zaken:

- De pagina of ruimte is verwijderd of is niet langer aan u toegewezen.
- De URL is mogelijk beschadigd. De oorzaak kan een beschadigde bladwijzer zijn.

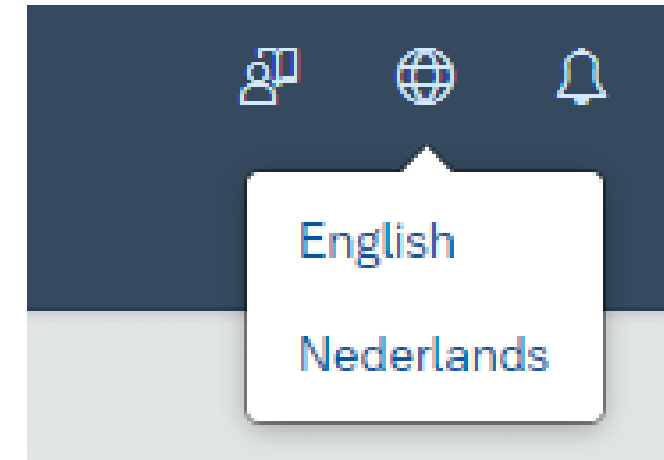
Kopieer de volledige foutmelding via de onderstaande kopieerknop en neem contact op met uw contentbeheerder.

Pageld: "SAP_BASIS_PG_UI_MYHOME"
Spaceld: "SAP_BASIS_SP_UI_MYHOME"

[Details weergeven](#) [Kopiëren](#)

SAP MYAPPS

- Go to [SAP MyApps](#) and change your language
- Check your payslips via 'My e-Personnel record'
- Check and change your personal and work data
- Register your commute data ([instructional video](#)) and register bicycle days
- Request absence or register illness
- Complete your telework charter



Personal Data

My e-Personnel record Display 	My Personal data Manage 	My Work Data Manage 	My Commute data Manage 	My Language Certificates Manage 	Benefit In Kind Display
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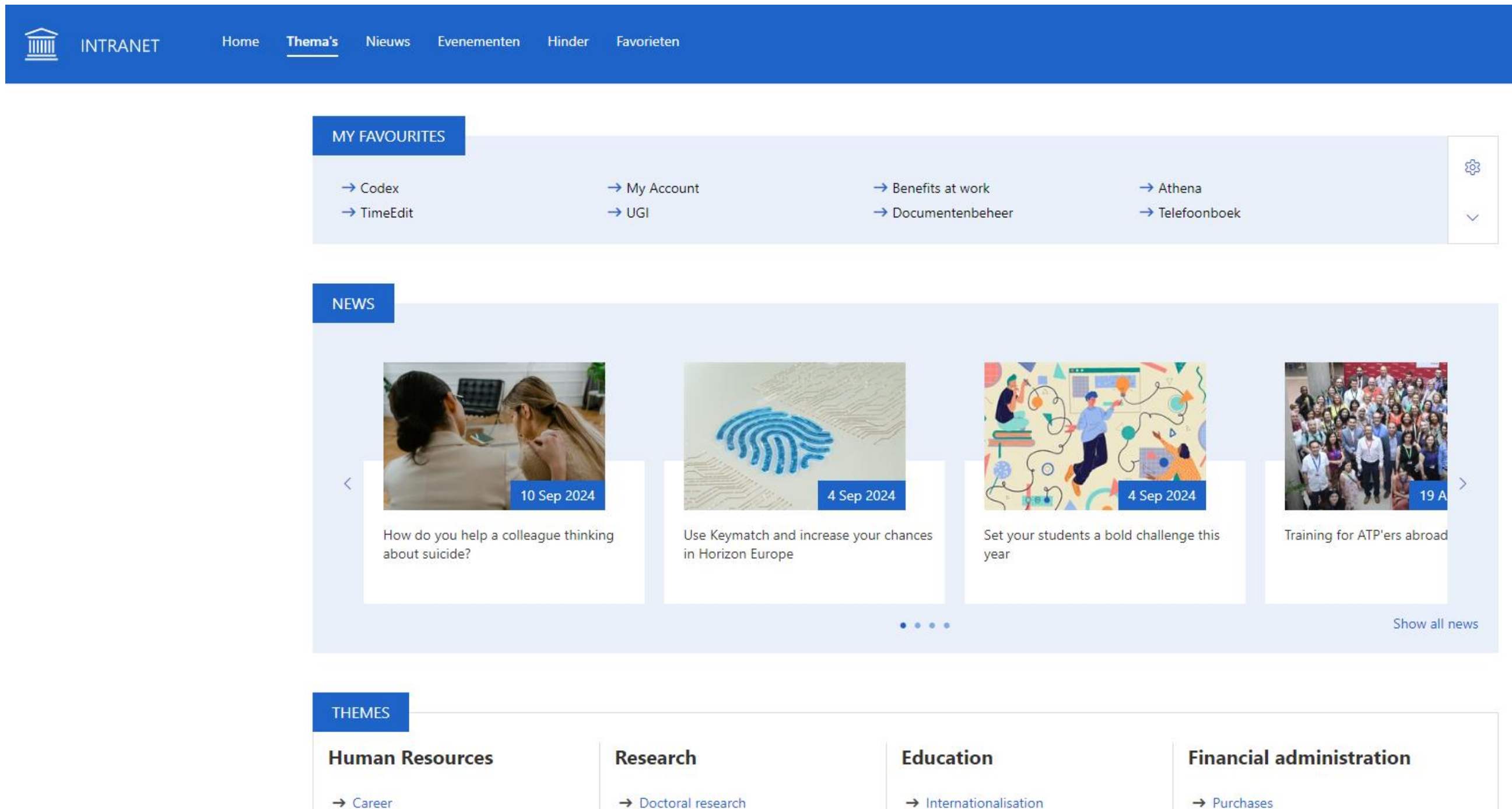
Availability Management

My Inbox Approve 	Absence Request 18,0 Day(s) Remaining	Calendar Display 	Illness Register 	Telework Register 	Telework Charter Manage
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INTRANET

Go to our [intranet](#) to check all relevant information for staff members

Also check the most important webpages in our information sheet



The screenshot displays the Ghent University Intranet homepage. At the top is a blue navigation bar with the university logo and the text 'INTRANET'. To the right of this are links for 'Home', 'Thema's' (which is underlined), 'Nieuws', 'Evenementen', 'Hinder', and 'Favorieten'. Below the navigation bar, the page is organized into three main sections. The first section, 'MY FAVOURITES', has a blue header and contains a grid of links: '→ Codex', '→ TimeEdit', '→ My Account', '→ UGI', '→ Benefits at work', '→ Documentenbeheer', '→ Athena', and '→ Telefoonboek'. A settings gear icon and a dropdown arrow are on the right. The second section, 'NEWS', also has a blue header and features a carousel of four news items. Each item includes a thumbnail image, a date in a blue box, and a title. The first item is dated '10 Sep 2024' and titled 'How do you help a colleague thinking about suicide?'. The second is dated '4 Sep 2024' and titled 'Use Keymatch and increase your chances in Horizon Europe'. The third is dated '4 Sep 2024' and titled 'Set your students a bold challenge this year'. The fourth is dated '19 A' and titled 'Training for ATP'ers abroad'. Navigation arrows and a 'Show all news' link are at the bottom of this section. The third section, 'THEMES', has a blue header and contains four columns: 'Human Resources' with a link '→ Career', 'Research' with a link '→ Doctoral research', 'Education' with a link '→ Internationalisation', and 'Financial administration' with a link '→ Purchases'.

INTRANET Home Thema's Nieuws Evenementen Hinder Favorieten

MY FAVOURITES

- Codex
- TimeEdit
- My Account
- UGI
- Benefits at work
- Documentenbeheer
- Athena
- Telefoonboek

NEWS

10 Sep 2024
How do you help a colleague thinking about suicide?

4 Sep 2024
Use Keymatch and increase your chances in Horizon Europe

4 Sep 2024
Set your students a bold challenge this year

19 A
Training for ATP'ers abroad

Show all news

THEMES

Human Resources
→ Career

Research
→ Doctoral research

Education
→ Internationalisation

Financial administration
→ Purchases

SIGNING YOUR FELLOWSHIP AGREEMENT

Belgians and
internationals with
Belgian residence
permit

Sign online and receive an e-mail with a link

Internationals
arriving from
abroad

Sign in person at the HR headquarters:
Sint-Pietersnieuwstraat 25, 9000 Ghent
Rectorate 1, first floor - office 016

FELLOWSHIP AGREEMENT

Documents you will sign and receive

- 2 Dutch copies (1 for HR, 1 for you)
- 1 English template
- Dutch letter to obtain a residence permit in Belgium (confirmation fellowship)
- Dutch letter to open a Belgian bank account

FELLOWSHIP AGREEMENT

= Agreement between you and the university to execute research with the prospect of obtaining the degree of doctor

- **Art. 1 The fellowship and fellowship agreement**

- **Art. 1.1 The granting of the fellowship**

- First agreement is 12 months

- After positive evaluation, an extension will be provided of 36 months. (max 48 months of scholarship)

- Working hours per week = 38

- **Art. 1.3 extension and renewal**

- Total duration of the fellowship cannot exceed 48 months

FELLOWSHIP AGREEMENT

— Art. 2 Obligations of the fellow

- The fellowship does not create an employer – employee relationship
- Acknowledges that the fellowship **does not constitute compensation for any professional activity** in a subordinate context or as a self-employed person
- undertakes not to pursue and will not pursue **any professional activity or to pursue and will not pursue any other activity which would prejudice the tax exemption of the fellowship** or the provisions of the Regulations;
- undertakes to comply with article 11 of the Regulations and to (re)**register for the doctorate** and the doctoral training programme in time (in accordance with the provisions of the Education and Examination Code)

FELLOWSHIP AGREEMENT

— **Art. 3 social security regulations**

- Belgian social security is applicable

— **Art. 4 No withholding tax**

- No withholding tax is deducted from the fellowship as it is considered exempt from personal income tax

— **Art. 6 Changes to personal data**

- All changes to the address, change of family status, personal bank account number, ... will be informed by the fellow

— **Art. 10 Legal residency conditions**

- The fellow with non-Belgian nationality is required to obtain a Belgian residence permit from the Belgian authorities to start the work
- The required permit must also be renewed on time when reaching an end date or the fellowship agreement will be ceased by law

STAFF CARD AND ACCESS BADGE (TAG)



Staff card

For printing, special rates at the university restaurants and sports centre, university libraries



Access badge (tag)

To enter Ghent University buildings and parkings
Request access rights via the secretary of your department

FOLLOW-UP

1. You will receive:
 - Your Ghent University account
 - Interesting information sheets
2. Meet your buddy at your workplace
 - Indicated by your supervisor
3. Visit our office to sign your agreement (if applicable) and to collect your staff card and access badge





OUR OFFICE

- **Address:** Sint-Pietersnieuwstraat 25, 9000 Ghent
Rectorate 1, first floor - office 016
- **Not able to pass by during the suggested times?**
Send an e-mail to welcome.hr@ugent.be for an alternative moment

FOLLOW-UP

4. Attend our welcome breakfast with the Rector (the invitation will follow later)

Location: St. Peter's Abbey (Sint-Pietersplein 9, 9000 Ghent)

5. Don't forget:

- To send your Belgian bank account number to tessa.boriau@ugent.be
- To send a copy of your Belgian residence permit to welcome.hr@ugent.be

Welcome team
International Staff Office
Glynis and Sara

welcome.hr@ugent.be
+32 (0)9 264 95 00

