

## Selection scholarships for exchange outside the Erasmus area<sup>1</sup>

### Academic year 2019-2020

#### Information for Ghent University students

#### Introduction

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In this explanatory document, students at Ghent University can find specific information concerning the range of scholarship possibilities for an exchange outside the Erasmus area.

The scholarship distribution is a competitive selection process. The largest scholarships will be granted to the students with the best portfolio and who most need the financial support from a socio-economic point of view. If you think you don't qualify based on your socio-economic status, **don't hesitate to submit your portfolio all the same:** there are approximately 360 scholarships to be distributed among which travel allowances and also travel allowances in combination with a (sometimes limited) monthly allowance.

The VLIR-UOS travel allowances for internship and research to Africa, Latin-America and Asia are also part of this selection mechanism.

#### Mobility duration and scholarship

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- The exchange lasts 1 month as a minimum (minimum 5 ECTS) and 12 months as a maximum.
- As a student, you take 30 ECTS for one semester or 60 ECTS for a whole academic year.
- The exchange is only possible to countries that are not part of the programme countries within Erasmus+.<sup>1</sup>
- **Courses:** the exchange starts after September 1<sup>st</sup> unless the guest institution requires the student to attend earlier because of the academic calendar or any other possible reason. In that case, an exception can be approved if a motivation is presented. The exchange concerns the academic year 2019-2020 and ends before the next academic year (2020-2021) starts.

**Traineeship/research for Master's dissertation:** the scholarship application concerns a stay abroad as part of a course recognized in your curriculum in the academic year 2019-2020.

For example:

- If you stay abroad (internship/research) during the summer period (July-August) 2019, and if your stay is part of a course in your curriculum during the academic year 2019-2020, then you need to hand in a portfolio in March 2019.
- If you stay abroad (internship/research) during the summer period (July-August) 2020, and if your stay is part of a course in your curriculum during the academic year 2020-2021, then you need to hand in a portfolio in March 2020.

**The only exception to this:** Only students from the master's programmes 'Master of Arts in Gender and Diversity' and 'Master of Science in Conflict and Development' (master's programmes with broad admission requirements), who started their study programme in September 2018, and who have not received a VLIR-UOS travel allowance before, can still apply for a VLIR-UOS travel allowance for mobility to the South during the academic year 2018-2019 with the current call (March 4<sup>th</sup> 2019).

- The amount of the scholarship will depend on the selection results. The possible scholarship can vary from a travel allowance to receiving a travel allowance plus a monthly allowance for the duration of your stay as a

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<sup>1</sup> Erasmus+ area = 27 EU Member States + Former Yugoslavia Republic Macedonia, Norway, Liechtenstein, Iceland, Switzerland (own programme) and Turkey (with reservation)

maximum. The exchange concerns your study, internship or research as part of a master's dissertation and needs to be acknowledged and validated in the curriculum.

## Which scholarships can you receive?

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**General principal:** the higher your socio-economic need, the more relevant evidence you add to your file and the better your financial plan is worked out, the bigger your chances are for a higher scholarship.

### CATEGORY 1: BIRAK Travel allowance

- A travel allowance depending on the distance between the sending institution and the receiving institution.
- Your faculty needs to have a bilateral framework agreement ('BIRAK'), more specifically a Cooperation Agreement, or an internship agreement (Cooperation Agreement for Traineeships) with the partnering institution/organisation abroad. You can address your 'Faculty Committee for Internationalisation (FCI)' for an overview of the Cooperation Agreements or you can consult the following link: <http://www.ugent.be/student/nl/studeren/tijdens/bestemmingen.htm>
- The number of available scholarships in Category 1: around **110**.
- The exchange lasts 1 month as a minimum (minimum 5 ECTS) and 12 months as a maximum.
- The distance is calculated with this tool: [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm).
- The next categories are used:

Distance to host country (km)	Amount € / mobility
100 – 499	180
500 – 1999	275
2000 – 2999	360
3000-3999	530
4000-7999	820
>= 8000	1100

### CATEGORY 2: Travel allowance + monthly allowance

- On top of the travel allowance, a monthly allowance of € 650 is added in category 2. An extra monthly top-up of € 200 can possibly be added (for some scholarship programmes) for students who receive a grant from the Flemish Government, students with a disability acknowledged by the Flemish Agency for Disabled Persons (Vlaams Agentschap voor Personen met een Handicap, VAPH), or students with a working student status.
- The exchange takes 1 month as a minimum (5 ECTS). The maximum duration of the scholarship is one semester. You are allowed to go on an exchange programme for a longer period, but you can only be financed for a maximum of one semester. In some scholarship programmes, you will not receive a monthly allowance for the duration of one semester but for instance for 3 months.
- Your faculty needs to have a Cooperation Agreement or a Cooperation Agreement for Traineeships with the partner institution/organisation abroad. For an overview of the 'Cooperation Agreements', you can address your Faculty Committee for Internationalisation (FCI) or you can consult the following link: <http://www.ugent.be/student/nl/studeren/tijdens/bestemmingen.htm>
- Number of available scholarships in CATEGORY 2: **around 90**

⇒ Within this CATEGORY 2, there are around 4 specific 'duo' scholarships available for the destinations China, Vietnam, South-Korea, India ("ASEM DUO scholarships").

What is specific about this type of 'duo' scholarships?

- ONLY training or research as a part of a master's dissertation (no internship)
- Minimum stay of one semester. A shorter period is not allowed.
- For those destinations, you need to submit an application together with a student at the partner institution in one of these 4 countries (your 'duo-student'). When submitting your application, you have to give your duo-student's name, first name, home institution and the e-mail address. (For more information, you can contact your FCI-coordinator).

### CATEGORY 3: VLIR-UOS Travel allowance

- This is a financial allowance for an internship or research in a developing country (Africa, Asia, Latin-America). The stay is part of an acknowledged part of the study programme, like an internship or a master's dissertation, for which you can obtain a number of credits. Your stay must be relevant in the scope of development cooperation. On site, you cooperate with a local organisation (university, high school, hospital, local government, local association, etc).
- These scholarships can only be applied for if you go to one of the following developing countries:

Africa	Asia	Latin-America
Benin	Mali	Cambodia
Burkina Faso	Morocco	Philippines
Burundi	Mozambique	Indonesia
DR Congo	Niger	Palestine Terretory
Ethiopia	Rwanda	Vietnam
Guinee	Senegal	
Cameroon	Tanzania	
Kenya	Uganda	
Madagascar	Zimbabwe	
	South-Africa	

- The trip should take 28 continuous days at least.
- Amount of the scholarship: according to the same principal as the 'BIRAK' travel allowance. A travel allowance depending on the distance between the sending and the receiving institution. The distance is calculated with this tool: [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm).

The next categories are used:

Distance to host country (km)	Amount € / mobility
100 – 499	180
500 – 1999	275
2000 – 2999	360
3000-3999	530
4000-7999	820
>= 8000	1100

- Number of available scholarships in CATEGORY 3: **around 160**
- As mentioned above (in 'Mobility duration and scholarship'), you can submit a portfolio if you go to a developing country (mentioned in the country overview) during the summer period 2019 (July-August), that is recognized in your curriculum in the academic year 2019-2020.

### Conditions and selection criteria

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- All study areas are taken into consideration.
- You don't pay tuition fee in the receiving institution/company/organisation.
- For scholarships **CATEGORY 1 and 2**: your faculty needs to have a bilateral agreement ('Cooperation Agreement') or an internship agreement (Cooperation Agreement for Traineeships) with the foreign partner institution/ host organisation. For an overview, you can address your FCI or you can consult the following link:  
<http://www.ugent.be/student/nl/studeren/tijdens/bestemmingen.htm>
- Your faculty decides which destination you can go to and also which period you can stay abroad during your study. For more information, contact your FCI.

- The evaluation and selection will be executed by an independent jury. Two aspects will be of the utmost importance: **1.** The (academic) motivation for your stay abroad at the chosen institution/organisation and **2.** The extent to which you, as a student, need the scholarship in order to finance your stay abroad (based on a financial plan).
- During the selection, priority will be given to students from 'underrepresented groups'. The following categories are included:
  - Students who receive a Flemish study grant (confirmed by AHOVOKS)<sup>2</sup>;
  - Students with a disability (acknowledged by VAPH)<sup>3</sup>
  - Students who have a 'working student' status. The student has to be an employee or has to be looking for a job. His training has to be part of the process that has been suggested by the Public Employment Service to find a job. The student cannot yet have a master degree or a second-cycle degree.<sup>4</sup>
  - Students with a minimum wage.

**Important! Do you think that you do not belong to one of the above mentioned categories? Do not hesitate to submit an application all the same.** The selection committee uses a waterfall system: the largest scholarships go to students who need them most from a socio-economic point of view. However, if financial support is somewhat less necessary for you, you still have a chance for receiving a smaller scholarship such as a travel allowance. **We recommend you to submit an application all the same!**

- You can submit a dossier for one destination (the destination you are selected for by your faculty)
- The selection results will be published on May 10<sup>th</sup> 2019 at the latest. You will be notified.
- Take into account that the partner institution/host organisation needs to accept a UGent-candidate, this remains a power of decision from the partner institution/host organisation. So your selection is final when the host institution accepts.

## Portfolio : your application

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Your portfolio contains the following elements:

1. a **thorough – academic – motivation, in English**<sup>5</sup>: why do you choose this particular institution/organisation, in that particular country? Are you going to a destination that belongs to scholarship type CATEGORY 3 ('VLIR-UOS Travel allowance')? Does it concern an internship or research that is part of your master's dissertation? Is your stay relevant in the scope of development cooperation? In those cases, we require some extra information (summary of the project, goals, activities, added value), possibly in another language.
2. An overview of your **preparations, in English**. Explain how you plan to prepare your experience abroad from an administrative point of view (e.g. visa, insurance, passport, language skills). You do the same concerning health risks (e.g. vaccinations, information via the Institution of Tropical Medicine/Instituut voor Tropische Geneeskunde, possibly your own medical background: [www.itg.be](http://www.itg.be)) and safety (see Travel Advice from the Ministry of Foreign Affairs: [www.diplomatie.be](http://www.diplomatie.be)).
3. A **financial plan, in Dutch or English**: explain how you plan to finance your stay abroad. How much do you think your stay abroad will cost (accommodation, meals, transportation, costs of living in the area, etc)? What income can you count on (support parents, holiday job and/or job during the academic year, savings, etc)?
4. A **motivation, in Dutch or English**, why you would need the scholarship the most from a **socio-economic point of view**. Here, you can also quote other personal reasons such as family situation, social circumstances, if you want to.

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<sup>2</sup> As a reference date April 1<sup>st</sup> 2019 applies. The information registered by the Ministry of Education and Development's data warehouse is considered to be correct.

<sup>3</sup> As a reference date April 1<sup>st</sup> 2019 applies. The information registered by the Ministry of Education and Development's data warehouse is considered to be correct.

<sup>4</sup> As a reference date April 1<sup>st</sup> 2019 applies. The information registered by the Ministry of Education and Development's data warehouse is considered to be correct.

<sup>5</sup> For a number of institutions who issue scholarships, this information is required in English.

5. If applicable, the necessary **supporting documents**. Possible supporting documents can be:

- Evidence of disability, acknowledged by the Flemish Agency for Disabled Persons (Vlaams Agentschap voor Personen met een Handicap (VAPH));
- Evidence of study grant from the Flemish Community;
- Tax bill from your parent(s) or evidence of independent student with a minimum wage;
- Evidence of work process;
- Proof that you are part of a family with modified social circumstances which are not taken into account by the law on grants from the Flemish government;
- Pay slip of holiday job and/or job during academic year;
- Other

6. A signed and dated letter of recommendation or an e-mail from a **Ghent University professor**, in **English**. In case you are going to a destination that is part of scholarship type **CATEGORY 3** ('VLIR-UOS Travel allowance'), if your stay is part of an internship or research for your master's dissertation and if your stay is relevant in the scope of development cooperation, you will need to present an invitation letter from the local promotor as well (more particularly, a letter of approval in which he/she confirms to be responsible for the local framework). In the exceptional case that you are not able to deliver the invitation letter from the local promotor in time, please contact [Anneleen.VanLaere@UGent.be](mailto:Anneleen.VanLaere@UGent.be) to motivate this.

7. your (provisional) '**Learning Agreement**', signed on the UGent-side.

To be found:

- 'Learning Agreement for studies' (study):
  - 1- Create an exchange application in OASIS ([oasis.ugent.be](http://oasis.ugent.be) > 2019-2020 > exchange > new application);
  - 2- In the application tab 'Exchange curriculum', you enter the planned components of the training;
  - 3- In the application tab 'Documents', you can print the Learning Agreement, sign it and have it signed (if it isn't signed electronically) and add it to the attachments of your portfolio.
- 'Learning Agreement for traineeships' (internship):  
See [www.ugent.be/student/nl/studeren/naar-buitenland/la.htm](http://www.ugent.be/student/nl/studeren/naar-buitenland/la.htm) > 'Other Exchanges' > fill it in, print it, sign it yourself, have it signed and add it to the attachments of your portfolio.
- 'Master's dissertation agreement' (Master's dissertation):  
See [www.ugent.be/student/nl/studeren/naar-buitenland/la.htm](http://www.ugent.be/student/nl/studeren/naar-buitenland/la.htm) > 'Other Exchanges' > fill it in, print it, sign it yourself, have it signed and add it to the attachments of your portfolio.

**Attention:** at the question 'curriculum', don't just mention your study programme, but also for how many credits of your master's dissertation you'll stay at the host institution.

8. your **transcript of records** of the past exams and of the previous academic years.

You can print it yourself from Oasis, see: <https://www.ugent.be/student/en/class-exam-exchange-intern/class-exam/transcript-of-records.htm>

9. a copy of your international passport or your identity card (front- and backside).

#### **Attention!**

- Incomplete files are NOT acceptable and will NOT be read.
- You may be contacted during or after the selection process in order to provide additional information or to upload your details in an application tool of the authorities that issues the scholarship. It is also important to save the required documents during the selection process, until the publication of the selection results.

### **Way of submitting**

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You enter your details and portfolio via an online tool that was especially developed for this purpose:  
<https://sharepoint.ugent.be/sites/nonerasmusgrants>

The tool is user friendly and self-explanatory. We give you some tips all the same:

- Select 'submit new application';
- You fill in all the fields under the different tabs;
- If you tick certain options (you check the guidelines to see whether you are entitled to this), you enter extra information (e.g. ASEM DUO or VLIR-UOS);
- Make sure you add all the mandatory (and permissive) attachments;

- If you click on 'save', you can always complete your portfolio via 'My application';
- When your portfolio is complete, you click on 'submit'. After this, you cannot change anything anymore. You do not receive a confirmation e-mail afterwards, but in 'My Application', you will see 'Yes' in the column 'Submitted'.
- Keep these guidelines always at hand when you create your portfolio. You can also find them via the SharePoint link. The guidelines include the relevant background information of the required details.

## Timing

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**The deadline is Monday March 4<sup>th</sup> 2019, at 16:00 (Brussels Time), at the latest**

**Attention:** This deadline will be applied strictly. Dossiers that are submitted later than 16:00, dossiers that are complete but were not submitted or incomplete dossiers will NOT be accepted and will NOT be read.

Communication of the selection results: May 10<sup>th</sup> 2019

**Important !!** Parallel to your scholarship application (financing), you also need to enter an exchange application in Oasis (destination)<sup>6</sup>. If you submit an application for a scholarship for exchange outside the Erasmus area, you have to tick 'Scholarship Ghent University bilateral agreement' in the OASIS application in the option 'funding'.

## Allocation of the scholarships

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Your scholarship application will be assessed by an independent panel of experts at UGent-level. Whether you will receive an allowance and the size of the scholarship will depend on the quality of your application file and the evidence of your financial need.

## Practical tips

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- Are you aware of the instructions and guidelines?
- Make sure your file is correct and complete, and submitted on time (use the 'submit' button):
  - Did you complete the required information in the provided tool?
  - Be aware of the deadline to submit the file!
  - Incomplete dossiers, dossiers that are submitted too late and dossiers that are complete but were not submitted will not be considered.
  - Take into account that the readers do not know your personal and academic objectives and that they need to get a very clear picture of your aimed foreign experience.
- Take care of your application file:
  - Make sure your file is as specific as possible.
  - Add as many relevant evidence as possible.
  - Focus on the quality of your file: language, contents, etc.

## Contact

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Every student who is interested in a scholarship for a foreign stay outside the Erasmus area can contact his/her FCI in order to prepare the stay abroad. A list of FCIs can be found on: <http://www.ugent.be/nl/univgent/waarvoor-staat-ugent/internationalisering/fci.htm>

For additional general information, please contact the International Relations Office: [studentsout@ugent.be](mailto:studentsout@ugent.be) (Greet Naessens) or [Non-ErasmusAgreements@UGent.be](mailto:Non-ErasmusAgreements@UGent.be) (Rein Reynebeau).

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<sup>6</sup> How? See Zie: <https://www.ugent.be/student/nl/studeren/naar-buitenland/procedure.htm>

