

## Selection scholarships for exchange OUTSIDE the Erasmus area

Erasmus+ area = 27 EU Member States + North Macedonia, Norway, Liechtenstein, Iceland, Serbia, Turkey and Switzerland (own programme)

### Academic year 2022-2023 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. This is the '**second call**'.

The scholarship distribution is a competitive selection process and is based on submitting a portfolio mechanism.

#### ➤ **SECOND CALL**

A first call with scholarship possibilities for an exchange outside the Erasmus area was launched in January 2022, with deadline 4<sup>th</sup> of March 2022. After the first call, most of the scholarships were granted.

If you were not able to apply in March, you can apply for this current (second) call. **This second call is not for students who got an unsatisfactory score for their portfolio in March.**

For this second call, **retroactivity** is possible. That means that you can apply for a scholarship in December 2022 for **a stay between 1/09/2022 and 31/08/2023 (validation required in your curriculum AY 22-23).**

The scholarship possibilities are limited to BIRAK Travel Allowances and VLIR-UOS scholarships. The bigger your socio-economic need, the more relevant documents you add and the better you explain your financial plan, the greater the chance to receive a scholarship.

#### ➤ **GENERAL SECURITY SITUATION**

**Receiving a scholarship is CONDITIONAL, and does not guarantee you will be given the green light to leave.** Please be aware that it is possible that you will receive a scholarship, but you will not be able to depart to your destination. This will not be a problem for most destinations, but for a number of countries there are travel restrictions or the general security situation (separate from corona or in combination with corona) is still uncertain. **You will only receive admission to leave for an exchange if all necessary conditions are fulfilled** (positive travel advice from the Belgian authorities; no restrictive measures that seriously impede daily life in your host country; your host university or organization has an academic offer in which physical presence on the spot offers added value). **You need permission from your faculty, from Team Actueel (travel advise) and from the host institution.** We advise you not to incur any expenses for transport, accommodation, etc. prior to formal admission. Costs incurred in the period prior to this admission are not eligible for reimbursement in the event of cancellation of the exchange.

## 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> You also cannot apply for a scholarship by means of this selection process for Switzerland (own grant programme) and the UK (transition year within the Erasmus+ programme).
- **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 2022-2023 and ends before the next academic year (2023-2024) 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 2022-2023.

For example:

- If you stay abroad (internship/research) during the summer period (July-August) 2023, and if your stay is part of a course in your curriculum during the academic year 2022-2023, then you need to hand in a portfolio with the current call.
- If you stay abroad (internship/research) during the summer period (July-August) 2023, and if your stay is part of a course in your curriculum during the academic year 2023-2024, then you need to hand in a portfolio in March 2023.
- 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 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.

You have a bigger chance to receive a high scholarship when:

- your socio-economic need is higher
- more relevant evidence is added to your portfolio
- you made a sound financial plan
- your academic motivation is worked out in detail

### CATEGORY 1: Travel allowance

- A travel allowance depending on the distance between the sending institution and the receiving institution.
- If your stay concerns study or research as part of a master's dissertation your faculty needs to have a bilateral framework agreement ('BIRAK'), more specifically a Cooperation Agreement, 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>. This is not necessary in the scope of an internship.
- The exchange lasts 1 month as a minimum (minimum 5 ECTS) and 12 months as a maximum.

### CATEGORY 2: VLIR-UOS Travel grant

- This is a financial allowance for an internship or research in a **country in the Global South** (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).
- You must follow a **mandatory preparation moment** before your departure and add proof of this to your file. Ghent University offers in collaboration with UCOS - University Center for Development Cooperation - several preparation days

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<sup>1</sup> Erasmus+ area = 27 EU Member States + North Macedonia, Norway, Liechtenstein, Iceland, Serbia, Turkey and Switzerland (own programme)

on different dates. Of course you do not have to wait for the selection result to already register and/or participate. Registrations are open: [Info and registration](#).

- Your study at Ghent University cannot not part of a European exchange program, nor financed by a European scholarship or grant
- During his or her study, the student has not received any other funding from DGD's development cooperation budget or another grant for a study trip to a developing country, such as the Transition Fellowship Programme, Asem-Duo or Generic Grants.
- You have never received a VLIR-UOS Travel Grant before.
- The trip should take 28 continuous days at least.
- As mentioned above (in 'Mobility duration and scholarship'), you can submit a portfolio if you go to a country in the Global South (mentioned in the country overview) during the summer period 2023 (July-August) , only if it's recognized in your curriculum in the academic year 2022-2023.
- The VLIR-UOS Travel Grant can only be applied for if you go to one of the following countries:

Afrika		Azië	Latijns-Amerika
Benin	Marokko	<i>Bangladesh*</i>	Bolivia
Burkina Faso	Mozambique	Cambodja	<i>Brazilië*</i>
Burundi	Niger	Filipijnen	<i>Colombia*</i>
DR Congo	Rwanda	<i>India*</i>	Cuba
Ethiopië	Senegal	Indonesië	Ecuador
<i>Ghana*</i>	Tanzania	Palestijnse Gebieden	Haïti
Guinee	Uganda	<i>Sri Lanka*</i>	Nicaragua
Kameroen	<i>Zambia*</i>	Vietnam	Peru
Kenia	Zimbabwe		<i>Suriname*</i>
Madagaskar	Zuid-Afrika		

*\* Maximum 10% of the VLIR-UOS Travel Grants will be awarded for mobility to this destination.*

## Travel allowance

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The travel allowance is depending on the distance between the sending institution and the receiving institution and is calculated by the official European Distance Calculator. You can find an overview per country on:

<https://www.ugent.be/student/en/class-exam-exchange-intern/exchange-ugent-students/travel-allowance>

## Conditions

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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:** If your stay concerns study or research as part of a master's dissertation your faculty needs to have a bilateral framework agreement ('BIRAK'), more specifically a Cooperation Agreement, 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>. This is not necessary in the scope of an internship.
- 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.
- Parallel to your scholarship application (financing), you also need to enter an exchange application in Oasis (destination)<sup>2</sup>. If you submit an application for a scholarship for exchange outside the Erasmus area, you have to tick 'Own Resources' in the OASIS application in the option 'funding'.

<sup>2</sup> How? See: <https://www.ugent.be/student/nl/studeren/naar-buitenland/procedure.htm>

## Selection criteria

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- 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>3</sup>;
  - Students with a disability (acknowledged by VAPH)<sup>4</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>5</sup>

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***Important! If 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!***

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- You can submit only one dossier, for one destination.
- The deadline is Thursday December 1st, 2022, at 12:00 (Brussels Time) at the latest.
- The selection results will be published on January 20th, 2023 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>6</sup>**: why do you choose this particular institution/organisation, in that particular country?
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 (marked in euro's). 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.
5. Are you going to a destination that belongs to scholarship type **CATEGORY 2 ('VLIR-UOS Travel grant')**? 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 (goals, activities, added value):

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<sup>3</sup> The information registered by the Ministry of Education and Development's data warehouse is considered to be correct.

<sup>4</sup> The information registered by the Ministry of Education and Development's data warehouse is considered to be correct.

<sup>5</sup> The information registered by the Ministry of Education and Development's data warehouse is considered to be correct.

<sup>6</sup> For a number of institutions who issue scholarships, this information is required in English.

You'll tick of 'Request VLIR-UOS' in your application file and you fill in two extra (VLIR-UOS) questions, in English, or in French if the mother tongue of the chosen destination is French. **You are obliged to answer the two extra questions if you are eligible for a VLIR-UOS scholarship.**

- a) What are the goals of your assignment with respect to your studies and what will you do to achieve these goals? Specify what activities you are planning to do and what your function will be.
- b) How do you think conducting your assignment in the South can be an added value? Explain it on different levels e.g. to your educational career, professional career, personal development, institution in the South.

6. 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

7a. A signed and dated letter of recommendation or an e-mail from a **Ghent University professor**, in **English**.

*Tip: Ask a professor which course(s) you attended to draw up a letter of recommendation, in English. By doing that, the professor supports your candidacy for your exchange and for your scholarship application. The content and form of the letter is free, but should be signed and dated. For certain scholarship authorities, this letter of recommendation is important.*

7b. In case you are going to a destination that is part of scholarship type **CATEGORY 2** ('VLIR-UOS Travel grant'), 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).
- **A proof of participation in a mandatory preparation day**, organised by **UCOS**. Link to registration on page 2.

In the exceptional case that you are not able to deliver the invitation letter from the local promotor or the UCOS certificate in time, please contact [Steven.Schoofs@ugent.be](mailto:Steven.Schoofs@ugent.be) to motivate this. Both invitation letter and proof of participation must be submitted before departure to be eligible for the travel grant.

8. 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](https://oasis.ugent.be) > 2022-2023 > 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.

9. 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>

10. your identity card (front- and backside).

### **Attention!**

- Incomplete files are NOT acceptable and will NOT be read.
- Fill in your period of stay as truthful as possible.
- 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>

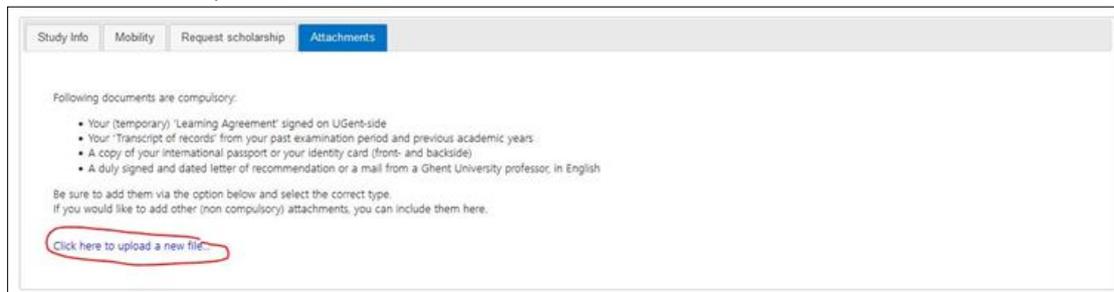
The tool is user friendly and self-explanatory. We give you some tips all the same:

- Select 'submit new application';
- You fill in all the fields under the different tabs;
- Make sure the name of the host institution is the same as in your exchange application in OASIS;
- If you tick 'VLIR-UOS' (you check the guidelines to see whether you are entitled to this), you enter extra information;
- 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'.
- In case you submitted (by accident) more dossiers, the last submitted dossier will be considered.
- 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.

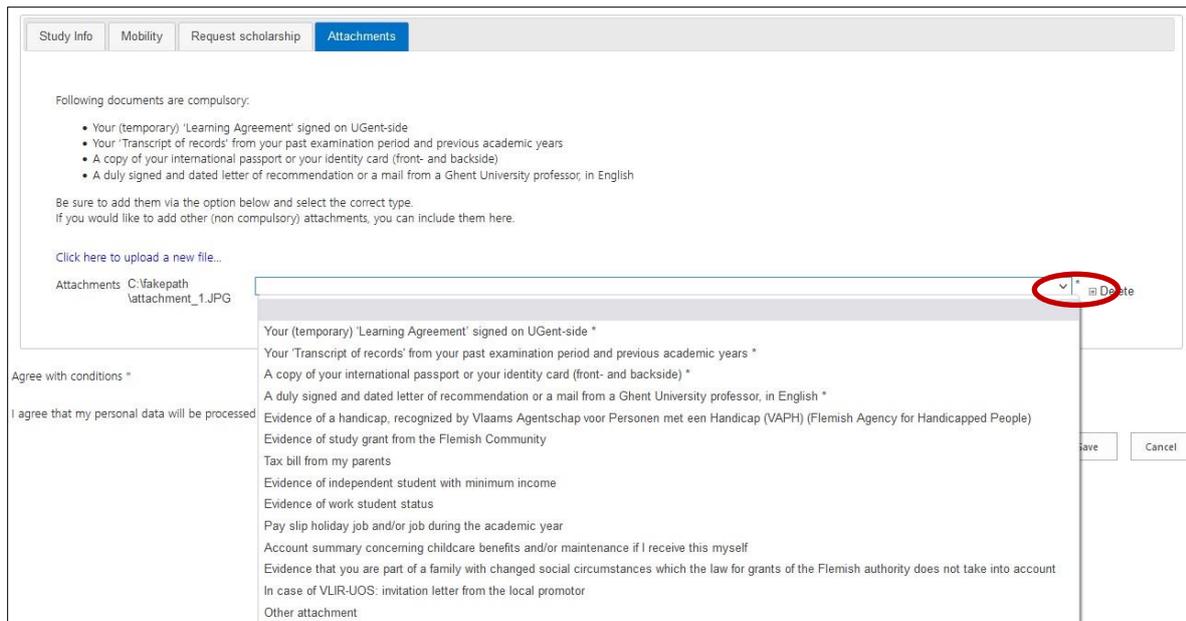
### **FAQ's Sharepoint tool**

#### **➤ How to add an attachment?**

Use the *"Click here to upload a new file"* to add a file

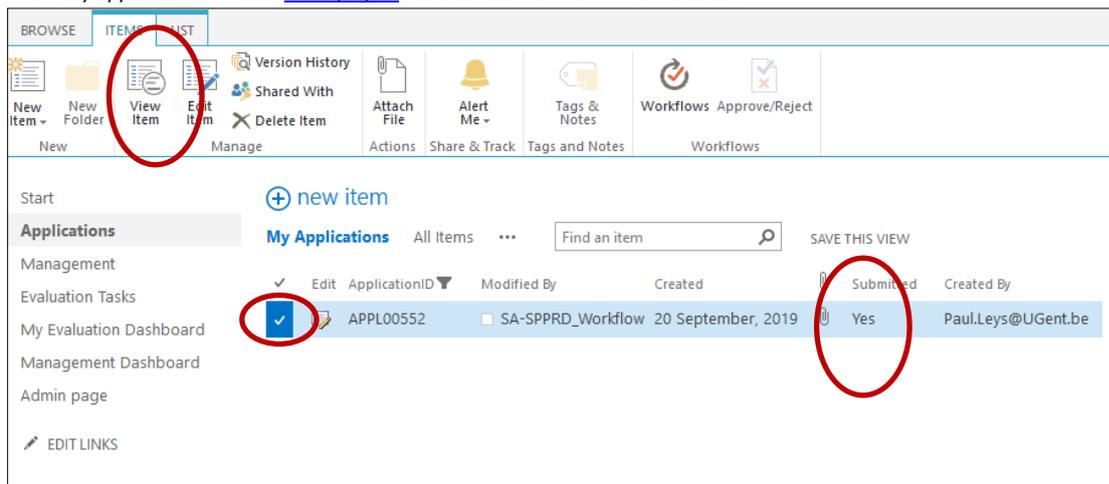


When the file is selected, choose the *type* of attachment from the picklist.



➤ **How to consult my file after submission?**

Go to "*My applications*" on the [homepage](#). Click the file and choose "*View item*".



On this screen you can see that your file was submitted: in the column *Submitted* you will see "Yes" (it takes a few moments however after submission before "Yes" will appear)

## Timing

**The deadline is Thursday December 1st, 2022, at 12:00 (Brussels Time), at the latest.**

**Attention:** This deadline will be applied strictly. Dossiers that are submitted later than 12u00, 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: January 20th, 2023.

## Allocation of the scholarships

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Your scholarship application will be assessed by an independent panel of experts at UGent-level. Your application will not be assessed by a member of your faculty. Whether you will receive an allowance and the size of the scholarship will depend on the quality of your application file, the evidence of your financial need and the total amount of applications. It is possible we will receive more applications than available grants. Applications of low quality will not be eligible for funding.

## 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 FCI's can be found on: [Faculty Committees for Internationalisation — Ghent University \(ugent.be\)](#)  
For additional general information, please contact the International Relations Office: [International@ugent.be](mailto:International@ugent.be).