

RESEARCH STAY ABROAD AS PART OF A DOCTORATE

For readability purposes, the masculine form used throughout this document is intended to be gender-inclusive. It refers to all gender identities and carries no discriminatory intent.



PURPOSE OF THE FUNDING

This funding is intended to support projects that contribute to the overall internationalisation of ULB. Internationalisation relies in particular on the development and strengthening of scientific partnerships, notably through the mobility of members of the university community. **This grant helps finance medium-length stays (minimum 2 months – maximum 6 months) in a foreign institution for ULB doctoral candidates, as part of their doctoral research.**

Note: this funding comes in part from ULB's own funds and in part from travel grants from the Fédération Wallonie-Bruxelles (FWB).



ELIGIBILITY CRITERIA

- At the time of application, the doctoral candidate **must be enrolled at ULB in at least the second year of the PhD**, unless enrolled under a cotutelle with a G3 university. In the latter case, the candidate may apply as soon as the cotutelle agreement has been signed by both universities' authorities.
- **Only one grant of this kind may be awarded per doctoral candidate over the entire duration of the PhD.** Candidates who have already received a travel grant from the Communauté française de Belgique or this CCCI grant (Commission de classement des crédits internationaux - International Credits Ranking Commission) are therefore ineligible.
- Exceptionally, **doctoral candidates employed under an assistant contract may receive up to two such grants** during their doctoral trajectory.
- This funding **cannot be combined with CCCI seed credits** (crédits d'impulsion).
- Doctoral candidates holding a **cooperation PhD scholarship** may only apply for a research stay in a **country other than that of the co-supervision/cotutelle**.
- The doctoral candidate must **check their eligibility for FNRS funding and apply for it** where applicable, in parallel with this application - in accordance with the principle of complementarity of funding.
- This grant will be **automatically awarded to ULB doctoral candidates who are ranked as priority for one of the UC Berkeley scholarships reserved for ULB**, as well as to students enrolled in a **cotutelle with one of the G3 universities**.^[1]

[1] In this case, the CCCI grant will be added to the UC Berkeley scholarship so that the combined total does not exceed €5,000.



SELECTION CRITERIA (NON-EXHAUSTIVE)

Funding will be awarded on the basis of, among others, the following criteria:

- **Quality criteria:** quality of the **ULB doctoral candidate** (notably based on the CV) **and of the application**, clearly demonstrating the interest and importance of the expected outcomes for research and/or teaching;
- Doctoral candidates under cotutelle are, in principle, treated as priority;
- For **stays in a foreign institution**, particular attention will be paid to:
 - **Alignment with ULB's institutional strategy** and contribution to the collaboration dynamics between the two institutions;
 - **Expected benefits for ULB**, for the candidate, and/or for the research unit.
- Application involving a **Strategic partner** will, in principle, be considered a priority.

In addition, **having applied to other combinable sources of funding** (FNRS, foreign grants, etc.) is viewed **positively**.

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MAXIMUM AMOUNT AWARDED & ELIGIBLE COSTS

- €4,000 for a stay within the European Union;
- €5,000 for a stay outside the European Union.

This funding covers:

- Travel and accommodation costs, upon presentation of supporting documents and in compliance with [ULB's Responsible Travel Policy](#).
- It may also cover registration fees at the host institution, up to a maximum of €1,000, or visa fees.



APPLICATION DATES & PROCEDURE

Applications must be sent by 15 October or 15 March deadline to the International Relations Office: delphine.lauwers@ulb.be.

APPLICATION STEPS

The complete application file must be **submitted by email in a single PDF file**, including the **following mandatory documents**:

- The online [application form](#), completed by the applicant;
- The [Supervisor's/Head of service's assessment form](#), completed and signed by the supervisor;
- The invitation letter from the host university/institution OR the joint PhD supervision agreement, depending on the type of mobility (not required for fieldwork research stays);
- A letter of motivation of no more than one page (in French or English), describing, on the one hand, the links between the doctoral candidate's research and the planned stay, and, on the other hand, the current state of progress of the PhD thesis;
- The applicant's CV ([ULB template](#), including publications extracted from DI-fusion).

All documents must be sent as a single PDF file to: delphine.lauwers@ulb.be

Please note that your application will be assessed by **internationalisation specialists** (members of the Commission de classement des crédits internationaux – CCCI) as well as by **subject-area specialists**.

LINKS TO FORMS

- To be completed online by the applicant: [Application form](#)
- To be completed and signed online by the Head of service/supervisor: [Assessment form](#)



INDICATIVE SELECTION TIMELINE


Application submission	Selection committee	CoA validation	Results communication
15 October	Early December	Mid/late December	Late December/Early January
15 March	Early/Mid-May	Late May / Early June	Early/mid-June

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**RESPONSIBLE TRAVEL POLICY**

As part of the Climate Plan, ULB has implemented a [Responsible Travel Policy](#), aiming to reduce overall greenhouse-gas emissions. The policy relies on three levers: optimising travel, prioritising lower-carbon transport for closer destinations, and offsetting greenhouse-gas emissions. For “Green Cities” reachable by train in under 6 hours, air travel is no longer reimbursed. The list of these cities and all related information is available on the [dedicated page](#) of the ULB website.

Beneficiaries who choose a sustainable mode of transport to travel to an “Orange City” (or beyond) under this funding scheme may receive an additional €200.



ANNEX – GENERAL REGULATIONS ON THE AWARDING OF CCCI CREDITS

- The list of publications by ULB members must be extracted from [DI-fusion](#); otherwise the application will be deemed ineligible.
- ULB's International Credits Ranking Commission (CCCI) serves as the selection panel for the credits described in these regulations.
- The academic authorities reserve a discretionary right to award credits urgently and in the case of priority partnerships.
- Any CCCI decision involving more than €2,500 must be ratified by the Academic Council (CoA).
- The existence of a cooperation agreement shall in no case be considered a criterion for the automatic awarding of credits.
- Subsidiarity/complementarity principle: applicants are invited to review existing funding opportunities and to submit applications to other sources.
- Having external funding is an asset when applying for complementary ULB credit.
- Applications must be submitted directly to the International Relations Office by the deadline indicated in these regulations. For funding requiring faculty ranking, applications must also be sent to the relevant faculty; faculty deadlines may differ.
- If a previous application was selected, applicants must wait at least one academic year before submitting a new application to the same funding scheme, unless otherwise specified.
- An activity report must be submitted within one month after the end of the mobility. No new application can be considered without this report.
- Airline tickets must be booked at the most advantageous fare, in line with ULB's Responsible Travel Policy.
- Credits are awarded for a specific objective. Only expenses directly related to that objective and duly justified will be covered. Any remaining balance may not be reallocated to another activity.