



ASEM Work Placement Programme

Academic year 2018-2019

Country specific criteria: Belgium/Flemish Community

- The applicant should be enrolled in a full time study programme in higher education of EQF-level 5, 6 or 7.
- The work placement should be recognized by the home institution through credit transfer.
- The mobility under the ASEM Work Placement Programme 2018-2019 has to take place before September 2019.
- To be eligible for a ASEM WPP grant, the applicant cannot already be staying in the country of the host institution during the application procedure.
- Applicants can apply for a grant from the Flemish Government. This grant can only be used for traineeship mobility¹.
- The ASEM WPP 2018-2019 grant approval is based on the 'first come, first served' principle.
- The ASEM Work Placement Programme grant cannot be combined with another scholarship from the Flemish Government or VLIR-UOS.
- A grant is calculated according to the modalities below:
 - The travel allowance is €1.100
 - The grant amount is €650/month
 - A month is defined as a period of 30 days even if the month counts 28, 29 or 31 days, with the exception of the last month of mobility which needs to be minimum 26 days.E.g.: 15/02/2019 - 11/05/2019:
 - 15/02-14/03 = 30 days = 1 month
 - 15/03-14/04 = 30 days = 1 month
 - 15/04-11/05 = 30 days - 3 days = 27 days (sufficient for the last month)
- The available budget for the ASEM Work Placement Programme for academic year 2018-2019 is 45.000 EUR.

Application

Step 1: The Home institution starts the application procedure for the ASEM WPP grant by creating the application file in the Placement-Online tool.

¹ Work placement: hands-on experience at the work place as integral part of the curriculum.

Step 2: The applicant receives an email generated by the Placement-Online tool notifying him/her about the start of the application procedure and the next steps that he/she has to complete.

Step 3: The applicant registers in the Placement-Online tool and completes his/her registration form.

Step 4: The applicant uploads all necessary documents:

- English language test results (IELTS, TOEFL or other) or a certificate provided by the Home institution.
- The applicant completes the details about the traineeship company in Placement-Online.
- Training agreement, signed by all parties: trainee, Home institution and Traineeship institution/organization/company.

Step 5: The secretariat will verify the completed trainee's file in the Placement-Online tool and check the availability of the budget.

Step 6: If there is enough budget available and if the trainee's file has been filled out correctly, the VLUHR secretariat will award a grant to the trainee. The trainee and the Home institution will be notified about receiving the approval of the grant and of further steps to be taken for completion of the application before departure by email.

More information:

Should you have questions about the scholarship programme, please contact the VLUHR secretariat by email: rachida.chattari@vluhr.be or by phone: 02/792.55.19.