ASEM Work Placement Programme

academic year 2020-2021

Call May 2020

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 2020-2021 (Call May 2020) has to take place before 1st February 2021[1].
- To be eligible for an ASEM WPP grant, the applicant is not staying in the country of the host organization during the application procedure.
- Applicants can apply for a grant from the Flemish Government. This grant can only be used for traineeship mobility[2].
- The ASEM WPP 2020-2021 grant approval is based on the 'first come, first served' principle.
- The ASEM Work Placement Programme grant cannot be combined with another grant 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
  - Flemish students from underrepresented groups receive an extra allowance of € 200/month on top of the regular allowance. This includes:
    - ✓ Students who receive a study grant from the Flemish Government.
    - ✓ Students with a disability, recognized through the VAPH.
    - ✓ Working students. The student must be an employee or jobseeker, the training being part of a trajectory proposed by the employment agency. Moreover, the student may not yet have a master's degree or a second cycle diploma.

  To proof that he/she belongs to an underrepresented group the student will have to upload a document from the representative official body stating this.

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.: 15/09/2020 – 11/12/2021:

- 15/09-14/10 = 30 days = 1 month
- 15/10-14/11 = 30 days = 1 month
- 15/11-11/12 = 30 days – 3 days = 27 days (sufficient for the last month)

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[1] In case of force majeure it is possible to postpone the mobility.
[2] Work placement: hands-on experience at the work place as integral part of the curriculum.

For applications for traineeships in academic year 2020-2021, there will be two calls:

- Call 1 – 25th May 2020, 2pm: opening of the call for applications for traineeships in the first semester 2020-2021. Budget: 50.000 euro
- Call 2 – 17th November 2020: opening of the call for applications for traineeships in the second semester 2020-2021. Budget: 80.000 euro

Application Procedure

Step 1:

The home institution starts the application procedure for the ASEM WPP grant by filling in the online application form for every candidate.

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 must 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.
- Proof showing that the student belongs to an underrepresented group (if applicable).

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 is complete, 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 asemwpp@vluhr.be or by phone: 02/792.55.19.