Asia-Europe Meeting

ASEM Education

ASEM Work Placement Programme

Academic year 2023-2024

Call May 2023

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.
- Applicants can apply for a grant from the Flemish Government. This grant can only be used for traineeship mobility[1].
- Applications for a traineeship in the home country of the applicant are not eligible for an ASEM WPP grant.

MODALITIES: BELGIUM/FLEMISH COMMUNITY

- The mobility under the ASEM Work Placement Programme 2023-2024 (Call May 2023) has to take place before 1st February 2024[2]. The credits have to be assigned to the academic year 2023-2024.
- The work placement should be recognized by the home institution through credit transfer.
- The ASEM WPP 2023-2024 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 reimbursement for travel expenses is calculated according to the following rules:

Distance to guest country (km)	Amount in Euro
100 - 499	€ 180
500 - 1999	€ 275
2000 – 2999	€ 360
3000-3999	€ 530
4000-7999	€ 820 (Bangladesh, India, Kazakhstan, Mongolia & Pakistan)
>= 8000	€ 1500 (Brunei, Cambodia, People's Republic of China, Indonesia, Japan, Republic of Korea, Laos, Malaysia, Myanmar, The Philippines, Singapore, Thailand & Vietnam)

- The grant amount is € 700/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 allowance 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 they belong to an underrepresented group in the academic year 2023-2024, the students will have to upload a document from the representative official body stating this.

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

- 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.: 15/09/2023 – 11/12/2024:
    - 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)

AVAILABLE BUDGET

- Call 1 – 22nd May 2023, 2pm: opening of the call for applications for traineeships in the first semester of academic year 2023-2024. Budget: 80.000 €.
- Call 2 – 15th November 2023: opening of the call for applications for traineeships in the second semester 2023-2024. Budget: 70.000 €.

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 on Placement-Online.

STEP 2:

The applicants receive an email generated by the Placement-Online tool notifying them about the start of the application procedure and the next steps that they must complete.

STEP 3:

The applicants register in the Placement-Online tool and complete their registration form.

STEP 4:

The applicants upload all necessary documents:

- English language test results (IELTS, TOEFL or other) or a certificate provided by the home institution.
- The applicants complete the details about the traineeship company in Placement-Online.
- Training agreement in the template generated by Placement Online for the open call, signed by all parties: trainee, home institution and traineeship institution, organization or 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-i 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-i secretariat by email International@vluhr.be.