



# ASEM Work Placement Programme

Academic year 2024-2025

Call May 2024

## 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<sup>1</sup>.
- Applications for a traineeship in the home country of the applicant are not eligible for an ASEM WPP grant. However, exceptions are possible if the trainee can provide a good motivation. The sending higher education institution is entitled to take the decision. The following reasons can be accepted:
  - The trainee can demonstrate that he/she has resided at least for the last five years in a country other than the country of origin;
  - The intern can demonstrate that he/she grew up in a country other than the country of origin.

## MODALITIES: BELGIUM/FLEMISH COMMUNITY

- The mobility under the ASEM Work Placement Programme 2024-2025 (Call May 2024) has to take place before 1<sup>st</sup> February 2025. The credits have to be assigned during the academic year 2024-2025.
- The work placement should be recognized by the home institution through credit transfer.
- The Flemish higher education institution that submits at least one eligible application will be awarded a minimum of one scholarship of two months + travel expenses. Flemish students from underrepresented groups receive an extra allowance on top of the regular allowance.
- After allocation of one scholarship to each participating higher education institution, VLUHR-i will award the remaining scholarships by drawing lots on condition that there is still budget available.
- At least 25% of all scholarships will be awarded to students from underrepresented groups.
- The ASEM Work Placement Programme grant cannot be combined with another grant from the Flemish Government, VLIR-UOS or Erasmus+.
- A grant is calculated according to the modalities below:
  - The grant amount is € 700/month.
  - Flemish students from underrepresented groups receive an extra allowance of € 200/month on top of the regular allowance. The following groups are considered:
    - ✓ Students who receive a study allowance from the Flemish Government (proof of AHOVOKS).
    - ✓ Students with a disability, recognized through VAPH (proof of 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.

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

To prove that they belong to an underrepresented group in the academic year 2024-2025, the students will have to upload a document from the representative official body stating this.

- 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, China, Indonesia, Japan, Republic of Korea, Laos, Malaysia, Myanmar, The Philippines, Singapore, Thailand & Vietnam)

- 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.: 15/09/2024 - 11/12/2025:

- 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 - 6 May 2024, 2pm: opening of the call for applications for traineeships in the first semester of academic year 2024-2025. Budget: € 80.000.
- Call 2 - 12 November 2024: opening of the call for applications for traineeships in the second semester 2024-2025. 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 Mobility-Online.

### STEP 2:

The candidates receive an email generated by the Mobility-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 Mobility-Online tool and complete their registration form.



#### STEP 4:

The applicants upload all necessary documents:

- English language test: a certificate provided by the home institution or a test result (IELTS, TOEFL or other).
- The candidates complete the details about the traineeship company in Mobility-Online.
- Training agreement in the template generated by Mobility-Online for the open call, signed by all three parties: trainee, home institution and traineeship institution, organization or company.
- Proof showing that the student belongs to an underrepresented group (if applicable).

#### STEP 5:

Candidates get two weeks to complete their application:

- Call 1 until 22 May 2024, 10am.
- Call 2 until 28 November 2024, 10am.

#### Step 6:

- VLUHR-i will verify the completed application file in the Mobility-Online tool.
- The Flemish higher education institution that submits at least one eligible application will be awarded a minimum of one scholarship of two months + travel expenses. Flemish students from underrepresented groups receive an extra allowance on top of the regular allowance.
- After the first round of scholarship allocations and, on condition that there is still budget available, VLUHR-i will award the remaining scholarships by drawing lots.
- At least 25% of all scholarships will be awarded to students from underrepresented groups.
- 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 VLUHR-i by email [International@vluhr.be](mailto:International@vluhr.be).

