Internal rules and regulations
on the allowance of Ph. D. scholarships

1.1. Purpose of the Ph. D. scholarship

A VUB-Ph.D. scholarship is a financial allowance, awarded by the Vrije Universiteit Brussel (hereinafter called "VUB") to persons (hereinafter called "scholar") in order to enable them to conduct studies or research to acquire competence in scientific research. This scientific research shall lead to a doctoral thesis.

The scholarships are exempt from taxes according to the stipulations in the Royal Decree to change art. 15 of the Royal Decree of 28 November 1969 in execution of the law of 27 June 1959 which revises the law of 28 December 1944 concerning the social security of employees. The scholarships are awarded in conformity with the decision of the council of ministers of 28 October 1994 to improve the employment of scientific researchers in the framework of the "global plan" (Globaal Plan).

1.2. Conditions and criteria for selection

1.2.1. VUB Ph.D. Scholarships cannot be awarded to persons who have been employed for more than 365 days as a member of the assistant academic staff previous to their Ph.D. training.

1.2.2. The scholar conducts his/her research under supervision and scientific guidance of a competent supervisor (a member of the independent academic staff or a permanent mandatary of the FWO\textsuperscript{1}). The scholar joins a research unit, and takes part in the scientific activities of this unit within the boundaries of the present rules and regulations.

1.2.3. VUB Ph.D. scholarships can be awarded:
- from the department's own resources: following a motivated proposal from, and after screening by, the faculty.
- from OZR\textsuperscript{2} resources: on the proposal of the faculty, after screening and positive advice by the OZR, confirmed by the university administration.

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\textsuperscript{1} Fonds voor Wetenschappelijk Onderzoek: Fund for Scientific Research, a government agency to promote fundamental scientific research.

\textsuperscript{2} Onderzoeksraad: research board, an internal council of the university which manages funding for scientific research.
1.2.4. The criteria for selection are:
- quality and feasibility of the proposed doctoral research
- qualification of the scholar to perform doctoral research in a team.
- the scholar must hold at least a 2nd cycle university diploma at higher than pass level
- preference is given to candidates who have been screened by one of the public scientific research funds (FWO, IWT or ICM).

1.2.5. The scholar has to work full-time towards a doctoral thesis or scientific study for which the scholarship was awarded. Scholarships can in no case be considered as remuneration for activities performed at the behest of the university or a third party, which are taxable as professional income.

1.2.6. The scholarship is awarded for a total maximum period of 4 years. Every extension depends on an evaluation of the research project in the preceding period. This evaluation is conducted by:
- the faculty (or an ad hoc advisory committee of the faculty) if the scholarship is funded from the supervisor’s own resources.
- the faculty and the OZR if the scholarship is funded from OZR-resources (in conformity with the screening procedures of the OZR).

1.2.7. Only full-time scholarships can be awarded. Exceptionally, on the condition of explicit advice from the bureau of the OZR, part-time scholarships can be awarded as a complement to a scholarship awarded elsewhere, insofar that a joint scholarship is possible.

1.2.8. The scholarship is awarded on the basis of motivated advice from the faculty. The faculty submits this advice to the Rector. The Rector adds this proposal to the agenda of the university board.

1.3. Stipulations of the scholarship

1.3.1. The scholar has to enroll as a Ph.D. student. Enrolment in the Ph.D. training programme is recommended but not compulsory.

1.3.2. The scholarship cannot be conjoined with other revenues or remunerations, with the exception of complementary scholarships, as described in 1.2.7.
Attendance at scientific meetings can be funded as for Assistant Academic Staff of the VUB.

1.3.3. The scholar can renounce the scholarship at any time, provided that the Rector and the supervisor are notified in writing.

1.3.4. The scholarship can be cancelled if the scholar clearly falls short in the performance of the study or research work for which the scholarship was awarded. Cancellation takes place by decision of the university board, following a motivated proposal from the faculty, and after consultation with the supervisor. The scholar has the right to be heard by the faculty board and can lodge an appeal with the University board against the decision to cancel the scholarship.

1.3.5. In case of sick leave of more than three months, or maternity leave, the scholarship is suspended.

1.4. **Scholarship amount**

1.4.1. The amount of the scholarship equals the amount of a FWO-scholarship (RVB.581/U5/01)

1.4.2. The scholarship is paid at the end of every month by bank transfer to the bank account specified by the scholar.

1.4.3. The VUB undertakes to finance the social security contributions of the scholar.