A guide to
doctoral and postdoctoral fellowships
# TABLE OF CONTENTS

I. **INTRODUCTION** ................................................................................................................. 1

II. **SOME IMPORTANT DEFINITIONS** .................................................................................. 2
    A. Fellowships .................................................................................................................. 2
    B. Doctoral fellowships ...................................................................................................... 2
    C. Postdoctoral fellowships ............................................................................................... 2

III. **GENERAL TAX EXEMPTION PRINCIPLES** ................................................................. 3
    A. Exemption conditions - general .................................................................................... 3
    B. Specific exemption conditions ......................................................................................... 4
    C. Implications of tax exemption ......................................................................................... 5

IV. **PROVISIONS REGARDING VISA, RESIDENCE PERMIT, DECLARATION OF ARRIVAL AND WORK PERMIT EXEMPTION** .............................................................................. 6
    A. Formalities to gain access to Belgian territory ................................................................. 6
    B. Formalities to be completed on arrival in Belgium and residence permit ......................... 7

V. **CHARACTERISTICS OF THE DIFFERENT TYPES OF FELLOWSHIP** .......................... 8
    A. Information about doctoral and postdoctoral fellowships ............................................... 8
    B. Information about doctoral fellowships ........................................................................... 11
    C. Information about postdoctoral fellowships .................................................................... 11

VI. **AWARDING AND PAYMENT OF FELLOWSHIPS** .......................................................... 12
    A. Administrative management of fellowships ..................................................................... 12
    B. Formalities to be completed by the supervisors ............................................................... 12
    C. Formalities to be completed by fellowship holders ........................................................ 14

VII. **CONTACT INFORMATION** .......................................................................................... 16
    A. Human Resources Department (DRH) ........................................................................... 16
    B. Financial Administration Department (DAF) ..................................................................... 17
    C. Academic Affairs Department (DE) ................................................................................. 17
    D. External Relations Department (DRE) ............................................................................ 17
    E. Research Administration Department (DR) ....................................................................... 17

VIII. **USEFUL LINKS** ............................................................................................................ 18
I. INTRODUCTION

The present Guide is intended for research supervisors who wish to fund a doctoral or postdoctoral fellowship, and for researchers who may receive such a fellowship.

It has been written jointly by the Research Department, the Financial Administration Department and the Human Resources Department.

It aims to present the different types of fellowship that are jointly administered by the three Departments mentioned above.

It should be noted that there is no central funding of fellowships by the ULB. Only supervisors who have sufficient financial resources are in a position to fund a fellowship. Researchers who wish to undertake a doctoral thesis must thus first identify the supervisor under whose supervision they will carry out their research, in order to discuss the possibility of receiving funding for it.
II. SOME IMPORTANT DEFINITIONS

A. Fellowships

A doctoral or postdoctoral fellowship is awarded by the Institution at the initiative of a ULB research supervisor. Its objective is to enable the beneficiary to undertake doctoral training, write a thesis or carry out a research project.

Provided that they fulfil certain conditions decreed by the Federal Public Service for Finance (described below), doctoral and postdoctoral fellowships are tax exempt. They are however subject to Belgian social security deductions (according to either the general or partial regime, depending on the nationality of the person who receives the fellowship).

It should be noted that in order to receive a fellowship, applicants can hold no other position within the University, irrespective of whether or not they are paid.

Fellowships are paid to beneficiaries on a monthly basis, at the end of each month.

A doctoral fellowship is awarded for a minimum period of 1 year, renewable, and a postdoctoral fellowship for a minimum period of 3 months, renewable. This is the general rule. Nonetheless, a fellowship can be awarded for a shorter period if the reasons are duly justified to the Human resources department.

B. Doctoral fellowships

These are fellowships that are awarded with the aim of writing a doctoral thesis. For information about doctorates and doctoral training, please refer to the PhD Regulations1.

In order to be able to receive a doctoral fellowship, the researcher must be enrolled in a doctoral programme at the ULB or at another university.

The other conditions relating to the awarding of a doctoral fellowship can be found in the general tax exemption principles (see chapter III).

C. Postdoctoral fellowships

These are fellowships which are awarded to international mobility researchers (see chapter III point B 2) who have held a doctorate for a maximum period of 8 years when the fellowship is awarded.

The other conditions relating to the awarding of a postdoctoral fellowship can be found in the general tax exemption principles (see chapter III).

---

1 https://www.ulb.ac.be/rech/doctorants/docs/Reglement_du_doctorat_ULB_paysage_EN.pdf
III. GENERAL TAX EXEMPTION PRINCIPLES

A. Exemption conditions - general

Generally speaking, fellowships are tax exempt if they strictly meet the following conditions:

1. The fellowship cannot represent taxable payment for services rendered at the request of the University or a third party.

   Doctoral and postdoctoral fellowships awarded by the Institution are tax exempt if they are given in a disinterested manner. In other words, the fellowship cannot represent compensation for services requested by the University or a third party from the recipients of the aforementioned fellowship.

2. The fellowship can in no way be a substitute for an employment contract. A fellowship can therefore not be awarded for duties that have been carried out in the past within the framework of an employment contract.

3. The activity must be exclusively devoted to research, outside of an employment contract. Fellowship holders cannot at the same time engage in any teaching activity or other activity, whether paid by the University or not, whatever the timetable. An exemption is nevertheless made for doctoral fellowship holders (point B.1 below).

4. The amount of the fellowship is subject to very strict limits, which vary depending on its type (see chapter V points B and C).

5. If the exemption conditions outlined below are respected, tax exemption is granted for a maximum period and for one time only for the same person. The maximum period varies depending on the type of fellowship (see point B below).
B. Specific exemption conditions

Furthermore, doctoral and postdoctoral fellowships must meet additional conditions as regards ceiling, duration, etc.

1. Doctoral fellowships

- The amount of the fellowship cannot annually exceed the net amount of remuneration paid to scientific staff at the university with the same length of service and the same qualifications as the fellowship holder.

- The fellowship cannot be awarded to a person who, before their doctorate, worked as an assistant at the University for more than 365 days in total.

- The doctorate must be devoted exclusively to research, outside of an employment contract. Nevertheless fellowship holders on a doctoral programme are allowed to carry out monitoring and supervision of practical work for Master’s students. Such services are however restricted to a maximum of four hours a week. Furthermore they cannot give rise to an official appointment.

- Tax exemption is only granted to doctoral fellowship holders for a maximum of 48 months. These 48 months are to be calculated on the basis of the real time actually spent on the doctorate. It is not important that the months follow on from one another without interruption: there is no limit on the period of time during which the exemption is granted.

2. Postdoctoral fellowships

- Postdoctoral fellows must be holders of a doctoral degree.

- The doctoral degree cannot have been received more than 8 years prior to the moment when the first postdoctoral fellowship is awarded.

- Fellows must be on international research mobility.

- ‘International research mobility’ implies that the fellows have not resided or carried out their main activity (employment, studies, etc.) in Belgium for more than 24 months during the 3 years immediately preceding the first postdoctoral assignment. Short stays such as holidays, conference participation or a short stay to prepare for the postdoctoral assignment are not taken into account when checking whether this condition is met.

- Tax exemption is granted for the duration of the postdoctoral fellowship, with a maximum of 36 months.
C. Implications of tax exemption

This favourable tax regime implies that fellowship holders are not in a subordinate relationship with the University and that they are not bound to it by an employment contract.

In addition, a fellowship is not regarded as taxable income. With the agreement of the Federal Public Service for Finance, the University does not have to draw up a tax statement for sums paid in the form of tax-free fellowships. It is nonetheless obliged to attach annually to its tax return a list of the names of people who have received these tax-free fellowships, as well as the sum paid to each fellowship holder.

Where the completion of tax returns by fellowship holders is concerned, and in so far as the fellowship is not taxable income, the section regarding taxable income does not need to be completed. Fellowship holders must nonetheless complete the other sections of the tax return (if applicable) before signing it, dating it and sending it to their local tax office.

For any questions regarding tax exemption, fellowship holders can contact their file manager in the Payroll Service - Financial Administration Department (to identify the right file manager, see chapter VII point B).
IV. PROVISIONS REGARDING VISA, RESIDENCE PERMIT, DECLARATION OF ARRIVAL AND WORK PERMIT EXEMPTION

For information regarding visa, residence permit, declaration of arrival, work permit or work permit exemption formalities, please contact the file managers in the Contractual Research Personnel Service (SPRC) within the Human Resources Department (DRH) (to identify the right file manager, see chapter VII point A).

New researchers should contact Susan Black at the International Welcome Desk, where support with administrative steps to be completed prior to arrival at the ULB is also available. Her contact details can be found in chapter VII point D.

A. Formalities to gain access to Belgian territory

1. **Visa not required**
   - No visa is required by Swiss nationals or nationals of one of the Member States of the European Economic Area (EEA).
   - Foreign nationals who already hold a permanent Belgian identity card, generally obtained through family ties, are not required to obtain a visa.

2. **Visa required**
   Nationals of a state that is not part of the EEA or who are not from Switzerland must obtain a visa **before their stay** in Belgium in order to gain access to Belgian territory.

   - **Doctoral fellowship holders** must have a student visa D when they arrive in Belgium. To obtain a visa they must apply to the Registration department for admission to the doctoral programme (Contact person: Carine Faniel, her contact details can be found in chapter VII point C). At the end of the admission process, if they are accepted, students receive an admission letter to be presented at the Belgian Consulate of their country of residence. When the Registration Department receives a copy of the student visa, the enrolment is effective. A copy of the visa and the first page of the passport must be appended to the fellowship application file.

   - **Postdoctoral fellows** must be holders of a Type D visa when they arrive in Belgium. To obtain a visa, fellows or their supervisors must contact the SPRC within the DRH, which will issue a document called 'Declaration of Arrival,' in accordance with Article 2, 25° of the royal decree of June 9, 1999, which authorizes exemption from the requirement to obtain a work permit for this category of fellowship. The declaration of arrival must be presented to the Belgian Consulate of the fellow’s country of residence. A copy of the visa and of the first page of the passport must be appended to the fellowship application file.
B. Formalities to be completed on arrival in Belgium and residence permit

It is essential that anyone who does not have Belgian nationality must go in person to the town hall of the municipality of residence in order to do a ‘declaration of arrival’:

- Anyone who intends to remain in Belgium less than 90 days must go in person to the town hall within 3 days of arrival in Belgium.

- Anyone who intends to remain in Belgium more than 90 days must carry out this administrative step within 8 days of arrival in Belgium. Where required, they must be in possession of their visa. A residence permit will be subsequently issued to them.

The declaration of arrival issued by the town hall must be appended to the fellowship application file. A copy of the residence permit must be subsequently sent to the fellowship file manager in the SPRC-DRH.
V. CHARACTERISTICS OF THE DIFFERENT TYPES OF FELLOWSHIP

A. Information about doctoral and postdoctoral fellowships

1. Social security coverage

Doctoral and postdoctoral fellowships are subject to Belgian social security. The National Social Security Office (ONSS) is responsible for collecting, managing and allocating social security contributions, which include both personal and employer contributions.

Depending on the nationality of the beneficiaries, doctoral and postdoctoral fellowships are subject to either the general or the partial social security regime:

- The general regime applies to nationals of an EEA country and Switzerland or a country that has a bilateral social security agreement with Belgium.
  - The EEA consists of the Member States of the European Union as well as Iceland, Liechtenstein and Norway. Switzerland has been applying European regulations concerning social security since June 1, 2002.
  - Belgium has a bilateral social security agreement with the following countries: Algeria, Australia, Bosnia-Herzegovina, Brazil, Canada, Chile, South Korea, Croatia, the United States of America, India, Israel, Japan, Kosovo, Macedonia, Morocco, the Philippines, the Republic of Montenegro, San Marino, Serbia, Tunisia, Turkey and Uruguay.

- Consequently, all fellowship holders who are nationals of a country which is not listed above or which is not part of the EEA receive a fellowship that is subject to the partial Belgian social security regime.

The general Belgian social security regime covers health insurance, maternity, invalidity, pension insurance and unemployment insurance, insurance against workplace accidents, occupational diseases allowances and family allowances. However social security coverage is not as extensive if the fellowship is subject to the partial social security regime.

Whether they are subject to the general or partial social security regime, all doctoral and postdoctoral fellows can receive family allowances for children who are members of their household. This involves the prior respect of certain regulatory provisions.

For questions concerning family allowances, fellowship holders can contact Véronique VAN WEYENBERG in the Payroll Service - Financial Administration Department (see chapter VII point B for contact details).
In addition, due to deduction and payment of social security contributions from fellowships, doctoral and postdoctoral fellows can benefit from health care insurance coverage and benefits.

- **In the case of illness**, fellowship holders must inform their research supervisor and contact Véronique VAN WEYENBERG in the Payroll Service - Financial Administration Department and provide her with a medical certificate certifying their incapacity. During the first 30 calendar days of incapacity, the fellowship continues to be paid in full. Payment of the fellowship is suspended as from the 31st day of incapacity, and remains suspended throughout the whole period during which benefits are paid by the mutuality.

- **In the case of pregnancy**, fellowship holders must inform their research supervisor and contact Véronique VAN WEYENBERG in the Payroll Service - Financial Administration Department. The fellowship holder must provide Véronique VAN WEYENBERG with a medical certificate confirming her pregnancy and the **expected date of delivery**. During the periods of pre and postnatal leave, the work incapacity benefits paid by the mutuality to the fellowship holder are supplemented by the University, up to the monthly full-time amount of the fellowship.

For doctoral fellowships, the duration of the fellowship can be extended by the equivalent of the duration of maternity leave. The extension occurs at the end of the total period of the fellowship, at the express request of the fellowship holder, who is asked to inform the SPRC of her wishes as soon as possible.

**Comments:**

- **In order to receive reimbursement for health care costs** (in case of illness or hospitalisation) and **benefits in the case of work incapacity due to illness, personal accident or maternity**, fellowship holders must be affiliated to a mutuality (see chapter VI point C 2 ‘Affiliation to mutuality’). To this effect, the mutuality will provide the fellowship holder with a form to be completed to certify that the fellowship is indeed subject to Belgian social security. This form must be completed by the file manager in the Payroll Service - Financial Administration Department.

- **The Belgian social security system includes a system of annual paid holidays.** Current ULB practice consists of paying each month a single and double advance holiday pay in addition to the fellowship. You should be aware that this holiday pay serves to fund holidays and that it will be recovered by the next employer.

If doctoral or postdoctoral fellowship holders are subject to the general social security regime, the contributions deducted and paid from the fellowship are, in principle, taken into account when their pension is calculated in the future. These contributions also enable the fellowship holder to receive **unemployment benefits**, if the necessary requirements are met.
In other words, fellowship holders who are nationals of a country outside the EEA or a country that does not have a bilateral social security agreement with Belgium cannot receive unemployment benefits and, as they do not contribute to a pension scheme, do not have the right to receive a pension in Belgium. This is because their fellowship is subject to the partial social security regime.

**Pensions in Belgium** are currently calculated on the basis of the duration of insurance, the amounts on which contributions have been paid (subject to a set ceiling) and the family situation of the pensioner.

**In order to receive unemployment benefits in Belgium**, you must have received a fellowship of an amount considered sufficient and provide evidence that social security deductions have been made during the prior reference period.

Thus every jobseeker aged under 36 must provide evidence that social security deductions have been made for 312 days during the 21 months immediately preceding the application for income replacement benefits. Between the ages of 36 and 50, the social security deductions need to have been made for 468 days during the 33 months preceding the application. Over the age of 50, deductions need to have been made for 624 days during the 42 months preceding the application.

In order to be eligible for unemployment benefits after having received a doctoral or postdoctoral fellowship, an application must be submitted to the payment agency using form C4, issued by the University.

This form can be obtained from the file managers in the Payroll Service within the Financial Administration Department (see chapter VII point B for the contact information).

People who wish to receive unemployment benefit elsewhere in Europe must ask the ONEM (National Employment Office) to provide them with a U1 form (previously form E301) before leaving Belgium. This document will summarise the periods of insurance completed in Belgium, in order to enable the institution in the new country of employment to take into account periods completed in Belgium, if appropriate. In this way it will be able to examine the rights to unemployment benefits in the light of its own legislation.

### 2. Amounts and costs

The **amounts** of fellowships change regularly. They can be consulted on the following website: [www.ulb.ac.be/drh/prc/prc-docs/Montants_mensuels_bourses.pdf](http://www.ulb.ac.be/drh/prc/prc-docs/Montants_mensuels_bourses.pdf).

The **net amount** is that which is paid into the bank account. Current ULB practice is to make three payments per month, at the end of each month worked: the fellowship, single holiday bonus and double holiday bonus (it should be noted once again that the holiday bonuses will be recovered by the next employer).
The **gross amount** corresponds to the net amount of the fellowship plus the sum of personal social contributions (no income tax is deducted from fellowships). These represent 13.07% of the gross amount of the fellowship for nationals of an EEA country, Switzerland or a country that has a bilateral social security agreement with Belgium (see the list above). They correspond to 4.70% of the gross amount of the fellowship for nationals of a country outside the EEA, who are not from Switzerland or are from a country that does not have a bilateral social security agreement with Belgium.

The **costs of the fellowship to** the supervisor corresponds to the gross amount plus the sum of employer social contributions. For nationals of an EEA country, Switzerland or a country that has a bilateral social security agreement with Belgium (see list above), the amount of employer social contributions to be added is around 35% of the gross amount of the fellowship. It is around 25% of the gross amount of the fellowship for nationals of a country outside the EEA, who are not from Switzerland or are from a country that does not have a bilateral social security agreement with Belgium.

**B. Information about doctoral fellowships**

The amounts of doctoral fellowships are set by the Fellowship Regulations as approved by the Administrative Board on June 17, 2002 (Annex CA n° 326).

1. **Maximum amount**

The net amount paid to fellowship holders must not exceed the net salary paid to an assistant of the same pecuniary length of service (as established by the royal decree of April 21, 1965, concerning the pecuniary status of scientific staff working for the State, since modified by Royal Decrees, Government Decrees and Acts).

2. **Minimum amount**

The net amount of a doctoral fellowship must not be lower than the amount of the first fellowship awarded by the F.R.I.A. (Fund for Research in Industry and Agriculture) to a fellowship holder who holds the same degree.

**C. Information about postdoctoral fellowships**

The amounts of postdoctoral fellowships are aligned with the wages paid to senior research assistants (“Premiers Assistants”) at the ULB (on the basis of ‘scale 530’, according to University terminology).
VI. AWARDS AND PAYMENT OF FELLOWSHIPS

A. Administrative management of fellowships

Applications for fellowships must be submitted by research supervisors directly to the SPRC, using forms available at the following link www.ulb.ac.be/drh/prc. They can also be sent by post to the fellowship file manager - SPRC - avenue F.D. Roosevelt 50, CP 115/01 à 1050 Bruxelles (see chapter VII point A to identify the appropriate file manager for each Faculty).

The possibility of a fellowship being awarded depends on the origin of the necessary credits: certain accounts cannot be used to cover the cost of a fellowship. Fellowship supervisors will thus understand that the authorisation to award a fellowship is given unequivocally for a precise internal account corresponding to a given source. It is imperative that the fellowship not be charged to a different account without having obtained the agreement of the Financial Administration Department.

When the fellowship application file is complete, the SPRC-DRH sends the request for payment to the Financial Administration Department. After verifying the availability of funds, the Accounting Service within the Financial Administration Department releases the request for payment and sends it to SPRC-DRH which then gives the go-ahead to the Payroll Service to make the payment.

Fellowships are paid to beneficiaries every month, at the end of each month worked.

A document signed by the Rector confirming the amount and duration of the fellowship awarded is drawn up by the SPRC-DRH and sent to the fellowship holder. This letter constitutes the official document that the fellowship holder can use when they have contact with their town hall, the tax authorities or the various social security institutions.

B. Formalities to be completed by the supervisors

1. Fellowship allocation form

It is necessary to complete a form in order to initiate the fellowship allocation procedure. The fellowship application forms are available at the link www.ulb.ac.be/drh/prc and include the following sections:

- The personal data of the fellowship holder: surname, first name, date and place of birth, address, bank account number, national register number, etc.
- The references of the research supervisor: surname, first name, department name, number of the account from which the fellowship will be paid, etc.
- The fellowship allocation conditions: net amount to be paid to the fellowship holder, cost to the supervisor and duration of the fellowship.
- The written agreement of the supervisor and the fellowship holder concerning the fellowship allocation conditions.
2. **Composition of the file**

In addition, each fellowship application must be supplemented by a file including a number of documents. Depending on the type of subsidy requested, the items to be included in the file may differ. The documents to be appended to the application are:

- The fellowship form duly completed and signed by the supervisor and by the candidate
- The candidate’s curriculum vitae
- A copy of the first page of the candidate’s passport or identity card
- The registration certificate issued by the ULB’s Registration Department or a legible copy of the student card for doctoral fellowships or proof of the doctoral thesis for postdoctoral fellowships
- A copy of the certificate of registration issued by the town hall of their municipality of residence for researchers who do not have Belgian nationality (once received, a copy of the residence permit must also be provided)
- A copy of the student visa (for doctoral fellowship holders) or a type D visa (for postdoctoral fellows) must also be provided for nationals of a state which is not part of the EEA or who are not from Switzerland
- Certificate of affiliation to a mutuality.

*Comment: it is not always possible to provide this document in every case because the mutuality generally asks for a certificate confirming social security coverage to be provided beforehand. Yet this document can only be completed by the file managers in the Payroll Service - Financial Administration Department on the basis of the request for payment of the fellowship issued by the SPRC. If the document cannot be attached to the fellowship application form for these reasons, it will have to be provided later on.*

- For people who have not opened a bank account in Belgium, the information required for payments to be made into a foreign bank account, i.e. the name and address of the fellowship holder, the IBAN, the BIC, and the name and address of the bank.
C. Formalities to be completed by fellowship holders

1. Registration for the doctoral programme for doctoral fellowship holders

The procedure to be followed is available at the following link:
www.ulb.ac.be/enseignements/inscriptions-english/inscription-doctorat.html

The contact person in the Registration Department is Carine FANIEL (see chapter VII point C for contact details).

2. Affiliation to a mutuality

In order to receive reimbursement for health care costs (in the case of illness or hospitalisation) and benefits in the case of inability to work (following an illness, a personal accident or maternity), fellowship holders must be affiliated to a mutuality.

If they have not already done so, doctoral or postdoctoral fellowship holders must go to a mutuality of their choice and register as Regular Member (primary).

There are several mutualities that can be joined:

- the Christian, liberal, free, neutral or socialist mutualities,
- the CAAMI (Caisse Auxiliaire d’Assurance Maladie-Invalidité).

To join a mutuality, people who do not have Belgian nationality must be registered in the National Natural Persons Register, held by the Public Service for Home Affairs. The latter records the data of people enrolled in the population register and foreigners register that are kept by town halls. Each natural person residing in Belgium must thus be enrolled in one of these registers in their place of main residence, this then enables the municipal authorities to allocate a national register number.

For the application of Belgian social security, everyone is identified in a unique manner using their social security identification number. This number corresponds either to the national register number for people affiliated to the social security system and who are resident in Belgium, or to the Banque Carrefour number for people affiliated to the social security system who do not reside in Belgium. It is the electronic identity card that serves as a basis for reading the social security identification number of the person affiliated to the social security system.

People who are not registered at a Belgian town hall (or at a diplomatic post) probably have a Banque Carrefour number. The National Register does not identify every natural person who comes under the scope of the Belgian social security system. For this reason, Belgian legislation provides for a database complementing the National Register to be set up within the Banque Carrefour, which includes identification data collected by the social security institutions. In collaboration with the National Register, the Banque Carrefour offers every social security institution the possibility of consulting these data online. These consultations are however only carried out for people affiliated to the social security system whose receiving institution is processing a social security file (such as a file managed by a mutuality).
In addition to requiring an address (ie. enrolment in the National Register), **affiliation to a mutuality is only valid if the contributions are paid.** Furthermore, a waiting period of 6 months for sickness-invalidity benefits is imposed in certain cases. It is preferable to ask the mutuality for information in advance. In addition, mutualities keep data on the social security status of their members and have done so since the progressive phasing out of the ‘SIS’ social security card.

A certificate testifying to affiliation to a mutuality must be sent to the file manager at the SPRC-DRH as quickly as possible. Before issuing the certificate, the mutuality will provide the fellowship holder with a form to be completed confirming that the fellowship is indeed subject to Belgian social security. This document must be completed by your file manager in the Payroll Service - Financial Administration Department.

3. **Hospitalisation insurance**

If holders of a fellowship subject to social security wish to benefit from the collective hospitalisation insurance that the University has taken out for its members of staff, they must join on a voluntary basis.

To do so, they must complete a form ([www.ulb.ac.be/df/docs/hospibulletin.pdf](http://www.ulb.ac.be/df/docs/hospibulletin.pdf)) and pay a premium each month.

Fellowship holders who have an uninterrupted length of service of at least 2 years automatically receive collective hospitalisation insurance (and the premium is covered by their supervisor).

Fellowship holders can also affiliate, on an optional basis, their spouse or cohabiting partner, as well as their dependent children who are under 21 years of age, or dependent children who are studying and are aged between 21 and 25.

For affiliation to the collective hospitalisation insurance, the contact person is Murielle VAN DE SANDE in the Payroll Service - Financial Administration Department (see chapter VII point B for contact details).
VII. CONTACT INFORMATION

A. Human Resources Department (DRH)
Contractual Research Personnel Department (SPRC)

The department is organized on the basis of your ‘Faculty of Origin’:

- Olivia HAES (+32 (0)2 650 25 60 - Olivia.Haes@ulb.ac.be)
  - Faculty of Medicine
  - Faculty of Pharmacy
  - Faculty of Motor Sciences
  - School of Public Health
  - Faculty of Philosophy and Social Sciences
  - Solvay Brussels School of Economics and Management (SBS-EM)
  - Institute for European Studies
  - House of Human Sciences

- Pauline HAUMONT (+32 (0)2 650 48 98 - Pauline.Haumont@ulb.ac.be)
  - Faculty of Architecture (La Cambre-Horta)

- Alison DE GREEF (+32 (0)2 650 33 53 - Alison.De.Greef@ulb.ac.be)
  - Brussels School of Engineering (Faculty of Applied Sciences)
  - Faculty of Psychology and Education
  - Faculty of Law and Criminology
  - Faculty of Letters, Translation and Communication

- Stéphanie MENGUS (+32 (0)2 650 49 75 - Stephanie.Mengus@ulb.ac.be)
  - Faculty of Sciences
  - General Administration Departments

For more general questions about doctoral and postdoctoral fellowships:

- Sarah LECLERCQ (+32 (0)2 650 42 25 - Sarah.Leclercq@ulb.ac.be)
B. Financial Administration Department (DAF)
Payroll Service (ST)

For questions concerning the payment of your fellowship or to obtain social security documents, the department is organized on the basis of your surname:

- Marie-France MEYS (+32 (0)2 650 35 14 - Marie-France.Meys@ulb.ac.be)

For questions concerning family allowances, work incapacity or maternity, you can contact:

- Véronique VAN WEYENBERG (+32 (0)2 650 23 37 - Veronique.Van.Weyenberg@ulb.ac.be)

For questions concerning collective hospitalisation insurance, you can contact:

- Murielle VAN DE SANDE (+32 (0)2 650 20 78 - Murielle.Van.De.Sande@ulb.ac.be)

C. Academic Affairs Department (DE)
Registration Department (SIE)

- Carine FANIEL (+32 (0)2 650 25 67 - Carine.Faniel@ulb.ac.be)

D. External Relations Department (DRE)
International Relations Office

- Susan BLACK (+32 (0)2 650 35 85 - Susan.Black@ulb.ac.be)

E. Research Administration Department (DR)
Research support Unit – Postgraduate Office

Questions concerning PhD regulations and doctoral training:

- Bibiane FRÉCHÉ (+32 (0)2 650 44 63 - phdulb@ulb.ac.be)

Jointly supervised PhD:

- Sabrina DEJONGH (+32 (0)2 650 23 53 - Sabrina.Dejongh@ulb.ac.be) – all countries but China
- Helene KITSOPoulos (+32 (0)2 650 43 13 - Helene.Kitsopoulos@ulb.ac.be) – China only
VIII. USEFUL LINKS

**To look up the amounts of fellowships and obtain a fellowship application form:**

www.ulb.ac.be/drh/prc (useful forms)

**To access the doctorate enrolment procedure:**

www.ulb.ac.be/enseignements/inscriptions-english/inscription-doctorat.html

**To obtain the hospitalisation insurance affiliation form:**

www.ulb.ac.be/df/docs/hospibulletin.pdf

**Webpage regarding the PhD and the doctoral training:**

www.ulb.ac.be/phd