



PURPOSE OF THE FUNDING

International Chairs are intended to **invite established academic scholars** to ULB for a period of one month, with the aim of fostering collaboration in teaching and/or research.

The Cooperation Chair makes it possible, under the same conditions, to **invite a professor from a university** located in a country included on the list of **cooperation countries** approved by the ULB Council for International Relations (see the dedicated Cooperation webpage).

Please note: the duration of the stay may not be shorter than one month. In the event that this minimum duration is not respected, the visiting scholar grant (*subside à savant*)¹ cannot be awarded.



ELIGIBILITY CRITERIA

The beneficiary of the Chair must **hold a doctoral degree obtained abroad**, with a defended thesis, awarded **at least eight years prior** to the submission of the application.



SELECTION CRITERIA (NON-EXHAUSTIVE)

Funding will be awarded in particular on the basis of the following criteria:

- **Quality of the application:** scientific quality of the ULB host (promoter), relevance and robustness of the project (clarity of objectives, expected outcomes in terms of research and/or teaching), and profile of the beneficiary (status, CV, level of commitment);
- **Faculty ranking and opinion:** consistency with the faculty's strategic priorities and any specific internal policies;
- **Institutional alignment:** contribution of the application to ULB's strategy and to the strengthening of collaboration between the two institutions;
- **Expected outcomes:** anticipated benefits for ULB, the applicant and their team;
- **Partner involvement:** active participation of the partner institution in the project and demonstrated commitment to the collaboration.
- Applications involving a **strategic partner** are, in principle, considered a **priority**.



MAXIMUM AMOUNT AWARDED & ELIGIBLE COSTS

The maximum amount of this funding is EUR 5,000.

This amount covers:

- a visiting scholar grant of € 2,000;
- **travel expenses** (in accordance with ULB's [Responsible Travel Policy](#)) and **accommodation costs**, up to a maximum of € 3,000, upon submission of supporting documents.

¹ This allowance is granted by ULB and does not entail any obligation towards the University. In particular, it does not establish any relationship of subordination with ULB. Two consequences arise from this principle:

- As the allowance cannot be considered as professional income or as miscellaneous income within the meaning of Article 67, 2° of the Belgian Income Tax Code, it is exempt from taxation in accordance with the Royal Decree of 7 January 1989;
- The allowance does not provide entitlement to coverage for risks generally covered by the Belgian social security system



APPLICATION DATES & PROCEDURE

Applications must be submitted **no later than 15 October or 15 March** to the International Relations Office (delphine.lauwers@ulb.be) **as well as** to the applicant's faculty dean's office.

Please note: applications are subject to prior faculty ranking. Applicants are therefore advised to check with their faculty, as an **internal faculty deadline may be set earlier than the official submission deadline.**

APPLICATION STEPS

The complete application file must be submitted **by email in a single PDF file**, including the following mandatory documents:

- The online [application form](#), completed by the applicant (ULB host);
- The [Supervisor's/Head of service's assessment form](#), completed and signed by the supervisor;
- The **activity plan** of the beneficiary during their stay at ULB. This activity plan **may be accompanied** by a supplementary document providing a **more detailed description** of the scientific collaboration;
- The applicant's CV ([ULB template](#), including publications extracted from DI-fusion);
- The beneficiary's CV, together with a list of their publications

All documents must be sent as a single PDF file to: delphine.lauwers@ulb.be

Applications will be evaluated both by **specialists in internationalisation** (members of ULB's International Credits Ranking Commission – CCCI) and by **specialists in the relevant academic field.**

The **faculty** authorities will carry out an initial **ranking** of the applications.

LINKS TO FORMS

- To be completed by the applicant: [application form](#)
- To be completed by the head of department/supervisor: [Supervisor's/Head of service's assessment form](#)



INDICATIVE SELECTION TIMELINE

Application submission	Faculty ranking	Selection committee	Academic council validation	Communication of results
15 October	15 November	Early December	Mid / late December	Late December / early January
15 March	15 April	Early / mid-May	Late May / early June	Early / mid-June



RESPONSIBLE TRAVEL POLICY

As part of the Climate Plan, ULB has implemented a [Responsible Travel Policy](#), aiming to reduce overall greenhouse-gas emissions. The policy relies on three levers: optimising travel, prioritising lower-carbon transport for closer destinations, and offsetting greenhouse-gas emissions. For "Green Cities" reachable by train in under 6 hours, air travel is no longer reimbursed. The list of these cities and all related information is available on the [dedicated page](#) of the ULB website.

Beneficiaries who choose a sustainable mode of transport to travel to an "Orange City" (or beyond) under this funding scheme may be eligible for an additional financial contribution of €200.



ANNEX – GENERAL REGULATIONS ON THE AWARDING OF CCCI CREDITS

- The list of publications by ULB members must be extracted from DI-fusion; otherwise, the application will be deemed ineligible.
- ULB's International Credits Ranking Commission (CCCI) acts as the selection panel for the credits described in these regulations.
- The academic authorities reserve the right to award credits on a discretionary basis, in urgent cases or in the context of priority partnerships.
- Any CCCI decision involving an amount exceeding €2,500 must be ratified by the Academic Council (CoA).
- The existence of a cooperation agreement with an institution shall in no case be considered a criterion for the automatic awarding of credits.
- In accordance with the principle of subsidiarity and complementarity, applicants are encouraged to review existing funding opportunities and to submit applications to other funding sources.
- Holding external funding is considered an asset when applying for complementary ULB funding.
- Applications must be submitted directly to the International Relations Office by the deadline indicated in these regulations. For funding schemes requiring faculty ranking, applications must also be submitted to the relevant faculty; faculty deadlines may differ.
- If a previous application has been selected, applicants must wait at least one academic year before submitting a new application to the same funding scheme, unless otherwise specified.
- An activity report must be submitted within one month following the end of the mobility period. No new application may be considered without this report.
- Airline tickets must be booked at the most advantageous fare, in accordance with ULB's Responsible Travel Policy.
- Credits are awarded for a specific purpose. Only expenses directly related to that purpose and duly justified will be eligible. Any remaining balance may not be reallocated to another activity.