



PURPOSE OF THE FUNDING

This funding aims to promote the internationalization of ULB doctoral candidates by supporting the development of their scientific partnerships. It places particular emphasis on strengthening collaborations with researchers from the European [CIVIS Alliance](#).

This grant is intended to fund short-term mobility periods to a CIVIS partner university (minimum 5 days – maximum 30 days, excluding travel time) for ULB doctoral candidates, within the framework of their doctoral research.



ELIGIBILITY CRITERIA

At the time of application submission, the doctoral candidate must meet all of the following conditions:

- The doctoral candidate **must be enrolled at ULB at least in the second year of their PhD**;
- A doctoral candidate **may not benefit from more than 360 days of Erasmus+ funding** over the entire duration of their PhD;
- This funding **may not be combined with the Crédits d'Impulsion** awarded by ULB's Commission de classement des crédits intentionaux (CCCI);
- Doctoral candidates holding a **cooperation PhD grant may only apply** for a research stay in a **country other than that of the joint supervision or cotutelle**;
- The doctoral candidate must ensure that they **do not receive any other European funding for the same mobility period**.



SELECTION CRITERIA (NON-EXHAUSTIVE)

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

- **Quality criteria:** quality of the ULB doctoral candidate (notably on the basis of the CV) and of the application, clearly demonstrating the relevance and significance of the expected outcomes of the project;
- **Alignment with ULB's institutional strategy** and contribution to the development of collaborative dynamics between the two institutions;
- **Expected benefits** for ULB, the doctoral candidate and/or their research unit;
- Doctoral candidates enrolled in a **joint supervision (cotutelle)** are, in principle, considered a **priority**.



MAXIMUM AMOUNT AWARDED & ELIGIBLE COSTS

The maximum amount awarded is calculated in accordance with the **rates defined by the European Commission**.

This funding covers travel expenses — in compliance with [ULB's Responsible Travel Policy](#) — as well as subsistence costs (see [information on grant amounts](#)).

These mobilities are fully financed by *Erasmus+* programme funds, subject to budget availability and in accordance with the rules set by the European Commission.



APPLICATION DATES & PROCEDURE

Applications must be submitted by **15 March 2026** to the International Relations Office (delphine.lauwers@ulb.be), in accordance with the procedure outlined below.

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;
- The [Supervisor's/Head of service's assessment form](#), completed and signed by the supervisor;
- The invitation letter from the host institution;
- The applicant's CV ([ULB template](#), including publications extracted from DI-fusion).

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

Please note that applications will be evaluated both by **specialists in internationalisation** (members of ULB's Commission de classement des crédits internationaux – CCCI) and by **specialists in the relevant academic field**.

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	Selection committee	Communication of results & administrative procedures (EU)	Submission of report
15 October	Early December	Mid / late December	Upon return of the mobility
15 March (if second call)	Early / mid-May	Late May / early June	Upon return of the mobility



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.

- 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.