



ASEM Work Placement Programme

Academic year 2020-2021

Call December 2020

Country specific criteria: Belgium/Flemish Community

- ✘ The applicant should be enrolled in a full-time study programme of EQF-level 5, 6 or 7 at a Flemish higher education institution.
- ✘ The work placement should be recognized by the home institution through credit transfer.
- ✘ The mobility under the ASEM Work Placement Programme 2020-2021 (Call December 2020) has to take place before the end of September 2021. The credits have to be assigned to the academic year 2020-2021.
- ✘ This grant can only be used for traineeship mobility¹.
- ✘ The ASEM WPP 2020-2021 grant approval is based on the 'first come, first served' principle.
- ✘ The ASEM Work Placement Programme grant cannot be combined with another grant from the Flemish Government or VLIR-UOS.
- ✘ A grant is calculated according to the modalities below:
 - The travel allowance is €1.100
 - The grant amount is €650/month
 - Flemish students from underrepresented groups receive an extra allowance of € 200/month on top of the regular allowance. This includes:
 - ✓ Students who receive a study grant from the Flemish Government.
 - ✓ Students with a disability, recognized through the 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.

To prove that he/she belongs to an underrepresented group the student will have to upload a document from the representative official body stating this.

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.: 15/09/2020 - 11/12/2020:

- ✘ 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)

The available budget for Call 2 - 15th December 2020 for traineeships in the second semester of 2020-2021 is 125.000 euro.

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

Application Procedure

Step 1:

As soon as the call is open, the home institution starts the application procedure for the ASEM WPP grant by filling in the online application form for every candidate.

Step 2:

The applicant receives an email generated by the Placement-Online tool notifying him/her about the start of the application procedure and the next steps that he/she must complete.

Step 3:

The applicant registers in the Placement-Online tool and completes his/her registration form.

Step 4:

The applicant uploads all necessary documents:

- ✘ English language test results (IELTS, TOEFL or other) or a certificate provided by the home institution.
- ✘ The applicant completes the details about the traineeship company in Placement-Online.
- ✘ Training agreement in the template of the open call, signed by all parties: trainee, home institution and traineeship institution/organization/company.
- ✘ Proof showing that the student belongs to an underrepresented group (if applicable).

Step 5:

The secretariat will verify the completed trainee's file in the Placement-Online tool and check the availability of the budget.

Step 6:

If there is enough budget available and if the trainee's file is complete, the VLUHR secretariat will award a grant to the trainee. 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 the VLUHR secretariat by email asemwpp@vluhr.be or by phone: 02/792.55.25.