

## MASTER IN – WBI GRANTS

### APPLICATION GUIDE

Wallonia-Brussels International (WBI) offers Master's grants to international students holding at least a Bachelor's degree obtained from a foreign institution recognised by the higher education authorities in the applicant's country. The Master's degree must be completed in Wallonia or Brussels within a higher education institution recognised by the Wallonia-Brussels Federation.

#### **Application procedure**

Candidates apply directly to the international relations office of the relevant higher education institution and send them, via the contact provided on the programme's web page (<https://www.studyinbelgium.be/fr/bourse-master-wbi>), the application form for the Master IN - WBI grants.

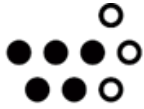
To find the contact person at the international relations office of the relevant higher education institution, please visit: <https://www.studyinbelgium.be/fr/etablissements-denseignement-superieur-daccueil-bourse-master-wbi> or [www.wbi.be](http://www.wbi.be).

#### **Documents to be attached to the application form for the Master IN – WBI grants.**

- Copy of the international passport or national identity card.
- A one-page curriculum vitae (if applicable, include your publications, previous grants, etc.).
- A motivation letter of maximum 2,500 words written in French or English, depending on the language of the chosen Master's programme.
- Copy of the obtained diploma(s) and transcript of grades; if written in a language other than French or English, it must be accompanied by a certified translation.
- Declaration signed by the candidate (see application form).

#### **Eligibility conditions for the Master IN – WBI grants.**

- Any applicant who meets the necessary and sufficient conditions for applying for admission to the host higher education institution may apply, regardless of nationality.
- Applicants must indicate the reference number of the admission file on their application form.
- Applicants who have studied in: Brazil, Canada, Chile, Colombia, South Korea, Japan, Lebanon, Mexico, Morocco, Switzerland, Taiwan, Tunisia, United Kingdom and USA are given priority.
- Any field of study is taken into consideration.
- The applicant holds a 1st or 2nd cycle degree that is sufficient to gain access to the Master's programme chosen and meets the entry requirements.



- The applicant holds a 1st or 2nd cycle degree awarded by an institution whose studies or training are recognised by the competent higher education authorities in the applicant's country of origin.
- The last 1st or 2nd cycle degree obtained in the country of origin must have been awarded no more than 5 years before the start of the study programme applied for.
- Applications that meet the eligibility criteria of the [ARES development cooperation grants programme are excluded](#).
- The grant application form and the [documents to be attached](#) to this form must be sent to the higher education institution concerned by midnight (Brussels time) **on 31 March at the latest** for the coming academic year.
- The subject of the e-mail sending the application must be: "MASTER IN - WBI grants - Name and surname of the applicant".
- Incomplete applications will not be submitted to the selection committee.

### **Financial Modalities**

The financial support to the beneficiary is capped at 10,000 euros per academic year. This package may cover: admission fees, tuition fees, learning materials including dissertation fees, the purchase of syllabi and books, computer consumables, school supplies, etc., international transportation costs up to one round-trip economy class during the programme, installation costs including the purchase of household materials up to a maximum of 125 euros, local travel expenses related to studies and/or housing costs with a ceiling of 400 euros per month without rental guarantee.

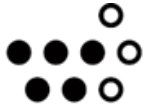
Beneficiaries of financial support will pay the same tuition fees as Belgian and European students.

Financial support will be paid in three instalments during the academic year to an account in euros.

- The first instalment, equivalent to 50% of the total amount, will be paid on arrival in the Wallonia-Brussels Federation to start the targeted academic year and based on a declaration of arrival from the host institution.
- A second instalment of 25% will be paid at the end of January.
- The payment of the final instalment of 25% will be subject to the successful completion of the academic year and the submission of a written and/or video testimonial of their study experience in the Wallonia-Brussels Federation. The candidate agrees to the dissemination of this testimonial by Wallonia-Brussels International and Wallonia-Brussels Campus on its various communication platforms: website, activity report, Instagram, Facebook, X, brochures...

Financial support is granted for one academic year:

- In the case of a Master 60, financial support is granted for a maximum of one year.
- In the case of a Master 120, financial support is granted for a maximum of two years, i.e., 1 grant of maximum 10,000 euros per academic year, provided that a minimum of 54 credits at the end of



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the first year is validated to continue the payment of financial support during the second year; if not, the financial support is definitively stopped.

Furthermore, Wallonia-Brussels International covers health insurance, mutual subrogation, repatriation, and private liability insurance costs for the grant holder.

### **Selection Modalities**

The selection is carried out initially by the host higher education institution based on criteria established by it. Its ranking is transmitted to Wallonia-Brussels International, which makes the final selection based on defined criteria.

Results are communicated to the host higher education institution no later than **May 15, 2024**.

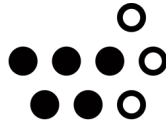
The applicant is informed of the follow-up given to his/her application by the host higher education institution.

All stays must begin in the calendar year of selection. No postponement will be possible.

If the student is not awarded the grant and therefore decides not to pursue his/her application for admission to the host institution, the application fees incurred will not be reimbursed.

### **Contacts and Addition Information**

- International Relations Service of the targeted institution. To find the contact person, please visit <https://www.studyinbelgium.be/en/host-higher-education-institutions-master-wbi-grants> or [www.wbi.be](http://www.wbi.be).
- For administrative questions, WBI - International Grant Department: [bourses@wbi.be](mailto:bourses@wbi.be).



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**IN WBI Excellence Scholarship Program**

**CALL FOR APPLICATIONS**

**Short-term scholarships (1 to 3 months)**

**Long-term scholarships (1 to 2 years)**

Last updated: June 2022

**Presentation of the program**

In a context of increased mobility and globalisation, this scholarship program was set up by Wallonia-Brussels International (WBI).

In support of the competitiveness clusters determined by the [Marshall Plan 4.0](#) initiated by Wallonia, it allows the reception of researchers from foreign countries wishing to carry out a postdoctoral program within higher-education institutions that are organised or subsidised by the Wallonia-Brussels Federation.

**IMPORTANT ELEMENTS TO CONSIDER CAREFULLY BEFORE COMPLETING THE APPLICATION FILE**

- A maximum of three applications will be allowed for each candidate;
- In the event of a new application being re-submitted , the changes made in relation to the previous application shall be justified ;
- Files that are incomplete, without signatures submitted after the deadline or not meeting eligibility criteria will be considered inadmissible.
- For long-term scholarships, each applicant will be eligible for a maximum of one scholarship (possibly with a renewal). However, a long-term and a short-term scholarship may be combined, as well as several short-term scholarships, as long as the limit of three attempts to apply is not exceeded.

Any request for information and submission of the application must be addressed to:

[bourses@wbi.be](mailto:bourses@wbi.be)

## Wallonia-Brussels International

International Scholarship Department, ~~coordination of academic and cultural liaison officers (ACLO)~~  
2, Place Saintelette - 1080 Brussels (BE)

### 1. Profile

Researchers from any country with a degree of doctor by a given foreign university wishing to carry out a postdoctoral program in higher education institutions organised or subsidised by the Wallonia-Brussels Federation.

It should be noted that you are allowed to submit a file even if you are in an active term and the doctorate certification is not yet in your possession. In this case, it will be necessary to send proof of achievement at the latest on :

- For long-term scholarships (stay between september and august): 15<sup>th</sup> of july ;
- For short-term scholarships :
  - for stay between march and july: 1<sup>st</sup> of december
  - for stay between september and february : 1<sup>st</sup> of july.

### 2. Areas

In order to support the various competitiveness clusters of the Marshall Plan 4.0, the following are the focus areas :

- Transport and logistics ;
- Mechanical engineering ;
- Life sciences ;
- Agriculture-industry ;
- Aero-space ;
- Environmental technologies.

All other fields will be taken into account, whether in the human sciences, fundamental or applied.

What are the Walloon competitiveness clusters?

The Competitiveness Clusters, which bring together companies around a promising economic sector (see above), constitute a major economic asset for the development of Wallonia. This is made concrete by the creation of synergies around an innovative economic project stimulated by companies, training or research-innovation centres.

If the research theme is similar to one of the above, WBI will forward the file to the Clusters for their opinion.

We urge you to visit [Les pôles de compétitivité | Fédérateur \(wallonie.be\)](https://www.wallonie.be/fr/competitivite) to find out about the activity of each cluster and to check if your research project could be in line with one of them.

### 3. Countries involved

Any country.

### 4. Types of programme

- **Long-term** scholarships (minimum 1 year, renewable once) at postdoctoral level ;
- **Short-term** scholarships (1 to 3 months, non-renewable) at postdoctoral level.

### 5. Application deadlines

- For long-term scholarships :

No later than the **1<sup>st</sup> of february (UTC/GMT +1)** preceding the academic year during which the stay is requested (with arrival between september and 1<sup>st</sup> of december at the latest for EU laureates and between November and no later than 1 December for non-EU laureates).

▪ **For short-term scholarships :**

- for stay between march and july : no later than the preceding **1<sup>st</sup> of october (UTC/GMT +2)**
- for stay between september and february (arrival 1<sup>st</sup> of december at the latest): no later than the preceding **1<sup>st</sup> of avril (UTC/GMT +2)**.

## 6. Submitting applications

The form must be typed and sent by e-mail in one single PDF file (maximum 10 MB) to bourses@wbi.be

## 7. Selection

WBI selects candidates in collaboration with all the scientific, academic and institutional partners involved in the program.

The jury is composed of members :

- from the Fund for Scientific Research - FRS-FNRS ;
- from the Directorate-General for “Economic Affairs, Employment and Research” of the Walloon Public Service (DG06) ;
- from WBI.

These base their decision on, but are not limited to, the following criteria when making their selection :

- Area related to the Marshall Plan 4.0 competitiveness clusters ;
- Letters of recommendation attached to the form ;
- Academic references ;
- Interest in the field of research for our universities, research centres ;
- Scientific publications ;
- The added value of the envisaged mobility ;
- Professional career.

These criteria make it possible to set out classifications in three A-B-C categories. Only those applications which have been graded A by at least one of the members of the jury will be selectable. It should be noted that sub-categories (A- and A+) are part of category A.

In principle, the decision will be taken at the latest :

For long-term scholarships : no later than the 1<sup>st</sup> of june.

For long-term scholarships :

- for stays starting between march and july : by the 30 of december;
- for stays starting between september and february : by the 1<sup>st</sup> of july.

## 8. Financial arrangements

- Monthly amount 2.120 euros covering living expenses, accommodation, educational materials and travel expenses within the country. **It'snt a salary** ;
- WBI will cover international travel costs (one round trip for the total duration of the program) ;

- WBI covers "healthcare" insurance for non-EU fellows ;
- WBI takes responsibility for "repatriation assistance" insurance

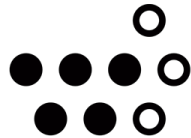
### **9. Renewal procedure (*applies only to long-term scholarships*)**

The maximum duration of WBI funding is 2 years for a post-doctorate including one renewal. To the extent that nothing is automatically established, it will be the responsibility of the awarded fellow wishing to renew their funding to submit, every year by the **1<sup>st</sup> of avril** at the latest, an application for renewal (form to be requested from your manager) to be examined by the jury.

### **10. To be included in the file**

The application form and its appendices must be duly completed and signed in the required places.

- **Application form** ;
- **Appendix 1** : Declaration of additional funding (template on page 10) ;
- **Appendix 2** : Minimum 2 letters of reference (template on page 11) prepared by the faculty of an academic institution able to judge the scientific quality of your work. These must be sent by e-mail directly to WBI and cannot be sent to you ;
- **Appendix 3** : Letter of invitation or agreement from the host institution and from the professor(s) supervising the research . Highlighting the win-win nature of the cooperation will be evaluated positively (no template) .It should be noted that researching a host university or university college is a process that is your responsibility and WBI does not intervene in this process ;
- **Appendix 4** : Copy of diplomas (bachelor, 120 credits master and doctorate).



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### IN WBI Excellence Scholarship Program

#### APPLICATION FORM

##### A. ADMINISTRATIVE DATA

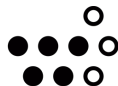
In order to comply with the provisions of the General Data Protection Regulation (GDPR), the requested data below will be kept in the International Scholarship Department (WBI) and will not be provided to the jury.

<b>Last name</b>	
<b>First name</b>	
<b>Date &amp; place of birth</b>	
<b>Nationality</b>	
<b>Sex</b>	
<b>Passport number</b>	
<b>Address of current residence</b>	
<b>Permanent address</b>	
<b>Phone number</b>	
<b>E-mail</b>	
<b>Professor expert from the host institution in the Wallonia-Brussels Federation Last name, first name &amp; e-mail</b>	

#### How did you learn about this Excellence Scholarship programme?

- REPRESENTATIONS ABROAD (EMBASSIES, DELEGATIONS, ...)
- WEBSITE: [www.wbi.be/etudierouenseigner](http://www.wbi.be/etudierouenseigner)
- PRESS
- SOCIAL NETWORKS
- UNIVERSITIES AND HIGHER EDUCATION INSTITUTIONS
- THROUGH CONTACTS





B. ACADEMIC PART	
<b>EXCELLENCE GRANTS PROGRAM IN WBI</b>	<p><i>Please tick the appropriate box :</i></p> <p><input type="checkbox"/> short-term postdoctoral program</p> <p><input type="checkbox"/> long-term postdoctoral program</p> <p><input type="checkbox"/> Resaling of a previous application</p>
<b>Grant usage period</b>	From ..... to .....
<b>Expected duration of the programme</b>	..... months of .....years
<b>Native country</b>	
<b>Area</b> <small>(See Article 31 of the Decree of 31 March 2004 defining higher education (<a href="#">click here</a>) and go to pages 14 and 15 to select an area (required))</small>	
GENERAL DETAILS	
<b>Last name</b>	
<b>First name</b>	
<b>Current role or position</b>	
<b>E-mail<sup>1</sup></b>	
<b>Establishment in your country and Department/Laboratory</b>	
<b>Establishment in the Wallonia-Brussels Federation and Department/Laboratory</b>	
<b>Supervisor in the Wallonia-Brussels Federation</b>	
<b>Supervisor in your country</b>	
<b>Mentor thesis (pending or completed)</b>	

<sup>1</sup> The scientific evaluation of your application can be processed by the Fund for Scientific Research – FNRS via its E-Space platform. If your email address is not linked to an existing account, a personal account will be automatically created with your email address. No further action is required from you

**DESCRIPTORS FIELDS RELATING TO THE TOPIC OF YOUR PROGRAM**

Choose a maximum of 8 FRS-FNRS description fields corresponding to your research topic, by order of importance, with the first being the description related to your scientific discipline, to be filled in with any relevant keywords of your choice.

The list of descriptor fields can be downloaded from [http://www.fnrs.be/docs/Reglement-et-documents/FRS-FNRS\\_Champs\\_descripteurs.pdf](http://www.fnrs.be/docs/Reglement-et-documents/FRS-FNRS_Champs_descripteurs.pdf). Your first descriptor will determine which F.R.S.-FNRS scientific sub-commission (Human and Social Sciences, Exact and Natural Sciences or Life and Health Sciences) will evaluate your application.

	<b>Descriptors fields</b>	<b>Pertinence to the topic</b>
1.		
2.		
3.		
4.		
5.		
6.		

**KEYWORDS (OPTIONAL)**

You can add any keywords (check first if the descriptor or field is not included in the previous item)

*max. 200 character, keywords separated by "/"*

**ACADEMIC BACKGROUND**

	<b>Establishment frequented</b>	<b>Academic year</b>	<b>Degree obtained</b>	<b>Level obtained</b>
<b>Higher education (to be detailed by academic year up to Master level)</b>				
<b>Post-graduate studies (after Master)</b>				

**PROFESSIONAL EXPERIENCE**

<b>Name of employer</b>	<b>Business sector</b>	<b>Country</b>	<b>Position held</b>	<b>Period</b>

**STUDY GRANTS OR FUNDING OBTAINED PREVIOUSLY**

<b>Funding organisation(s)</b>	<b>Funding instrument</b>	<b>Duration of funding</b>	<b>Academic year</b>

Have you previously submitted an application for funding via this instrument ? If so, specify the number of requests submitted and relevant dates.

#### LANGUAGE KNOWLEDGE

- Based on the Common European Framework of Reference (CEFR) level, to be consulted at the following address:  
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Language	Understanding		Speaking		Writing
	Listening	Reading	Participate in a conversation	Express yourself fluently in speech	

#### PUBLICATIONS

List the 5 most significant publications:

*Note : candidates holding the academic degree of doctor and working for at least 2 years in CFB institutions who have set up an institutional deposit system (“DI – dépôt institutionnel”) must obligatorily reference publications archived in this institutional deposit*

#### PROJECT DESCRIPTION

**Title of the research**

**Project summary** (max. 900 character, excluding spaces. This summary must be understandable to a non-specialist in the field.)

**Describe in detail the program you intend to pursue** (up to 10.000 characters in length for this section not including spaces, including bibliographical references)

**Additional details**

**Does your programme fit into a competitiveness cluster from the Marshall 4.0 Plan ? If yes, which one ?**

**Is your programme part of an inter-university cooperation effort ? If yes, which one (specify partners) ?**

**What scope would you give to this programme for the preparation of, or as part of, your professional life? What would be the expected benefits for the Wallonia-Brussels Federation? Similarly, what would be the possible anchoring point of your research in our Federation?**

what is the qualitative added value of the envisaged mobility?

**CANDIDATE'S DECLARATION**

I, the undersigned .....

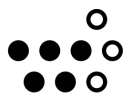
- declare that I have read the conditions for the award of the WBI.In Excellence Scholarships and undertake to be in strict compliance with these ;

- declare that the information provided is genuine and true. I agree that any omission to the information required or false statement on my part, even if unintended, may lead to the cancellation of the application ;

- note that the information provided will be used for evaluation and statistics production purpose and submitted to F.R.S.-FNRS and DG06 as part of the jury.

Done at ....., on .....

Candidate's signature

**Appendix 1 : Declaration of additional funding**

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**Important note**

Any other source of public or private funding must be explicitly mentioned by the candidate using the enclosed declaration, whether in the course of the proceedings or at the agreement stage.

WBI decides on the compatibility of the additional funding with the WBI grant.

Last name and first name:

Country:

1. If an excellence grant is awarded to me, and during the scholarship period:
  - a. I will not benefit from any source of funding other than from that of the IN WBI (\*) scholarship programme.
  - b. I will also benefit from another funding source detailed below(\*):

Funding period	Organisation/institution providing the funding	Net amounts received per month/year	Is the amount a grant or salary/wage?	Subject to ONSS (National Office for Social Security) YES/NO

2. When I applied for an excellence grant, I also applied for funding from the following organisation, but I have not yet received a definitive answer. I undertake, however, to immediately inform WBI of any additional information concerning this funding application(\*).

Funding period	Organisation/institution providing the funding	Net amounts received per month/year	Is the amount a grant or salary/wage?	Subject to ONSS (National Office for Social Security) YES/NO

(\*) Delete where not applicable

Certified sincere

Date and signature

## Appendix 2 : Letter of reference



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### IN WBI Excellence Scholarship Program

#### Wallonia-Brussels International (WBI)

International Scholarship Department, coordination of academic and cultural liaison officers (ALAC)  
Place Sainctelette, 2 - 1080 Brussels (BE)

bourses@wbi.be

#### LETTER OF REFERENCE

This evaluation form will not be sent to the candidate.

The file should be sent to WBI directly by e-mail to [bourses@wbi.be](mailto:bourses@wbi.be).

The attestation must be drawn up by the faculty of an academic institution able to judge the scientific quality of the candidate's work. The letter may in no case come from a person who has a family relationship with the candidate, up to the fourth degree.

#### TO BE FILLED IN BY THE CANDIDATE:

Last name and first name: E-mail: Title of the research:	Country:  Grant usage period:
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#### TO BE FILLED IN BY THE REFEREE:

Last name and first name:

Title:

Institution:

E-mail:

1. Appraisal of the candidate's work programme and ability to complete it (*no wordcount limits*):

2. In comparison with other people at the same level of training, I consider that the candidate's application is:

- To be supported as a priority
- To be supported eventually

**Referee's signature**