

# Faculty regulations Mobility and Sabbatical Fund

## Faculty of Bio-science engineering

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## **Chapter 1: General Disclaimer**

These regulations regulate the spending of funds from the Faculty of Bioscience Engineering's Mobility and Sabbatical Fund. It has been drawn up in accordance with the "Regulations concerning the management of the funds of the Faculty Mobility and Sabbatical Fund" of Ghent University.

## **Chapter 2: Application categories for financial support at the Faculty Mobility Fund**

Following requests for financial support are possible:

- Long study leave abroad for pre- and postdoctoral researchers and assistant professors with tenure track
- Sabbatical leave for ZAP staff
- Financial support to researchers for their active participation in congresses with international renown.
- Traveling and insurance expenses for students who are doing part of their dissertation research abroad
- Research stay of visiting foreign researchers at the FBE
- ATP technical training

### **Article 1: Long study leave abroad for pre- and postdoctoral researchers and assistant professors with tenure track**

§1 All pre-doctoral and post-doctoral researchers and lecturers with tenure track associated with the FBW are eligible. Other ZAP members and OP3 members are not eligible.

§2 A parallel application must be submitted for the corresponding FWO funding. The result of this application must be submitted to the committee before CWO funding can be disbursed. If funding for certain expenses is granted by the FWO, the corresponding funding granted by the CWO shall lapse.

The obligation to submit this parallel application lapses for those who do not meet the formal requirements to apply for the relevant FWO channel.

If a parallel application is refused by the FWO for reasons of lateness or incompleteness of the file or for any other comparable formal reason, the CWO will not consider this to be a valid parallel application and no application can be submitted to the CWO.

§3 Stays of less than one month are not eligible for financing by the CWO.

If it is known in advance that the study stay will be interrupted by a short return for social or research-related reasons, this must be clearly indicated and

reasoned in the application. The committee shall ensure that the duration of the study stay does not artificially exceed the minimum limit of one month.

§4 The committee shall grant the budget holder a fixed amount divided into an intervention in transport and an intervention in accommodation costs. The payment by the budget holder to the researcher always relates to the expenditure actually incurred and proven.

§5 The reimbursement of transport is a fixed amount of 500 euros for destinations within Europe, and 1,000 euros for destinations outside Europe.

To determine whether a country is included in Europe or not, the latest version of the official country nomenclature GEOBEL is used.

§6 Reimbursement of accommodation expenses is also a fixed amount fixed at 800 euros per month (= 30 days). Parts of a month are calculated pro rata to the number of days, where 1 day =  $(1/30) * \text{EUR } 800$ .

The day of departure and the day of return are counted for the duration of the period.

The period will be determined on the basis of a declaration, signed by the responsible supervisor within the host institution, stating the start and end dates of the study stay. This declaration must be submitted by the applicant before reimbursement can be made.

The amount of accommodation expenses granted will not be increased if the stay is longer than indicated in the application.

The total amount of the fixed contribution to the accommodation costs will be limited to a maximum of EUR 2,400, which corresponds to a period of 3 months.

§7 If the actual study programme ultimately turns out to be less than the required minimum of one month, the committee's approval will lapse and the amount awarded will not be paid.

Only if the study programme cannot take place due to force majeure (to be described in the reimbursement file) can transport costs already incurred be reimbursed.

§9 In addition to stays at foreign research institutions, stays at other foreign institutions or organisations in the public or private sector are also eligible, and this according to the same modalities.

§10 A maximum of one long study stay per applicant can be granted by the CWO.

§11 The application can be submitted throughout the year. It is placed on the agenda for the next meeting of the CWO at which this type of application is discussed.

The application must in all cases be submitted before departure. The processing of the application can then take place during or after the study stay.

§12 The amounts granted are paid, at the end of the stay and after submission of the reimbursement file, via budget transfer to the E-budget element of the responsible Authorising Officer.

## **Article 2: Research sabbaticals for ZAP**

§1 ZAP members with a minimum of 80% appointment, starting at the level of senior lecturer, associated with the FBW, are eligible.

§2 Not only stays at foreign research institutions, but also stays at other institutions or organisations in the public or private sector, and scientific assignments at UGent are eligible, and this according to the same modalities.

§3 Research sabbaticals for a period of minimum 3 months, maximum 12 months, are eligible for funding by the CWO. If it is known in advance that the stay will be interrupted by a short return for social or research-related reasons, this must be clearly indicated and substantiated in the application. The committee will ensure that the duration of the stay is not artificially increased above the minimum limit of 3 months.

§4 If the actual stay turns out to be less than the required minimum of 3 months, the commission's approval will lapse and the amount granted will not be paid. Only if the stay cannot take place due to force majeure can costs already incurred be refunded.

§5 A parallel application must be submitted for the corresponding FWO funding. The result of this application must be submitted to the committee before CWO funding can be disbursed. If funding for certain expenses is granted by the FWO, the corresponding funding granted by the CWO shall lapse.

The obligation to submit this parallel application lapses for those who do not meet the formal requirements to apply for the relevant FWO channel.

If a parallel application is refused by the FWO for reasons of lateness or incompleteness of the file or for any other comparable formal reason, the CWO will not consider this to be a valid parallel application and no application can be submitted to the CWO.

§6 The commission shall grant an amount divided into an intervention in transport costs, an intervention in accommodation costs and a replacement allowance for the entire teaching assignment. A replacement allowance for a partial teaching assignment shall not be granted.

§7 A fixed amount of 500 euros for destinations within Europe and 1,000 euros for destinations outside Europe will be reimbursed.

To determine whether a country is included in Europe or not, the latest version of the official country nomenclature GEOBEL is used.

The CWO will reimburse the travel expenses for research sabbaticals to Campus Korea if the FWO file is not eligible because Campus Korea is regarded by FWO as part of UGent.

§8 Reimbursement of accommodation costs is also a fixed amount fixed at 1500 euros per month (= 30 days). Parts of a month are calculated pro rata to the number of days, where 1 day =  $(1/30) * 1500$  euros.

The day of departure and the day of return are counted for the duration of the period. The period shall be determined on the basis of a declaration, signed by a responsible person within the host institution, stating the start and end dates of the stay. This declaration must be submitted by the applicant before payment can be made.

If the length of stay is less than that indicated in the application, the amount of accommodation allowance will be reduced, if necessary, until it complies with the rule of EUR 1 500 per 30 days. The amount of accommodation expenses granted shall not be increased if the stay is longer than indicated in the application.

The total amount of the fixed contribution to the accommodation costs will be limited to a maximum of EUR 18,000, which corresponds to a period of 12 months.

§9 The replacement fee consists of 2 parts: 1. Education replacement and 2. Supervision of young researchers.

§10 The education replacement fee is also a fixed amount: 1667€/month, up to a maximum of 20.004€/6 months.

§11 The replacement fee for supervision of young researchers is a fixed amount: 500€/month, up to a maximum of 6000€/12 months.

§12 The application can be submitted throughout the year. The CWO will handle all applications at one pre-announced meeting. If there are no applications, the CWO may decide to issue a second call for applications.

§13 If the total amount of the replacement fee exceeds the annually allocated budget, CWO will use a cascade of the following criteria to decide on the allocation: 1) use of the reserves built up from previous budgets for sabbaticals; 2) allocation of an education replacement fee over the past 5 years; 3) the qualitative references of the replacement and the agreements made; 4) return on investment for the faculty. Another possibility is the distribution of the available resources.

§14 The amounts granted for transport and accommodation will be paid via budget transfer to the ZAP member's E-budget element at the end of the stay and after submission of the reimbursement file.

At the end of the stay and after submission of the reimbursement file, the education replacement allowance is paid via budget transfer to the E-budget element of the department that bears final responsibility in education matters and is responsible for the qualitative replacement of the teaching assignment.

### **Article 3: Participation in conferences for pre- and post-**

## doctoral researchers

§1 All pre-doctoral and post-doctoral researchers associated with the FBW are eligible.

§2 A parallel application must be submitted for the corresponding FWO funding. The result of this application must be submitted to the committee before any CWO funding can be disbursed. If funding for certain expenses is granted by the FWO, the corresponding funding granted by the CWO shall, if applicable, lapse.

The obligation to submit this parallel application will lapse for those who do not meet the formal requirements to apply for this FWO channel.

If a parallel application is rejected by the FWO for reasons of lateness or incompleteness of the file or for any other similar formal reason, the CWO will not consider this to be a valid parallel application and no application can be submitted to the CWO.

§3 When applying, the applicant must demonstrate that he/she gives an oral presentation at the congress or makes a poster contribution as presenting author.

Proof of oral presentation is accepted: a statement from the congress organisers that the applicant gives an oral presentation or an extract from the congress programme showing that the applicant gives an oral presentation.

Proof of poster contribution as presenting author is accepted: a statement from the congress organisers that the applicant provides a poster contribution as presenting author or an extract from the congress programme showing that the applicant provides a poster contribution as presenting author.

Any other evidence will be assessed by the committee.

If the proof is not yet available, the committee may approve the application on condition that the proof is added to the reimbursement file. The amount awarded will only be transferred after this supporting document has been submitted.

The committee's approval will lapse if it turns out that the applicant has not made an oral presentation or made a poster contribution as presenting author.

§4 The maximum amount of congress fees that can be reimbursed in total by the committee to a researcher is EUR 1,500 over the entire pre-doctoral period and EUR 1,500 over the post-doctoral period combined.

This amount can be spread over several applications.

Only the transport and registration costs for the congress are eligible for reimbursement. The reimbursement is a fixed amount of 500 EUR for destinations within Europe and 1,000 EUR for destinations outside Europe.

§5 The application can be made throughout the year. It will be placed on the agenda of

the next meeting of the CWO at which this type of application will be dealt with.

In all cases, the application must be submitted before departure. The examination of the application can then take place during or after the congress.

§6 At the end of the stay and after submission of the reimbursement file, the amounts granted shall be paid by budget transfer to the E-budget element of the authorizing officer responsible. Payment by the authorizing officer to the researcher shall always relate to expenditure actually incurred and proven.

## **Article 4: Transport and insurance compensation for master's thesis students**

§1 All students in a master's programme associated with the FBW are eligible.

§2 A parallel application must be submitted for the corresponding VLIR funding. The result of this application must be submitted to the committee before CWO support can be disbursed. If other funding is granted for certain expenses, for example by the VLIR or the UGent FCI, the corresponding funding granted by the CWO will lapse.

The obligation to submit this parallel application will lapse for those who do not meet the formal requirements to apply for the VLIR channel.

If a parallel application is refused by the VLIR for reasons of late or incomplete filing, or for any other similar formal reason, the CWO will not consider it to be a valid parallel application.

§3 Foreign stays of less than 3 weeks are not eligible for reimbursement by the CWO.

If it is known in advance that the stay will be interrupted by a short return for social or research-related reasons, this must be clearly indicated and substantiated in the application. The committee will ensure that the length of stay is not artificially increased above the minimum limit of 3 weeks.

§4 The committee grants the budget holder a fixed amount as a contribution to transport and travel insurance costs. Payment by the Authorizing Officer to the Investigator shall always relate to expenditure actually incurred and proven.

Costs for cancellation insurance are not eligible for reimbursement.

§5 Reimbursement is limited to 500 euros for destinations within Europe and 1,000 euros for destinations outside Europe.

The latest version of the official country nomenclature GEOBEL is used to determine whether a country is included in Europe or not.

§6 If the actual stay turns out to be shorter than the required minimum of 3 weeks, the commission's approval will lapse and the amount granted will not be paid.

Only if the stay cannot take place due to force majeure (to be described in the reimbursement

file) will any costs already incurred be reimbursed.

§7 Per supervisor and per academic year there is a limitation of a maximum of two approved Master's thesis applications. A final decision shall be made by the supervisor.

§8 The application can be submitted throughout the year. It is placed on the agenda for the next meeting of the CWO at which this type of application is discussed.

The application must be submitted before departure if one does not meet the formal requirements to apply for the parallel VLIR channel. If a parallel application has been submitted to the VLIR, the application only needs to be submitted to the CWO when the final result of this parallel application is known. The application may be processed by the CWO during or after the stay.

§9 At the end of the stay, the amounts granted are paid to the E-budget of the budget holder by means of a budget transfer.

### **Article 5: Incoming mobility: Visiting foreign researcher**

§1 All ZAP-members and OP3-members associated with the FBW can submit an application from their position as responsible receiving research group.

§2 Only researchers of at least post-doctoral level are eligible for this incoming mobility.

§3 A clear added value must be demonstrated for the receiving research group concerned.

§4 Stays of less than 1 month are not eligible for funding by the committee.

§5 The financing granted is a fixed amount, fixed at EUR 800 per month (= 30 days). Parts of a month are calculated pro rata to the number of days, where 1 day =  $(1/30) * \text{EUR } 800$ .

The day of departure and the day of return are counted for the duration of the period.

The period is determined by a statement, signed by the responsible ZAP member of the host research group, stating the start and end dates of the stay. This declaration is part of the reimbursement file.

If the stay turns out to be shorter than indicated in the application, the amount of accommodation costs granted will, if necessary, be reduced until it complies with the rule of EUR 800 per 30 days.

The amount of accommodation costs granted shall not be increased if the stay is longer than indicated in the application.

The total amount of accommodation expenses is limited to a maximum of EUR 2 400, which corresponds to a period of 3 months.

§6 If the actual stay turns out to be less than the required minimum of one month, the approval by the committee will lapse and the amount granted will not be paid.

§7 The application can be submitted throughout the year. It is placed on the agenda for the next meeting of the CWO at which this type of application is discussed.

In all cases, the application must be submitted before the start of the stay. The actual processing of the application by the committee can take place during or after the residence.

§8 At the end of the stay, the amounts granted will be paid via budget transfer to the E-budget element of the budget holder who submitted the application. The payment by the budget holder to the researcher always relates to the expenditure actually incurred and proven.

## Article 6: ATP technical training

From the Faculty Mobility Fund, the following application categories for outgoing mobility are set up for the Administrative and Technical Staff attached to the Faculty of Bioscience Engineering:

- Attendance at congresses
- a study stay at an educational or research institution abroad
- a study stay at another foreign institution or organisation in the public or private sector with the aim of developing the scientific and technical expertise at the faculty.

§1 The administrative and technical staff associated with the FBW are eligible.

§2 The immediate superior gives his/her consent to the staff member concerned.

§3 The applicant must demonstrate that the congress/accommodation in question represents added value for the research field in which he/she is active. This is described in a motivation letter that is signed by both the person concerned and the immediate superior.  
After the stay, it is expected that the staff member will be able to implement the acquired knowledge within his/her working environment.

§4 Participation in congresses:

The maximum amount of congress fees that can be refunded by the committee to an ATP member is EUR 1,000 over a period of 10 years.

This amount can be spread over several applications.

The committee grants a fixed amount to the budget holder. The payment by the Authorising Officer to the applicant shall always relate to the expenditure actually incurred and evidenced. Only travel expenses and registration costs for the congress are eligible for reimbursement.

§5 Study stay:

Stays from a minimum of 1 week to a maximum of 1 month are eligible for reimbursement.

The committee grants the budget holder a fixed amount. The payment by the budget holder to the researcher always concerns the actual incurred and proven expenses. Transport and accommodation costs are eligible for reimbursement.

Reimbursement of travel expenses shall be limited to EUR 500 for destinations within Europe, and to EUR 1000 for destinations outside Europe.

The most recent version of the official nomenclature of countries GEOBEL will be used to determine

whether a country is included in Europe or not.

Reimbursement of accommodation costs is also a flat-rate amount fixed at EUR 800 per month (=30 days). Sections of a month will be calculated pro rata to the number of days, where 1 day =  $(1/30) * 800$  EUR.

The day of departure and the day of return are counted for the duration of the period.

The period is determined on the basis of a declaration, signed by the responsible supervisor within the host institution, stating the start and end dates of the study stay. This declaration forms part of the reimbursement file.

If the actual duration of the study programme turns out to be less than 1 week, the committee's approval will lapse and the amount awarded will not be paid.

Only if the study programme cannot take place due to force majeure (to be described in the reimbursement file) can any transport costs already incurred be reimbursed.

The CWO will approach the applications critically and assess the added value of the research.

In addition to stays at foreign educational and research institutions, stays at other foreign institutions or organisations in the public or private sector are also eligible, and this according to the same modalities.

A maximum of one study stay per applicant can be granted by the CWO every 10 years.

§6 Applications may be submitted throughout the year. It is placed on the agenda for the next meeting of the CWO at which this type of application is discussed.

The application must in all cases be submitted before departure. The processing of the application can then take place during or after the study stay.

§7 At the end of the stay, the amounts granted are paid to the E-budget element of the budget holder by means of a budget transfer.

## **Chapter 3: Processing of applications**

### **Article 7: Call**

§1 Applications can be submitted at any time in the database, there are no calls.

§2 Annually, the planning of the CWO meetings and the application categories to be dealt with for the coming calendar year are drawn up and made available on the faculty website.

This planning includes:

- The dates of the CWO meetings for the calendar year in question;
- the dates that apply as deadlines for submitting applications for the respective meeting dates;
- an indication of the application categories that will be dealt with on a given meeting date;
- an indication of any budget restrictions that will be applied for a given application category and/or for a given meeting;

The aforementioned schedule should be considered as the annual notice.

§3 With regard to the management of the funds of the Faculty Mobility and Sabbatical Fund, it can be decided that for policy or budgetary reasons a certain application category will not be dealt with in the coming calendar year. This decision is included in the planning mentioned in §2.

### **Article 8: Submitting applications**

The application is submitted in accordance with the modalities set out on the relevant pages of the faculty website.

### **Article 9: Procedure for handling applications**

§1 Applications shall be dealt with according to the schedule referred to in Article 8 §2.

This takes account of the deadline for submitting applications for a given CWO meeting.

§2 The CWO will issue a positive, conditional or negative recommendation with regard to the application. The CWO then submits this positive or negative advice to the Faculty board council for final decision.

### **Article 10: Processing of applications**

§1 After the Faculty board council, the final decision will be announced to the applicant by e-mail as soon as possible.

§2 It is the responsibility of the applicant to submit the reimbursement file in a timely manner in accordance with the guidelines on the website.

After verification of the reimbursement file, the committed amount (as decided in the FR and in accordance with the regulations) is transferred to the E-budget of the budget holder.

§3 The applicant can always contact the CWO staff via [research.fbw@ugent.be](mailto:research.fbw@ugent.be) for further information.

## **Chapter 4: Final Clause**

### **Article 11: Effective implementation**

These Rules shall enter into force on 1 January 2020 and shall apply to applications processed from that date.

### **Article 12: Audit**

Control of the use of funds in accordance with the regulations lies with the budget holder.

CWO funds for mobility are exclusively transferred to the E-budget element of the budget holder. The payment by the budget holder to the researcher always relates to the expenditure actually incurred and proven.