

## 1. You have been granted a Travel Grant

You won't be automatically contacted by the Doctoral School when you receive a positive answer from the director of the Doctoral School concerning your request for a funding. Please contact us in order to receive the amount you were granted: [phd@vub.be](mailto:phd@vub.be). Also, please keep to the following procedure:

- The Doctoral School only pays the amount to an internal **PKC-WERKING** account, preferably that of your promotor. Please make sure the number is a WERKING-number, since there can be no payments done to any other kind of PKC-number, and please make sure the number is complete! Also: don't forget to mention **the name of the holder of the account**. If you need more information on the process of payment and PKC, please contact your promotor or the accountancy department.
- Please use the **activity code** on your acceptance letter or email, when contacting us.
- Once the Doctoral School has received your email, we will do the necessary for the payment. A payment can take up to 1 month.
- When the doctoral school has transferred the amount to the account of your promotor, you can then bring in your receipts (travel expenses of train/plane/bus, hotel expenses, invoice of an entrance fee, ...) to him/her. Your promotor can either pay your expenses and keep it off the funding; or your he/she can pay the expenses you made to your personal account. This is something you need to discuss with your promotor, the doctoral school makes no decisions in this matter.

## 2. You have been granted a funding for your activity

You won't be automatically contacted by the Doctoral School when you receive a positive answer from the director of the Doctoral School concerning your request for a funding. Please contact us in order to receive the amount you were granted: [phd@vub.be](mailto:phd@vub.be). Also, please keep to the following procedure:

- Your activity will be announced on the website of the Doctoral School, therefore please provide us the following information:
  - What's the **title** of your event?
  - **When** will your event take place (date and hour)?
  - **Where** will your event take place (campus and room)?
  - How many **credits** will you grant the PhD students who participate in your workshop/seminar/...
- The Doctoral School can create a **registration module** for your event, please let us know if you wish us to handle the registrations for you. The Doctoral School will not do this automatically when you are granted a funding. If you do want us to handle the registrations, please provide us with the following information:
  - **Title** of the activity
  - The **activity code** on your acceptance letter or email
  - What your event is about: a few lines explaining your event (for instance: if you organize a workshop for a specific computer

program, you need to explain what the program is, why and how people can use it, ...)

- The **maximum of participants** you can welcome to your event
  - Do the participants have to pay for your activity: how much, and to what account do they have to transfer the money?
- The Doctoral School can also provide you information on how to book rooms, and how to order catering on both campuses. We **can't do the reservations** for you though, except if you wish to book a computer room in the E building (since this is free of charge for the doctoral school). Please keep in mind that we can only book a computer room if your workshop requires it.
  - The Doctoral School only pays the amount to an internal **PKC-WERKING** account, preferably that of your promotor. Please make sure the number is a WERKING-number, since there can be no payments done to any other kind of PKC-number, and please make sure the number is complete! Also: don't forget to mention **the name of the holder of the account**. If you need more information on the process of payment and PKC, please contact your promotor or the accountancy department.
  - Please use the **activity code** on your acceptance letter or email, when contacting us.
  - Once the Doctoral School has received your email, we will do the necessary for the payment. A payment can take up to 1 month.
  - When the doctoral school has transferred the amount to the account of your promotor, you can then bring in your receipts (travel expenses of train/plane/bus, hotel expenses, invoice of an entrance fee, ...) to him/her. Your promotor can either pay your expenses and keep it off the funding; or your he/she can pay the expenses you made to your personal account. This is something you need to discuss with your promotor, the doctoral school makes no decisions in this matter.

### 3. You have been granted a Language Voucher

You won't be automatically contacted by the Doctoral School when you receive a positive answer from the director of the Doctoral School concerning your request for a funding. Please contact us in order to receive the amount you were granted: [phd@vub.be](mailto:phd@vub.be). Also, please keep to the following procedure:

- The Doctoral School only pays the amount to an internal **PKC-WERKING** account, preferably that of your promotor. Please make sure the number is a WERKING-number, since there can be no payments done to any other kind of PKC-number, and please make sure the number is complete! Also: don't forget to mention **the name of the holder of the account**. If you need more information on the process of payment and PKC, please contact your promotor or the accountancy department.
- Please use the **activity code** on your acceptance letter or email, when contacting us.
- Once the Doctoral School has received your email, we will do the necessary for the payment. A payment can take up to 1 month.