

Student's LAST NAME and First Name:

**Student** ID number (for students who are already registered at UMONS):

**To be completed by the Faculty Secretariat  
before submission to the Registration Office (SI)**

**DATE RECEIVED BY THE REGISTRATION OFFICE (TO BE COMPLETED BY THE SI):**

**Please ensure that your application is complete and check the points below.**

**To be ticked by the Faculty:**

**1. Documents - Check List:**

- A copy of BOTH SIDES of a valid identity card or passport (see Section 1)
- Birth certificate
- A copy of the applicant's degree certificates included in the admissions application
- Supporting documents regarding funding (see Section 1 - 6°)
- Valid joint supervision agreement, if applicable (if not already provided at the time of previous registrations) (see Section 2 -1°)
- Copy of doctoral training certificate (if obtained during the past year) (see Section 3 - 1°)
- Documents proving assimilation, if applicable (see Annexe 1)
- Supporting documents for the last 5 years prior to registration (if there has been an interruption in the PhD student's academic career)
- Declaration of no debt, if applicable (if there has been an interruption in the PhD student's academic career)

**2. Completed and signed sections**

- Section 1: The student.
- Section 2: The supervisor and Head of Unit.
- Section 3: The Admissions Committee.

**3. Degree of urgency for processing by the Registration Office:**

**a. Standard form - Annexe 1 (study visa) to be issued:**

- Yes
- No

**b. Renewal of residence permit (non-EU student) - validity date of residence permit .....**

- Yes
- No

**c. Imminent thesis defence (in the weeks following the start of the academic year):**

- Yes, presumed date .....
- No

**d. Other: .....**

Please send this form and all its pages to the Registration Office.

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**Prior to admission, the student must find a supervisor or co-supervisor from within the faculty who agrees to also be their thesis supervisor.**

**ADMISSIONS FORM for a FIRST APPLICATION for  
a PhD and/or DOCTORAL TRAINING  
2024-2025 ACADEMIC YEAR**

**Please read and respect the following procedure**

1. The applicant must complete, sign and date **Part 1** of this form and hand it in with the following documents:

- A copy of BOTH SIDES of a valid identity card or passport
- A copy of their birth certificate
- A copy of the applicant's degree certificates
- Applicants who are nationals of a non-EU country and are treated in the same way as Belgian students must also enclose supporting documents (see Annexe 1 - Assimilation Criteria).
- Proof of activity during the 5 years prior to application:
  - An official attestation of schooling (which mentions the success or failure of studies at the institution, as well as the absence of debt to the institution)
  - Transcripts for each year (which indicate the total number of credits from the student's annual programme and credits acquired)
  - An official employment certificate
  - An official unemployment certificate
  - An official certificate justifying a stay abroad, including the departure and return dates
  - An official certificate justifying a medical condition
  - Or any other official document justifying the student's history.

In the absence of supporting documents, the student must sign a declaration, for each year concerned, attesting that they have not followed higher education studies in Belgium or abroad and specifying the reason for which they are unable to provide proof.

- For students who have been registered at a higher education institution, an official certificate confirming that they are not in debt with their last higher education institution in the CFB (for studies undertaken from 2014-2015 onwards).
- Confirmation (supporting documentation) of how the proposed research will be funded.

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2. The applicant must then give these documents to their PhD supervisor who will then complete **Part 2**.

Beforehand, the thesis supervisor will ask the candidate about the **financial conditions under which they intend to pursue their research**, and may propose other options (assistant contracts, doctoral scholarships, etc.). **The thesis supervisor will ensure that the candidate is able to carry out the thesis in good social and financial conditions**. Depending on their timetable at UMONS, candidates from outside the EU will have to take the necessary steps to obtain a visa. This is particularly conditional on proof of means of subsistence (the amount of which is defined annually by Royal Decree)<sup>1</sup>. The duration and, subsequently, the renewal of the residence permit will also be subject to proof of means of subsistence from the Immigration Office. Useful links: [International Researchers - Welcome Desk](#).

**A tick must be placed beside the research institute(s) to which the doctoral work could be attached (2 maximum).**

3. **In accordance with the procedure outlined in the regulations for PhDs and doctoral training, which is available on the UMONS website, the candidate** must give the Dean, via the faculty secretariat, the completed, signed and dated form with the **accompanying documents and annexes**.
4. The form and annexes must then be given to the **President of the PhD Admissions Board**, who will then complete **Part 3** of this document.
5. The **PhD Admissions Board** shall forward the application, along with its annexes, to the secretariat of the faculty concerned (Part 3). The **Dean's signature is required** at the end of the application form.
6. **If accepted by the PhD Admissions Board**, the secretariat of the faculty concerned will forward the application, by 15<sup>th</sup> January, to the **Registration Office** who will proceed with the applicant's registration<sup>2</sup>.
7. Upon receipt of the correct amount for the tuition fees (which should be paid no later than 20<sup>th</sup> January), the Registration Office shall register the applicant.



**In the event that the tuition fees are paid by anyone other than the applicant, the applicant must send the payment slip to the appropriate person.**

<sup>1</sup> The minimum annual budget required is indicated in Annexe 2 of this form.

<sup>2</sup>Registration closes on 15<sup>th</sup> January. Registration beyond this date is only possible in the specific case referred to in Article 17, paragraph 8, of the Study Rules and Regulations.

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## PART 1

### TO BE COMPLETED BY THE APPLICANT

#### 1. PERSONAL DETAILS

LAST NAME: ..... FIRST NAME: .....

OTHER GIVEN NAME(S): .....

SEX:  F  M

CIVIL STATUS:  single  married  widower  separated  legal cohabitant

PLACE OF BIRTH: ..... COUNTRY: .....

DATE OF BIRTH: ..... NATIONALITY: .....

#### 2. REGISTERED ADDRESS (only this address will be used for correspondence)

**Note: in case of a change of address, please modify this information on the MyUMONS student portal.**

ADDRESS LINE 1: .....

ADDRESS LINE 2: .....

TOWN: ..... POSTCODE: .....

COUNTRY: .....

MOBILE: .....

E-MAIL .....

#### 3. FACULTY/SCHOOL:

- Faculty of Architecture and Urban Planning
- Faculty of Medicine and Pharmacy
- Faculty of Engineering
- Faculty of Psychology and Education
- Faculty of Science
- Faculty of Translation and Interpretation – School of International Interpreters
- Warocqué School of Economics and Management
- Teacher Training Institute
- School of Human and Social Sciences

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**4. RESEARCH AREA (choose only one):**

<input type="checkbox"/> Construction and Urban Planning <input type="checkbox"/> Art and Art Science <input type="checkbox"/> Languages, Literature and Translation Studies <input type="checkbox"/> Philosophy <input type="checkbox"/> Biomedical and Pharmaceutical Sciences <input type="checkbox"/> Biomedical Sciences <input type="checkbox"/> Pharmaceutical Sciences <input type="checkbox"/> Economics and Management <input type="checkbox"/> Medical Sciences <input type="checkbox"/> Public Health Sciences <input type="checkbox"/> Political and Social Sciences	<input type="checkbox"/> Psychology <input type="checkbox"/> Education and Teaching <input type="checkbox"/> Sciences: <input type="checkbox"/> Biology <input type="checkbox"/> Chemistry <input type="checkbox"/> Physics <input type="checkbox"/> Mathematics <input type="checkbox"/> Computer Science <input type="checkbox"/> Engineering and Technology
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**5. UNIVERSITY STUDIES**

**Postgraduate degree:**

Title of degree: .....

Date awarded: .....

Name of awarding institution: .....

.....

Country: .....

**If the degree was awarded abroad or by the Flemish Community of Belgium, the German-speaking community of Belgium, the federal state, or the Royal Military School: state standard duration of study**

**(\*):** .....

**(\*) Please attach transcripts of results for all years in higher education.**

**Other relevant postgraduate degree(s)**

Title of degree: .....

Date awarded: .....

Name of awarding institution: .....

.....

Country: .....

Student's LAST NAME and First Name:

**Student** ID number (for students who are already registered at UMONS):

**Chosen PhD programme**

Supervisor's name: .....

Co-supervisor's name (if relevant): .....

Subject of thesis (if already decided): .....

.....

.....

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.....

**6. FOR ALL DOCTORAL CANDIDATES**

**Please specify how the research will be funded:**

**Assistant under mandate**

Start date of mandate: .....

End date of mandate: .....

**Research assistant (including temporary)**

Start date of contract: .....

End date of contract: .....

**Grant holder**

- FNRS
- FRIA
- FRESH
- ARES – *Commission de la Coopération au Développement*
- ENABEL (CTB)
- UMONS - CRECH – partially funded grants
- Other (please specify): .....

Start date of the grant: .....

End date of the grant: .....

Student's LAST NAME and First Name:

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**UMONS employment contract (excluding assistant under mandate, research assistant or grant holder):**

Funding body: .....

Type of contract: .....

UMONS department/unit responsible: .....

Start date of contract: .....

End date of contract (or duration of contract): .....

**Employment contract outside UMONS:**

Funding body:.....

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**External funding (excluding grants):**

Source of funding:.....

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**Confirmation (supporting documentation) of the above-mentioned method of funding must be attached to the application.**

Date.....

Applicant's signature: .....

***By submitting this application, the candidate declares that they will adhere to the doctoral regulations in force and undertake to inform their Faculty without delay of any changes relating to the funding of their research work.***

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**PART 2**

**TO BE COMPLETED BY THE PHD SUPERVISOR AND THE HEAD OF UNIT  
AND THEN TRANSFERRED TO THE FACULTY SECRETARIAT**

Supervisor's name: .....

Co-supervisor's name (**if relevant**): .....

Head of Unit's name: .....

Name of Unit: .....

**1. CHOSEN PHD PROGRAMME**

Unit(s) in which doctoral work can be carried out: .....

.....

The supervisor agrees to supervise Mr/Ms .....

**2. RESEARCH INSTITUTES**

Please select the Institute(s) the student will be affiliated to for their doctoral work (2 maximum):

<input type="checkbox"/> Biosciences	<input type="checkbox"/> Health
<input type="checkbox"/> Language	<input type="checkbox"/> Soci&Ter
<input type="checkbox"/> Energy	<input type="checkbox"/> Risks
<input type="checkbox"/> Materials	<input type="checkbox"/> Complexys
<input type="checkbox"/> Infortech	<input type="checkbox"/> Numediart

**Note: Affiliation of a thesis indicates the financial resources that the research institutes will be able to obtain. The name of the institute(s) is one of the key indicators for distributing funding and for knowing the exact number of doctoral students (in the event of a future request for funding from the institute concerned). This information is MANDATORY.**



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**3. IS THE STUDENT TO COMPLETE THEIR PHD UNDER A JOINT PROGRAMME?**

NO

YES

If **YES**, specify name of partner institution:

French Community of Belgium: .....

Other Community:.....

Foreign institution: .....

**Status of the agreement:**

The agreement has already been drafted and signed by all parties.

The agreement is in the process of being drafted or signed

The agreement has not yet been drawn up but the information has already been sent to the AVRE

The agreement has not yet been drawn up and the AVRE has not yet been contacted

**Note: An agreement for co-PhD supervision should be determined between UMONS and the partner institution. The procedure on agreements for co-supervision appears in the regulations for PhDs and doctoral training.**

**4. COMPOSITION OF THE SUPERVISORY PANEL (IF ALREADY ESTABLISHED) TO BE SUBMITTED TO THE FACULTY BOARD**

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.....  
.....

PhD Supervisor: .....

Signed in Mons on (date) ..... Signature: .....

Head of Unit: .....

Signed in Mons on (date) ..... Signature: .....

***By agreeing to supervise the doctoral student, the supervisor and the Head of Unit declare that they have previously checked that the doctoral student will be able to carry out their research under favourable social and financial conditions.***

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### PART 3 – ADMISSIONS REPORT

#### TO BE COMPLETED BY THE PHD ADMISSIONS BOARD

**This part can be replaced by an admissions report containing all the information listed below (Part 3)**

#### 1. CONDITIONS OF ADMISSIONS – Fill in the relevant box(es)

**Article 115 of the "Paysage" Decree (Decree of 7<sup>th</sup> November 2013 defining the structure of higher education and the academic organisation of studies)**

**§ 1.** In accordance with the terms and conditions set by the academic authorities, students who possess one or more of the following credentials can enrol on a PhD programme at UMONS:

- A Master's degree which accounts for at least 120 credits (**qualification obtained in the French Community**)
- Study credentials similar or equal to a 120-credit Master's degree, issued by the French Community of Belgium (or other) in accordance with the terms and conditions set by the academic authorities (**qualification obtained in the French Community, Flemish Community, German-speaking Community, Royal Military School**)
- A foreign qualification equivalent in level to those mentioned in the above two points and issued in accordance with European Law or international convention (**requires equivalence from the equivalence department**)

The additional entry conditions referred to in point 2 are designed to ensure that the student has acquired the materials and skills required for the studies mentioned. Where such additional conditions consist of one or more additional courses, these courses cannot represent more than 60 additional credits, considering the overall number of credits that the student can have validated on admission. These courses form part of the study programme.

- A Specialised Master's degree in Teaching (sections 1 and 2) or a Specialised Master's degree in Teaching (Sections 3, 4 and 5), as defined in Article 43, § 4, of the Decree of 7<sup>th</sup> February 2019 on teacher training.
- § 2.** In accordance with the terms and conditions set by the academic authorities, a student who holds a postgraduate-level degree issued in the French Community of Belgium (or other) which does not meet the requirements to enrol on a PhD course, pursuant to the preceding paragraph, but accounts for at least 300 credits validated by the Board of Education, can, however, be admitted onto a PhD programme by the Board of Education in line with the terms and conditions it establishes (**foreign qualification validated by the admissions board**).

**§1 or 2 - Admission is based on the following qualification(s): (Exact title, name of institution, year obtained)**

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Date and Dean of the Faculty's signature:

Mons, on (date) ..... Signature: ..... Part 3 - 1/4

Student's LAST NAME and First Name:

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- § 3.** Notwithstanding these general conditions, and/or any additional requirements that these conditions impose, the academic authorities may also admit holders of the following qualifications onto a PhD programme: a degree or other qualification issued outside the French community of Belgium, which, under this original system, can lead directly to doctoral studies or studies and/or work relating to the preparation of a doctoral thesis, despite the fact that these degree courses are not arranged in separate cycles or completed in at least five years.

This condition of admission is an exception and must be duly justified on the basis of formal and authentic evidence of the ability to pursue doctoral studies under the original system.

- (No relevant qualification, but proof of registration for a doctorate in the country of origin)**

**If §3, reasons for admission (compulsory):**

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**Article 116.**

- The student has successfully completed corresponding doctoral training.

**Article 161.**

- An academic degree carried out according to the provisions prior to this decree is equivalent to the corresponding academic degree issued under the new provisions. It guarantees access and further study under the same conditions.

**Article 2 paragraph 4 of the Decree of 30th April 2009 organising the transfer of higher education of architecture at the University**

- Holder of an architectural engineering degree issued by a Higher Institute of Architecture in the French Community of Belgium.

Date and Dean of the Faculty's signature:

Mons, on (date) ..... Signature: ..... Part 3 - 2/4

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**2. ADMISSION ONTO DOCTORAL TRAINING IN 2024-2025:**

YES

NO

If **NO**, please state reason:

.....  
.....  
.....

**3. ADMISSION ONTO A PHD PROGRAMME IN 2024-2025:**

YES (unconditional offer)

YES (conditional offer)

NO

If **YES (conditional offer)**, please state the conditions set by the Board:

Supplementary conditions – a maximum of 60 credits, which can be taken alongside the doctoral training or PhD programme.

**Course title**

**Credits**

.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

Date and Dean of the Faculty's signature:

Mons, on (date) ..... Signature: ..... Part 3 - 3/4

Student's LAST NAME and First Name:

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If **NO**, please state reason:

.....

.....

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.....

The Chairperson of the PhD Admissions Board: .....

Signed in Mons on (date) ..... Signature: .....

Faculty stamp:

Date and Dean of the Faculty's signature:

Mons, on (date) ..... Signature: ..... Part 3 - 4/4

**ANNEXE 1: ASSIMILATION CRITERIA**  
**TO BE COMPLETED BY NON-EU STUDENTS ONLY**

Assimilation must be proven by no later than 31<sup>st</sup> October of the academic year concerned.

ASSIMILATION CRITERION	Documents to be presented to the Registration Office to prove assimilation
1° The student has been granted residency or is recognised as a long-term resident ( <b>in Belgium</b> )	<ul style="list-style-type: none"> <li>• Card "C" or Card "K" (ID for foreign nationals / unlimited stay)</li> <li>• Card "D" or Card "L" (long-term residence card).</li> </ul>
2° The student is considered to be a <b>refugee, a stateless person, a person eligible for subsidiary or temporary protection</b> , or a person who has applied <b>for asylum, subsidiary or temporary protection or who is stateless...</b> which has not yet been subject to a final decision or an administrative appeal declared admissible, until a ruling rejecting the admissible appeal is issued.	<ul style="list-style-type: none"> <li>• If the student is a refugee: Card "A" or Card "B". Refugee status must be indicated on the reverse of the card. The old cards are gradually being replaced by new "A" or "B" cards. Refugee status is no longer indicated on the back of the card, but on the front, with the words "XXB" under the "Nationality" category.</li> <li>• If the student is stateless: Official documentation from the local commune or from the Immigration Office attesting to the student's stateless status.</li> <li>• Subsidiary Protection: Card "A" or "B" (registration certificates in the immigration register) + decision issued by the Immigration Office who grants this protection. (Unlike those with refugee status, subsidiary protection is not indicated on the reverse of the registration certificate).</li> <li>• Temporary protection: Card "A" + certificate from the General Directorate of the Immigration Office.</li> <li>• Application for asylum: Annexe 26 and/or official documentation proving the application for asylum, subsidiary protection status or statelessness which has not been definitively rejected and, in case of appeal, a copy of the document proving an appeal has been launched (lawyer's letter, certificate of "orange card" registration, etc.).</li> </ul>
3° The student is authorised to <b>stay in Belgium for more than 3 months and earns an income from a professional activity or from income support.</b> The professional activity is taken into consideration if the amount of salary corresponds, or corresponded, to half of the average monthly salary set by the National Labour Council ( <i>Conseil National du Travail</i> – CNT), calculated from 6 of the last 12 months prior to registration.	<ul style="list-style-type: none"> <li>• Residence permit valid for more than 3 months <b>AND</b></li> <li>• Professional activity: Declaration of employment or employment contract + payslips corresponding to 6 of the last 12 months prior to registration <b>OR</b> official documentation evidencing income support: CPAS, unemployment benefit, health insurance ("<i>mutuelle</i>").</li> </ul>
4° The student is supported by the <b>Public Centre for Social Welfare (CPAS)</b> and lives in CPAS housing or housing appointed by the CPAS.	<ul style="list-style-type: none"> <li>• Recent official documentation from the CPAS.</li> </ul>
5° The student's <b>mother, father, legal guardian, partner or legal cohabitant is an EU member state national</b> or meets one of the conditions referred to in points <b>1 to 4</b> above.	<ul style="list-style-type: none"> <li>• A copy of the student's <b>mother, father, legal guardian, partner or legal cohabitant's</b> ID card or residence permit referred to in points 1 to 4 + official documentation proving relationship to student, marriage certificate or declaration of legal cohabitation.</li> </ul>
6° <b>The student is a grant-holder (CFWB-CDVLP). See Article 105, paragraph 2, of the Decree of 7<sup>th</sup> November 2013 ("<i>Paysage</i>" decree)</b>	<ul style="list-style-type: none"> <li>• Official documentation evidencing the awarding of the grant from the competent body.</li> </ul>
7° The student holds a <b>residence permit granted under Article 61/7 of the Law of 15<sup>th</sup> December 1980</b> on access to the territory, residence, settlement and removal of foreign nationals (Aliens Act).	<ul style="list-style-type: none"> <li>• Belgian residence permit valid for more than 3 months. <b>AND</b></li> <li>• Official documentation attesting to long-term resident status obtained in another EU Member State.</li> </ul>

## Comments:

- i. *For students holding a certificate of registration in the foreign nationals register, unlimited stays (Card "B") are not covered in Point 1.*

*This provision only applies to students with a settlement permit (Card "C" or "K") or long-term resident status (Card "D" or "L").*

*Assimilated students are those holding a B, F or F EU Family Member card, Article 10 of Directive 2004/38/EC, F+ or F+ EU Family Member card Article 20 of Directive 2004/38/EC, E or EU Registration – Article 8 of Directive 2004/38/EC and E+ or EU+ Permanent residence – Article 19 of Directive 2004/38/EC, F+, E and E+, as well as, by analogy, the persons listed under Point 5.*

*In the same way as the above-mentioned cards, the M. 50 TUE residence permit is considered proof of long-term or permanent residence.*

- ii. **Status of diplomats and related persons.** *Foreign nationals with the status of diplomat or related person receive a special residence permit issued by the Ministry of Foreign Affairs. Due to this special status, they are not registered with the local authority. Therefore, the issue of a special residence permit is sufficient <sup>1</sup>.*
- iii. **Official document proving relationship:** *household composition or, if the child does not live at the same address as their parents, their birth certificate + father's or mother's identity card.*
- iv. **Guardianship deeds** *must be legalised by the Belgian embassy or consulate in the foreign student's country of origin.*
- v. **Foreign marriage certificates** *must be transcribed in Belgium by a local authority. (See household composition).*
- vi. **Legal cohabitation:** *document issued by the local authority certifying that a declaration of legal cohabitation has been registered.*

## ANNEXE 2: ANNUAL BUDGET

The following is a list of minimum annual expenses for a student.

**It may be revised each year.**

Subject to subsequent updating by the Immigration Office, **the minimum amount required for the 2024-2025 academic year is €803/month** (last updated in the *Moniteur belge* of 15<sup>th</sup> February 2024).

**This amount is not sufficient to cover all the costs associated with a stay in Belgium.**

We invite you to consult the link from the Immigration Office on this subject:

<https://dofi.ibz.be/fr/themes/ressortissants-dun-pays-tiers/etudes/favoris/moyens-de-subsistance-suffisants>

Tuition fees (€835) are not included in this annual total and must therefore be added to this budget.

Course fees, teaching materials
Accommodation (minimum)
Food
Health and medical insurance
Adjustment costs (clothing)
Leisure and maintenance
Repatriation costs
<b>Total annual budget: €9636 (803€ X 12 months) + tuition fees</b>

A net income of **€803 per month (plus tuition fees)** is therefore considered to be the minimum to cover **all these costs, even though it is not enough to comfortably live in Belgium.**

!!! We would like to draw your attention to the fact that a large proportion of the costs are incurred at the beginning of the year ( registration, accommodation, clothing, insurance).