

Student's LAST NAME and First Name:

Student ID number:

**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)
- 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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RE-REGISTRATION FORM FOR
A PHD AND/OR DOCTORAL TRAINING
2024-2025 ACADEMIC YEAR

Please read and respect the following procedure:

1. The student 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
- ✚ Students 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).
- ✚ Students who are nationals of a non-EU country must enclose a copy of their residence permit.
- ✚ Supporting documents regarding funding (see Section 1 - 6°)
- ✚ If applicable, a copy of the research training certificate, the joint supervision agreement or contract.
- ✚ The student 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 student is able to carry out the thesis in good social and financial conditions. Depending on their timetable at UMONS, students 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). 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).

2. **In accordance with the procedure outlined in the regulations for PhDs and doctoral training, which is available on the UMONS website, the student** must give the Dean, via the faculty secretariat, the completed, signed and dated form with the **accompanying documents and annexes**.
3. 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.

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4. 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.
5. **If accepted by the PhD Admissions Board**, the secretariat of the faculty concerned will forward the application, by 15th January, to the **Registration Office** who will proceed with the student's registration¹.
6. Upon receipt of the correct amount for the tuition fees (which should be paid no later than 20th January), the Registration Office shall register the student.



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

¹Registration closes on 15th 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"/> Psychology
<input type="checkbox"/> Art and Art Science	<input type="checkbox"/> Education and Teaching
<input type="checkbox"/> Languages, Literature and Translation Studies	<input type="checkbox"/> Sciences:
<input type="checkbox"/> Philosophy	<input type="checkbox"/> Biology
<input type="checkbox"/> Biomedical and Pharmaceutical Sciences	<input type="checkbox"/> Chemistry
<input type="checkbox"/> Biomedical Sciences	<input type="checkbox"/> Physics
<input type="checkbox"/> Pharmaceutical Sciences	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Economics and Management	<input type="checkbox"/> Computer Science
<input type="checkbox"/> Medical Sciences	<input type="checkbox"/> Engineering and Technology
<input type="checkbox"/> Public Health Sciences	
<input type="checkbox"/> Political and Social Sciences	

5. DO YOU PLAN TO PRESENT YOUR PHD THESIS IN 2024-2025? YES – NO

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:

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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

1. 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:

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.

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. COMPOSITION OF THE SUPERVISORY PANEL:

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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

1. (RE)REGISTRATION FOR DOCTORAL TRAINING IN 2024-2025:

YES

NO

If **NO**, please state reason:

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

If you have already completed your Doctoral Training please provide a certificate attesting to this;

2. (RE)REGISTRATION FOR A PHD IN 2024-2025 :

YES

NO

If **NO**, please state reason:

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

The Chairperson of the PhD Admissions Board:

Signed in Mons on (date) Signature:

Date and signature of Faculty Dean:

Signed in Mons on (date) Signature:

Faculty stamp:

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

Assimilation must be proven by no later than 31st 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 (in Belgium)	<ul style="list-style-type: none"> • Card "C" or Card "K" (ID for foreign nationals / unlimited stay) • Card "D" or Card "L" (long-term residence card).
2° The student is considered to be a refugee, a stateless person, a person eligible for subsidiary or temporary protection , or a person who has applied for asylum, subsidiary or temporary protection or who is stateless... 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"> • 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. • If the student is stateless: Official documentation from the local commune or from the Immigration Office attesting to the student's stateless status. • 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). • Temporary protection: Card "A" + certificate from the General Directorate of the Immigration Office. • 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.).
3° The student is authorised to stay in Belgium for more than 3 months and earns an income from a professional activity or from income support. 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"> • Residence permit valid for more than 3 months AND • Professional activity: Declaration of employment or employment contract + payslips corresponding to 6 of the last 12 months prior to registration OR official documentation evidencing income support: CPAS, unemployment benefit, health insurance ("<i>mutuelle</i>").
4° The student is supported by the Public Centre for Social Welfare (CPAS) and lives in CPAS housing or housing appointed by the CPAS.	<ul style="list-style-type: none"> • Recent official documentation from the CPAS.
5° The student's mother, father, legal guardian, partner or legal cohabitant is an EU member state national or meets one of the conditions referred to in points 1 to 4 above.	<ul style="list-style-type: none"> • A copy of the student's mother, father, legal guardian, partner or legal cohabitant's 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.
6° The student is a grant-holder (CFWB-CDVLP). See Article 105, paragraph 2, of the Decree of 7th November 2013 ("<i>Paysage</i>" decree)	<ul style="list-style-type: none"> • Official documentation evidencing the awarding of the grant from the competent body.
7° The student holds a residence permit granted under Article 61/7 of the Law of 15th December 1980 on access to the territory, residence, settlement and removal of foreign nationals (Aliens Act).	<ul style="list-style-type: none"> • Belgian residence permit valid for more than 3 months. AND • Official documentation attesting to long-term resident status obtained in another EU Member State.

Comments:

- *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 204/38/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.

- **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 ¹.*
- **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.*
- **Guardianship deeds** *must be legalised by the Belgian embassy or consulate in the foreign student's country of origin.*
- **Foreign marriage certificates** *must be transcribed in Belgium by a local authority. (See household composition).*
- **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 15th 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
Total annual budget: €9636 (803€ X 12 months) + tuition fees

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).