

RULES AND REGULATIONS

**SPECIAL DOCTORAL GRANT (BSD - BOURSE
SPÉCIALE DE DOCTORAT)**

**ADOPTED BY
THE BOARD OF TRUSTEES OF THE F.R.S.-FNRS
ON 25TH APRIL 2017**

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CHAPTER I: SCOPE AND NATURE OF THE GRANT

Article 1

The rules and regulations hereinafter are only applicable to holders of a Special Doctoral Grant (BSD) from the Fund for Scientific Research - FNRS (F.R.S. - FNRS).

BSD applications must be submitted under Grants and Fellowships Call of the Fund for Scientific Research - FNRS (F.R.S.-FNRS).

Article 2

Special Doctoral Grants (BSD) are intended for university graduates of the French-speaking Community of Belgium, teaching in secondary education, benefiting from employment stability and who may be granted a special leave without pay for one year, with the assurance that they will get their position back at the end of that leave, to enable them to complete a research work to obtain a degree of Doctor in a university of the French-speaking Community of Belgium under the supervision of a promoter and a postdoctoral co-promoter (if any) from one of the institutions listed in Appendix 1.

The promoter shall meet the following conditions altogether:

- To be permanently appointed to an academic or scientific position or on probation in that university.
- This appointment must have a final and conclusive assent from the competent body to legitimize this appointment in accordance with the Law or the university regulations by the time of the validation deadline fixed for the academic authorities (rectors) at the latest.
- This academic or scientific position must be effective by the time of the starting date of the grant, i.e., by the 1st of October at the latest, the year of the Grants and Fellowships Call concerned.

If the promoter of a BSD applicant who is appointed permanently and accesses pension / becomes professor emeritus after the validation deadline fixed for the academic authorities (rectors) and before the end of the granting scheme in case of granting, the submission of the application shall be subject to the prior approval of the Head of institution where the research will be carried out.

The promoter permanently appointed who will access pension / become professor emeritus by the validation deadline fixed for the academic authorities (rectors) is not eligible.

CHAPTER II: CANDIDACY

Article 3

Applicants to a Special Doctoral Grant must have reached the age of 28 years and may not be over 45 years of age by the grant starting date.

Article 4

No applicant may apply more than three times for a Special Doctoral Grant. Researchers who have been granted a BSD Grant, regardless of its duration, can no longer apply for such grant.

Article 5

The Grants and Fellowships Call is opened once a year and is published on the F.R.S.-FNRS website.

Applications can only be submitted online, either in French or in English, through SEMAPHORE, the management platform dedicated to calls for proposals at the following address <https://applications.frs-fnrs.be>.

The F.R.S.-FNRS shall give applicants eligible to a Special Doctoral Grant access to the electronic form. The Supervisory Panel (Thesis Advisory Committee) must complete a document which shall be attached to the electronic form. This document must be duly completed and signed and sent to the research unit (or Board of Education) of the university of the French-speaking Community of Belgium in order to be signed by the academic authorities. The latter must send the document to the F.R.S.-FNRS by the validation deadline fixed for the academic authorities (rectors).

All applications are submitted to a procedure including three successive electronic validations on the dates which will be indicated when the call for proposals is published on the F.R.S.-FNRS website:

- a. The validation by the applicant: it accounts as a confirmation that the application file is complete.
- b. The validation by the promoter selected pursuant to article 2: the F.R.S.-FNRS transfers the application file to promoters so that they give their approval for the submitted research project and confirm the accuracy of data provided by the applicant. The promoter may accept or refuse the application.
- c. The validation by the research unit (or Board of Education) of the university of the French-speaking Community of Belgium, to which the application file is transferred once promoters have given their consent. The academic authority may accept or refuse the application. The validation deadline fixed for the rectors puts a final end to the call for proposals.

Applications that have not been validated within the time-frame of the call cannot be taken into account.

A mini-guide specifies the validation dates as well as the documents which must be included in the application.

Article 6

When submitting their applications, applicants to a Special Doctoral Grant must provide acknowledgment from their promoter confirming that:

- a) The promoter undertakes the responsibility for the research studies in question and supervises the applicant within the Faculty where the applicant would like to carry out the Ph.D.;
- b) The research work has progressed enough and can therefore be achieved within a year on a full-time basis;
- c) The applicant will be able to successfully complete the research unless s/he is not relieved from his/her assignments and duties.

CHAPTER III: ALLOCATION AND DURATION OF THE GRANT

Article 7

The Board of Trustees of the F.R.S.-FNRS shall decide on the allocation of Special Doctoral Grant.

Applications for a Special Doctoral Grant are assessed by the Supervisory Panel (Thesis Advisory Committee) and allocated by the Board of Trustees of the F.R.S.-FNRS upon the positive recommendation of the Supervisory Panel (Thesis Advisory Committee).

Article 8

The Special Doctoral Grant may be allocated for one year, for the period starting on 1st September until 31st August of the following year.

CHAPTER IV: RIGHTS AND OBLIGATIONS OF HOLDERS OF A SPECIAL DOCTORAL GRANT

Article 9

Any research project being funded must observe statutory provisions in force governing ethics.

Article 10

Beneficiaries of a Special Doctoral Grant are subordinated to the Board of Trustees of the F.R.S.-FNRS, which acts through its President and Secretary General. They pledge to respect the rules and regulations in force within the Fund.

They must respect the discipline enforced by the academic authority of the institution where they work and observe its rules and regulations. As grantees of the F.R.S.-FNRS, they are also required to adhere to the regulation on the property, protection and promotion of the results from the research carried out within the institution.

Article 11

Beneficiaries of a Special Doctoral Grant shall devote full time to the preparation of their doctoral thesis. Hence, they shall not accept any other duties or assignment and remuneration relating thereto for the whole duration of the grant.

Article 12

Holders of a Special Doctoral Grant shall not take on any teaching position.

They must obtain a doctoral training certificate or get exempted from it in accordance with the Decree of 7 November 2013 and the specific provisions enacted in the doctoral regulations in force within the hosting institution.

Article 13

It is not allowed to combine any other financial compensation, remuneration or grant with the Special Doctoral Grant. However, the F.R.S.-FNRS may, upon request of the beneficiaries, authorise them to receive full or part of the allowances that they may be entitled to have to study abroad.

Holders of a Special Doctoral Grant may not bear the title of *Assistant*, *Premier assistant*, *Chef de travaux*, or *Chargé de cours*, unless special authorisation has been obtained from the Bureau.

Article 14

Holders of a Special Doctoral Grant shall mention in their publications, papers and reprinted/e-print alike that they have been granted a F.R.S.-FNRS grant.

Article 15

Holders of a Special Doctoral Grant who wish to study or pursue their research abroad must give prior notice to the F.R.S.-FNRS at least 15 days before the actual date of departure.

For any stay, a prior written agreement of the promoter must be sent to the F.R.S.-FNRS.

In case of a long-term stay (90 days or more), a prior written agreement of the Head of the institution where the holder of a Special Doctoral Grant carries out her/his research must also be sent to the F.R.S.-FNRS.

Article 16

Any change regarding the civil status, the family responsibility, the domicile or residence must be reported online as soon as possible on E-Space, the personal data acquisition system, available at the following address <https://e-space.frs-fnrs.be/>.

Article 17

Holders of a Special Doctoral Grant shall inform the F.R.S.-FNRS of any interruption or suspension of their scientific activities as soon as they can and for any reason whatsoever.

Article 18

In case of illness or personal accident, a medical certificate attesting the starting date and the duration or extension of a period of professional incapacity must be submitted to the F.R.S.-FNRS within 48 hours following the beginning of the incapacity period. The promoter shall send a copy of the medical certificate to the relevant department of the institution where the grantee carries out her/his research.

Article 19

In case of work accident, the administrative staff of the F.R.S.-FNRS must be informed within 24 hours, by phone if necessary. The declaration of accident as well as the medical certificate reporting the accident must be sent to the Fund. The health department of the institution where the grantee carries out her/his research must be informed as well.

CHAPTER V: FINANCIAL PROVISIONS

Article 20

The grant amount is equal to net amount of the latest working income. As for beneficiaries appointed to their posts, this amount is limited to a full-time salary.

Article 21

The Special Doctoral Grant is exempt from tax on income in accordance with a decision from the Direct Tax Department. The grant beneficiary is nonetheless subject to the employee social security scheme.

Article 22

Grantees shall receive a monthly grant payable in arrears and transferred to a bank account, opened at a Belgian financial institution.

Any change of bank account number must be reported online on E-Space, the personal data acquisition system, available at the following address <https://e-space.frs-fnrs.be/>.

CHAPTER VI: WORK ACCIDENTS

Article 23

Grant holders are covered by an insurance contract as required by the law. This contract covers ordinary work risks during seminars or in laboratory as well as risks of accidents occurring on their way to work.

It also covers the risks incurred during temporary missions in Belgium and abroad. Holders of a Special Doctoral Grant may travel by any common transportation (sea, air or road transport) authorised for people transportation, inasmuch as they are not members of the crew.

CHAPTER VII: FAMILY ALLOWANCES

Article 24

When a birth occurs, a declaration shall be done to the F.R.S.-FNRS, which will transfer the required documents to receive family and childbirth allowances. The latter can be claimed as from the 5th month of pregnancy.

CHAPTER VIII: ANNUAL LEAVE

Article 25

The duration of the annual leave is equivalent to the calendar fixed in the hosting institution's rules of procedure. Periods of time are set by mutual agreement with the promoter. Beneficiaries of a Special Doctoral Grant shall inform the F.R.S.-FNRS secretariat of their holiday dates.

Holiday payments shall be paid in June.

CHAPTER IX: FINAL PROVISION

Article 26

The Special Doctoral Grant does not provide for any cause for suspension.

Article 27

Holders of Special Doctoral Grant may terminate their grant agreement at any time. They shall give a written notice of their decision to the F.R.S.-FNRS, their promoter and the head of the institution where they have carried out their research programme.

APPENDIX 1

Relevant institutions for the co-promoter

BSD instrument

Grants and Fellowships Call

<p>Co-promoteur d'une université CFB / Co-promoter of a CFB university</p>	<p>➤ Universités de la Communauté française de Belgique (CFB) Universities of the French-speaking Community of Belgium (CFB)</p> <p>Université Catholique de Louvain (UCL) Université Libre de Bruxelles (ULB) Université de Liège (ULiège) Université de Mons (UMons) Université de Namur (UNamur) Université Saint-Louis - Bruxelles (USL-B)</p>
<p>Co-promoteur (de régime linguistique francophone) attaché à l'une des institutions / French speaking co-promoter attached to one of these institutions</p>	<p>➤ Ecole royale militaire (E.R.M.)</p> <p>➤ Etablissements scientifiques fédéraux State Scientific Institutions</p> <p>Archives de l'Etat (AE) Bibliothèque Royale de Belgique (B.R.B.) Institut d'Aéronomie spatiale de Belgique (I.A.S.) Institut royal météorologique de Belgique (I.R.M.) Institut royal du Patrimoine artistique (I.R.P.A.) Institut royal des Sciences naturelles de Belgique (I.R.S.N.B.) Musée royal de l'Afrique centrale (M.R.A.C.) Musées royaux d'Art et d'Histoire (M.R.A.H.) Musées royaux des Beaux-arts de Belgique (M.R.B.A.B.) Observatoire royal de Belgique (O.R.B.)</p> <p>➤ Centre d'Étude de l'énergie Nucléaire (SCK-CEN) ➤ Centre wallon de Recherches agronomiques (CRA-W) ➤ Institut de Recherches Microbiologiques Jean-Marie Wiame (I.R.M.W.) ➤ Jardin Botanique Meise (J.B.M. – Jardin Botanique National de Belgique) ➤ Musée royal de Mariemont ➤ Sciensano</p>