International predoctoral and doctoral students/scholarship holders

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Your status at KU Leuven
YOUR STATUS: STUDENT

- Predoctoral student
- Doctoral student

Your contact:
Admissions/Student Accounting & Mobility
DUAL STATUS: STUDENT & STAFF

If a **doctoral** student = STUDENT
+ a **doctoral** scholarship holder = STAFF

DUAL STATUS **at KU Leuven**: STUDENT & STAFF

Your contact:
As a student: **Admissions/Student Accounting & Mobility**
As a staff member: **HR Department**
DUAL STATUS: STUDENT & STAFF

If a (pre)doctoral student = STUDENT
+ a research associate/research assistant (salary) = STAFF

Your contact:
As a student: Admissions/Student Accounting & Mobility
As a staff member: HR Department
Selfsupporting, KU Leuven scholarship holder or salaried
SELF-SUPPORTING

Selfsupporting =
not paid a scholarship (or salary) by KU Leuven

For KU Leuven: only STUDENT status

Your contact:
Admissions/Student Accounting & Mobility
SCHOLARSHIP

• Predoctoral scholarship holder
  Administration and payment: Admissions/Student Accounting & Mobility

• Doctoral scholarship holder non-EEA (BAP)
  Academic admission as doct. student: Admissions/Stud Acc & Mobility
  Visa administration: Admissions/Student Accounting & Mobility
  Other HR administration & payment: HR Department

• Doctoral scholarship holder EEA (BAP)
  Academic admission as doct. student: Admissions/Stud Acc & Mobility
  Other HR administration & payment: HR Department
Research associate (BAP)/research assistant (AAP)

Academic admission as doct. student: Admissions

Visa, other HR administration & payment: HR Department
YOUR STATUS?
Registrations at university & city hall
REGISTRATION: UNIVERSITY

- Admissions/Student Accounting & Mobility:
  - as a student
  - as a non-EEA doctoral scholarship holder ~ visa

- Registrar’s Office
  - as a student: all (pre)doctoral students

- HR Department
  - as a doctoral scholarship holder (EEA & non-EEA)
  - as a research associate/research assistant
REGISTRATION: BELGIUM

Registration at the city hall of your place of residence

AFTER:

- registration at the university
- Leuven: after finding permanent accommodation

Remark: opening a bank account

MORE INFORMATION:
- for staff
- for students
- for all: brochure “LIVING IN LEUVEN”
REGISTRATION: BELGIUM

- Predoctoral students, selfsupporting doctoral students: residence status: STUDENT
- Doctoral scholarship holders: residence status: STUDENT
- Research associate/research assistant: residence status: EMPLOYEE/RESEARCHER
Taxes
TAXES

- **Not taxed in Belgium:**
  KU Leuven scholarship holders and selfsupporting students/staff:
  - Predoctoral students
  - Doctoral students & doctoral scholarship holders

- **Taxed: salaries:**
  - Research associate (BAP – wetenschappelijk medewerker)
  - Research assistant (AAP – assistent)

**Everybody** must fill out the **tax form**
Social security
SOCIAL SECURITY: CATEGORIES

- **No social security (via KU Leuven):**
  - predoctoral scholarships, selfsupporting doct. students,

- **Partial social security:**
  - doctoral scholarships
    IF
    non-EEA national of country with **NO** bilateral social security agreement with Belgium &
    not having worked in another EEA country immediately before the KU Leuven staff appointment

- **Full social security:**
  - all salaries
  +
  - doctoral scholarships
    IF
    EEA national or
    non-EEA national of country WITH a bilateral social security agreement with Belgium or
    having worked in another EEA country immediately before the KU Leuven staff appointment
Non-EEA countries WITH a bilateral social security agreement with Belgium:

Albania, Algeria; Argentina; Australia; Bosnia-Herzegovina; Brasil; Canada; Chili; India; Israel; Japan; Macedonia; Moldavia; Montenegro; Morocco; The Philippines; Québec; San Marino; Serbia; South-Korea; Tunisia; Turkey; United States; Uruguay
SOCIAL SECURITY: COVERAGE

➢ Partial social security coverage =
  - Health insurance
  - Occupational hazard & illness
  - Family allowances:
    - maternity allowance
    - child allowance for dependent children in Belgium or EEA

➢ Full social security coverage =
  - Health insurance
  - Occupational hazard & illness
  - Family allowances:
    - maternity allowance
    - child allowance for dependent children in Belgium or EEA
  +
  - (Unemployment rights)
  - Retirement rights
TAX AND SOCIAL SECURITY DEDUCTIONS
GROSS vs NETT scholarship/salary

Gross salary
- social security contributions (13.07 %)
= Taxable income
- withholding tax on income

= Nett salary

Gross scholarship
- social security contributions
  - 13.07 % (full coverage)
  - 4.70 % (partial coverage)

= Nett scholarship
SOCIAL SECURITY: HEALTH INSURANCE

Students & paid staff members:

Affiliation with Belgian health insurance fund = OBLIGATORY!

- Registration fee to be paid
- (Done by Student Accounting for some scholarship holders)

MORE INFORMATION:

- for staff
- for all: brochure “LIVING IN LEUVEN”
SOCIAL SECURITY: OCCUPATIONAL

- Occupational hazard (see also travel insurance)
  - applicable to staff subject to social security (incl. doct. scholarship holders)
  - research/work-related accident
  - from home to work & vice versa
  - abroad on research/work-related trips
  - Contact Insurance Office

- Occupational illness
  - Contact HR Department
SOCIAL SECURITY: FAMILY ALLOWANCE

- **Maternity allowance:**
  attestation at 6th month pregnancy

- **Child allowance:**
  for children in Belgium, EEA, Morocco, Turkey & Algeria

Any changes in your family situation?  
Inform your contact person **immediately**  
as this may influence your scholarship/salary:
- Admissions/Student Accounting & Mobility
- HR Department
SOCIAL SECURITY: UNEMPLOYMENT

Unemployment rights

Only in case of full social security

Unemployment allowance

Requirements:

- Worked for minimum 1.5 year
- Forced unemployed
- Residency in Belgium + valid residence card
- Available for the labour market => only if work permit => non-EEA: often not possible to claim the unemployment allowance
SOCIAL SECURITY: RETIREMENT

Retirement rights

• Only in case of full social security

• Transfer of rights possible if to:
  o EEA country or
  o non-EEA country with bilateral social security agreement with Belgium mentioning the transfer

• More detailed information: please contact the HR Department
(Some) other insurances
Hospital insurance

- only for KU Leuven salaries and scholarships with social security + min. 20%-appointment
- is not equal to health insurance!!
- additional cover for medical costs due to hospitalisation or serious illness which are not covered by public health insurance
- standard cover => enhanced cover
INSURANCES: TRAVEL INSURANCE

Obligatory registration of outgoing mobility at KU Leuven: KU Loket

- For predoctoral and selfsupporting doctoral students: http://www.kuleuven.be/outgoing

High risk destination?
An additional evaluation will be performed during the registration procedure.

Things to think of when travelling abroad:

- Destination: Schengen zone vs. Other
- Duration: > 1 month? Inform City Hall
- Specific requirements: eg. Insurance demands by the USA, vaccinations, etc.
INSURANCES: TRAVEL INSURANCE

Travel insurance:

• Study/research activity:
  covered by KU Leuven (only if your mobility has been registered!)

  If something happens, contact the Insurance Office.

• Private activities:
  - EEA destination?: health insurance suffices (EHIC)
  - Non-EEA destination?: additional travel insurance is required

  or any private insurance company
INSURANCES: THIRD PARTY LIABILITY

Third Party Liability Insurance (private life) covers damage caused to the property of third parties

- Doctoral/predoctoral students:
  - non-EEA: obligatory upon registration
  - all: university policy at 10 EUR/year

‘Living in Leuven’
Leaves
LEAVES: HOLIDAYS

Staff members (excl. non-EEA doctoral scholarship holders)

> HR Department

- Paid holidays for salaried staff members + EEA doctoral scholarship holders:
  - depends on previous employment
  - max. of 25 work days/calendar year
- Via KULoket
- If no holidays due to former (non-)employment in Belgium: contact HR Department – “European holidays”
Students & non-EEA doctoral scholarship holders

> Admissions/Student Accounting & Mobility

- Max. of 20 work days
- In agreement with promoter
- Not via KULoket, no administrative formalities
LEAVES: ILLNESS

Sick leave

Always **immediately** inform your head of unit + follow the instructions on our [website](#).

If more than 28 days:

- Contact your contact person at Admissions/Student Accounting & Mobility or HR
- Statuses with social security: (partial) payment by the health insurance fund after one month illness
- Long fulltime sick leave: doctoral scholarships: possibility of extension
LEAVES: MATERNITY LEAVE

- 15 weeks
- Payment by the health insurance fund
- For scholarships: (possibility of) extension of the scholarship period with 15 weeks
- Immediately contact IDEWE (= Occupational Medicine Department)
YOUR CONTACT

Your contact depends on your student/staff status:

- **Admissions/Student Accounting & Mobility:**
  Bert Willems

- **HR Department:**
  Your HR adviser (cfr. information in your KULoket)
  or
  Annemie Dumoulin & Jennifer Addae

Presentations made available on:
http://www.kuleuven.be/english/admissions/phd/introsessions