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: doctoral.schools@vub.ac.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: doctoral.schools@vub.ac.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: doctoral.schools@vub.ac.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.