

Attn: local supervisor

Place and date

**Student study stay (student’s name)**

Dear Professor

Dear Madam

Dear Sir

First and foremost we would like to thank you for your willingness to guide (student’s name), a student at (institution’s name), Belgium, during a study stay in your country.

We are delighted to tell you that the student has been awarded a VLIR-UOS travel grant.

**The ins and outs of the travel grant**

VLIR-UOS (in English: Flemish Interuniversity Council-University Development Cooperation) awards at least 500 students of Flemish universities and university colleges a small financial grant to pay towards the cost of a training visit or thesis research in a developing country, paid for out of Belgian development cooperation funds.

Before departure the student will look for a supervisor at the student’s own institution and a local supervisor in the developing country. The student will be given practical and substantive information by the Flemish institution.

VLIR-UOS wants to use the travel grant programme to give students the opportunity to gain experience on the ground in the developing country within the framework of their course, and as such make them more aware of the issues of development in a globalised world.

**Expectations of the local supervisor**

We ask for your help to inform the student of the actual work situation, the local culture and customs (how people dress, greet each other and eating habits), accommodation, transport, safe conduct and health. We expect you to guide the student during the stay and provide the appropriate support. At the end of the stay, we ask you to fill out the evaluation form enclosed with this letter and return it to the student. The student cannot receive the travel grant unless the evaluation form has been submitted together with the student’s report.

**Expectations of the student**

We expect the student to prepare thoroughly for the stay and to observe the rules of health and safety. The student will make clear arrangements with the Flemish and local supervisor with respect to the activities to be conducted in the developing country. The student is expected to be as good as his or her word. The duration of the assignment will be at least 28 consecutive days. The student will talk with you about the state of the assignment at regular times. At the end of the stay we expect the student to submit a report of the most important findings. You can make arrangements with the student about the form of this report. We sincerely hope that you enjoy a good working relationship with the student and that it is an enriching experience for all involved, both professionally and privately.

Please contact us if you have any questions whatsoever.

Yours faithfully

Attachment: Evaluation form for the local supervisor