

GUIDE FOR INFORMATION FILE FOR ASSISTANT ACADEMIC STAFF

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For questions and submission of requested documents, please contact documentsAAP@UGent.be.

1. Personal details

These data are recorded in your personnel file by your file manager.

Afterwards, you can change them at any time via SAP MyApps. At the start of your employment, you do not need to register any data yourself (transmitted via the information file) via SAP MijnApps. May we point out the importance of the completeness of your data.

2. Bank account

In order to ensure timely payment of salary, we need to receive your bank details no later than the 18th calendar day of the month. If we do not have your bank details, the salary will be paid (retroactively) the following month.

3. Civil status

Registration of your civil status (and if applicable, your partner's occupation and income) is important for calculation of net salary.

Income partner

Occupational income: includes wages, pensions, unemployment benefits, sickness or disability benefits, etc., in other words, also all possible replacement incomes.

Low income: income (other than from pensions, annuities or similar income) less than 240.00 euros net (see also no income) per month

Small pension: pension, annuity or similar income less than 480.00 euros net per month

No income: no income or very low income, i.e. who has only income from pensions, annuities, etc., of up to 144.00 euros net/month (after withholding social contributions and 20% flat rate reduction)

Not relevant:

For national residents: if the spouse has professional income of more than 11,430.00 euros per year and is exempted by agreement and which does not qualify for the calculation of tax on the other income of the family.

For non-resident spouses: if only one of the spouses receives income subject to tax in Belgium and the other spouse has domestic professional income exempted by agreement or foreign professional income of more than EUR 11,430.00 per year or in the case of de facto separation, at the beginning of the calendar year following the de facto separation, one is considered a single person and the income of the partner becomes irrelevant.

4. Family composition

Family composition will be registered in your personnel file by your file manager. Declaration of your child(ren) as fiscally dependent, you must register yourself through SAP MyApps. The procedure will be explained by the Welcome Team during the welcome interview.

5. Degrees

At the start (effective start date) of the appointment, you must have the diploma (requested in the job announcement).

We request your bachelor's, master's and doctoral degree. Possibly also your secondary diploma if necessary for language requirements (see item 7).

Pending your diploma, a certificate of graduation is also sufficient.

Should you have obtained your diploma abroad, a translation of the highest diploma obtained into Dutch, English, French or German is required. For diplomas obtained in a non-EEA country (except UK, USA, Australia and Switzerland) you must obtain an equivalence certificate via the NARIC procedure.

6. Employment certificates

Employment certificates can be submitted up to 3 months after the start date or after consultation with the HR contact person. If foreign documents are submitted, they must be translated into French, English or German.

Already been employed at UGhent?

For previous employment at UGhent, you do not need to submit an employment certificate. This information is available to the file manager.

Employment outside UGhent and self-employment already passed on for another position at UGhent do not need to be resubmitted.

First time employed at UGhent?

For employment with other employers, you must submit employment certificates. A certificate of employment must contain the following information:

- Name of employer.
- Exact start and end date
- Function
- Employment rate
- Paid/unpaid

For self-employed activities, you must submit a career attestation. You can request this from the Social Insurance Fund.

7. Raised holiday allowance

This only applies if you:

- have not reached the age of 25 on 31 December of the reference year;
- joined UGhent no later than the last working day of the 4 months following the completion of your studies.

8. Language requirements

AAP members who are head teachers are required to demonstrate knowledge of Dutch or English through a language certificate. This was laid down in the Education Codex of Flanders.

A2 Dutch - administrative language (to be obtained within 2 years from date of appointment)

B2 Dutch - administrative language (to be obtained within 5 years after date of appointment/required on appointment)

C1 Dutch - language of instruction (if one teaches a Dutch language subject)

C1 English - language of instruction (if one teaches an English subject)

Degrees A2 Dutch B2 Dutch	Secondary degree	delivered by Dutch-speaking higher education institutions in
	Bachelor	
	Master (4/5y, NOT 1y)	

C1 Dutch	Dutch doctorate (add diploma supplement)	Dutch-speaking countries
Degrees C1 English	Secondary degree Master - Language and Literature - Applied Linguistics with English as part of the language combination English doctorate (add diploma supplement) Bachelor of secondary education with English as one of the chosen subjects	delivered by English-speaking higher education institutions in English-speaking countries (e.g., UK, USA, Australia, Canada)
Language certificates B2 Dutch C1 Dutch	<p>Dutch - B2 level:</p> <ul style="list-style-type: none"> - Center for Adult Education - Certificate obtained after completing a course in another language (Dutch): Grade 3. - The Interuniversity Test Consortium (consortium of the university language centers of UAntwerpen, KULeuven, VUB and University of Ghent) - Interuniversity Language Test Dutch (ITNA): B2. - Certificate in Dutch as a Foreign Language (CnaVT): profile STRT or PROF - B2. - Integration and Integration and House of Dutch: Teaching Staff B2. <p>Dutch - C1 level:</p> <ul style="list-style-type: none"> - Center for Adult Education - Certificate obtained after completing a course in another language (Dutch): Grade 4. - The Interuniversity Test Consortium (consortium of the university language centers of UAntwerpen, KULeuven, VUB and University of Ghent) - Interuniversity Language Test Dutch (ITNA): C1. - Certificate in Dutch as a Foreign Language (CnaVT): profile EDUP (Educational Professional): C1. 	
Language certificates C1 English	<ul style="list-style-type: none"> - Center for Adult Education - Certificate obtained after completing a course in another language (English): grade 4 - The Interuniversity Testing Consortium (consortium of the university language centers of UAntwerpen, KULeuven, VUB and University of Ghent) - ITACE: C1. - British Council - Aptis: general ERK grade C1. - ETS - TOEFL internet-based test (iBT): iBT test score 95. - University of Cambridge ESOL exams Cambridge English Qualifications: C1 Advanced score 180 - British Council, IDP: IELTS Australia and Cambridge Assessment English - IELTS Academic: An overall score of at least 7. - ILT Leuven - Portfolio Test: C1. 	

Click [here](#) for more information to obtain a language certificate.

9. Combined employment

If you are employed at least 50% at UGhent, the maximum permitted employment percentage is 120%. If you are employed at UGhent for less than 50%, you must check with your other employer to meet the conditions for the maximum permitted employment percentage.

10. Tax voluntarism

If you are remunerated part-time at UGhent and also by another employer outside UGhent, it is advisable to take action to avoid a large 'tax assessment' when settling your tax return:

- Either you request from one of the 2 employers to apply a tax voluntarism (to this end, it will be best to let them know how much you earn as a taxable annual amount with the other),
- or you make advance payments yourself to benefit from the tax authorities discount. Keep in mind that for every 100€ taxable that you earn above the taxable annual amount of 37,890€, 53.5% goes to the tax authorities (with even higher percentages for vacation pay and end-of-year bonus)!

You apply to one of the employers to apply 'fiscal voluntarism'? Please send an application to salaris@ugent.be , including a recent paycheck from your other employer or provide the taxable amount and amount of withholding taxes from your other employer.

11. Welcome moment

By e-mail¹, you will be invited by the Ghent University Welcome Team for a welcome moment. This introductory moment will take place a few days before the start date. The login and e-mail information from the University will be sent to the personal e-mail account², a few days before the start of employment.

¹ Sent by welcome.dpo@UGhent.be

² Sent by no-reply@UGhent.be