

**Procedure for applying for a research project.**

**Application deadline is December 1 of the current year to start in September of the following academic year.**

This document contains useful information and all necessary steps in preparation of your application within RCA.

**General:**

Applications submitted on 1 December are expected to be embedded in one (or more) research group(s), to be supervised by a supervisor (KCA) and to formally meet all requirements.

**Timeline:**

1. Please contact us well in advance (preferably before September) so that we are aware of your research plans and we can discuss whether your research fits our research focus. Get to know CORPoREAL extensively via [www.corporeal.be](http://www.corporeal.be)
2. Send a first version in the [formal application form](#) to CORPoREAL before October 1st. Contact your possible promoter from KCA timely in consultation with CORPoREAL.
3. The research group formulates feedback on the application and/or invites you for an interview.
4. By 1 November, the research group will decide whether or not to support your research application. You will then organise a contact moment together with your chosen supervisor and CORPoREAL.
5. Send your application to the research group at least one week before the deadline, stating the chosen supervisors. We will then provide you with the final feedback.
6. The deadline for submission is December 1st. A signature or confirmation by e-mail from the promoter and the chairman of CORPoREAL is required for your application to be formally accepted.