

DUO-Korea Fellowship Programme

1. General Description

CAUTION: If any application falls under the following 3 cases, the application is disqualified and will not be considered for selection. If such case is found after the selection, the Secretariat may still reserves the right to cancel the fellowship (BOTH Korean/European students) and request the return of the fellowship in full to the Secretariat. Therefore, the contact persons of the institutions should carefully confirm that the applications do not fall under the following 3 cases.

- Case 1. In case of the Transfer of Credits, the credits for transfer are less than 10 credits (20 ECTS): language and sport courses are NOT to be counted
- Case 2. GPA/ECTS written on the application are different from those of the transcript
- Case 3. During the application period (2019 spring term), the Korean student does not stay in Korea (leave of absence is allowed) or the European student does not stay in Europe (leave of absence is allowed)

DUO-Korea Fellowship Programme was established in 2001 with the aim of promoting exchanges of people between Korea and 30 European countries on **a balanced and permanent** basis. In this respect, DUO-Korea requires that a **PAIR (two persons)** of students be exchanged in the framework of a cooperative project. Definitions of students are as below:

- Students: undergraduate(bachelor) and graduate(master) students who are currently enrolled in universities

[30 European member countries]

Austria, Belgium, Bulgaria, Croatia, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, the U.K.

N.B.: All applicants shall maintain their "student status" at the time of application until the time they are engaged in exchange projects. Graduate students must check "Graduate" under numbers on page 1.

- ※ If the student has already started the exchange before the application period is not acceptable.

1.1. Eligibility

Due to this unique nature of this programme, in order to be eligible, the following are required:

Your exchange project fulfills all four requirements below:

- 1) An educational institution in Korea(home institution) and an educational institution in Europe(host institution) have established ***an academic cooperative agreement***;
- 2) The Korean home institution has ***selected*** a ***Korean national*** student enrolled at the home institution to send to the European host institution, and such selection has been ***accepted*** by the European host institution;
- 3) The ***same*** European host institution has selected an ***EU citizen*** student enrolled at the host institution to send to the Korean home institution, and such selection has been accepted by the ***same*** Korean home institution.
- 4) If the Korean student has already started the exchange or the European student has already started the exchange in Korea before the application period for DUO-Korea 2019, are not acceptable.

1.2. Duration and Funding

DUO-Korea 2019 is for exchange projects, which will start **from August 2019 and end before September 2020** to avoid duplication of implementation period of exchange projects selected by DUO-Korea in the ensuing years.

The selection of DUO-Korea 2019 is made **ONLY** once a year. In this respect, those who are planning to exchange in Spring Semester of 2020(January-August 2020) shall apply for DUO-Korea 2019.

The duration and the amount of the fellowships are **standardized** as follows:

- For students: 1 semester (or four months) for an amount of 8,000 Euro for both students in a pair (4,000 Euro each).
- Maximum duration for application is 1 semester (**4 months, 120days**).

The duration of exchange should be at least one semester. Exchange of less than one semester is NOT allowed. If a semester is longer than 4 months in the visiting institution, fellowship will be given for 4 months. If a semester is less than 4 months in the Home/Host institutions, then the scholarship will be adjusted on a pro-rata basis.

2. Application Procedure

2.1 Application Period

Applications will be accepted **from April 1(Mon) to May 10(Fri), 2019** local Korean time. Applications sent or posted **after May 10 will not be accepted.**

2.2. Who Applies?

The educational institution in **Korea** applies on behalf of **both** institutions and people who are to participate in the exchange. European institutions in partnership with Korean institutions shall cooperate fully with Korean institutions in supplying precise information of European applicants. Individuals wishing to take part in exchanges are advised to contact the **relevant offices ONLY (e.g. International Relations Offices)** of the educational institution to file an application for this program.

Professors or lecturers cannot be the contact person of Home Institution for DUO-Korea 2019. **ONLY** a staff of International Relations Offices or other similar department in university can be the contact person.

2.3. Documents

1. Filling out an **Online Application** Form **ONLY**.
2. A copy of **Cooperation Agreement** (or Memorandum of Understanding for cooperation) between paired institutions OR declaration of intention to set up new cooperation agreement by uploading to the website with scanned files (**ONLY** valid one).
3. A copy of **Passport** of paired applicants (a copy of national registration card for Koreans or citizen card for Europeans are acceptable), by uploading to the application system with scanned files.
4. A copy of **Transcript** of paired applicants by uploading to the website with scanned files (including the grades until fall semester 2018)
5. **A Motivation Letter** of paired applicants by uploading to the website (the form is on our website www.asemduo.org).

If courses listed on the application differ from the actual courses, Contact Persons or Persons of Exchange are responsible to inform the Secretariat for approval; if this procedure is not taken beforehand, fellowship award to both students is subject to cancellation and consequently refund

2.4. Application Submission

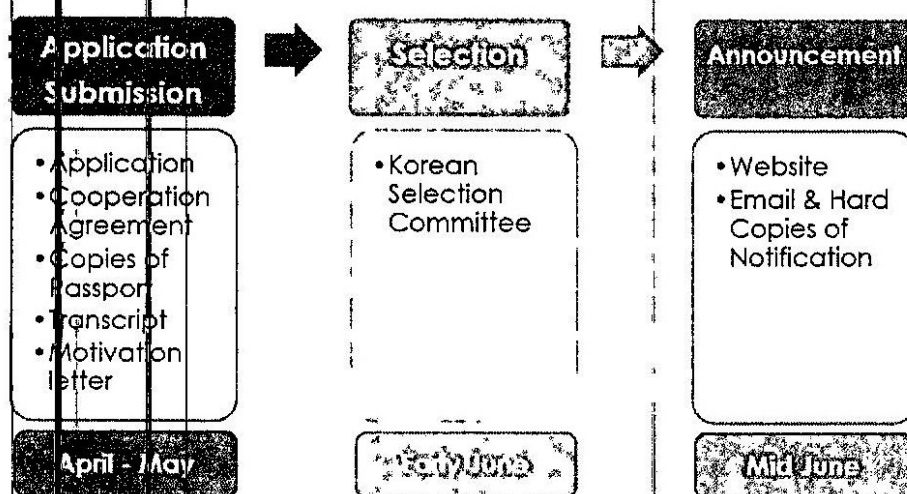
1. Click JOIN US button and find the Name of Home Institution to get an ID.
✕ If you don't find the name of your institution, please contact the secretariat to

- add your institution to the list.
2. Enter your password with the minimum information of the contact person in Home University. One institution can ONLY get one ID.
 ※ There should be **ONLY one contact person** in the same **Home Institution**.
 3. Home Institution should fill out the whole application including the information of Host Institution. Application Form in PDF format can be downloaded from the ASEM-DUO website (<http://www.asemduo.org>) at the banner of Forms.
 4. Once completed, please make it sure to submit your application by clicking "submit" button. Home Institution should get a confirmation email from the secretariat within 3 days after completion of submission. If you don't get a confirmation email, please contact admin2@asemduo.org promptly.
 5. The rest of the documents (Cooperation Agreement, Passport Copies, Transcripts and Motivation Letter) can be uploaded in the last step of the application process.

2.5. Selection Method

A Korean Selection Committee, comprising Korean experts and representatives from European countries, will make the selection after the application deadline. The decision will be announced by **June 2019**.

The notification will be displayed on website, www.asemduo.org and the Secretariat will directly notify Contact Persons/Awardees in writing. Hard copies of notification and Letter of Acceptance (forms are also available at www.asemduo.org) will be forwarded to both home and host institutions. Contact Persons may download forms of Letter of Acceptance, if they so wish.



2.6. Selection Criteria

New project based application under DUO-Korea shall be given priority in selection. Besides, the following is the selection criteria according to status of applicants;

1. Motivation letter
2. Courses to take in host institution
3. Recommendation of school
4. GPA

2.7. Fellowship Grants

The DUO-Korea Fellowship for the selected exchange projects will be paid directly by the Secretariat to the bank accounts of students who participate in those exchange projects. There are no restrictions in using the fellowship. It can finance the tuition, and living or travel expenses. However, if you stay in host country less than 4 months (120 days) or traveled without informing the secretariat in advance, the fellowship will be adjusted on a pro-rata basis.

3. Instruction for Application Form

3.1. Language of Application

You should write your application in **English**.

3.2. Structure of the Application Form

1) Page 1. – Home Institution

The first box of ID number and Date of submission is for the use of the secretariat only. Please, start from filling out information of Home Institution.

- **CONTACT PERSON** means a regular staff of Korean university who arranges the exchange project and is willing to communicate with the Secretariat in such events as verifying application details, transferring fellowship, monitoring exchanges and providing further information on the status of the exchange. **ONLY** a **staff of International Relations Offices** or **other similar department** in university can be the contact person.
- **PERSON OF EXCHANGE** shall be any Korean student who will participate in the exchange.
- In a box for *Institutional Criteria for selecting person to be exchanged*, describe why you (or your school) recommend the person of exchange for fellowship in detail.

N.B.: For each pair of an exchange project, the **exchange period** of Korean and European students need **not necessarily coincide**, and the **field of exchange** need **not be the same**.

2) Page 2. – Host Institution

In this page, provide information of host institution involved in the exchange project. The host institution shall be resided in 30 European countries.

- **CONTACT PERSON** means a regular staff of European university who arranges the exchange project and is willing to communicate with the Secretariat in such events as verifying application details, transferring fellowship, monitoring exchange and providing further information on the status of the exchange.
- **PERSON OF EXCHANGE** shall be any European student who will participate in the exchange.
- In a box for *Institutional Criteria for selecting person to be exchanged*, describe why you (or your school) recommend the person of exchange for fellowship in detail.
- Confirmation on Agreement with Host Institution (**TO BE SIGNED BY CONTACT PERSON at the Korean Home Institution**): since the contact person in Korean university is required to complete the application on behalf of two people who will participate in the exchange and the host institution (European school), he/she should confirm here by checking on "YES" that the contact person in the host institution also agree with this submission of the application.

3) Page 3. – Description of Exchange Program

In this section, please describe the type, duration and purpose of exchange as instructed on the form.

- **Type of exchange:** please check appropriate boxes to specify whether students for exchange are in undergraduate or in graduate study.
- **Duration of Exchange:** As stipulated on the DUO-Korea General Description, duration of DUO-Korea Fellowship is standardized on a semester basis. For students, 1 semester means 4 months.
- **Purpose of Exchange:** Please, specify what the purpose of the exchange is.

4) Page 4. – Exchange Details/ Source of Finance

Under this heading, Korean and European students' class schedules should be listed during their exchanges periods. Details shall be elaborated as they will determine selection of application.

CAUTION: If the courses listed on the application differ from the actual courses, Contact Persons or Persons of Exchange are responsible to inform the Secretariat for approval; if this procedure is not taken beforehand, fellowship award to both students is subject to cancellation and consequently refund. Also intensive language courses and the sport courses by students is not honored in this program

If this exchange project has any other source of finance, please specify.

5) Page 5. –Certification of Authenticity

After completing all relevant items in appropriate manner on the entire field of application, please write the date and the names of contact person of home institution and the president or Director of institution in the section of Certification of Authenticity. Submit the form to the Secretariat by clicking "submit" button. **The original printed version with the signatures will be requested if your project has been selected.**

A Copy of Cooperation Agreement, Passport Copies, Transcripts, Motivation Letter of paired applicants should be attached. The preferred file formats of Cooperation Agreement and Passport for attachments are JPG. or PDF.

※Save the attachment files as a Surname_Given name order (e.g. John_Smith).

3.3. After the Submission: Acknowledgement

The acknowledgement on the receipt of submission will be sent to the contact person in Korean home institution by e-mail within 3 working days after submission. If there is any application with incomplete or improper information, further information will be individually requested by the Secretariat.

If the application is necessary to be revised, secretariat will individually send the contact person an email with comments. Please submit your revised application through the online system again within 48 hours. If we do not receive the revised one within 48 hours, we regard it as a notice of abandonment.

DUO-Korea Fellowship Programme

Application for academic year 2019/20

ID number	DK2019-		Date of submission	
HOME INSTITUTION (in KOREA)				
Name of Institution				
Address	Country : KOREA Zip Code:			
1) CONTACT PERSON <i>(should not be same as the information of the person of exchange)</i>				
Surname		Given name		
Position		Department		
Address	Country : KOREA Zip Code:			
Tel	82-	Fax	82-	
E-Mail				
2) INFORMATION ON THE PERSON OF EXCHANGE				
Surname		Given name		
Date of Birth	(D/M/Y)	Gender		
Nationality	Korean			
Applying field of study	Language & Literature	Current Major	Language & Literature	
	Social Science		Social Science	
	Engineering		Engineering	
	Natural Science		Natural Science	
	Fine Arts		Fine Arts	
	Others (pls. specify):		Others (pls. specify):	
Grade (or how many years in attendance)		GPA		
If applicant is a graduate student, click in a Graduate box. (DO NOT select grade)				
Tel	82-	Fax	82-	
E-mail				
Institutional criteria for selecting above person to be exchanged: (Please, describe why your institution recommends above person for the fellowship in detail)				

HOST INSTITUTION (in European Country)			
Name of Institution			
Address		Country :	Zip Code:
1) CONTACT PERSON (should not be same as the information of the person of exchange)			
Surname		Given name	
Position		Department	
Address		Country :	Zip Code:
Tel		Fax	
E-Mail			
2) INFORMATION ON THE PERSON OF EXCHANGE			
Surname		Given name	
Date of Birth		(D/M/Y)	Gender
Nationality (Please submit a copy of passport)			
Applying field of study	Language & Literature	Current Major	Language & Literature
	Social Science		Social Science
	Engineering		Engineering
	Natural Science		Natural Science
	Fine Arts		Fine Arts
	Others (pls. specify):		Others (pls. specify):
Grade (or how many years in attendance)		ECTS	
If applicant is a graduate student, click in a Graduate box. (DO NOT select grade)			
Tel		Fax	
E-mail			
Institutional criteria for selecting above person to be exchanged: (Please, describe why your institution recommends above person for the fellowship in detail)			
Confirmation on Agreement with Host Institution			
I, the contact person in the home institution, hereby confirm that the persons to be exchanged and the contact person in the host institution are all aware and agree that this application is submitted. (Please, check the box at the right as appropriate)			YES

DESCRIPTION OF EXCHANGE PROGRAM

	From HOME to HOST Institution		From HOST to HOME Institution	
Type Of Exchange	STUDENT	Undergraduate	STUDENT	Undergraduate
Duration Of Exchange	Applying UNIT	1 semester	Applying UNIT	1 semester
	Starting Date		Starting Date	
	Ending Date		Ending Date	

PURPOSE OF EXCHANGE

STUDENT		Transfer of Credits
		Others:

IF THIS APPLICATION IS FOR A STUDENT-EXCHANGE, PLEASE ANSWER BELOW:

FROM HOME TO HOST INSTITUTION

How many credits for transfer?

FROM HOST TO HOME INSTITUTION

How many credits for transfer?

If your purpose of exchange is other than Joint/Double Degree, Transfer of Credit, Lecture, or Research, please specify in detail:

EXCHANGE DETAILS

DESCRIBE STUDENTS' CLASS SCHEDULE DURING EXCHANGE

(This will be closely examined at the stage of selection by the Selection Committee. Language training course are not acceptable. Any change in course schedule should be duly reported to the Secretariat for approval.)

Class Schedule of the Korean Student:

Name of Subject	ECTS	Comments if necessary

Class schedule of the European student:

Name of Subject	Credit	Comments if necessary

SOURCE OF FINANCE

Do you have other source of finance to fund for this exchange program, including room/board, airfare, stipend and others?

NO

If YES, please specify detailed information of other source of finance:

CERTIFICATION OF AUTHENTICITY

I hereby certify on my honor that the information provided in this application is correct and complete. Any provision of inaccurate or false information or omission of information will render this application invalid and that, if selected on the basis of such information, I can be required to withdraw from the award.

Date: _____

(Name/Signature) Contact Person of Home Institution:

(Name/Signature) President or Director of Home Institution:

Official stamp of Home Institution:

- Please upload the **MOU** agreement between two universities
- Please upload the copies of **PASSPORT** of Korean and European students
- Please upload the **TRANSCRIPT** of Korean and European students
- Please upload the **MOTIVATION LETTER** of Korean and European students
- This word version application is only for reference. Please do not submit this application by email.
Only on-line submission is acceptable.

**** Authorized signature and official stamp are required after selection is made. There is no need for signature and stamp during application procedure.**

THE IMPLEMENTATION GUIDELINE TO THE DUO-KOREA 2019 FELLOWSHIP PROGRAM

This Implementation Guideline to the **DUO-Korea 2019 Fellowship Program** has been established by the Secretariat for the ASEM-DUO Fellowship Program (“Secretariat”) for the mutually convenient and efficient implementation of the fellowship to be provided for a cooperation project (“Project”). The Home and Host Institutions are represented by the contact persons as specified in the Project (“Contact Persons”).

1. DOCUMENTS TO SUBMIT FOR VERIFICATION BY THE HOME INSTITUTION (*KOREAN INSTITUTION*)

The Home Institution shall submit or arrange to submit the following documents to the Secretariat within one (1) month after the notification of the award selection by the Secretariat. If any exchange projects start earlier than one month after the selection announcement, following documents shall be sent to the Secretariat prior to the actual implementation of the exchange projects. The Home Institution may send the following documents by fax, if they deemed that the timely delivery is not possible, but in such a case, original documents shall be received by the Secretariat within a reasonable period of time. Otherwise, the Home Institution shall arrange the best possible date for submission in consultation with the Secretariat in due time.

1.1 The Application Form

The application form, which has been submitted through the website to the Secretariat for consideration, shall be printed, properly signed and/or sealed by the Contact Person at the Home Institution, and post-mailed to the Secretariat. For this purpose, the Home Institution may insert the name, position, signature, and/or seal at the end of the application form.

1.2 Transcript

Student awardees are required to enclose official English transcript which should include **the grades until spring semester 2019** with the original application forms. You can print the original final approved application from the online system.

1.3 Letter of Acceptance

The letter of acceptance is a contract that awardees will observe and adhere to this Implementation Guideline offered by the Secretariat. The form should be signed by the

awardees and contact persons enlisted on application forms and returned duly in order to stand eligible for fellowship fund.

2. DOCUMENTS TO SUBMIT FOR VERIFICATION BY THE HOST INSTITUTION (EUROPEAN INSTITUTION)

The Host Institution shall submit or arrange to submit the following documents to the Secretariat within **one (1) month** after the notification of the award selection by the Secretariat. If any exchange projects start earlier than one month after the selection announcement, following documents shall be sent to the Secretariat prior to the actual implementation of the exchange projects. The Host Institution may send the following documents by fax, if they deemed that the timely delivery is not possible, but in such a case, original documents shall be received by the Secretariat within a reasonable period of time.

2.1 Transcript

Student awardees are required to enclose official English transcripts which should include the grades **until spring semester 2019** and institution's official stamp.

2.2 Letter of Acceptance

The letter of acceptance is a contract that awardees will observe and adhere to this Implementation Guideline offered by the Secretariat. The form should be signed by the awardees and contact persons enlisted on application forms and returned duly in order to stand eligible for fellowship fund.

3. REQUEST FOR FUND TRANSFER

3.1 Initial Request for Transfer

Persons to be exchanged ("Persons of Exchange") shall, upon purchase of the air tickets to the Home/Host Institutions, fill out the "Request for Transfer" attached hereto and submit it for verification to the Contact Persons of the Home/Host Institutions. After the verification on initial request through signature or seal, the Persons of Exchange shall or arrange to send the *Request for Transfer*, a copy of the purchased air ticket by e-mail, or alternatively, by facsimile, to the Secretariat.

Upon receiving all documents to the satisfaction of the Secretariat, the Secretariat shall transfer the first installment of funds for the Project ("Fund") to the bank account designated by the Persons of Exchange in the Request for Transfer, *fifteen (15) days*

prior to expected arrival date in host country shown on air tickets by e-mail or facsimile, whichever arrives earlier. The Secretariat shall promptly notify Home/Host Institutions and the Persons of Exchange of the transfer of the Fund.

3.2 Official Class Registration

Persons of Exchange shall send a copy of *Official Class Registration in home/host institution* by e-mail, or alternatively, by facsimile, to the Secretariat, within one (1) month after the actual starting date of the semester at the Home/Host Institutions.

If the class schedule has any changes from the one which was submitted with Application Form, such changes should be, in writing, notified to and approved by the Secretariat with the Modification of Class Schedule (Please find the official form at www.asemduo.org). ***Any failure of such notification to approval by the Secretariat shall result in full reimbursement of the fellowship.***

3.3 Final Request for Transfer

The second installments shall be transferred at the start of the 3rd month of stay in the Home/Host Institutions. Final request for transfer shall follow the same procedure as the initial request, and shall indicate the date of expected departure to the origination institution. If the stay of Persons of Exchange in Home/Host Country **does not reach the minimum required period (4 months_120 days for students)** or goes beyond the dates of exchange, it should be explicitly mentioned in the Final Request for Transfer.

Persons of Exchange who are subject to overseas trip as part of class shall seek prior approval from the Secretariat to secure full fellowship. If Persons of Exchange leave host country during period, he/she should consult with the Secretariat for further decision in fellowship. ***The amount of last installment may be adjusted according to the duration of stay in home/host country.***

3.4 Proof of Exchange duration

Persons of Exchange shall submit to the Secretariat a proof of exchange duration **within one (1) month after the actual date of return to the originating institution**. A copy of arrival and departure date stamped and photo page in their passports or certificate of entry & exit shall be sufficient for this purpose. ***If the stay of Persons of Exchange in the Home/Host Institutions does not reach the minimum required period (4 months / 120 days) without the Secretariat's acknowledgement, Persons of Exchange shall reimburse fellowship amount on pro-rata basis.*** If the exchange period goes beyond the dates for exchange, the Contact Persons of Home/Host Institution should verify them in writing to the Secretariat. This verification shall replace the proof of departure.

If the actual date of departure is earlier than the date of departure indicated in the Final Request for Transfer by more than five (5) days, the Secretariat requests Persons of Exchange or Home/Host Institutions to reimburse the excess amount to the Secretariat on a pro rata basis.

4. FINAL PROGRESS REPORT

For student exchanges, **within 1 month after the date of departure to the originating institutions** (or after the last date of exchanges), Persons of Exchange shall submit following documents to the Secretariat.

- 1) An essay (please find the essay format on the website, www.asemduo.org) on the achievement through the Project.
- 2) A copy of English transcript to of the Host (Destination) Institution
- 3) A copy of English transcript of the Home (Originating) Institution which includes the score given by the Host Institution should be turned in no later than 2 months upon completion. List of course enlisted on application shall be closely examined with actual courses taken on the transcript.

For example, a Korean student should submit his/her transcript of the Korean Institution which includes the score of the European Institution during his/her exchange semester.

5. REPRESENTATION AND WARRANTIES

As of the Effective Date, the Home and Host Institutions and Persons of Exchange hereby represent and warrant to the Secretariat as follows:

- 1) All information submitted or to be submitted to the Secretariat are true, accurate and complete;
- 2) The Home and Host Institutions and Persons of Exchange have full power and authority to sign the letter of acceptance attached to this implementation guideline, participate in the Project and perform the obligations hereunder and thereunder;
- 3) In the case of the Home and Host Institutions, the execution, delivery and performance of this Implementation Guideline and the Project have been duly authorized by all proper and necessary institutional or other action, and all consents or approvals that may be required as a condition to the legality, validity, binding nature and enforceability of this Implementation Guideline and the Project have been duly obtained and are in full force and effect;
- 4) Neither the execution and delivery of this Implementation Guideline nor the performance of the obligations hereunder will violate, conflict with or result in any

breach of any term, condition or provision of, or constitute a default under, any law, regulation or court order;

- 5) Any changes to the Project from the description contained in the application shall require prior written approval of the Secretariat;

6. CANCELLATION

In the event of any breach of, or non-compliance with, any term, condition or provision of this Implementation Guideline on the part of the Home or Host Institutions or Persons of Exchange, or *failure to implement the Project as proposed in the application submitted thereby*, the Secretariat may, at its sole discretion, cancel the fellowship and *require the return of the Fund in full to the Secretariat*.

7. ASSIGNMENT

The Home and Host Institutions and Persons of Exchange may not assign any of their rights or obligations arising out of this Implementation Guideline without the prior written consent of the Secretariat.

8. FINAL PROVISIONS

8.1 Indemnification

The Home and Host Institutions and Persons of Exchange shall indemnify and hold the Secretariat harmless from and against any and all liabilities, losses, damages, expenses, claims and actions of whatever kind asserted against or incurred by the Secretariat in any way relating to or arising out of this Implementation Guideline.

8.2 Governing law

The laws of the Republic of Korea shall govern all questions relative to interpretation and construction of this Implementation Guideline and to its performance.

8.3 Dispute resolution

Any differences, conflicts or disputes arising out of or in connection with this Implementation Guideline which cannot be resolved through good faith negotiations between the Secretariat and the Home or Host Institutions and Persons of Exchange shall be resolved by a Court sitting in the City of Seoul.