

THE IMPLEMENTATION GUIDELINE TO THE DUO-KOREA 2020 FELLOWSHIP PROGRAM

This Implementation Guideline to the **DUO-Korea 2020 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 Korean and European Institutions are represented by the contact persons as specified in the Project (“Contact Persons”).

1. DOCUMENTS TO BE SUBMITTED FOR VERIFICATION BY KOREAN INSTITUTION

The Korean 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 or prior to the actual implementation of the exchange, whichever comes earlier.

The Korean Institution may send all documents in the original version with signatures by email. If they deemed that the timely delivery is not possible, in such a case, the Korean 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 properly signed by the Contact Person at the Korean Institution, scanned and e-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

Awardees are required to enclose a scanned version of their official English transcript which should include **the grades until spring semester 2020** and institution’s official stamp.

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 by email in order to stand eligible for fellowship fund.

2. DOCUMENTS TO BE SUBMITTED FOR VERIFICATION BY EUROPEAN INSTITUTION

The European 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, or prior to the actual implementation of the exchange, whichever comes earlier.

The European Institution may send all documents in the original version with signatures by email. If they deemed that the timely delivery is not possible, in such a case, the European Institution shall arrange the best possible date for submission in consultation with the Secretariat in due time.

2.1 Transcript

Awardees are required to enclose a scanned version of their official English transcript which should include the grades **until spring semester 2020** 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 by email in order to stand eligible for fellowship fund.

3. REQUEST FOR TRANSFER

Hereafter, originating institutions are institutions where students were enrolled before the exchanges, and destination institutions are institutions where students are enrolled during the exchanges.

3.1 Initial Request for Transfer

Awardees shall, upon purchase of the air tickets to the destination institutions, fill out the **"Initial Request for Transfer"** and submit it for verification to the Contact Persons

of the originating institutions. After the verification on initial request through signature or seal, awardees shall send the Initial Request for Transfer, a copy of the purchased air ticket by e-mail to the Secretariat.

Upon receiving all documents, the Secretariat shall transfer the first installment of fellowship to the bank account designated by the awardees in the Initial Request for Transfer, fifteen (15) days prior to expected arrival date in destination country shown on air tickets by email. The Secretariat shall promptly notify awardees of the fellowship transfer.

3.2 Official Courses Registration

Awardees shall send a copy of Certificate of Courses Registration in destination institution by e-mail to the Secretariat within one (1) month after the actual starting date of the semester at the destination institutions.

Person of Exchange need to complete all courses as written on the application. If the class schedule written on the application has any changes, it should be notified and get approved by the Secretariat with the Modification of Class Schedule prior to the course registration period of destination institution ends. The form can be downloaded at ASEM-DUO website (www.aseduo.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 destination institutions. **Final request for transfer** shall follow the same procedure as the initial request, and shall indicate the date of expected departure from the destination institution.

If the stay of awardees in destination country **does not reach the minimum required period (4 months_120 days)** or goes beyond the dates of exchange, it should be explicitly mentioned in the Final Request for Transfer.

Awardees who are subject to overseas trip as part of a class shall seek prior approval from the Secretariat to secure full fellowship. Also, if awardees leave destination country during exchange period, he/she should consult with the Secretariat. The

amount of final installment may be adjusted according to the duration of stay in the destination country on a pro rata basis. If the exchange period goes beyond the dates for exchange, the Contact Persons of destination institution should verify such extension in writing to the Secretariat.

CAUTION: If the stay of awardees in the destination institutions does not reach the minimum required period (4 months / 120 days), then, awardees should notify the shortage of stay to the Secretariat. **The amount of final installment may be adjusted on a pro rata basis.**

4. FINAL PROGRESS REPORT

Awardees shall submit following documents to the Secretariat **within 1 month** after the last date of exchanges.

- 1) **An essay** is required to submit to the Secretariat. It should be more than 3 pages in addition to the cover page. Essay form can be downloaded from the ASEM-DUO website (www.asemduo.org).
- 2) **A proof of exchange duration** is requested to submit to the Secretariat within one (1) month after the completion of exchange. A copy of passport (front page and the date-stamped of arrival and departure of the destination country) or Certificate of Entry & Exit shall be sufficient for this purpose.
- 3) **A copy of transcript of the destination institution (in English)**
- 4) **A copy of English transcript of the originating institution** which includes the credits/ECTS completed at the destination institution should be submitted no later than 2 months upon completion. List of course enlisted on the application shall be closely examined with actual courses taken on the transcript.

5. REPRESENTATION AND WARRANTIES

As of the Effective Date, the Korean and European Institutions and Person 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 Korean and European Institutions and Person 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 Korean and European 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 Korean and European Institutions and Person 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 fellowship in full to the Secretariat.**

7. ASSIGNMENT

The Korean and European Institutions and Person 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 Korean and European Institutions and Person 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 Korean and European Institutions and Person of exchange shall be resolved by a Court sitting in the City of Seoul.