

THE IMPLEMENTATION GUIDELINE TO THE DUO-INDIA 2020 FELLOWSHIP PROGRAMME (Professors)

This Implementation Guideline to the **DUO-India 2020 Fellowship Programme (Professors)** 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 exchanges under DUO-India. Indian and European institutes are represented by the contact persons as specified in the applications (“Contact Persons”).

1. DOCUMENTS TO BE SUBMITTED FOR VERIFICATION BY INDIAN INSTITUTE

The Indian institute (Home institute) shall send the **scanned version of the following documents** with signatures and stamps to the Secretariat **by email** within one (1) month after the notification of the award selection, or prior to the actual implementation of the exchange, whichever comes earlier.

1.1 The Application Form

The Home institute shall send the application. For this purpose, the Home institute should insert the name, position, signature and stamp at the last page of the application form.

1.2 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.

2. DOCUMENTS TO BE SUBMITTED FOR VERIFICATION BY EUROPEAN INSTITUTE

The European institute (Host institute) shall send the **scanned version of the following document** with signatures to the Secretariat **by email** within one (1)

month after the notification of the award selection, or prior to the actual implementation of the exchange, whichever comes earlier.

2.1 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.

3. REQUEST FOR TRANSFER

Hereafter, originating institutes are institutes where professors were affiliated before the exchanges, and destination institutes are institutes where professors are participating during the exchanges.

3.1 Initial Request for Transfer

Professor awardees shall, upon purchase of the air tickets to the destination institutes, fill out the “**Initial Request for Transfer**” attached hereto and submit it for verification to the Contact Persons of the originating institutes. After the verification on initial request through signature, awardees shall send the **Initial Request for Transfer**, and a copy of the purchased **air ticket by e-mail** to the Secretariat. Upon receiving all documents, the Secretariat shall transfer the travel cost and 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 the destination country shown on the air tickets. The Secretariat shall promptly notify awardees of the transfer of the fellowship.

3.2 Exchange Details

If the exchange details have any changes from the application, such changes should be approved by the Secretariat. Such changes should be approved in writing and submitted without any delay. **Any failure of such approval and notification may result in reimbursement of the fellowship.**

3.3 Final Request for Transfer

The second installments shall be transferred within one (1) month after the return to the originating institute with the submission of following documents (Final Request for Transfer, Essay, Mission Report and Proof of Exchange Duration). Final request for transfer shall follow the same procedure as the initial request. If the stay of awardees in destination country **does not reach the minimum required period (1 month)** or goes beyond the dates of exchange, it should be explicitly mentioned in the Final Request for Transfer.

CAUTION: If the stay of professor awardees in the destination institutes does not reach the minimum required period (1 month), professor 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

Professor awardees shall submit the following documents to the Secretariat **within 1 month after the completion of the exchanges** (or after the last date of exchanges)

- 1) **An Essay** should be more than 3 pages and the form can be downloaded from the ASEM-DUO website (www.aseduo.org).
- 2) **A Mission Report** should be more than 3 pages and the form can be downloaded from the ASEM-DUO website (www.aseduo.org).
- 3) **A Proof of Exchange Duration** is requested to be submitted to the Secretariat. A copy of passport (front page and the date-stamped of arrival and departure from the destination country) or Certificate of stay shall be sufficient for this purpose.

5. REPRESENTATION AND WARRANTIES

As of the date of signature, the Home and Host institutes and awardees hereby represent and warrant to the Secretariat as follows:

- 1) All information submitted or to be submitted to the Secretariat or Home and

Host institutes are true, accurate and complete;

- 2) The Home and Host institutes and awardees have full power and authority to sign the **letter of acceptance** attached to this implementation guideline, participate in the exchange and perform the obligations hereunder and thereunder;
- 3) In the case of the Home and Host institutes, the execution, delivery and performance of this Implementation Guideline and the exchange 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 exchange 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 exchange from the description contained in the application shall require prior written approval by 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 and Host institutes or awardees, or **failure to implement the exchange as proposed in the application submitted thereby**, the Secretariat may, at its sole discretion, cancel the fellowship and **require the reimbursement of the fellowship in full** to the Secretariat.

7. ASSIGNMENT

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

8. FINAL PROVISIONS

8.1 Indemnification

The Home and Host institutes and awardees 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 India 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 and Host institutes and awardees shall be resolved by a Court sitting in India.