

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. If any exchange starts earlier than one month after the selection announcement, following documents shall be sent to the Secretariat prior to the actual implementation of the exchange. The Korean Institution may send all signed and scanned documents by e-mail.

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, and scanned and e-mailed to the Secretariat. For this purpose, the Korean institution should insert the name, position, signature, and/or seal at the end of the application form.

1.2 Transcript

Person of exchange are required to enclose a scanned version of the official English transcript which should include **the grades until spring semester 2020**.

1.3 Letter of Acceptance

The letter of acceptance is a contract that Person of Exchange will observe and adhere to this Implementation Guideline offered by the Secretariat. The form should be signed by the Person of Exchange and contact persons enlisted on application forms and returned by e-mail 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. If any exchange starts earlier than one month after the selection announcement, following documents shall be sent to the Secretariat prior to the actual implementation of the exchange. The European Institution may send all signed and scanned documents by e-mail.

2.1 Transcript

Person of Exchange are required to enclose a scanned version of the 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 Person of Exchange will observe and adhere to this Implementation Guideline offered by the Secretariat. The form should be signed by the Person of Exchange and contact persons enlisted on application forms and returned by e-mail in order to stand eligible for fellowship fund.

3. REQUEST FOR TRANSFER

Hereafter, originating institutions are institutions where Person of Exchange were enrolled before the exchanges, and destination institutions are institutions where Person of Exchange are enrolled during the exchanges.

3.1 Initial Request for Transfer

Person of Exchange 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, Person of Exchange 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 Person of Exchange in the Initial

Request for Transfer, fifteen (15) days prior to expected arrival date in destination country shown on air tickets by e-mail. The Secretariat shall promptly notify Person of Exchange of transfer of the Fund.

3.2 Official Courses Registration

Person of Exchange 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.

If the courses listed on the application have 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. **Any failure of such notification to approval by the Secretariat shall result in full reimbursement of the fellowship.** The form can be downloaded at ASEM-DUO website (www.aseduo.org).

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 Person of Exchange 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.

3.4 Exchange Duration

If the semester period or stay period in the destination Institutions does not reach the minimum required period (120days), Person of Exchange shall reimburse fellowship amount on a pro rata basis. If Person of Exchange leaves destination country during the exchange period without the Secretariat's acknowledgement, **the amount of final installment may be adjusted or you may need to reimburse fellowship amount on a pro rata basis.** Therefore, Person of Exchange who are subject to overseas trip as part of a class shall seek prior approval from the Secretariat to secure full fellowship. 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 to reimburse the excess amount to the Secretariat on a pro rata basis.

4. FINAL PROGRESS REPORT

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

1) **An essay on the achievement through the project**

It should be more than 3 pages in addition to the cover page. The essay form can be downloaded from the ASEM-DUO website (www.asemduo.org).

2) **A proof of exchange duration**

A copy of passport (front page and the date-stamped page(s) of arrival and departure of the destination country) or Certificate of Entry & Exit (which includes the starting and ending date of the studies at the destination institutions) shall be sufficient for this purpose.

3) **A copy of transcript of the destination institution (in English)**

The list of courses enlisted on application shall be closely examined with actual courses taken on the transcript. Please inform the Secretariat in advance, if it takes more than 1 month to obtain the transcript.

4) **A copy of English transcript of the originating institution**

It should also include the credits (or ECTS) given by the originating Institution. Please inform the Secretariat in advance, if it takes more than 1 month to obtain the transcript. List of course enlisted on the application shall be closely examined with actual courses taken on the transcript.

For example, a European students should submit the transcript of the European Institution which includes the results given by the Korean Institution during his/her exchange semester.
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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.