

## **Implementation Guideline to the DUO-Sweden 2017 Fellowship program**

This Implementation Guideline to the DUO-Sweden 2017 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 an exchange 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 (*Swedish 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 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 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 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 (from Sweden) are required to enclose official *English* transcripts which includes institution's *official stamp* with the original application forms *by post*.

#### **1.3 Letter of Acceptance**

The letter of acceptance, which is attached to this Implementation Guideline, 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. *Copies are not acceptable.*

## **2. Documents to Submit for Verification by the Host Institution (Asian 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 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 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 (from Asia) are required to enclose official English transcripts which includes institution's official stamp by post.

### **2.2 Letter of Acceptance**

The letter of acceptance, which is attached to this Implementation Guideline, 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. *Copies are not acceptable.*

## **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 departure date 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 (the Students) shall send a copy of Official Class Registration in 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. **Note. Any failure of such notification to approval by the Secretariat can result in full reimbursement of the fellowship.** Forms can be downloaded from our website, [www.asemduo.org](http://www.asemduo.org).

### **3.3 Final Request for Transfer**

The second installment shall be transferred at the start of the 3<sup>rd</sup> 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 (1 semester or 4 months, whichever comes earlier)** or goes beyond the dates of exchange, it should be explicitly mentioned in the Final Request for Transfer.

### **3.4 Proof of Departure**

Persons of Exchange shall submit to the Secretariat a proof of departure to their originating institution, **within one (1) month after the actual date of return to the originating institution.** A copy of travel documents that explicitly show the arrival and departure dates (such as air tickets and boarding card) together with Certificate of attendance 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 (16 weeks) without the Secretariat's acknowledgement, Persons of Exchange shall reimburse fellowship amount on a pro rata basis. If the exchange period goes beyond the dates for exchange, the Contact Persons of Home/Host Institutions 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 to the Secretariat an essay (please find the essay format on the website, [www.asemduo.org](http://www.asemduo.org)) on the achievement through the Project. A copy of English transcripts of the Home Institution which includes also the score given by the Host Institution should be turned in no later than 2 months upon completion. List of schedule enlisted on application shall be closely examined with actual courses taken on the transcript.

For example, a European student should submit the transcript of the European Institution which includes the score of the Asian 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) In those cases when a student at a Home /Host University must forgo an already granted scholarship and announces this to the Secretariat, the Home/Host University can designate a new student to implement the exchange, under condition that the student meets those requirements for application that is stated in the Implementation guidelines. If the Home/Host University fails in finding a new student who can implement the exchange during the granted period, the student who was already allocated as fellow-applicant nevertheless be allocated its granted part.

## **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.

## **8.4 Authority of Selection**

The Swedish Council for Higher Education (UHR) is the superior authority for the DUO-Sweden. The final decisions regarding selection of awardees are made by UHR and regulated by standard directions of UHR.”