

FAQ (English)

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1. General Description

Q1. Can an Individual student apply?

- A. No. **Only paired students can apply through the Korean institution.** Individuals wishing to take part in exchanges are advised to contact the relevant offices (e.g. International Relations Offices) of your institution.

Q2. How can I find a partner student?

- A. Individuals need to check with the relevant offices in your institution for assistance. Please be informed that the ASEM-DUO Secretariat is not involved in finding partners or partner institutions.

Q3. How many times does DUO-Korea open for applications?

- A. The call for applications of DUO-Korea is announced **ONLY once a year.** So if you are interested in an exchange in the fall of 2023 or spring of 2024, you should apply for DUO-Korea 2023.

Q4. How much is the amount of the fellowship?

- A. **4,000 euros will be given for 1 semester (4 months, 120 days).** If a semester or stay period in the destination institution is longer than 4 months, fellowship will be given only for 4 months. However, if it is shorter than 4 months, the fellowship will be adjusted on a pro-rata basis.

2. Application and Selection Procedure

Q5. Who should submit the application?

- A. On behalf of the two institutions and applicants, **ONLY the contact persons of the Korean institutions can fill out and submit the application through the website** of the ASEM-DUO Secretariat. Therefore, individuals who wish to apply need to provide all information and documents to the designated contact persons of your institution.

Q6. Who is the “Contact Person” indicated in the application form?

- A. The contact person means a regular staff of institutions who arrange the exchange projects and is willing to communicate with the Secretariat in such event as verifying application details, monitoring exchanges, and providing further information on the status of the exchange. In most cases, international relations office staffs in educational institutions are in charge.

Q7. What are the required documents to apply?

- A. Along with the online application form, the following documents are required and all documents should be submitted written **in English**. If there is no official English version of each document, applicants need to submit translated version along with the original document;
- a. A **valid cooperation agreement (MOU)** between paired institutions or declaration of intention to set up a new cooperation agreement
 - b. A **valid copy of passport** of paired applicants
 - c. A copy of **official transcript** of paired applicants (including the grades until fall semester 2022) *Grading scale of the institution is required as well.
 - d. A **motivation letter** of paired applicants (max. 2 pages, A4)
*Please download the Motivation Letter Form at the banner of Forms on the ASEM-DUO website (www.asemduo.org).

Q8. How to apply?

A. 1) For students who wish to apply

- a. Please consult with the relevant offices in your institution whether you could apply for the program.
- b. If you are eligible, please check the **Instructions for Application Form** carefully and send accurate information and documents to the contact person within the given timeline.

2) For contact persons of Korean institutions

- a. Once you collect all documents and information, please fill out an online application on the ASEM-DUO website on behalf of the two institutions and applicants within the given timeline.
- b. Please guide the partner European Institutions and both students to provide accurate information and documents.
- c. Please make sure to click the “submit” button. For details, you may refer to the **DUO-Korea FAQ** or **General Description**.

3) For contact persons of European institutions

- a. European institutions shall cooperate fully with the Korean institutions in providing precise information of European applicants.
- b. For details, you may refer to the **DUO-Korea FAQ** or **General Description**.

Q9. For DUO-Korea, who select exchange projects?

- A. The DUO-Korea Selection Committee consists of Korean experts in the field of educational exchange and it selects successful applicants.

Q10. How long does the selection procedure take?

- A. Approximately in 4 to 6 weeks, the selection will be made. As soon as the selection result is made, it will be announced on ASEM-DUO website, and **ONLY** the selected applicants and their contact persons will be informed by the Secretariat through e-mail.

Q11. What are the selection criteria?

- A. This program aims to support a variety of exchange projects. Therefore, new exchange projects shall be given priority in selection. For more information, you may refer to **2.6. Selection Criteria** in the General Description.

3. How to write the Application Form

Q12. Should the periods of exchange and field of exchange coincide for pair?

- A. Not necessarily. However, the exchange should be carried out **from August 1, 2023 until July 31, 2024**.

Q13. Should the academic years of the applicants coincide?

- A. Not necessarily. If the exchange project is executed under the same MOU, undergraduate students and graduate students are both eligible for exchange.

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Q14. If we do not have an ID in the online application page, how can we apply?

- A. Please contact the Secretariat and ask to add your institution to the list and get an ID. Please be informed that the ID only will be given to the contact person of the Korean Institution and **ONE** institution will have **ONLY ONE ID**.

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Q15. If we could not find our European partner institution on the application page, how can we apply?

- A. Please contact the Secretariat and ask to add your partner institutions. Also, you need to provide ***the official name of the partner institutions in English, their official website, and the country where it is located.***

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Q16. If the applicant engages in the exchange for a whole year, how should we write the exchange duration?

- A. The applicants need to choose a semester and specify the exchange period.

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Q17. Any guidelines for the exchange details?

- A.** Please be informed that you need to list the courses **for one semester**. If you would study abroad for a whole year, please **choose** one semester to apply and **write** the courses that you will complete during that semester.
- a. On a semester basis, a **minimum of 10 credits/20 ECTS** must be taken up at the destination institution. If your purpose of the exchange is other than Transfer of Credits, please specify in detail on page 3.

N.B. If actual courses happen to differ from the courses listed on the application, the contact persons or awardees are responsible for informing the Secretariat for approval; if this procedure is not taken beforehand, fellowship award to both students is subject to cancellation or consequently reimbursement.

- b. For Korean students, please write the courses (with ECTS) you would take at the European institution. For European students, please write the courses (with Korean credits) you would take at the Korean institution.

Q18. Do I need to take courses in the field of my major when I study in the destination institution?

And is there any priority to specific fields of majors?

- A.** Not necessarily. And there is no priority to a specific major. However, taking ONLY language training courses* or sports courses is not acceptable.

*The major-related courses are allowed, such as German Literature, History of the Language, etc. However, language training courses/sports courses are NOT counted such as Korean speaking, Spanish 1, Tennis, etc.

Q19. I have not received any course list from the destination institution. How can I fill out the application?

- A.** You may refer to the course list of the previous semester. If some courses are not provided during the exchange semester, you need to find other relevant courses and get approval from the Secretariat. Please note that the credits/ECTS of the alternative courses should not be less than the credits (ECTS) written on the application. You may change the course list after your application is selected.

Q20. Is it possible to receive a fellowship from another organization?

- A.** Support from your institutions is allowed. However, if you receive a fellowship from other private institutions or governments, you need to specify the detail, so that the Selection Committee will take this into consideration.
- B.** If double-funded cases are found without informing the Secretariat after the selection, the Secretariat may still reserve the right to cancel the fellowship of both Korean/European

students and request the reimbursement of the fellowship in full.

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Q21. If the passport is expired, what should I submit?

- A. A copy of the national registration card for Koreans or a citizen card for Europeans is acceptable. However, if it is not written in English, an applicant needs to provide the English name same as the passport along with a copy of the document.

Q22. Are there any guidelines for the official transcript?

- A. Please submit the **official English transcript** including the **Grading Scale Table**.
 - a. If your institutions do not provide the English version, you need to submit the translated version in addition to the original transcript.
 - b. In case your institution does not adopt the ECTS grading system, you should attach the Grading Scale Table showing the calculation for conversion to ECTS. Also, please write the transferred ECTS on the application.

Q23. Are there any guidelines for the Motivation letter?

- A. You may write on the topic indicated on the cover page. Also, please **DO NOT write your name and name of institutions in the main text**.

Q24. Should we also send the original application?

- A. No. It will be necessary only if your exchange project has been selected.
- B. Once selected, the contact person of the Korean institutions should submit the original version including the signatures and official stamp of Korean institutions on behalf of the two institutions and awardee students.

4. Further information

Q25. Will the Secretariat provide flight tickets or accommodations? Are there any restrictions in using the fellowship?

- A. No, you need to prepare flight-tickets or accommodation on your own or ask the contact person of the destination institutions for assistance. There are no restrictions on the usage of fellowship. It can finance tuition and living or travel expenses.

Q26. When do I receive the fellowship?

- A. The first fellowship (50% of fellowship) will be transferred in 2 weeks prior to the expected arrival date in the destination country. The rest will be paid at the start of the 3rd month of the exchange period.
- B. Please be informed that each installment will be transferred upon receiving the required documents. For details, the Implementation Guideline will be given after selection.

Q27. What are the obligations of the fellowship awardees?

- A.** Awardees should carefully read the notification letter and Implementation Guideline, and submit the relevant documents accordingly.
- a. **Documents for initial fund request:** Original application, Letter of Acceptance, Official English Transcript, Flight schedules, and Request for Initial transfer
 - b. **Documents for final fund request:** Proof of arrival, Certificate of Course registration, Modification of Class Schedule (only for the changed course), and Request for final transfer
 - c. **Final Progress Reports:** Essay, Proof of departure and Transcripts from both institutions