



THE IMPLEMENTATION GUIDELINE TO THE DUO- CIMEA/ITALY FELLOWSHIP PROGRAMME

This Implementation Guideline to the **DUO-CIMEA/ITALY Fellowship Programme** 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-CIMEA/ITALY. Italian and Asian institutions are represented by the contact persons as specified in the applications (“Contact Persons”).

1. DOCUMENTS TO BE SUBMITTED FOR VERIFICATION BY ITALIAN INSTITUTION

The Italian Institutions (Home Institutions) shall submit or arrange to submit the following documents to CIMEA within one (1) month after the notification of the award selection by CIMEA, or prior to the actual implementation of the exchange, whichever comes earlier.

The Home Institutions may send scanned version of all documents with signatures by email, along with an endorsement letter by the contact person of the Institutions that the scanned version is authenticated /verified.

1.1 The Application Form

The Home Institutions shall send the application. For this purpose, the Home Institutions should insert the name, position, signature, and/or seal at the end of the application form.

1.2 CV

Professor/Researcher/PhD student awardees are required to enclose their original CV (in English).



1.3 Letter of Acceptance

The letter of acceptance is a contract that awardees will observe and adhere to this Implementation Guideline offered by CIMEA. The form should be signed by the awardees and contact persons enlisted on application forms.

2. DOCUMENTS TO BE SUBMITTED FOR VERIFICATION BY ASIAN INSTITUTION

The ASIAN Institutions (Host Institutions) shall submit or arrange to submit the following documents to CIMEA within **one (1) month** after the notification of the award selection by CIMEA, or prior to the actual implementation of the exchange, whichever comes earlier.

The Host Institutions may send scanned version all documents with signatures by email, along with an endorsement letter by the contact person of the Institutions that the scanned version is authenticated/verified.

2.1 CV

Professor/Researcher/PhD student awardees are required to enclose their original CV (in English).

2.2 Letter of Acceptance

The letter of acceptance is a contract that awardees will observe and adhere to this Implementation Guideline offered by CIMEA. The form should be signed by the awardees and contact persons enlisted on application forms.

3. REQUEST FOR TRANSFER

Hereafter, Originating Institutions are Institutions where professors/researchers/PhD students were affiliated before the exchanges, and destination Institutions are Institutions where professors/researchers/PhD students are participated during the exchanges.



3.1 Initial Request for Transfer

Professor/Researcher/PhD awardees shall, upon purchase of the air tickets to the destination Institutions, fill out the “**Initial Request for Transfer**” attached hereto 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 or arrange to send the **Initial Request for Transfer, and a copy of the purchased air ticket (air fare should be specified) by e-mail** to CIMEA.

Upon receiving all documents, CIMEA 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. CIMEA 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 CIMEA. 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 10 working days after the return to the originating institutions with the submission of following documents (Final request for transfer, synthetic 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 (10 working days) or goes beyond the dates of exchange, it should be explicitly mentioned in the Final Request for Transfer.

CAUTION: If the stay of Professor/Researcher/PhD student awardees in the destination institutions does not reach the minimum required period (10 working days), then, Professor/Researcher/PhD student awardees should notify the shortage of stay to CIMEA. **The amount of final installment may be adjusted on a pro-rata basis.**

4. FINAL PROGRESS REPORT

Within 1 month after the date of departure to the originating institutions (or after the last date of exchanges), awardees shall submit following documents to CIMEA.

- 1) **A synthetic mission report** is required to be submitted to CIMEA. It should not be more than 3 pages in addition to the cover page. Mission report forms can be downloaded from the ASEM-DUO website (www.asemduo.org)
- 2) **A proof of exchange duration** is requested to be submitted to CIMEA within one (1) month after the completion of the exchanges. 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 Institutions and awardees hereby represent and warrant to CIMEA as follows:

- 1) All information submitted or to be submitted to CIMEA or Home and Host Institutions are true, accurate and complete;
- 2) The Home and Host Institutions 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 Institutions, 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 CIMEA.

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 Institutions or awardees, or **failure to implement the exchange as proposed in the application submitted thereby**, CIMEA may, at its sole discretion, cancel the fellowship and **require the return of the fellowship in full to CIMEA**.

7. ASSIGNMENT

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

8. FINAL PROVISIONS



8.1 Indemnification

The Home and Host Institutions and awardees shall indemnify and hold CIMEA harmless from and against any and all liabilities, losses, damages, expenses, claims and actions of whatever kind asserted against or incurred by CIMEA in any way relating to or arising out of this Implementation Guideline.

8.2 Governing law

The laws of the Italy 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 CIMEA and the Home and Host Institutions and awardees shall be resolved by a Court sitting in Italy.