

# THE IMPLEMENTATION GUIDELINE TO THE DUO-KOREA 2023 FELLOWSHIP PROGRAM

This Implementation Guideline to the **DUO-Korea 2023 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, the 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 original application, which was signed by the contact person and director and sealed with the official stamp of the Korean institution, shall be scanned and submitted to the Secretariat.

### 1.2 Transcript

Awardees are required to enclose a scanned version of the official English transcript including **the grades until spring semester 2023**.

### 1.3 Letter of Acceptance

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

## 1.4 Letter of Admission

Awardees are required to submit a copy of the letter of admission issued by the European institution as proof of exchange. The document should include the awardee's name, exchange semester, and the official stamp of the European institution.

## 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

Awardees are required to enclose a scanned version of the official English transcript including the grades **until spring semester 2023** and the institution's official stamp.

### 2.2 Letter of Acceptance

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

### 2.3 Letter of Admission

Awardees are required to submit a copy of the letter of admission issued by the Korean institution as proof of exchange. The document should include the awardee's name, exchange semester, and official stamp of the Korean institution.

### 3. REQUEST FOR TRANSFER

Hereafter, originating institutions are institutions where awardees were enrolled before the exchanges, and destination institutions are institutions where awardees are enrolled during the exchanges.

#### 3.1 Request for Initial Transfer

Awardees shall typewrite the information in the ***Request for Initial Transfer*** and submit it for verification to the contact persons of the originating institutions. After the verification through signature or seal, awardees shall submit the Request for Initial transfer and a copy of the purchased air tickets by e-mail to the Secretariat.

Upon receiving all documents, the Secretariat will transfer the first installment of fellowship to the designated bank account of the awardees, fifteen (15) days prior to ***the expected arrival date in the destination country***. The Secretariat will promptly notify awardees of the transfer of the initial installment.

#### 3.2 Official Courses Registration

Awardees are obliged to pursue the academic purpose on which the fellowship is based to the best of their own ability and complete all courses as written on the application throughout the semester.

If actual courses happen to differ from the courses listed on the application, awardees should submit the ***“Modification of Class Schedule”*** in order to get approval from the Secretariat. If the written courses on the application are not provided during the exchange semester, you need to find alternative courses which should not be less than credits (ECTS) written on the application.

Once all courses are confirmed, awardees shall send a copy of the ***Certificate of Courses Registration*** by e-mail to the Secretariat **at your earliest convenience** (no later than one (1) month after the starting date of the exchange semester). In this respect, awardees can submit a *Learning of Agreement* or an *Official Letter* issued by the destination institution that includes all registered course information. All procedures need to be completed prior to the course registration period at the destination institution ends. If awardees

deemed that the timely report is not possible, in such a case, awardees shall arrange the best possible date for submission in consultation with the Secretariat in due time. **Any failure of such notification shall result in full reimbursement of the fellowship.** The form can be downloaded at ASEM-DUO website ([www.aseduo.org](http://www.aseduo.org)).

### 3.3 Request for Final Transfer

The second installments shall be transferred at the start of the 3<sup>rd</sup> month of stay in the destination institutions. **Request for Final transfer** shall follow the same procedure as the initial request, and shall indicate the date of expected departure from the destination institution. The Final request for transfer should be submitted with **proof of arrivals** such as copies of a passport (front photo page, and the entry-stamped page from the destination country), or a boarding pass to the destination country via email. If a semester or stay period in the destination institutions **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 Request for Final Transfer.

### 3.4 Exchange Duration

If the semester or stay period in the destination institutions does not reach the minimum duration (120 days) of the program, the fellowship shall be adjusted on a pro-rata basis.

Awardees are obliged to attend the relevant courses regularly throughout the semester. In accordance with these stipulations, awardees should report any private journeys or sightseeing trips while classes are in the semester. In the event of an absence, it requires the prior written consent of the Secretariat. Awardees who are subject to overseas trips as part of a class shall seek prior approval from the Secretariat to secure full fellowship.

If awardees leave the destination country during the exchange period without the Secretariat's acknowledgment, **the amount of the final installment may be adjusted or you may need to reimburse the fellowship amount on a**

**pro-rata basis.** If the actual date of departure is earlier than the date of departure indicated in the Request for Final Transfer by more than five (5) days, the Secretariat requests awardees to reimburse the excess amount to the Secretariat on a pro-rata basis.

#### **4. FINAL PROGRESS REPORT**

Awardees shall submit the 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](http://www.asemduo.org)).

**2) A proof of exchange duration**

You should submit ***proof of departure*** such as copies of passport (front photo page, and the exit-stamped page from the destination country) or boarding passes from the destination country. In this regard, a Certificate of Attendance (which includes the starting and ending date of the studies at the destination institutions) also shall be sufficient for this purpose.

**3) A copy of Official English transcript of the destination institution**

The list of courses enlisted on the certificate of course registration 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 Official English transcript of the originating institution**

It should also include the credits (or ECTS) given by the originating institution. List of course enlisted on the certificate of course registration 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.

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

## 5. REPRESENTATION AND WARRANTIES

As of the Effective Date, the Korean and European institutions and awardees 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 awardees 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 awardees, 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 awardees 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 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 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 awardees shall be resolved by a Court sitting in the City of Seoul.