

## **THE IMPLEMENTATION GUIDELINE TO THE DUO-KOREA 2018 FELLOWSHIP PROGRAM**

This Implementation Guideline to the DUO-Korea 2018 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 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 (*KOREAN 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 projects start earlier than one month after the selection announcement, following documents shall be sent to the Secretariat prior to the actual implementation of the exchange projects. 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 printed, 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 are required to enclose official English transcript which should include the grades until spring semester 2018 with the original application forms. You can print the original final approved application from the online system.

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

The letter of acceptance 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.

## **2. DOCUMENTS TO SUBMIT FOR VERIFICATION BY THE HOST INSTITUTION (*EUROPEAN 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 projects start earlier than one month after the selection announcement, following documents shall be sent to the Secretariat prior to the actual implementation of the exchange projects. 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 are required to enclose official English transcripts which should include the grades until spring semester 2018 and 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 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.

## **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 shall send a copy of **Official Class Registration in home/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 with the Modification of Class Schedule (Please find the official form at [www.asemduo.org](http://www.asemduo.org)). **Any failure of such notification to approval by the Secretariat shall result in full reimbursement of the fellowship.**

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

The second installments 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 (4 months\_120 days for students)** or goes beyond the dates of exchange, it should be explicitly mentioned in the Final Request for Transfer.

Persons of Exchange who are subject to overseas trip as part of class shall seek prior approval from the Secretariat to secure full fellowship. If Persons of Exchange leave host country during period, he/she should consult with the Secretariat for further decision in fellowship. **The amount of last installment may be adjusted according to the duration of stay in home/host country.**

### **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 arrival and departure or exit date stamped and photo page in their passports or certificate of entry & exit 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 (4 months / 120 days) without the Secretariat's acknowledgement, Persons of Exchange shall reimburse fellowship amount on pro rata basis.** If the exchange period goes beyond the dates for exchange, the Contact Persons of Home/Host Institution 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 following documents to the Secretariat.

- 1) An essay (please find the essay format on the website, [www.asemduo.org](http://www.asemduo.org)) on the achievement through the Project.
- 2) A copy of English transcript of the Home (Originating) Institution which includes 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 Korean student should submit his/her transcript of the Korean Institution which includes the score of the European 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. 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.