

From: Πρύτανης Πανεπιστημίου Πειραιώς, καθ. Αγγ. Κότιος <rector@unipi.gr>
Sent: Τρίτη, 6 Απριλίου 2021 10:53 πμ
To: documents@unipi.gr
Subject: FW: ΠΡΟΓΡΑΜΜΑ ΥΠΟΤΡΟΦΙΩΝ DUO KOREA 2021
Attachments: ΠΡΟΓΡΑΜΜΑ DUO KOREA 2021.pdf; 01. DUO-Korea 2021 Application Form.doc; 02. DUO-Korea 2021 General Description (English).pdf; 03. DUO-Korea 2021 Implementation Guideline.pdf

1/Δημήτρης Κότιος
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3/Δημήτρης Κότιος

From: Φανή Λάμπρου <flamprou@minedu.gov.gr>

Sent: Tuesday, April 6, 2021 10:50 AM

To: rector@aueb.gr; bouranto@aueb.gr; r@aua.gr; rectorate@asfa.gr; rector@panteion.gr; rector@unipi.gr; prytan@uom.edu.gr; rector@upatras.gr; rectorate@upatras.gr; prytania@uoi.gr; talbanis@uoi.gr; rector@duth.gr; secretary@rector.uoc.gr; rector@uoc.gr; kontak@med.uoc.gr; rector@central.tuc.gr; rectorate@aegean.gr; prytan@aegean.gr; rector@ionio.gr; prytanis@uth.gr; zmamur@uth.gr; rector@hua.gr; mara@hua.gr; kmas@uop.gr; rectorate@uop.gr; prytanis@puas.gr; rector@univa.gr; rector@uowm.gr; theodoul@uowm.gr; president@eap.gr; choffice@ihu.edu.gr; rector_office@hmu.gr; president@aspete.gr; info@aeaa.gr; secretary@aeath.gr; contact@aeavellas.gr; gkon@aeahk.gr; info@aeahk.gr

Subject: ΠΡΟΓΡΑΜΜΑ ΥΠΟΤΡΟΦΙΩΝ DUO KOREA 2021

Σας αποστέλλουμε έγγραφο με συνοδευτικά αρχεία (1-3) σχετικά με το πρόγραμμα χορήγησης υποτροφιών DUO-Korea 2021, προς ενημέρωση των ενδιαφερομένων.

Με εκτίμηση,
Φανή Λάμπρου
Τμήμα Δ' Φοιτητικών Θεμάτων και Υποτροφιών
Διεύθυνση Οργανωτικής και Ακαδημαϊκής Ανάπτυξης
Υπουργείο Παιδείας και Θρησκευμάτων
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ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ
ΥΠΟΥΡΓΕΙΟ ΠΑΙΔΕΙΑΣ ΚΑΙ ΘΡΗΣΚΕΥΜΑΤΩΝ

ΓΕΝΙΚΗ ΓΡΑΜΜΑΤΕΙΑ ΑΝΩΤΑΤΗΣ ΕΚΠΑΙΔΕΥΣΗΣ
ΓΕΝΙΚΗ Δ/ΝΣΗ ΑΝΩΤΑΤΗΣ ΕΚΠΑΙΔΕΥΣΗΣ
Δ/ΝΣΗ ΟΡΓΑΝΩΤΙΚΗΣ & ΑΚΑΔΗΜΑΪΚΗΣ
ΑΝΑΠΤΥΞΗΣ
ΤΜΗΜΑ Δ' ΦΟΙΤΗΤΙΚΩΝ ΘΕΜΑΤΩΝ ΚΑΙ
ΥΠΟΤΡΟΦΙΩΝ

Μαρούσι, 05-04-2021
Αρ. πρωτ: 38590/Z1

ΠΡΟΣ: όλα τα Α.Ε.Ι. (μέσω e-mail)

Ταχ. Δ/νση: Α. Παπανδρέου 37
Τ.Κ. – Πόλη: 151 80, Μαρούσι
Ιστοσελίδα: <http://www.minedu.gov.gr>
Πληροφορίες: Φ. Λάμπρου
Τηλέφωνο: 210 344 2404

ΘΕΜΑ: Πρόγραμμα υποτροφιών DUO-Korea 2021

Διά του παρόντος ανακοινώνεται ότι το πρόγραμμα υποτροφιών **DUO-Korea 2021** είναι ανοιχτό για ηλεκτρονική υποβολή αιτήσεων από 05 Απριλίου μέχρι 11 Μαΐου 2021.

Το εν λόγω πρόγραμμα ανταλλαγής φοιτητών χρηματοδοτείται από το Υπουργείο Παιδείας της Κορέας με σκοπό να ενισχύσει τις ανταλλαγές των φοιτητών σε μια ισορροπημένη και μόνιμη βάση, ειδικότερα μεταξύ υπηκόων της Κορέας και ευρωπαϊκών χωρών μελών του Οργανισμού “Asia-Europe Meeting” (ASEM).

Περισσότερες πληροφορίες σχετικά με το εν λόγω πρόγραμμα μπορούν να βρουν οι ενδιαφερόμενοι στα τρία συνημμένα έγγραφα (1.Application Form 2.General Inscription 3.Implementation Guideline), καθώς και στην ηλεκτρονική διεύθυνση <http://www.asemduo.org>, στην οποία υπάρχουν επίσης οδηγίες για την ηλεκτρονική υποβολή των αιτήσεων, τα απαραίτητα δικαιολογητικά κλπ.

II ΑΝ. ΠΡΟΪΣΤΑΜΕΝΗ ΤΗΣ ΔΙΕΥΘΥΝΣΙΣ

ANASTASIA TSELIKA
2021.04.06 07.10.18

ANASTASIA TSELIKA
CN=ANASTASIA TSELIKA
C=GR
O=Hellenic Public Administration Certification Services
E=atsel@minedu.gov.gr
Public key:

ΕΥΓΕΝΙΑ ΠΑΠΑΓΕΩΡΓΙΟΥ

Εσωτερική Διανομή:

Διεύθυνση Οργανωτικής και Ακαδημαϊκής Ανάπτυξης - Τμήμα Δ'

DUO-Korea Fellowship Programme

Application for academic year 2021/22

ID number	DK2021-	Date of submission	
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INSTITUTION IN KOREA			
Name of Institution			
1) CONTACT PERSON <i>(should not be same as the information of the person of exchange)</i>			
Surname		Given name	
Position		Department	
Address			
Country : KOREA Zip Code:			
Tel	82-	E-Mail	
2) INFORMATION ON THE PERSON OF EXCHANGE			
Surname		Given name	
Date of Birth	(D/M/Y)	Gender	
Nationality	Korean		
Applying field of study	Language & Literature	Current Major	Language & Literature
	Social Science		Social Science
	Engineering		Engineering
	Natural Science		Natural Science
	Fine Arts		Fine Arts
	Others (pls. specify):		Others (pls. specify):
Grade (or academic years you spent in the institution)	GPA		
If applicant is a graduate student, click in a Graduate box. (DO NOT select grade)			
Tel		E-Mail	
Institutional criteria for selecting above person to be exchanged: (Please, describe why your institution recommends above person for the fellowship in detail)			

INSTITUTION IN EUROPE

Name of Institution			
1) CONTACT PERSON (should not be same as the information of the person of exchange)			
Surname		Given name	
Position		Department	
Address	Country : Zip Code:		
Tel		E-Mail	
2) INFORMATION ON THE PERSON OF EXCHANGE			
Surname		Given name	
Date of Birth	(D/M/Y)	Gender	
Nationality	(Please submit a copy of passport)		
Applying field of study	Language & Literature	Current Major	Language & Literature
	Social Science		Social Science
	Engineering		Engineering
	Natural Science		Natural Science
	Fine Arts		Fine Arts
	Others (pls. specify):		Others (pls. specify):
Grade (or academic years you spent in the institution)	ECTS		
If applicant is a graduate student, click in a Graduate box. (DO NOT select grade)			
Tel	E-mail		
Institutional criteria for selecting above person to be exchanged: (Please, describe why your institution recommends above person for the fellowship in detail)			
Confirmation of Agreement with EUROPEAN institutions			
I, the contact person in the Korean institution, hereby confirm that the persons to be exchanged and the contact person in the European institution are all aware and agree that this application is submitted. (please, check the box at the right as appropriate)			YES

DESCRIPTION OF EXCHANGE PROGRAM				
	From KOREAN to EUROPEAN Institution		From EUROPEAN to KOREAN Institution	
Type Of Exchange	STUDENT	Undergraduate Graduate	STUDENT	Undergraduate Graduate
Duration Of Exchange	Applying UNIT	1 semester	Applying UNIT	1 semester
	Starting Date		Starting Date	
	Ending Date		Ending Date	
PURPOSE OF EXCHANGE				
STUDENT	Transfer of Credits			
	Others:			
FROM KOREAN TO EUROPEAN INSTITUTION				
How many ECTS will you complete?				
FROM EUROPEAN TO KOREAN INSTITUTION				
How many credits will you complete?				
If your purpose of exchange is other than Transfer of Credit, please specify in detail:				

EXCHANGE DETAILS

DESCRIBE STUDENTS' LEARNING AGREEMENT DURING THE EXCHANGE

(This will be closely examined at the stage of selection by the Selection Committee. Language training or sports courses are NOT counted. Any changes should be duly reported to the Secretariat for approval.)

Class Schedule of the Korean student:

Name of Subject	ECTS	Comments if necessary

Class schedule of the European student:

Name of Subject	Credit	Comments if necessary

SOURCE OF FINANCE

Do you have other source of finance to fund for this exchange program, including room/board, airfare, stipend and others?

NO

If YES, please specify detailed information of other source of finance:

CERTIFICATION OF AUTHENTICITY

I hereby certify on my honor that the information provided in this application is correct and complete. Any provision of inaccurate or false information or omission of information will render this application invalid and that, if selected on the basis of such information, I can be required to withdraw from the award.

Date: _____

(Name/Signature) Contact Person of Korean Institution:

(Name/Signature) President or Director of Korean Institution:

Official stamp of Korean Institution:

- Please upload the **MOU** agreement between two institutions
- Please upload the copies of **PASSPORT** of Korean and European students
- Please upload the **TRANSCRIPT** of Korean and European students
- Please upload the **MOTIVATION LETTER** of Korean and European students
- This word version application is only for reference. Please do not submit this application by email
Only on-line submission is acceptable.

** Authorized signature and official stamp are required after selection is made. There is no need for signature and stamp during application procedure.

2021 DUO-Korea Fellowship Programme

<Contents>

1. General Description
2. Application and Selection Procedure
3. Instruction for Application Form

1. General Description

CAUTION: If any application falls under the following 3 cases, the application is disqualified and will not be considered for selection. If such cases are founded 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. Therefore, ***the contact persons of the institutions should carefully confirm that the applications do not fall under the following 3 cases.***

- Case 1. The transfer of credits is less than 10 credits / 20 ECTS (language training or sports courses are NOT counted)
- Case 2. GPA/ECTS written on the application are different from those transcripts
- Case 3. During the application period (2021 spring term), the Korean student does not stay in Korea or the European student does not stay in Europe (leave of absence is allowed)

DUO-Korea Fellowship Programme was established in 2001 with the aim of promoting exchanges of people between Korea and 30 European countries on ***a balanced and permanent*** basis. In this respect, DUO-Korea requires that a ***PAIR (two persons)*** of students be exchanged in the framework of a cooperative project.

Definitions of students are as below:

- Undergraduate(bachelor) and Graduate(master) students who are currently enrolled in institutions in Korea or one of the 30 European countries

N.B.: All applicants shall maintain their “student status” at the time of application until the time they are engaged in exchange projects. **A student who has already started the exchange before the application period is not eligible.**

[30 European member countries]

Austria, Belgium, Bulgaria, Croatia, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, the U.K.

1.1. Eligibility

Due to the unique nature of this program, the followings are required to be eligible:

Your exchange project fulfills all four requirements below:

- 1) A Korean institution and an European institution have established *an academic cooperative agreement*;
- 2) The Korean institution has *selected a Korean national student* enrolled at the Korean institution to send to the European institution, and such selection has been *accepted* by the European institution;
- 3) The *same* European institution has *selected an EU citizen student* enrolled at the European institution to send to the Korean institution, and such selection has been accepted by the *same* Korean institution.
- 4) If the Korean student has already started the exchange or the European student has already started the exchange in Korea before the application period for **DUO-Korea 2021**, are not acceptable.

1.2. Duration and Funding

DUO-Korea 2021 is for exchange projects, which will start **from August 2021 and end before August 2022** to avoid duplication of implementation period of exchange projects selected by DUO-Korea in the ensuing years.

The selection of DUO-Korea 2021 is made **ONLY** once a year. In this respect, those who are planning to exchange in Spring Semester of 2022(January-July 2022) shall apply for DUO-Korea 2021.

The duration and the amount of the fellowships are *standardized* as follows:

- For students: 1 semester (or four months) for an amount of 8,000 Euro for both students in a pair (**4,000 Euro each**).
- Maximum duration for application is 1 semester (**4 months, 120days**).

The exchange duration should be at least one semester. Exchange of less than one semester is NOT allowed. If a semester or stay period in the Korean/European institutions is longer than 4 months, the fellowship will be given for 4 months. If it is less than 4 months, the fellowship will be adjusted on a pro-rata basis.

2. Application and Selection Procedure

2.1 Application Period

Applications will be accepted from **April 5(Mon) to May 11(Tue), 2021** local Korean time. Applications submitted **after May 11 (Tue), 2021** will not be accepted.

2.2. Who Applies?

The educational institutions in **Korea** apply on behalf of **two** institutions. European institutions in partnership with Korean institutions shall cooperate fully with them in providing precise information of European applicants. Individuals wishing to apply are advised to contact the **relevant offices ONLY (e.g. International Relations Offices)** of the institutions to file an application for this program.

Professors or lecturers cannot be the contact persons for DUO-Korea 2021. ONLY a staff of the relevant office (e.g. International Relations Offices) can be the contact person.

2.3. Documents for Submission

*All documents should be written in English.

1. Filling out an online application Form ONLY.
2. A copy of cooperation agreement (or Memorandum of Understanding for cooperation) between paired institutions OR declaration of intention to set up new cooperation agreement (**ONLY valid one**).
3. A copy of passport of paired applicants (a copy of national registration card for Koreans or citizen card for Europeans are acceptable)
4. A copy of transcript of paired applicants (including the grades until fall semester 2020)
5. A motivation letter of paired applicants (max. 2 pages A4)

2.4. Application Submission

1. Enter your ID and password on the LOGIN page to fill out an online application.
2. Korean institutions should fill out the whole application including the information of European institutions. For detailed guidelines, you may refer to 3. Instruction for Application Form. The application form can be downloaded from the ASEM-DUO website (<http://www.asemduo.org>) at the banner of Forms.
3. The rest of the documents (cooperation agreement, passport copies, transcripts and motivation letters) can be uploaded in the last step of the application process.
4. Once completed, please make sure to submit your application by clicking the "submit" button. Korean institutions should get a confirmation email within 3 days after submission. If not, please contact the Secretariat via email.

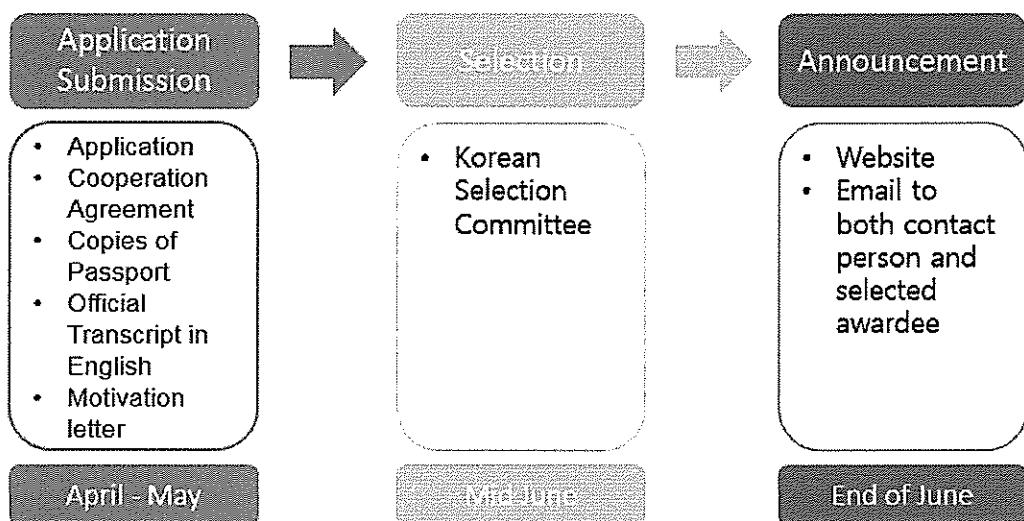
※ Click JOIN US button to get an ID.

If you don't find the name of your institution, please contact the Secretariat to add your institution to the list. One institution will have ONLY ONE ID and there should be **ONLY one contact person** in the same Korean institution.

2.5. Selection Method

A Korean Selection Committee, comprising Korean experts in the field of educational exchange, will make the selection after the application deadline. The decision will be announced by **June 2021**.

The selection results will be notified on the ASEM-DUO website, and the Secretariat will directly inform contact persons/awardees with the hard copies of notification and Letter of Acceptance. The contact persons may download the forms of Letter of Acceptance at www.asemduo.org at the banner of Forms.



2.6. Selection Criteria

*For DUO-Korea 2021, the priority will be given to the exchange projects which will be implemented in 2021 (ONLY relates to Korea-Germany exchange)

New projects shall be given priority in selection. Besides, the followings will be considered for selection;

1. New Exchange Projects (which have not been selected until DK2020)
2. Motivation letters
3. Courses to take in Korean/European institutions
4. Recommendation of institutions
5. GPA

2.7. Fellowship Grants

The DUO-Korea Fellowship will be transferred directly to awardees by Secretariat.

There are no restrictions in using the fellowship. It can finance the tuition, and living or travel expenses.

3. Instruction for Application Form

3.1. Language of Application

You should write your application in English.

3.2. Structure of the Application Form

1) STEP 1. – Korean Institution

The first box of ID number and Date of submission is for the use of the Secretariat only.

Please, start from filling out information of Korean institution.

- **Contact person** means a regular staff of Korean institutions who arranges the exchange projects and is willing to communicate with the Secretariat in such events as verifying application details, monitoring exchanges and providing further information on the status of the exchange.
- **Person of Exchange** shall be any Korean students who will participate in the exchange.
- **Grade** means how many academic years a Korean student has accomplished (you may include the spring semester of 2021). However, graduate students must click "Graduate" box.
- **GPA** means a grade which a Korean student has earned up to the fall semester of 2020
- In a box for *Institutional criteria*, please describe why you (or your institution) recommend the person of exchange for fellowship in detail.

2) STEP 2. – European Institution

Please, provide information on the European institution involved in the exchange project.

- **Contact person** means a regular staff of European institutions who arranges the exchange project and is willing to communicate with the Secretariat in such events as verifying application details, monitoring exchange and providing further information on the status of the exchange.
- **Person of Exchange** shall be any European students who will participate in the exchange
- **Grade** means how many academic years a European student has accomplished (you may include the spring semester of 2021). However, graduate students must click "Graduate" box.
- **ECTS** means a whole ECTS that a European student has earned up to the fall semester of 2020
- In a box for *Institutional criteria*, please describe why you (or your institution) recommend the person of exchange for fellowship in detail.

- Confirmation of Agreement with the European institution (***TO BE SIGNED by the contact person at the Korean institution***): he/she should confirm here by clicking on the “YES” button if the contact person in the European institution also agrees with this submission.

3) STEP 3. – Description of Exchange Program

In this section, please describe the type, duration and purpose of exchange as instructed on the form.

- **Type of exchange:** Please check appropriate boxes to specify whether students for exchange are in undergraduate or in graduate study.
- **Duration of Exchange:** Please write the duration of the DUO-Korea Fellowship on a semester basis. If a person of exchange will engage in the exchange for the whole year, please choose the semester would like to apply for this program.
- **Purpose of Exchange:** Please, specify what the purpose of the exchange is and fill in how many credits/ECTS will be completed at the Korean/European institution. If your purpose of the exchange is other than the Transfer of Credits, please specify in detail.

4) STEP 4. – Exchange Details/ Source of Finance

• Exchange Details

Person of exchange needs to fill in the courses which will be taken during their exchange period. On a semester basis, a **minimum of 10 credits/20 ECTS** must be taken up at the Korean/European institutions.

CAUTION: Person of Exchanges need to complete all courses as written on the application. If actual courses happen to differ from the courses listed on the application, the contact person or persons of exchange 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 consequent reimbursement. Also, intensive language courses and sports courses are not honored in this program.

• Source of Finance

If this exchange project has any other source of finance, please elaborate on it.
(Any support from institutions is allowed.)

5) STEP 5. –Certification of Authenticity

A copy of cooperation agreement, passport copies, transcripts, motivation letter of paired applicants should be attached. The preferred file formats are JPG. or PDF.

※Save the attachment files as a *Surname Given_name order (e.g. John_Smith)*.

After completing all relevant items in an appropriate manner on the application, please write the date and the names of the contact person of the Korean institution and the president or Director of the Korean institution in the section of Certification of Authenticity. And then, please submit it to the Secretariat by clicking the “submit” button.

The original version will be requested, only if your exchange project has been selected. The contact persons of the Korean institutions should submit the original version including the signatures and official stamp of Korean institutions on behalf of two institutions.

3.3. After the Submission: Acknowledgement

The acknowledgment of submission will be sent to the contact person in the Korean institutions via e-mail within 3 working days after submission.

If the application is approved, the ID number will be given to each application and the contact persons of Korean institutions can print it as the PDF version. However, if there is any application with incomplete or improper information, the Secretariat will request further information through the contact persons of Korean institutions individually. And you need to submit the revised application through the online system again within 48 hours. If we do not receive the revised one within 48 hours, we regard it as a notice of abandonment.

THE IMPLEMENTATION GUIDELINE TO THE DUO-KOREA 2021 FELLOWSHIP PROGRAM

This Implementation Guideline to the **DUO-Korea 2021 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 2021**.

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.

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 2021** 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.

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 shall send a copy of Certificate of Courses Registration in destination institution by e-mail to the Secretariat within one (1) month after the actual starting date of the semester at the destination institutions.

Awardees need to complete all courses as written on the application. If actual courses happen to differ from the courses listed on the application, awardees should submit the “Modification of Class Schedule” prior to the course registration period ends to get approval from the Secretariat. **Any failure of such notification shall result in full reimbursement of the fellowship.** The form can be downloaded at ASEM-DUO website (www.asemduo.org).

3.3 Request for Final Transfer

The second installments shall be transferred at the start of the 3rd 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. 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 required period (120days), awardees shall reimburse fellowship amount on a pro-rata basis. If awardees leave destination country during the exchange period without the Secretariat’s acknowledgement, **the amount of final installment may be adjusted or you may need to reimburse fellowship amount on a pro-rata basis.** Therefore, awardees who are subject to overseas trip as part of a class shall seek prior approval from the Secretariat to secure full fellowship. 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 Persons of Exchange 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).

2) A proof of exchange duration

A copy of passport (front page and the date-stamped page(s) of arrival and departure of the destination country) or boarding passes for both to/from destination country or Certificate of Entry & Exit (which includes the starting and ending date of the studies at the destination institutions) shall be sufficient for this purpose.

3) A copy of transcript of the destination institution (in English)

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 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 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.