

## **THE IMPLEMENTATION GUIDELINES TO THE DUO-BELGIUM/FLANDERS 2020-2021 SCHOLARSHIP PROGRAMME**

These Implementation Guidelines to the DUO-BELGIUM/FLANDERS 2020-2021 Scholarship Programme have been established by the Secretariat for the ASEM-DUO Fellowship Programme (“Secretariat”) for the mutually convenient and efficient implementation of the Scholarship 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 BOTH THE HOME INSTITUTION (FLEMISH INSTITUTION) AND THE HOST INSTITUTION (ASIAN INSTITUTION)**

Both the Home Institution and the Host Institution shall submit or arrange to submit the documents mentioned in this section to the Secretariat within one (1) month after the notification of the award selection by the Secretariat. If the exchange project starts earlier than one month after the selection announcement, the documents shall be sent to the Secretariat prior to the actual implementation of the exchange project. The Home and Host Institution may send all signed and scanned documents by e-mail.

#### **1.1 The Application Form**

The application form, which has been submitted through the website to the Secretariat for consideration, shall be properly signed by the Contact Person at the Home Institution, scanned and e-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**

Persons of Exchange are required to enclose a scanned version of their official English transcript (included institution’s official stamp) with the application forms.

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

The letter of acceptance is a contract that Persons of Exchange will observe, and they will adhere to these Implementation Guidelines offered by the Secretariat. The form should be signed by the Persons of Exchange and Contact Persons enlisted on application forms and returned by e-mail in order to stand eligible for Scholarship fund.

## 2. REQUEST FOR FUND TRANSFER

### 2.1 Initial Request for Transfer

Persons of Exchange shall, upon purchase of the air tickets to the Home/Host Institutions, fill out the “Request for Transfer” 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 send the Request for Transfer, a copy of the purchased air ticket by email 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 the expected arrival date shown on air tickets by email. The Secretariat shall promptly notify the Persons of Exchange of the transfer of the Fund.

### 2.2 Learning Agreement (Modification of Class Schedule)

Persons of Exchange shall send a copy of the Learning agreement (Class Schedule) in the home/host institution by email to the Secretariat, within one (1) month after the actual starting date of the semester at the Home/Host Institutions.

If the learning agreement has any change from the one which was submitted with the Application Form, such changes should be, notified to and approved by the Secretariat. The form (Modification of Class Schedule) should be signed by the Persons of Exchange and Contact Persons enlisted on application forms and reasons of change should be specified clearly. ***Any failure of such notification to approval by the Secretariat can result in full or partial reimbursement of the Scholarship.***

### 2.3 Final Request for Transfer

The second installment 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 the expected departure to the institution of origin. If the stay of Persons of Exchange in the Home/Host Country does not reach the minimum required period (4 months 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 a course shall seek prior approval from the Secretariat to secure full Scholarship. If Persons of Exchange leave the host country during the exchange period, he/she should consult with the Secretariat for further decision in the Scholarship. ***The amount of last installment may be adjusted according to the duration of stay in the home/host country.***

## **2.4 Exchange duration**

If the stay of Persons of Exchange in the Home/Host Institutions does not reach the minimum required period (4 months = minimum 116 days) without the Secretariat's acknowledgement, the Persons of Exchange shall reimburse the scholarship amount based on a recalculation of the actual number of months. If the exchange period goes beyond the dates for exchange, the Contact Persons of Home/Host Institution should notify the Secretariat in writing. 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, the scholarship shall be recalculated to the actual number of months. This may involve a reimbursement of a part of the scholarship.

## **3. FINAL PROGRESS REPORT**

**Persons of Exchange shall submit the following documents to the Secretariat within 1 month after the date of departure to the Home/Host institutions (or after the last date of exchanges).**

1) An essay on the achievement through the Project

It should be more than 3 pages and the forms can be downloaded from the website, [www.aseduo.org](http://www.aseduo.org))

2) A copy of transcripts from the Host Institution (in English)

The list of courses on the learning agreement shall be closely examined with the actual courses taken on the transcript. Please inform the Secretariat in advance if it takes more than 1 month to obtain the transcript.

3) A copy of transcript from the Home Institution (in English)

It should include also the credit given by the Host Institution. For example, a European student should submit the transcript of the European Institution which includes the credit at the Asian Institution during his/her exchange semester. Please inform the Secretariat in advance if it takes more than 1 month to obtain the transcript.

4) A proof of exchange duration

A copy of passport (front page and the date-stamped page(s) of arrival and departure from the Host country) or Certificate of stay (which includes the starting and ending date of the studies at the Host Institution) shall be sufficient for this purpose.

**A student shall refund half of the financial assistance he/she receives as a scholarship if he/she fails all courses (also if he/she only passes a language course).**

#### **4. 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 is 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 these Implementation Guidelines, to participate in the Project and to perform the obligations hereunder and thereunder;
- 3) In the case of the Home and Host Institutions, the execution, delivery and performance of these Implementation Guidelines and the Project have been duly authorized by all proper and necessary institutional or other actions, and all consents or approvals that may be required as a condition to the legality, validity, binding nature and enforceability of these Implementation Guidelines and the Project have been duly obtained and are in full force and effect;
- 4) Neither the execution and delivery of these Implementation Guidelines 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) In those cases when a student at a Home/Host University must forgo an already granted Scholarship and announces this to the Secretariat, the Home/Host University can designate a new student to implement the exchange, under condition that the student meets those requirements for application that is stated in the Implementation guidelines. If the Home/Host University fails in finding a new student who can implement the exchange during the granted period, the student who was already allocated as fellow-applicant nevertheless be allocated its granted part.

## 5. CANCELLATION

In the event of any breach of, or non-compliance with, any term, condition or provision of these Implementation Guidelines 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 Scholarship and require the return of the Fund in full to the Secretariat.

## 6. ASSIGNMENT

The Home and Host Institutions and Persons of Exchange may not assign any of their rights or obligations arising out of these Implementation Guidelines without the prior written consent of the Secretariat.

## 7. FINAL PROVISIONS

### 7.1 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 these Implementation Guidelines.

### 7.2 Governing law

The laws of the Republic of Korea shall govern all questions relative to interpretation and construction of these Implementation Guidelines and to its performance.

### 7.3 Dispute resolution

Any differences, conflicts or disputes arising out of or in connection with these Implementation Guidelines 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.

### 7.4 Authority of Selection

The Flemish Ministry for Education and Training is the superior authority for the DUO-BELGIUM/FLANDERS. The final decisions regarding selection of Persons of Exchange are made by the Flemish Ministry for Education and Training and regulated by standard directions of the Flemish Ministry for Education and Training.