

## **Implementation Guidelines to the DUO-Sweden 2023 Fellowship program**

This Implementation Guideline to the DUO-Sweden 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 an exchange 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 *Swedish Institution***

The Swedish 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 Swedish Institution may send all signed and scanned documents by email.

#### **1.1 Original copy of Application**

The application which has been submitted through the website to the Secretariat for consideration, shall be properly signed by the Contact Person at the Swedish Institution, and scanned and e-mailed to the Secretariat. For this purpose, the Swedish Institution may insert the name, position, signature, and/or seal at the end of the application form.

#### **1.2 Transcript**

Awardees (from Sweden) are required to enclose a scanned version of the official English transcripts which includes institution's official stamp with the original application forms.

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

The letter of acceptance, which is attached to this Implementation Guideline, 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 by email in order to stand eligible for fellowship fund.

## **2. Documents to Submit for Verification by Asian institution**

The Asian 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 Asian Institution may send all signed and scanned documents by email.

### **2.1 Transcript**

Awardees (from Asia) are required to enclose official English transcripts which includes institution's official stamp.

### **2.2 Letter of Acceptance**

The letter of acceptance, which is attached to this Implementation Guideline, 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 by email in order to stand eligible for fellowship fund.

## **3. Request procedure for Fund Transfer**

### **3.1 Request for Initial Transfer**

Awardees shall, upon purchase of the air tickets to the destination institutions, fill out the "Request for Initial 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 arrange to send it along with a copy of the purchased air ticket by e-mail 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 to the bank account designated by Awardees in the Request for Initial Transfer, fifteen (15) days prior to expected arrival date shown on air tickets by e-mail. The Secretariat shall promptly notify the Persons of Exchange of the transfer of the Fund.

### **3.2 Certificate of Official Class Registration**

Awardees shall send a copy of Certificate of Official Class 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. 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. **Any failure of such notification or not to get approval by the Secretariat can result in full reimbursement of the fellowship.** Forms can be downloaded from our website, [www.aseduo.org](http://www.aseduo.org).

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

The second installment shall be transferred at the start of the 3<sup>rd</sup> month of stay in the destination institutions. Final request for transfer shall follow the same procedure as the initial request, and shall indicate the date of expected departure to the originating institution. The Final request for transfer should be submitted with *proof of arrival* such as copies of a passport which includes the front photo page, and the date-stamped page(s) of arrival from the destination country, or boarding pass to the destination country via email. If the stay of awardees in destination country **does not reach the minimum required period (1 semester or 4 months, whichever comes earlier)** or goes beyond the dates of exchange, it should be explicitly mentioned in the Request for Final Transfer.

### **3.4 Exchange Duration**

If the stay of awardees in the destination institutions does not reach the minimum required period (16 weeks) without the Secretariat's acknowledgement, Awardees shall reimburse fellowship amount on a pro rata basis. If the exchange period goes beyond the dates for exchange, the Contact Persons of originating institutions 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 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 date of departure to the originating institutions (or after the last date of exchange).

### **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 official transcript from the destination institution(in English)**

The list of courses enlisted on application 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.

**3) A copy of official transcript from the originating institution(in English)**

It should be also the credits given by the destination institution. For example, a European students should submit the transcript of the European Institution which includes the credits 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**

You need to submit *proof of departure* from the destination country such as passport copies which include the front photo page and the date-stamped page(s) of departure from the destination country, or a boarding pass from the destination country. If you couldn't submit both, a certificate of attendance (which includes the starting and ending date of the studies at the destination institution) shall be sufficient for this purpose.

**5. Representation and Warranties**

As of the Effective Date, the Swedish and Asian 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 Swedish and Asian 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 Swedish and Asian 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) In those cases when a student at a Swedish/Asian Institution must forgo an already granted scholarship and announces this to the Secretariat, the Swedish/Asian Institution 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 Swedish/Asian Institution 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.

## **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 Swedish or Asian Institutions or 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 Fund in full to the Secretariat.

## **7. Assignment**

The Swedish and Asian 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 Swedish and Asian 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 Swedish and Asian Institutions and awardees shall be resolved by a Court sitting in the City of Seoul.

### **8.4 Authority of Selection**

The Swedish Council for Higher Education (UHR) is the superior authority for the DUO-Sweden. The final decisions regarding selection of awardees are made by UHR and regulated by standard directions of UHR.”