

# **THE IMPLEMENTATION GUIDELINES TO THE DUO-BELGIUM/FLANDERS 2018-2019 FELLOWSHIP PROGRAMME**

These Implementation Guidelines to the DUO-BELGIUM/FLANDERS 2018-2019 Fellowship Programme has been established by the Secretariat for the ASEM-DUO Fellowship Programme (“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 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 email.

### **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**

Student awardees 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 awardees will observe, and they will adhere to these Implementation Guidelines 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. REQUEST FOR FUND TRANSFER**

### **2.1 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” 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 departure date shown on air tickets by email. The Secretariat shall promptly notify the Home/Host Institutions and 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 awardees 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 fellowship.*

### **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 fellowship. If Persons of Exchange leave the

host country during the exchange period, he/she should consult with the Secretariat for further decision in the fellowship. *The amount of last installment may be adjusted according to the duration of stay in the home/host country.*

## **2.4 Proof of Departure**

Persons of Exchange shall submit to the Secretariat a proof of departure to their institution of origin, **within one (1) month after the actual date of return to the originating institution.** A copy of the start and end date of the studies at the Host institution 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) without the Secretariat's acknowledgement, the Persons of Exchange shall reimburse the fellowship amount on pro rata basis. 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 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.

## **3. FINAL PROGRESS REPORT**

**Within 1 month after the date of departure to the originating institutions** (or after the last date of exchanges), Persons of Exchange shall submit to the Secretariat an essay (please find the essay format on the website, [www.asemduo.org](http://www.asemduo.org)) on the achievement through the Project.

A copy of transcripts of the Home Institution which includes also the score given by the Host Institution should be turned in as soon as possible upon completion. The list of courses on the learning agreement shall be closely examined with the actual courses taken on the transcript.

For example, an European student should submit the transcript of the European Institution which includes the score of the Asian Institution during his/her exchange semester.

**A student shall refund half of the financial assistance he/she receives as a scholar 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 fellowship 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 awardees are made by the Flemish Ministry for Education and Training and regulated by standard directions of the Flemish Ministry for Education and Training.