ANASTASIA TSELIKA
15/04/2024 12:00

ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ
ΥΠΟΥΡΓΕΙΟ ΠΑΙΔΕΙΑΣ ΘΡΗΣΚΕΥΜΑΤΩΝ ΚΑΙ ΑΘΛΗΤΙΣΜΟΥ

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

Ταχ. Δ/νση: Α. Παπανδρέου 37
Τ.Κ. – Πόλη: 151 80, Μαρούσι
Τηλέφωνο: 210-3442404

Μαρούσι, 15-4-2024
Αρ. πρωτ: 39130/Ζ1

ΠΡΟΣ:
Όλα τα Α.Ε.Ι. (μόνο με ηλεκτρονικό ταχυδρομείο)

ΘΕΜΑ: «Πρόγραμμα υποτροφιών DUO-Korea 2024».

Διά του παρόντος ανακοινώνεται ότι το πρόγραμμα υποτροφιών **DUO-Korea 2024** είναι ανοιχτό για ηλεκτρονική υποβολή αιτήσεων **έως τις 20 Μαΐου 2024 (τοπική ώρα Κορέας)**.

Το Πρόγραμμα DUO-Korea 2024 χρηματοδοτείται από το Υπουργείο Παιδείας της Κορέας με σκοπό να ενισχύσει τις ανταλλαγές φοιτητών σε μια ισορροπημένη και μόνιμη βάση, ειδικότερα μεταξύ υπηκόων της Κορέας και ευρωπαϊκών χωρών μελών του Οργανισμού "Asia-Europe Meeting" (ASEM).

Περισσότερες πληροφορίες και αιτήσεις σχετικά με το εν λόγω Πρόγραμμα μπορεί να βρει κανείς στα τρία **συνημμένα** έγγραφα : 1. DUO- Korea 2024 Application Form, 2.DUO-Korea 2024 General Description, 03. DUO- Korea FAQ (English) και στην ιστοσελίδα www.asemduo.org .

Η ΑΝ. ΠΡΟΪΣΤΑΜΕΝΗ ΤΗΣ ΔΙΕΥΘΥΝΣΗΣ

ΕΥΓΕΝΙΑ ΠΑΠΑΓΕΩΡΓΙΟΥ

ΠΑΝΕΠΙΣΤΗΜΙΟ ΔΥΤΙΚΗΣ ΑΤΤΙΚΗΣ / Πανεπιστημιούπολη 1
ΚΕΝΤΡΙΚΟ ΠΡΩΤΟΚΟΛΛΟ
Αριθ. Ημερ. 15-4-24
Χρέωση κ. Πρύτανη, κ.κ. Αντ/νεις Δ/ντ Σπ., Δ/ντ Φοιτ. Μερ. Σχολές / Τμήματα

Εσωτερική Διανομή:
Διεύθυνση Οργανωτικής και Ακαδημαϊκής Ανάπτυξης - Τμήμα Δ΄

DUO-Korea Fellowship Programme

Application for academic year 2024/25

ID number	DK2024-	Date of submission	

All information should be accurate based on the attached documents and provided in English. If any provision of inaccurate or false information or omission of information will render this application invalid.

INSTITUTION IN KOREA			
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 : KOREA Zip Code:		
Tel	82-	**E-Mail**	
2) INFORMATION ON THE PERSON OF EXCHANGE			
Surname	*(As written on passport)*	**Given name**	*(As written on passport)*
Date of Birth	*(As written on passport)*	**Gender**	*(As written on passport)*
Nationality	**Korean**		

Applying field of study			**Current Major**		
		Language & Literature			Language & Literature
		Social Science			Social Science
		Engineering			Engineering
		Natural Science			Natural Science
		Fine Arts			Fine Arts
		Others (pls. specify):			Others (pls. specify):

Grade		**GPA**	
(Guidelines) Please check the Grade (currently enrolled academic year as of 2024 spring semester). If applicant is a graduate (master) student, click in a Graduate box. (DO NOT select grade)		**(Guidelines)** ***Please write the GPA as written on the transcript.***	
Enrollment Status (as of 2024 spring semester)	Enrolled		
	Leave of Absence		Reason : Current Residence country :
Tel	82-	**E-Mail**	

Institutional criteria for selecting above person to be exchanged:
(Please, describe why your institution recommends above person for the fellowship in detail)

All information should be accurate based on the attached documents and provided in English. If any provision of inaccurate or false information or omission of information will render this application invalid.

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 : City : Zip Code:		
Tel		**E-Mail**	
2) INFORMATION ON THE PERSON OF EXCHANGE			
Surname	*(As written on passport)*	**Given name**	*(As written on passport)*
Date of Birth	*(As written on passport)*	**Gender**	*(As written on passport)*
Nationality	*(As written on passport)*		

Applying field of study			**Current Major**		
		Language & Literature			Language & Literature
		Social Science			Social Science
		Engineering			Engineering
		Natural Science			Natural Science
		Fine Arts			Fine Arts
		Others (pls. specify):			Others (pls. specify):

Grade		**ECTS**	
(Guidelines) Please check the Grade (currently enrolled academic year as of 2024 spring semester). If applicant is a graduate (master) student, click in a Graduate box. (DO NOT select grade)		**(Guidelines)** ***Please write the total earned ECTS as written on the transcript.***	

Enrollment Status (as of 2024 spring semester)	Enrolled		
	Leave of Absence		Reason : Current Residence country :

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	Undergraduate	( )	Undergraduate	( )
	Graduate	( )	Graduate	( )

(Guidelines) Please check (∨) appropriate boxes to specify whether students for exchange are in undergraduate or graduate study. It should coincide with the grade written in Step1 (Korean) or Step 2 (European).

Duration Of Exchange	Applying UNIT	1 semester	Applying UNIT	1 semester
	Starting Date		Starting Date	
	Ending Date		Ending Date	

(Guidelines) Applying Unit cannot be changed. Please write the duration on **ONE SEMESTER** basis in accordance with the academic calendars of the destination institution. If applicants will engage in the exchange for the whole year, **please choose** either **2024 fall** semester or **2025 spring** semester that you would like to apply.

PURPOSE OF EXCHANGE

( )	Transfer of Credits
( )	Others:

From **KOREAN** to **EUROPEAN** Institution		From **EUROPEAN** to **KOREAN** Institution	
How many ECTS will you complete?		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: *On a semester basis, a minimum of 20 ECTS must be taken up at the European institution except for the language training /sports courses.*

Name of Subject	ECTS	Comments if necessary
(Please write in English)		
(Please write in English)		
(Please write in English)		
(Please write in English)		
(Please write in English)		

Class schedule of the European student: *On a semester basis, a minimum of 10 credits must be taken up at the Korean institution except for the language training /sports courses.*

Name of Subject	Credits	Comments if necessary
(Please write in English)		
(Please write in English)		
(Please write in English)		
(Please write in English)		
(Please write in English)		

SOURCE OF FINANCE

Do you have other source of finance to fund for this exchange program, including room/board, airfare, stipend and others? *If unreported double-fund cases are found 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.	YES/NO

If YES, (or if you are planning to apply for other fellowship) please specify detailed information of another source of finance BELOW.

- Name of fellowship:
- Name of organization:
- Fellowship amount:
- Purpose of fellowship:
- Announcement period:
- Others:

***Please refer to FAQ 21 or 2.6 Selection Criteria on General Description for clarification.**

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/director/head of international office 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.**

All documents should be submitted in English version. If there is no official English version of each document, applicants need to submit translated version along with the original document.

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

<Instructions for DUO-Korea Application Form>

1. Language of Application

You should write your application in **English**.

2. How to write the Application Form

1) STEP 1. – Korean Institution

The first box of *ID number* and *Date of submission* will be given after submission. 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 national students** who will participate in the exchange.
- **Grade** means currently enrolled academic years as of the spring semester of 2024.
- **GPA** means a grade which a Korean student has earned up to the **fall semester of 2023.** *It should be in accordance with total GPA on the transcript.
- In a box for **Enrollment Status,** please check it as of the spring semester of 2024, in case of leave of absence, please specify the reason and current residence country.
- 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 **ASEM European national students** who will participate in the exchange.
- **Grade** means currently enrolled academic years as of the spring semester of 2024.
- **ECTS** means a whole ECTS that a European student has earned up to the **fall semester of 2023.** *It should be in accordance with **total earned ECTS** on the transcript.
- In a box for **Enrollment Status,** please check it as of the spring semester of 2024, in case of leave of absence, please specify the reason and current residence country.
- 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.

  If it doesn't coincide with the grade written in **Step1** or **Step 2**, please check the type of exchange based on the current status of enrollment and specify in detail.

- **Duration of Exchange**

  Please write the exchange duration **on one semester basis** (less than 180days) in accordance with the academic calendars of the destination institution.

  If a person of exchange will engage in the exchange for the whole year, please ***choose*** the semester would like to apply for **DUO-Korea 2024**.

- **Purpose of Exchange**

  Please specify what the purpose of the exchange is and fill in how many credits/ECTS will be completed at the destination 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 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, or if you are planning to apply, please specify in detail such as Name of Fellowship, Name of organization, Amount,

Purpose of the fellowship, and Announcement period, etc.

<Fellowship that will be considered as double-funding>

1) Korean Government Fellowship (ex. GKS Fellowship, etc)
2) The Fellowship in the name of the exchange support which provides a corresponding amount of DUO-Korea (500 to 1,000 Euro/month) by other governments or private institutions (ex. Mirae Essat Fellowship, etc)

<Fellowship that will *NOT* be considered as double-funding>

1) Any Fellowship provided by originating/destination institutions for the exchange program
2) Any kind of Academic Fellowship, Fellowship for low income family background support, or Repayable loans Fellowship

*Please be informed that even though we allow the above fellowship, if the respective institution does not allow double funding, you may follow their regulation.

5) STEP 5. – Certification of Authenticity

A copy of cooperation agreement, passport copies, transcripts, and motivation letters of paired applicants should be attached.

- All documents **should be submitted in English version**. If there is no official English version of each document, applicants need to submit translated version along with the original document.
- The preferred file formats are **JPG.** or **PDF**. Please set the name of the attachment files as a ***Name of document_Surname_Given name*** order (e.g. Passport_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 including the signatures and official stamp of the Korean Institution will be requested, only if your exchange project has been selected.**

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.***

2024 DUO-Korea Fellowship Programme

<Contents>

1. General Description
2. Application and Selection Procedure
3. Instructions for DUO-Korea Application Form

1. General Description

CAUTION: If any application falls under the following 4 cases, the application is disqualified and will not be considered for selection. If such cases are found 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 4 cases.***

- Case 1. The transfer of credits is less than the minimum requirements(10 credits / 20 ECTS) *The 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 (2024 spring term), the Korean student does not stay in Korea or the European student does not stay in Europe (leave of absence is allowed)
- Case 4. If applicants have another source of finance from other government or institutions (Double-funding is not allowed)

DUO-Korea Fellowship Programme was established in 2001 with the aim of promoting exchanges of people between Korea and 30 ASEM 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 ASEM 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 ASEM 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 *ASEM European national 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 2024**, are not acceptable.

1.2. Duration and Funding

DUO-Korea 2024 is for exchange projects, which will start **from August 2024 and end before August 2025** to avoid duplication of implementation period of exchange projects selected by DUO-Korea in the ensuing years.

The selection of DUO-Korea 2024 is made ***ONLY*** once a year. In this respect, those who are planning to exchange in Spring Semester of 2025(January-July 2025) shall apply for DUO-Korea 2024.

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

- 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 4(Thu) to May 20(Mon), 2024** local Korean time. Applications submitted **after May 20(Mon), 2024 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 2024. ONLY a staff of the relevant office (e.g. International Relations Offices) can be the contact person.

2.3. Documents for Submission

*All documents listed below should be written in English. In regard to writing the application, please refer to **3. Instruction for Application Form** in the following context or the **DUO-Korea FAQ**.

1. An **Online Application**
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 ***Valid*** **Passport** of paired applicants
   *A copy of National Registration Card (Korean) or a Citizen Card (European) also allowed, but a permanent residency card is *not* acceptable.
4. A copy of **Transcript** of paired applicants (including the results until 2023 fall semester & Grading Scale)
5. A **Motivation Letter** of paired applicants (max. A4 1 page, except for the cover page)
   *You may find the **Motivation Letter Forms** from the ASEM-DUO website using the link; https://asemduo.org/03_forms/forms_01.php

2.4. Application Submission

1. Enter your **ID** and **password** on the **LOGIN page** to fill out an online application.

※ Click JOIN US button to get an ID. **The ID only will be given to the contact person of the Korean Institution.** If you don't find the name of your institution, please contact the Secretariat to add your institution to

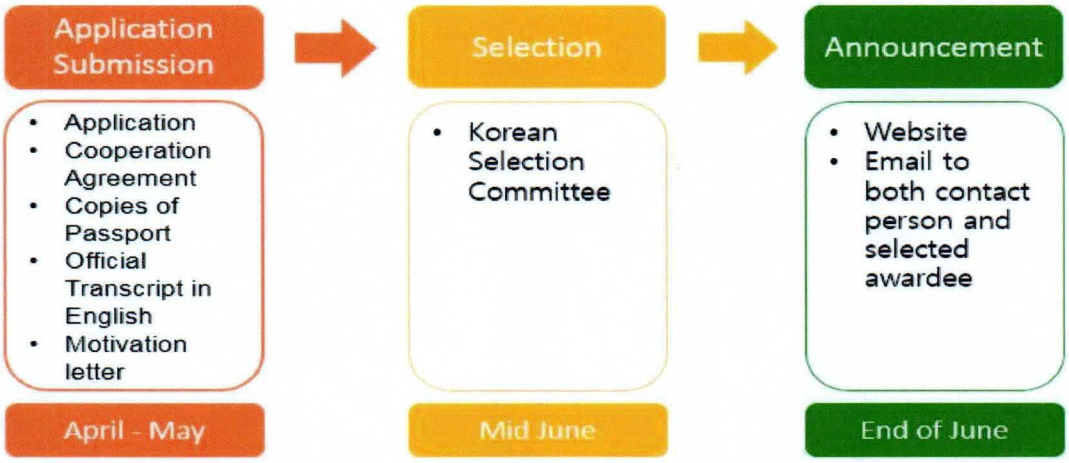
the list. One institution will have ONLY ONE ID and there should be **ONLY one contact person** in the same **Korean institution**.

2. **Korean institutions** need to fill out the whole online application including the information of European institutions.
3. The rest of the documents (cooperation agreement, passport copies, transcripts and motivation letters) can be uploaded in the step 5 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.

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 2024**.

The selection results will be notified on the ASEM-DUO website, and the Secretariat will **ONLY** directly inform contact persons/awardees with the hard copies of the notification of selection results. The form for awardees such as Letter of Acceptance could be downloaded at the banner of Forms on the ASEM-DUO website (www.asemduo.org).



2.6. Selection Criteria

New Exchange Projects which have not been selected until DUO-Korea 2023 shall be given priority in selection. Besides, the followings will be considered for selection;

1. Motivation letters
2. Courses to take in Korean/European institutions
3. Recommendation of institutions
4. GPA
5. Source of Finance

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. Instructions for DUO-Korea Application Form

3.1. Language of Application

You should write your application in **English**.

3.2. How to write the Application Form

1) STEP 1. – Korean Institution

The first box of *ID number* and *Date of submission* will be given after submission. 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 national students** who will participate in the exchange.
- **Grade** means currently enrolled academic years as of the spring semester of 2024.
- **GPA** means a grade which a Korean student has earned up to the **fall semester of 2023.** *It should be in accordance with total GPA on the transcript.
- In a box for **Enrollment Status,** please check it as of the spring semester of 2024, in case of leave of absence, please specify the reason and current residence country.
- 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.

**If your partner European Institution is not included, the contact person of the Korean Institution may contact the Secretariat to add the partner institution to the list.*

- ***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 **ASEM European national students** who will participate in the exchange.

- **Grade** means currently enrolled academic years as of the spring semester of 2024.
- **ECTS** means a whole ECTS that a European student has earned up to the **fall semester of 2023.** *It should be in accordance with **total earned ECTS** on the transcript.
- In a box for **Enrollment Status,** please check it as of the spring semester of 2024, in case of leave of absence, please specify the reason and current residence country.
- 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.

  If it doesn't coincide with the grade written in **Step1** or **Step 2**, please check the type of exchange based on the current status of enrollment and specify in detail.

- **Duration of Exchange**

  Please write the exchange duration **on one semester basis** (less than 180days) in accordance with the academic calendars of the destination institution.

  If a person of exchange will engage in the exchange for the whole year, please ***choose*** the semester would like to apply for **DUO-Korea 2024**.

- **Purpose of Exchange**

  Please specify what the purpose of the exchange is and fill in how many credits/ECTS will be completed at the destination 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 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, or if you are planning to apply, please specify in detail such as Name of Fellowship, Name of organization, Amount, Purpose of the fellowship, and Announcement period, etc.

<Fellowship that will be considered as double-funding>

1) Korean Government Fellowship (ex. GKS Fellowship, etc)
2) The Fellowship in the name of the exchange support which provides a corresponding amount of DUO-Korea (500 to 1,000 Euro/month) by other governments or private institutions (ex. Mirae Essat Fellowship, etc)

<Fellowship that will *NOT* be considered as double-funding>

1) Any Fellowship provided by originating/destination institutions for the exchange program
2) Any kind of Academic Fellowship, Fellowship for low income family background support, or Repayable loans Fellowship

*Please be informed that even though we allow the above fellowship, if the respective institution does not allow double funding, you may follow their regulation.

5) **STEP 5. – Certification of Authenticity**

A copy of cooperation agreement, passport copies, transcripts, and motivation letters of paired applicants should be attached.

- All documents **should be submitted in English version**. If there is no official English version of each document, applicants need to submit translated version along with the original document.
- The preferred file formats are **JPG.** or **PDF**. Please set the name of the attachment files as a ***Name of document_Surname_Given name*** order (e.g. Passport_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 including the signatures and official stamp of the Korean Institution will be requested, only if your exchange project has been selected.

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.***

FAQ (English)

<Contents>

1. General Description 1

2. Application and Selection Procedure 1

3. How to write the Application Form 3

4. Further information 6

1. General Description

Q1. Can an Individual student apply?

A. No. **Only paired students can apply through the Korean institution.** Individuals wishing to take part in exchanges are advised to contact the relevant offices (e.g. International Relations Offices) of your institution.

Q2. How can I find a partner student?

A. Individuals need to check with the relevant offices in your institution for assistance. Please be informed that the ASEM-DUO Secretariat is not involved in finding partners or partner institutions.

Q3. How many times does DUO-Korea open for applications?

A. The call for applications of DUO-Korea is announced **ONLY once a year.** So if you are interested in an exchange in the fall of 2024 or spring of 2025, you should apply for DUO-Korea 2024.

Q4. How much is the amount of the fellowship?

A. **4,000 euros will be given for 1 semester (4 months, 120 days).** If a semester or stay period in the destination institution is longer than 4 months, fellowship will be given only for 4 months. However, if it is shorter than 4 months, the fellowship will be adjusted on a pro-rata basis.

2. Application and Selection Procedure

Q5. Who should submit the application?

A. On behalf of the two institutions and applicants, ***ONLY* the contact persons of the Korean institutions can fill out and submit the application through the website** of the ASEM-DUO Secretariat. Therefore, individuals who wish to apply need to provide all information and documents to the designated contact persons of your institution.

Q6. Who is the "Contact Person" indicated in the application form?

A. The contact person means a regular staff of institutions who arrange the exchange projects and is willing to communicate with the Secretariat in such event as verifying application details, monitoring exchanges, and providing further information on the status of the exchange. In most cases, international relations office staffs in educational institutions are in charge.

Q7. What are the required documents to apply?

A. All documents listed below should be submitted in English. If there is no official English version of each document, applicants need to submit translated version along with the original document;

a. An **online application**

b. A **valid cooperation agreement (MOU)** between paired institutions or declaration of intention to set up a new cooperation agreement

c. A copy of **valid passport** of paired applicants (A copy of National Registration Card (Korean) or a Citizen Card (European) also allowed, but a permanent residency card is not acceptable.)

d. A copy of **official transcript** of paired applicants (including the results until 2023 fall semester & Grading Scale)

e. A **motivation letter** of paired applicants (max. A4 1 pages, except cover page)

*You may find the **Motivation Letter Form** on the ASEM-DUO website using the link; https://asemduo.org/03_forms/forms_01.php

Q8. How to apply?

A. 1) For students who wish to apply

a. Please consult with the relevant offices in your institution to check your eligibility.

b. If you are eligible, please check the **Instructions for Application Form** carefully and send accurate information and documents to the contact person within the given timeline.

2) For contact persons of Korean institutions

a. Please guide the partner European Institutions and both student applicants to provide accurate information and documents.

b. Once you collect all documents and relevant information, please fill out an online application on the ASEM-DUO website on behalf of the two institutions and applicants within the given timeline.

c. Please make sure to click the **"submit" button**. For details, you may refer to the **DUO-Korea FAQ** or **General Description**.

3) For contact persons of European institutions

a. European institutions shall cooperate fully with the Korean institutions in providing

precise information of European applicants.

b. For details, you may refer to the **DUO-Korea FAQ** or **General Description**.

Q9. For DUO-Korea, who select exchange projects?

A. The DUO-Korea Selection Committee consists of Korean experts in the field of educational exchange and it selects successful applicants.

Q10. How long does the selection procedure take?

A. Approximately in 4 to 6 weeks, the selection will be made. As soon as the selection result is made, it will be announced on ASEM-DUO website, and **ONLY** the selected applicants and their contact persons will be informed by the Secretariat through e-mail.

Q11. What are the selection criteria?

A. This program aims to support a variety of exchange projects. Therefore, new exchange projects shall be given priority in selection. For more information, you may refer to ***2.6. Selection Criteria*** in the General Description.

3. How to write the Application Form

Q12. Should the periods of exchange and field of exchange coincide for pair?

A. Not necessarily. However, the exchange should be carried out **from August 1, 2024 until July 31, 2025.**

Q13. Should the academic years of the applicants coincide?

A. Not necessarily. If the exchange project is executed under the same MOU, undergraduate students and graduate students are both eligible for exchange.

Q14. If the applicant in leave of absence status during application period, how to specify the detailed?

A. If so, please write the reason shortly, such as *General leave for personal reason, military leave, sick leave, go abroad for language study, preparation for the exchange, etc.*

B. In addition, please write the current residence country during application period (2024 spring semester)

(Application page 1)

Q15. If we do not have an ID in the online application page, how can we apply?

A. Please contact the Secretariat and ask to add your institution to the list and get an ID. Please be informed that the ID only will be given to the contact person of the Korean Institution and **ONE** institution will have **ONLY ONE ID**.

(Application page 2)

Q16. If we could not find our European partner institution on the application page, how can we apply?

A. Please contact the Secretariat and ask to add your partner institutions. Also, you need to provide ***the official name of the partner institutions in English, their official website, and the country where it is located***.

(Application page 3)

Q17. If the applicant engages in the exchange for a whole year, how should we write the exchange duration?

A. Applying unit is fixed as one semester (1 semester). Thus, applicants need to choose **"one semester"** and specify the exchange period.

(Application page 4)

Q18. Any guidelines for the exchange details?

A. Please be informed that you need to list the courses **for one semester.** If you would study abroad for a whole year, please **choose** one semester to apply and **write** the courses that you will complete during that semester.

a. On a semester basis, **a minimum of 10 credits/20 ECTS** must be taken up at the destination institution. If your purpose of the exchange is other than Transfer of Credits, please specify in detail on page 3.

N.B. If actual courses happen to differ from the courses listed on the application, the contact persons or awardees 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 consequently reimbursement.

b. For Korean students, please write the courses (with ECTS) you would take at the European institution. For European students, please write the courses (with Korean credits) you would take at the Korean institution.

Q19. Do I need to take courses in the field of my major when I study in the destination institution? And is there any priority to specific fields of majors?

A. Not necessarily. And there is no priority to a specific major. However, **taking ONLY language training courses* or sports courses is not acceptable.**

*The major-related courses are allowed, such as German Literature, History of the Language, etc. However, language training courses/sports courses are NOT counted such as Korean speaking, Spanish 1, Tennis, etc.

Q20. I have not received any course list from the destination institution. How can I fill out the application?

A. You may refer to the course list of the previous semester.

B. If some courses are not provided during the exchange semester, there will be a chance to modify the course list. However, the procedure will be proceed after selection result is

announced. In this case, you need to find other relevant courses and get approval from the Secretariat, and please note that the credits/ECTS of the alternative courses should not be less than the credits (ECTS) written on the application.

Q21. Is it possible to receive a fellowship from another government or organization?

A. If this exchange project has already any other source of finance, or if you are planning to apply, you need to provide the detailed information such as name of fellowship, name of organization, fellowship amount, purpose of fellowship, fellowship amount, and announcement period, etc.

B. If unreported double-fund cases are found after the selection, the Secretariat may still reserve the right to cancel the fellowship and request the reimbursement of the fellowship in full.

Allowed	• Any Fellowship provided by originating/destination institutions for the exchange program • Any kind of Academic Fellowship, Fellowship for low income family background support, or Repayable loans Fellowship
Not Allowed	• Korean Government Fellowship (ex. GKS Fellowship, etc) • The Fellowship in the name of the exchange support which provides a corresponding amount of DUO-Korea (500 Euro to 1,000 Euro /month) by other government or private institutions (ex. Mirae Essat Fellowship, etc)

*Please be informed that even though we allow the above fellowship, if the respective institution does not allow double funding, you may follow their regulation.

(Application page 5)

Q22. If the passport is expired, what should I submit?

A. A copy of the national registration card for Koreans or a citizen card for Europeans is acceptable. However, if it is not written in English, an applicant needs to provide the English name same as the passport along with a copy of the document.

B. The applicants who only has permanent residence card, are not eligible.

Q23. Are there any guidelines for the official transcript?

A. Please submit the **official English transcript** including the **Grading Scale Table**.

a. If your institutions do not provide the English version, you need to submit the translated version in addition to the original transcript.

b. In case your institution does not adopt the ECTS grading system, you should attach the Grading Scale Table showing the calculation for conversion to ECTS. Also, please write the transferred ECTS on the application.

c. If you don't have the results of fall semester of 2023, please submit the transcript

including the results until the most recent semester and please specify the reason on the transcript.

Q24. Are there any guidelines for the Motivation letter?

A. You may write on the topic indicated on the cover page. Also, please ***DO NOT*** **write your name and name of institutions in the main text.**

Q25. Should we also send the original application?

A. No. It will be necessary only if your exchange project has been selected.

B. Once selected, the contact person of the Korean institutions should submit the original version including the signatures and official stamp of Korean institutions on behalf of the two institutions and awardee students.

4. Further information

Q26. Will the Secretariat provide flight tickets or accommodations? Are there any restrictions in using the fellowship?

A. No, you need to prepare flight-tickets or accommodation on your own or ask the contact person of the destination institutions for assistance. There are no restrictions on the usage of fellowship. It can finance tuition and living or travel expenses.

Q27. When do I receive the fellowship?

A. The first fellowship (50% of fellowship) will be transferred in 2 weeks prior to the expected arrival date in the destination country. The rest will be paid at the start of the 3rd month of the exchange period.

B. Please be informed that each installment will be transferred upon receiving the required documents. For details, the Implementation Guideline will be given after selection.

Q28. What are the obligations of the fellowship awardees?

A. Awardees should carefully read the notification letter and Implementation Guideline, and submit the relevant documents accordingly.

a. **Documents for initial fund request**: Original application, Letter of Acceptance, Official English Transcript, Flight schedules, and Request for Initial transfer

b. **Documents for final fund request**: Proof of arrival, Certificate of Course registration, Modification of Class Schedule (only for the changed course), and Request for final transfer

c. **Final Progress Reports**: Essay, Proof of departure and Transcripts from both institutions