

F. No. 32-14/2015-TS.I(Pt.)  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
Technical Section. I

Shastri Bhawan, New Delhi  
Dated : 2<sup>nd</sup> March, 2017

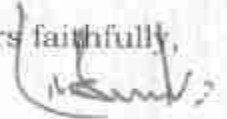
To  
Registrars,  
All IITs.

**Subject : DUO-Belgium / Flanders - ASEM - DUO Fellowship  
Programme - reg.**

Sir,

I am directed to forward a copy of O.M. No. 13-2/2017-ICC dated 16.01.2017 along with its enclosures received from International Cooperation Cell of this Ministry on the above mentioned subject for information and appropriate action.

Yours faithfully,



Encl : As above.

(Kundan Nath)  
Under Secretary to the Government of India  
Ph : 011-23381698

Copy to:

1. Under Secretary (ICC), MHRD.
2. Under Secretary (TC), MHRD.

①

F. No. 13-11/2017-TC  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
Technical Section (Coordination)  
\*\*\*\*\*


Shastri Bhavan, New Delhi  
Dated : 13 February, 2017

**Subject: DUO – Belgium/ Flanders - ASEM - DUO Fellowship**

Please find herewith letter O.M. 13-2/2017-ICC dated 16.01.2017 from International Cooperation Cell of this Ministry on the subject mentioned above.

2. All Divisional Heads under the administrative control of AS(T) are requested to take necessary action as appropriate.

Encl.: As above.

  
(Rajesh Singh Solanki)  
Under Secretary (TC)

US(TS I)/US(TS II)/US(ICT)

*11 Conf  
15/2  
Sh. Harish.*

S. No. 1(R)

F.No. 13-2/2017-ICC  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
International Cooperation Cell

206- C, Shastri Bhawan, New Delhi  
Dated the 16<sup>th</sup> January, 2017

**OFFICE MEMORANDUM**

**Subject: DUO – Belgium/ Flanders - ASEM – DUO Fellowship - reg**

The undersigned is directed to enclose herewith a copy of an email dated 16<sup>th</sup> December, 2016, from Director General, ASEM – DUO Fellowship Programme regarding the DUO – Belgium/ Flanders 2017 call for applications.

2. Copies of the General Description, Implementation Guidelines and Application Form of the DUO – Belgium/ Flanders 2017, which were attached in the email, are also enclosed herewith.

3. It is, hereby, requested to circulate this to all the educational institutions under the purview of respective bureaus.

Encl(s): As above

Yours faithfully

*A.K. Gopal*

(A.K. Gopal)

Under Secretary to the Government of India  
Tel: +91-11-2307 2112  
Email: [ak.gopal@nic.in](mailto:ak.gopal@nic.in)

To

As per list attached

*DEF*  
*mm*  
*25/1/2*

*msytc*

*21/2/17*  
*SOC*

*Bhati*  
*2/2/2017*

S. No. 1(R)

(1)  
(2)

F.No. 13-2/2017 -ICC  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
International Cooperation Cell

206- C, Shastri Bhawan, New Delhi  
Dated the 16<sup>th</sup> January, 2017

**OFFICE MEMORANDUM**

**Subject: DUO – Belgium/ Flanders - ASEM – DUO Fellowship - reg**

The undersigned is directed to enclose herewith a copy of an email dated 16<sup>th</sup> December, 2016, from Director General, ASEM – DUO Fellowship Programme regarding the DUO – Belgium/ Flanders 2017 call for applications.

2. Copies of the General Description, Implementation Guidelines and Application Form of the DUO – Belgium/ Flanders 2017, which were attached in the email, are also enclosed herewith.
3. It is, hereby, requested to circulate this to all the educational institutions under the purview of respective bureaus.

Encl(s): *As above*

Yours faithfully



(A.K. Gopal)

Under Secretary to the Government of India  
Tel: +91-11-2307 2112  
Email: [ak.gopal@nic.in](mailto:ak.gopal@nic.in)

To

As per list attached

*Handwritten notes and signatures:*  
DGC  
min  
2/2/2017  
2/2/17  
Socals  
Bhat  
2/2/2017

- 5
1. **Shri R. Subrahmanyam**, Additional Secretary (TE), MHRD [for comments on Article 5 of the draft agreement]
  2. **Shri Sukhbir Singh Sandhu**, Joint Secretary (CU&L), MHRD [for comments on Article 3 and Article 5 of the draft agreement]
  3. **Ms. Ishita Roy**, Joint Secretary (HE), MHRD [for comments on Article 5 of the draft agreement]
  4. **Shri Shashi Prakash Goyal**, Joint Secretary (NITs & DL), MHRD [for comments on Article 5 of the draft agreement]
  5. **Shri Rakesh Ranjan**, Joint Secretary (ICC/P), MHRD [for comments on Article 5 of the draft agreement]
  6. **Shri Praveen Kumar**, Joint Secretary (Admn.), MHRD [for comments on Article 5 of the draft agreement]
  7. **Ms. Darshana Momaya Dabral**, JS & FA, MHRD [for comments on Article 5 of the draft agreement]
  8. **Shri B.N. Tiwari**, DDG (Stat.), MHRD [for comments on Article 5 of the draft agreement]
  9. **Shri V.L.V.S.S. Subba Rao**, EA (HE), MHRD [for comments on Article 5 of the draft agreement]
  10. **Ms. Aparna S. Sharma**, Joint Secretary (BP, Minority, SC/ ST), MHRD [for comments on Article 5 of the draft agreement]

3  
4

ASEM-DUO | DUO-Belgium/Flanders 2017 Call for Application

December 16, 2016

Dear Mr. Ram Mahesh,

It is our pleasure to notify you that DUO-Belgium/Flanders 2017 is open for applications from December 15, 2016 until *March 31, 2017 Belgium local time*.

DUO-Belgium/Flanders Program is sponsored by Ministry of Education and Training in Belgium/Flanders with an aim to promote exchanges of people between Belgium/Flanders and 4 ASIAN ASEM member countries (China, India, South Korea and Vietnam) on a balanced and permanent basis.

Under the DUO-Belgium/Flanders Fellowship, 4 ASIAN ASEM member countries' university students can have financial supports for their exchange study in Belgium/Flanders. Details of DUO-Belgium/Flanders Fellowship including eligibility, criteria and application information are in the attachment for your information. I hope this information will be broadly spread in your higher education institutions, so that more people interested in exchanges with Belgium/Flanders institutions will have fellowship opportunities.

If you have any comments or further questions regarding the attached materials, please e-mail to the Secretariat of ASEM-DUO at [admin2@asemduo.org](mailto:admin2@asemduo.org). You may find relevant information regarding ASEM-DUO and DUO-Belgium/Flanders Fellowship from the Secretariat's website at <http://www.asemduo.org>

Please find the following attachments for further reference to DUO-Belgium/Flanders 2017 Program:

- DUO-Belgium/Flanders 2017 General Description
- DUO-Belgium/Flanders 2017 Implementation Guidelines
- DUO-Belgium/Flanders 2017 Application Form

We would appreciate if you give assistance in disseminating this information about DUO-Belgium/Flanders 2017 Program to the concerned institutions in India.

Sincerely,

Keuk-Je Sung, Ph.D.  
Director General  
Secretariat for ASEM-DUO Fellowship Programme

**Sohee Lee**

Program Officer

Secretariat for ASEM-DUO Fellowship

KPO Box 603, Seoul, Korea (03187)

(T) +82-2-720-6712

(F) +82-2-720-6715

(E) [shlee@asemduo.org](mailto:shlee@asemduo.org)

(H) [www.asemduo.org](http://www.asemduo.org)

### DUO-Belgium/Flanders: 1. General Description

DUO-Belgium/Flanders Fellowship Programme was established in 2011 with the aim of promoting exchanges of students between Belgium/Flanders and 4 Asian countries (China, India, South Korea and Vietnam) on a **balanced and permanent** basis. In this respect, DUO-Belgium/Flanders requires that a **PAIR (two persons)** of students will be exchanged in the framework of a cooperative project. Definition of 'student':

- Undergraduate (bachelor) and graduate (master) students who are currently enrolled in universities or university colleges in Flanders or one of the four Asian countries.
- Nationality of the student is not a criterion.

N.B.: All applicants should maintain their "student status" from the time of application until the end of their exchange period.

#### 1.1 Eligibility

Due to the unique nature of this program, in order to be eligible, the exchange project needs to fulfill all five requirements below:

- 1) A higher education institution in Belgium/Flanders(home institution) and an educational institution in Asia (host institution) have established an academic *cooperative agreement* or have the intention to set up a new cooperation agreement.
- 2) The Flemish higher education institution, as well as the Asian partner cannot ask tuition fees to the students for the exchanges.
- 3) The Flemish home institution has selected a Flemish student enrolled at the home institution to send to the Asian host institution, and such selection has been accepted by the Asian host institution. A Flemish student is defined as a student from any nationality, subscribed in a Flemish Higher Education Institution.
- 4) The same Asian host institution has selected an Asian student enrolled at the host institution to send to the Flemish home institution, and such selection has been accepted by the same Flemish home institution.
- 5) If the Flemish student has already started the exchange or the Asian student has already

(6)

stayed in Belgium/Flanders before the application period for DUO- Belgium/Flanders 2017, the application is not acceptable.

### **1.2. The Duration and the Amount of the DUO-Belgium/Flanders Fellowships**

DUO-Belgium/Flanders 2017 is for exchange projects, which will start from August 2017 and end before September 2018 to avoid duplication of implementation period of exchange projects selected by DUO-Belgium/Flanders in the ensuing years. The selection of DUO-Belgium/Flanders 2017 is made **ONLY** once a year. In this respect, those who are planning to exchange in Spring Semester of 2018 (January-August 2018) shall apply for DUO-Belgium/Flanders 2017.

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

*The amount of the fellowships is Standardized as follows:*

- 650 Euro/month for Flemish students and 800 Euro/month for Asian students
- 1,100 Euro for **BOTH** the Flemish student and the Asian student for the purpose of travel costs.

An extra 200 euro/month can be awarded to Flemish students that belong to the underrepresented groups in higher education (Flemish study grant, students in a working programme, students with disabilities recognized by VAPH).

The duration of exchange should be at least **one semester**. A semester is defined as the period including the eventual introduction activities, the period of teaching and the period of preparing and doing the examinations. A period of 15 days before the start of a semester is also accepted in the period of funding. Exchange of less than one semester is **NOT** allowed. If a semester is longer than 4 months in the visiting institution, fellowship will be given for 4 months. If a semester is less than 4 months in the Home/Host institutions, then the scholarship will be adjusted on a pro-rata basis.



## DUO-Belgium/Flanders: 2. Application Procedure

### 2.1. Who Applies?

The higher education institution in **Belgium/ Flanders** applies on behalf of **both** institutions and persons who are to participate in the exchange. Asian institutions shall cooperate fully with Flemish institutions in supplying precise information of Asian applicants. Individuals wishing to take part in exchanges are advised to contact the relevant offices (e.g. International Relations Offices) of the higher education institution to file an application for this program.

### 2.2. Application Period

Applications will be accepted from December 15, 2016 through March 31, 2017 local Belgian time. Applications submitted after March 31, 2017 will not be accepted.

### 2.3. Application Material for Submission

1. Filling out an Online Application Form.
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, signed by Head of Flemish Higher Education Institution by uploading to the website with scanned files (only valid one).
3. A copy of passport of paired applicants by uploading to the website with scanned files.
4. A motivation letter (max. 2 pages A4) of each of the paired applicants by uploading to the website.

If courses listed on the application differ from the actual courses, Contact Persons or Persons of Exchange are responsible to inform the Secretariat for approval; if this procedure is not taken beforehand, fellowship award to both students is subject to cancellation and consequently refund.

An Online application form for DUO-Belgium/Flanders can be found on the ASEM-DUO website at <http://www.asemduo.org>

1. Click JOIN US button and find the Name of Home Institution 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.

2. Enter your password with the minimum information of the contact person in Home University.
3. Home institution should fill out the whole application including the information of Host Institution. Application Form in PDF format can be downloaded from the ASEM-DUO website (<http://www.asemduo.org>) at the banner of Applications & Forms.
4. Once completed, please make sure to submit your application by clicking "submit" button. Home Institution should get a confirmation email from the secretariat within 3 days after completion of submission. If you don't get a confirmation email, please contact [admin2@asemduo.org](mailto:admin2@asemduo.org) promptly.
5. The rest of the documents (cooperation agreement, passport copy and motivation letter) can be uploaded in the last step of the application process.

**2.4. How and When is the Selection Made**

A Flemish Selection Committee, comprising Flemish experts and if possible representatives from Asian countries, will make the selection after the application deadline. The decision will be announced by May 2017.

The notification will be displayed on website, [www.asemduo.org](http://www.asemduo.org) and the Secretariat will directly notify Contact Persons in writing. Hard copies of notification and Letter of Acceptance (forms are also available at [www.asemduo.org](http://www.asemduo.org)) will be forwarded to both home and host institutions. Contact Persons may download forms of Letter of Acceptance, if they so wish.

Period	Application Procedure
December 15, 2016  March 31, 2017   April  May 2017	<pre> graph TD     A["Student &amp; Institution 1. Application 2. Cooperation agreement 3. Copies of passport"] --&gt; B["The Secretariat"]     B --&gt; C["Selection Committee by Flemish Ministry for Education &amp; Training"]     C --&gt; D(["Result &amp; Announcement"])           </pre>

### 2.5. Selection Criteria

Project proposals for the exchange of students in all disciplines will be accepted. However, priority shall be given to following disciplines:

- STEM (Science, Technology, Engineering, Mathematics)
- Political and social sciences
- Economy
- Communication Sciences

Very important: at least 25% of all scholarships will be awarded to students from underrepresented groups:

- Students who are entitled to a Flemish study grant, confirmed by AHOVOKS.
- Students with a disability, recognized by VAPH.
- Working students in a work programme. The student must be an employee, or must be looking for a job, and the study programme must be aligned with the work programme proposed by the employment service. Moreover, the student cannot have obtained a Master degree or a second cycle diploma yet.

The date of reference to determine whether a student comes from a low socio-economic background is the deadline of 31st March 2017.

If the proposal includes a student from an underrepresented group, it is important to make this clear in the application form.

**2.6. Fellowship Grants**

The DUO-Belgium/Flanders Fellowship for the selected exchange projects will be paid directly by the Secretariat to the bank accounts of students who participate in those exchange projects. There are no restrictions in using the fellowship.

**DUO-Belgium/Flanders: 3. Instruction for Application Form**

**3.1. Language of Application**

You should write your complete application (including documents/annexes) in **English**.

**3.2. Structure of the Application Form**

**1. STEP1. - Home 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 Home Institution.

- **CONTACT PERSON** means a regular staff of the Flemish institution who arranges the exchange project and is willing to communicate with the Secretariat in such events as verifying application details, transferring fellowship, monitoring exchanges and providing further information on the status of the exchange.
- **ASSISTANT PERSON** shall be capable of replacing the **CONTACT PERSON** in case

11

of emergency. Assistant Person can be a colleague of the Contact Person who knows the process of DUO-Belgium/Flanders.

- PERSON OF EXCHANGE shall be any Flemish student who will participate in the exchange.
- In a box for Institutional Criteria for selecting student to be exchanged, describe why you (or your institution) recommend the student.

N.B.: For each pair of an exchange project, the exchange period of the Belgian and Asian students does not necessarily need to coincide, and the field of exchange does not need to be the same.

## 2. STEP 2. – Host Institution

In this page, provide information of the host institution involved in the exchange project. The host institution shall be resided in 4 Asian countries (China, India, Vietnam, and South Korea).

- CONTACT PERSON means a regular staff of the Asian institution who arranges the exchange project and is willing to communicate with the Secretariat in such events as verifying application details, transferring fellowship, monitoring exchange and providing further information on the status of the exchange.
- ASSISTANT PERSON shall be capable of replacing the CONTACT PERSON in case of emergency. Assistant Person can be a colleague of the Contact Person who knows the process of DUO-Belgium/Flanders.
- PERSON OF EXCHANGE shall be any Asian student who will participate in the exchange.
- In a box for Institutional Criteria for selecting person to be exchanged, describe why you (or your institution) recommend the person of exchange for fellowship in detail.
- Confirmation on Agreement with Host Institution (to be signed by CONTACT PERSON at the Flemish Home Institution): since the contact person in the Flemish institution is required to complete the application on behalf of two people who will participate in the exchange between the home and the host institution (Asian institution), he/she should confirm here by checking "YES" that the contact person in the host institution also agrees with this submission of the application.

3. STEP 3. – Description of the Exchange Program

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

- Type of exchange: please check appropriate boxes to specify whether the students for exchange are in an undergraduate or in a graduate study.
- Duration of Exchange: As stipulated on the DUO-Belgium/Flanders General Description, the duration of DUO-Belgium/Flanders Fellowship is standardized on a semester basis.
- Purpose of Exchange: Please, specify what the purpose of the exchange is. Also fill in how many ECTS that will be recognized by home or host institution. As the duration is on semester basis, a minimum of 25 ECTS must be taken up at the host institution.

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

Under this heading, Flemish and Asian students' learning agreement should be listed during their exchanges periods. Details shall be elaborated as they will determine the selection of the application.

For your information, if courses listed on the application differ from the actual courses, Contact Persons or Persons of Exchange are responsible to inform the Secretariat for approval; if this procedure is not taken beforehand, fellowship award to both students is subject to cancellation and consequently refunded. Intensive language courses by students are not honored in this program.

If this exchange project has any other source of finance, please specify. Any private loan or family support is not applicable to this category.

5. STEP 5. – Certification of Authenticity

After completing all relevant items in appropriate manner on the entire field of application, please write the date and the names of contact person of the home institution and the President/director/head of international office of the institution in the section of Certification of Authenticity. Submit the form to the Secretariat by clicking "submit" button. The original printed version with the signatures will be requested if your project has been selected.

A Copy of Cooperation Agreement, passport and motivation letter of paired applicants should be attached. The preferred file formats of Cooperation Agreement and Passport for attachments are .jpg or .pdf.

### **3.3. After the submission: acknowledgement**

The acknowledgement on the receipt of submission will be sent to the contact person in the Flemish home institution by e-mail within 3 days after submission. If there is any application with incomplete or improper information, further information will be individually requested by the Secretariat.

14

**THE IMPLEMENTATION GUIDELINE TO  
THE DUO-BELGIUM/FLANDERS 2017  
FELLOWSHIP PROGRAMME**

This Implementation Guideline to the DUO-BELGIUM/FLANDERS 2016 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 THE HOME INSTITUTION (FLEMISH INSTITUTION)**

The Home 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 Institution may send the documents by fax, if they deemed that the timely delivery is not possible, but in such a case, original documents shall be received by the Secretariat within a reasonable period of time. Otherwise, the Home Institution shall arrange the best possible date for submission in consultation with the Secretariat in due time.

**1.1 The Application Form**

The application form, which has been submitted through the website to the Secretariat for consideration, shall be properly signed (copies are not acceptable) and/or sealed by the Contact Person at the Home Institution, and post-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 an official English transcript (included institution's official stamp) with the original application forms.

**1.3 Letter of Acceptance**

The letter of acceptance is a contract that awardees will observe, and they will adhere to



15

this Implementation Guideline offered by the Secretariat. The form should be signed by the awardees and contact persons enlisted on application forms and returned duly in order to stand eligible for fellowship fund. (Copies are not acceptable.)

**2. DOCUMENTS TO SUBMIT FOR VERIFICATION BY THE HOST INSTITUTION (ASIAN INSTITUTION)**

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 Host Institution may send the documents by fax, if they deemed that the timely delivery is not possible, but in such a case, original documents shall be received by the Secretariat within a reasonable period of time.

**2.1 Transcript**

Student awardees are required to enclose an official English transcript (included institution's official stamp) with the original application forms.

**2.2 Letter of Acceptance**

The letter of acceptance is a contract that awardees will observe, and they will 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 duly in order to stand eligible for fellowship fund. (Copies are not acceptable.)

**3. REQUEST FOR FUND TRANSFER**

**3.1 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" attached hereto 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 or arrange to send the Request for Transfer, a copy of the purchased air ticket by email, or alternatively, by facsimile, 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 or facsimile, whichever arrives earlier. The Secretariat shall promptly notify the Home/Host Institutions and the Persons of Exchange of the transfer of the Fund.

**3.2 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, or alternatively, by facsimile, 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, in writing, 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 shall result in full reimbursement of the fellowship.*

**3.3 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.*

**3.4 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 arrival and departure or exit date 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

18

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.

#### 4. FINAL PROGRESS REPORT

For student exchanges, 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 no later than 2 months upon completion. The list of courses on the learning agreement shall be closely examined with the actual courses taken on the transcript.

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

An Asian student shall refund half of the financial assistance he/she receives as a scholar if he/she fails every course (also if he/she only passes a language course).

#### 5. 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 this implementation guideline, 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 this Implementation Guideline 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 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 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.

## 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 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.

## 7. ASSIGNMENT

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

20

## 8. FINAL PROVISIONS

### 8.1 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 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 Home or Host Institutions and Persons of Exchange shall be resolved by a Court sitting in the City of Seoul.

### 8.4 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."

(11)  
(21)

## DUO-Belgium/Flanders Fellowship Programme

### Application for academic year 2017/18

ID number	Date of submission
-----------	--------------------

HOME INSTITUTION (in BELGIUM-FL)			
Name of Institution			
Address			
	Country	BELGIUM-FL	Zip Code
<b>1) CONTACT PERSON</b> <i>(should not be the same as the institution of the person of exchange)</i>			
Last Name	(Dr./Mr./Mrs./Ms.)	First Name	
Position	Department		
Address			
	Country	BELGIUM-FL	Zip Code
Tel	32-	Fax	
Email			
Assistant Last Name	(Dr./Mr./Mrs./Ms.)	First Name	
(Please write the person who can be contacted in case of emergency.)			
<b>2) INFORMATION ON THE PERSON OF EXCHANGE</b>			
Last Name		First Name	
Date of Birth	(dd/mm/yyyy)	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Nationality		National Registration No.	
Student Major			
Applying field of study	<input type="checkbox"/> STEM (science, technology, engineering, mathematics) <input type="checkbox"/> Political sciences <input type="checkbox"/> Social sciences <input type="checkbox"/> Economy <input type="checkbox"/> Communication sciences <input type="checkbox"/> Others (pls. specify):		
Grade (how many years in attendance) If applicant is a graduate student, click in a graduate box. (DO NOT select grade)		ECTS:	
Tel	32-	Fax	
Email			
Institutional criteria for selecting above person to be exchanged!			
(Please describe why your institution recommends above person for the fellowship at UCL. You may add recommendation letter as attachment.)			

27

HOST INSTITUTION (in Asian Country)			
Name of Institution			
Address			
	Country	Zip Code	
<b>1) CONTACT PERSON</b> (should not be the same as the information of the person of exchange)			
Last Name	(Dr./Mr./Mrs./Ms.)	First Name	
Position	Department		
Address			
	Country	Zip Code	
Tel	Fax		
Email			
Assistant	(Dr./Mr./Mrs./Ms.)	First Name	
Last Name	(Please write the person who can be contacted in case of emergency)		
<b>2) INFORMATION ON THE PERSON OF EXCHANGE</b>			
Last Name		First Name	
Date of Birth	(dd/mm/yyyy)	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Nationality			
Student Major			
Applying field of study	<input type="checkbox"/>	STEM (science, technology, engineering, mathematics)	
	<input type="checkbox"/>	Political sciences	
	<input type="checkbox"/>	Social sciences	
	<input type="checkbox"/>	Economy	
	<input type="checkbox"/>	Communication sciences	
	<input type="checkbox"/>	Others (pls. specify)	
Grade (how many years in attendance):			
If applicant is a graduate student, click in a graduate box. (DO NOT select grade)			
Tel	Fax		
Email			
Institutional criteria for selecting above person to be exchanged: (Please, describe why your institution recommends above person for the fellowship in detail. You may add recommendation letter in attachment.)			

20  
23

**Confirmation on Agreement with Host Institution**

I, the contact person in the home institution, hereby confirm that the persons to be exchanged and the contact person in the host 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 FLEMISH to ASIAN Institution		From ASIAN to FLEMISH Institution	
Type of Exchange	STUDENT	<input type="checkbox"/> Bachelor <input type="checkbox"/> Master	STUDENT	<input type="checkbox"/> Bachelor <input type="checkbox"/> Master
Duration	Starting Date	(dd/mm/yyyy)	Starting Date	(dd/mm/yyyy)
	Ending Date	(dd/mm/yyyy)	Ending Date	(dd/mm/yyyy)
	Exchange Period	1 semester / 1 year	Exchange Period	1 semester / 1 year

**PURPOSE OF EXCHANGE**

STUDENT	<input type="checkbox"/> Study
	<input type="checkbox"/> Internship
	<input type="checkbox"/> Research
	<input type="checkbox"/> Others:

FROM FLEMISH TO ASIAN INSTITUTION

How many ECTS for transfer?

*(30 ECTS or equivalent is recommended)*

FROM ASIAN TO FLEMISH INSTITUTION

How many ECTS for transfer?

*(30 ECTS or equivalent is recommended)*



24

--

**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 course ONLY is not acceptable. Any change in course schedule should be duly reported to the Secretariat for approval.)*

25/10/20

Learning agreement (Class Schedule) of the Belgian Student

Name of subject	ECTS	Comments if necessary

Learning agreement (Class Schedule) of the Asian student

Name of subject	ECTS	Comments if necessary

**SOURCE OF FINANCE**

Do you have any other source of finance to fund 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.

26

26

Date: \_\_\_\_\_ (Name/Signature) Contact Person of Home Institution:

(Name/Signature) President/director/head of international office of the institution.

Official stamp of institution.

- Please upload the MOU agreement between two universities.
- Please upload the copies of passport of two students.
- Please upload the transcripts of two students.
- Please upload the motivation letters of two students.
- Please upload the recommendation letter if you have. (Not mandatory)
- 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.