2021 DUO-Korea Fellowship Programme

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1. General Description

CAUTION: If any application falls under the following 3 cases, the application is disqualified and will not be considered for selection. If such cases are founded 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 3 cases*.**

- Case 1. The transfer of credits is less than 10 credits / 20 ECTS (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 (2021 spring term), the Korean student does not stay in Korea or the European student does not stay in Europe (leave of absence is allowed)

DUO-Korea Fellowship Programme was established in 2001 with the aim of promoting exchanges of people between Korea and 30 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 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 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** ***EU citizen*** **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 2021**, are not acceptable.

1.2. Duration and Funding

DUO-Korea 2021 is for exchange projects, which will start **from August 2021 and end before August 2022** to avoid duplication of implementation period of exchange projects selected by DUO-Korea in the ensuing years.

The selection of DUO-Korea 2021 is made ***ONLY*** once a year. In this respect, those who are planning to exchange in Spring Semester of 2022(January-July 2022) shall apply for DUO-Korea 2021.

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

- For students: 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 5(Mon) to May 11(Tue), 2021** local Korean time. Applications submitted **after May 11 (Tue), 2021 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 2021. ONLY a staff of the relevant office (e.g. International Relations Offices) can be the contact person.

2.3. Documents for Submission

*All documents should be written in English.

1. Filling out an **online application** Form ONLY.
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 **passport** of paired applicants (a copy of national registration card for Koreans or citizen card for Europeans are acceptable)
4. A copy of **transcript** of paired applicants (including the grades until fall semester 2020)
5. A **motivation letter** of paired applicants (max. 2 pages A4)

2.4. Application Submission

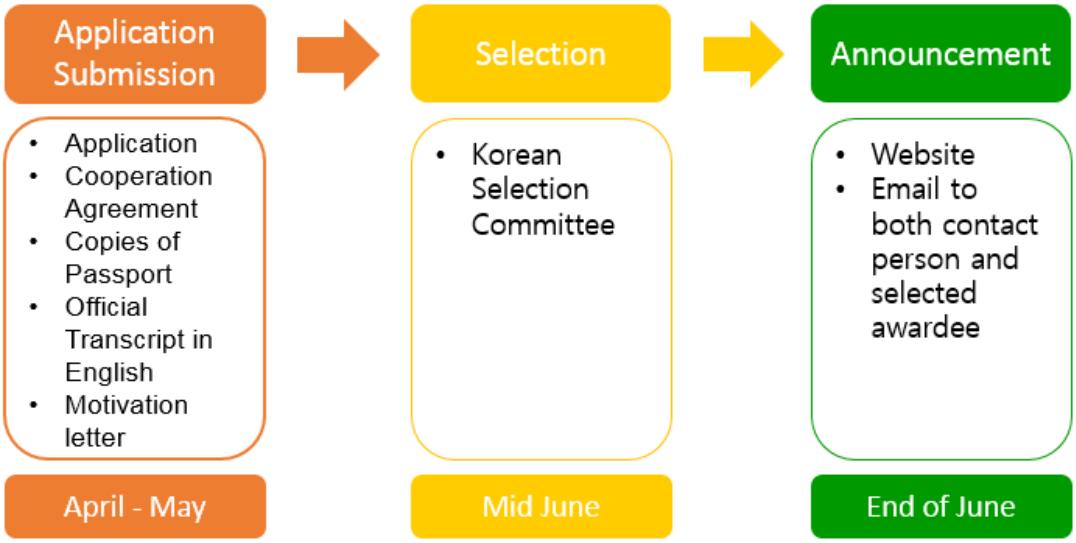
1. Enter your ID and password on the LOGIN page to fill out an online application.
2. Korean institutions should fill out the whole application including the information of European institutions. For detailed guidelines, you may refer to **3. Instruction for Application Form.** The application form can be downloaded from the ASEM-DUO website (http://www.asemduo.org) at the banner of Forms.
3. The rest of the documents (cooperation agreement, passport copies, transcripts and motivation letters) can be uploaded in the last step 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.

※ Click JOIN US button 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. One institution will have ONLY ONE ID and there should be **ONLY one contact person** in the same **Korean institution**.

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 2021**.

The selection results will be notified on the ASEM-DUO website, and the Secretariat will directly inform contact persons/awardees with the hard copies of notification and Letter of Acceptance. The contact persons may download the forms of Letter of Acceptance at www.asemduo.org at the banner of Forms.



2.6. Selection Criteria

*For DUO-Korea 2021, the priority will be given to the exchange projects which will be implemented in 2021 (ONLY relates to Korea-Germany exchange)

New projects shall be given priority in selection. Besides, the followings will be considered for selection;

1. New Exchange Projects (which have not been selected until DK2020)
2. Motivation letters
3. Courses to take in Korean/European institutions
4. Recommendation of institutions
5. GPA

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. Instruction for Application Form

3.1. Language of Application

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

3.2. Structure of the Application Form

1) STEP 1. – Korean 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 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 students who will participate in the exchange.
- **Grade** means how many academic years a Korean student has accomplished (you may include the spring semester of 2021). However, graduate students must click "Graduate" box.
- **GPA** means a grade which a Korean student has earned up to the fall semester of 2020
- 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 European students who will participate in the exchange.
- **Grade** means how many academic years a European student has accomplished (you may include the spring semester of 2021). However, graduate students must click "Graduate" box.
- **ECTS** means a whole ECTS that a European student has earned up to the fall semester of 2020
- 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.
- **Duration of Exchange**: Please write the duration of the DUO-Korea Fellowship on a semester basis. If a person of exchange will engage in the exchange for the whole year, please choose the semester would like to apply for this program.
- **Purpose of Exchange**: Please, specify what the purpose of the exchange is and fill in how many credits/ECTS will be completed at the Korean/European 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 to both students 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, please elaborate on it. (Any support from institutions is allowed.)

5) STEP 5. –Certification of Authenticity

A copy of cooperation agreement, passport copies, transcripts, motivation letter of paired applicants should be attached. The preferred file formats are JPG. or PDF.

※Save the attachment files as *a Surname Given_name order (e.g. 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 will be requested, only if your exchange project has been selected. The contact persons of the Korean institutions should submit the original version including the signatures and official stamp of Korean institutions on behalf of two institutions.

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.