



Universitets- och
högskolerådet



ASEM-DUO

DUO SWEDEN FELLOWSHIP PROGRAM

**General Description
&
Guidelines**

2016/2017



Index

1. General Description	3
1.1 Eligibility	3
1.2 The Duration and the Amount of the DUO-Sweden Fellowships.....	4
2. Application Procedure	4
2.1 Who Applies?	4
2.2 Application Period	5
2.3 Application Material for Submission	5
2.4 How and When is Selection Made	6
2.5 Fellowship Grants	7
3. Instruction for Application Form	7
3.1 Language of Application	7
3.2 Structure of the Application Form	7
3.2.1 Page 1 – Home Institution	7
3.2.2 Page 2 – Host Institution	8
3.2.3 Page 3 – Description of Exchange Program	8
3.2.4 Page 4 – Exchange Details/ Source of Finance	9
3.2.5 Page 5 – Certification of Authenticity	9
3.3 After the submission: acknowledgement	10
Implementation Guideline to the DUO-Sweden 2015 Fellowship Program	10
4. Documents to Submit for Verification by the Home Institution (<i>Swedish INSTITUTION</i>)	10
4.1 The Application Form	10
4.2 Transcript	11
4.3 Letter of Acceptance	11
5. Documents to Submit for Verification by the Host Institution (<i>Asian institution</i>)	11
5.1 Transcript	11
5.2 Letter of Acceptance	11
6. Request for Fund Transfer	12
6.1 Initial Request for Transfer	12
6.2 Official Class Registration	12
6.3 Final Request for Transfer	12



6.4 Proof of Departure.....	13
7. Final Progress Report	13
8. Representation and Warranties	14
9. Cancellation	15
10. Assignment	15
11. Final Provisions	15
11.1 Indemnification	15
11.2 Governing law	15
11.3 Dispute resolution	15
11.4 Authority of Selection.....	16



1. General Description

DUO-Sweden Fellowship Program was established in 2010 with the aim of promoting exchanges of people between Sweden and Asian countries (the 21 Asian countries: including Australia, Bangladesh, Brunei Darussalam, Myanmar, Cambodia, China, India, Indonesia, Japan, Kazakhstan, Korea, Laos, Malaysia, Mongolia, New Zealand, Pakistan, the Philippines, Russia, Singapore, Thailand and Vietnam) on a balanced basis. In this respect, DUO-Sweden requires that a PAIR (two persons) of students be exchanged in an academic cooperative arrangement. Definitions of students are as below:

- Students: undergraduate and graduate students who are currently enrolled in universities

N.B.: All applicants shall maintain their "student status" at the time of application until the time they are engaged in the exchange, and the scholarship is only available for those who will study fulltime during their exchange period.

1. 1 Eligibility

Due to this unique nature of this program, in order to be eligible, the following are required:

Your exchange fulfills all three requirements below:

- An educational institution in Sweden (home institution) and an educational institution in Asia (host institution) have established an academic ***cooperative arrangement/inter-institutional agreement***; and
- The Swedish home institution has ***selected*** an ***EU national*** student enrolled at the home institution to send to the Asian host institution, and such selection has been ***accepted*** by the Asian host institution; and
- The ***same*** Asian host institution has selected an ***Asian*** student enrolled at the host institution to send to the Swedish home institution, and such selection has been accepted by the ***same*** Swedish home institution.



1.2 The Duration and the Amount of the DUO-Sweden Fellowships

DUO-Sweden 2016/2017 is for exchange projects, which will start from August 2016 and end before September 2017 to avoid duplication of implementation period of exchange projects selected by DUO-Sweden in the ensuing years. The selection of DUO-Sweden 2016/2017 is made **ONLY** once a year. In this respect, those who are planning to exchange in Spring Semester of 2017 (January-August 2017) shall apply for DUO-Sweden 2016/2017.

The duration of fellowship is limited to one semester (or 4 months, whichever comes earlier). The amount of the fellowships is **standardized** as follows:

- 3,500 Euros for Asian student and 3,500 Euros for Swedish students in a pair, in high income country. For Middle and Low income countries the Asian student get 4,000 Euros and the Swedish student get 3,000 Euros.

The duration of exchange should be at least one semester and the scholarship is only available for those studying fulltime (minimum 24 ECTS/16 weeks). 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. (A definition of fulltime study in Sweden is 30 ECTS credits per semester, which is in general 20 weeks.)

In the event that a student exchange lasts for a fewer number of weeks than granted, then the scholarship will be adjusted on a pro-rata basis and repayment of the funds provided will be required.

2. Application Procedure

2.1 Who Applies?

The educational institution in **Sweden** applies on behalf of **both** institutions and people who are to participate in the exchange. Asian institutions in partnership with Sweden institutions shall cooperate fully with Swedish 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 educational institutions to file an application for this program.

2.2 Application Period

Applications will be accepted from **April 25 through May 20, 2016 local Swedish time**. Applications sent or posted after May 20 will not be accepted.

2.3 Application Material for Submission

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, signed by Head of Swedish Higher Education Institution* by uploading to the website with scanned files
3. A copy of passport of paired applicants by uploading to the website with scanned files

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-Sweden can be found on the ASEM-DUO website at <http://www.aseduo.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.aseduo.org>) at the banner of Applications & Forms.
4. Once completed, please make it sure to submit your application by clicking "submit" button. Home Institution should get a confirmation email from the



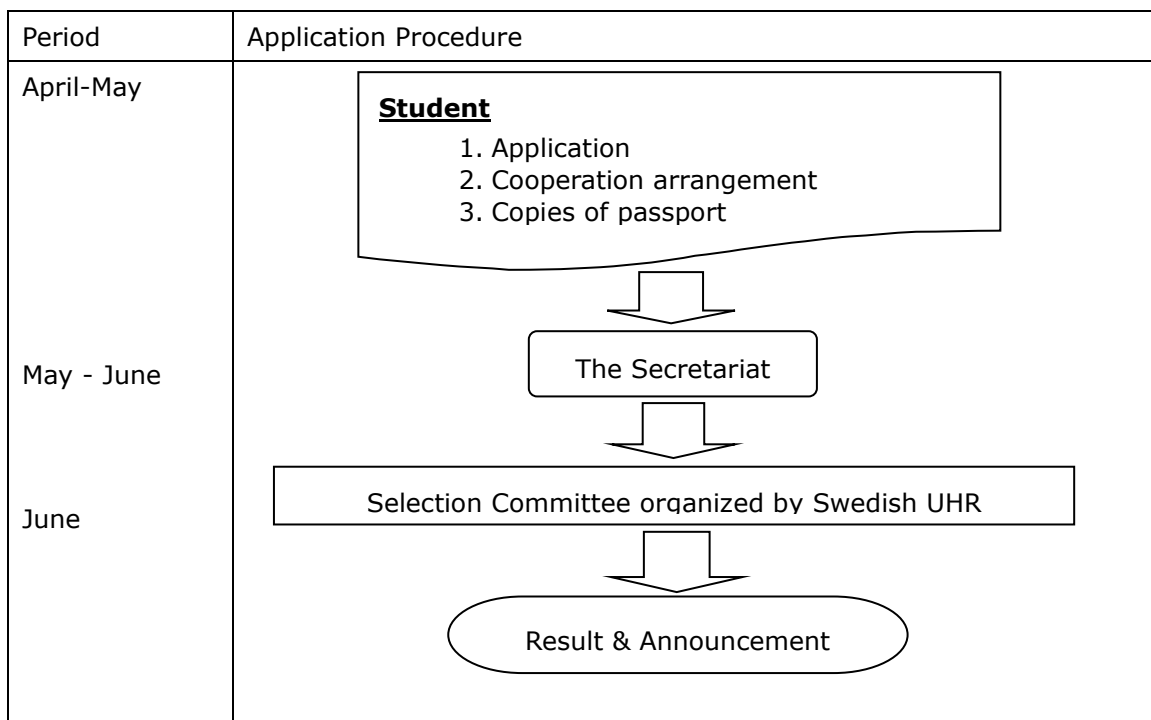
secretariat within 3 days after completion of submission. If you don't get a confirmation email, please contact admin2@asemduo.org promptly.

The rest of the documents (cooperation agreement, passport copy) can be uploaded in the last step of the application process.

2.4 How and When is Selection Made

A Swedish Selection Committee, organized by the Swedish Council for Higher Education (UHR), will make the selection after the application deadline. The decision will be announced in June 2016. Selection criteria are at the discretion of the Swedish Selection Committee.

The notification will be displayed on website, 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) will be forwarded to both home and host institutions. Contact Persons may download forms of Letter of Acceptance, if they so wish.





2.5 Fellowship Grants

The DUO-Sweden Fellowship will be paid directly by the Secretariat to the bank accounts of selected students who participate in the exchange program. 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

3.2.1 Page 1 – 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.

- *Address* means a full detailed one which is not only for domestic post but also for overseas post. Do not write the post-office box number and City Name must be written.
- *CONTACT PERSON* means a regular staff of Swedish university or institution which arranges 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.
- *PERSON OF EXCHANGE* shall be any Swedish (or EU national) student who will participate in the exchange.
- *ECTS* means a whole ECTS that a Swedish student has earned since he/she entered the Swedish university or institution.
- Click the box for Grade and find how many years (1-6) a Swedish student has accomplished so far (including the spring semester 2016) at Home Institution. **Master/Ph. D course student must click Graduate under numbers.**

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



3.2.2 Page 2 – Host Institution

In this page, provide information of host institution involved in the exchange project. The host institution shall be resided in 21 Asian countries.

- *Address* means a full detailed one which is not only for domestic post but also for overseas post. Do not write the post-office box number and City Name must be written.
- *CONTACT PERSON* means a regular staff of Asian university or institution which arranges the exchange 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.
- *PERSON OF EXCHANGE* shall be Asian student who will participate in the exchange.
- *ECTS* means a whole ECTS which an Asian student has earned since he/she entered the Asian university or institution.
- Click the box for Grade and find how many years (1-6) an Asian student has accomplished so far (including the spring semester 2016) at Host Institution. **Master/Ph. D course student must click Graduate under numbers.**
- *Confirmation on Agreement with Host Institution (TO BE SIGNED BY CONTACT PERSON at the Swedish Home Institution)*: since the contact person in Swedish school is required to complete the application on behalf of two people who will participate in the exchange and the host institution (Asian school), he/she should confirm here by checking on "YES" that the contact person in the host institution also agrees with this submission of the application.

3.2.3 Page 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*: As stipulated on the DUO-Sweden General Description, duration of DUO-Sweden Fellowship is standardized on a semester-basis. For students, 1 semester means 4 months.



- Purpose of Exchange: Please specify what the purpose of the exchange is. Also fill in how many credits (ECTS) that will be recognized by home or host institution.

N.B.: For each pair of an exchange, if the pair applies for Transfer for Credits, both students have to transfer their exchange credits to their originating institution after their exchange. If any of them will not transfer their exchange credits, those pair also needs to click for Others and specify in detail.

3.2.4 Page 4. – Exchange Details

- Under this heading, Swedish and Asian students' class schedules should be listed during their exchanges periods. Details shall be elaborated as they will determine selection of application. Also intensive language course by students is not honored in this program.

NB.: If courses listed on the application differ from the actual courses on the course certificate, Persons of Exchange or Contact Persons are responsible to inform the Secretariat for approval as soon as possible. If this procedure is not taken beforehand, fellowship award to both students is subject to cancellation and consequently refund. Forms can be downloaded from our website, www.aseduo.org.

- Confirmation and recognition of the study period abroad **TO BE SIGNED BY CONTACT PERSON at the Swedish Home Institution (see information 3.2.2)**.

3.2.5 Page 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 Home institution and the President or Director of 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 (valid one) and passport 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 Swedish 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.

Implementation Guideline to the DUO-Sweden 2016 Fellowship program

This Implementation Guideline to the DUO-Sweden 2016 Fellowship Program has been established by the Secretariat for the ASEM-DUO Fellowship Program ("Secretariat") for the mutually convenient and efficient implementation of the fellowship to be provided for an exchange project ("Project"). The Home and Host Institutions are represented by the contact persons as specified in the Project ("Contact Persons").

4. Documents to Submit for Verification by the Home Institution (Swedish INSTITUTION)

The Home Institution shall submit or arrange to submit the following documents to the Secretariat within **one (1) month** after the notification of the award selection by the Secretariat. If any exchange starts earlier than one month after the selection announcement, following documents shall be sent to the Secretariat prior to the actual implementation of the exchange. The Home Institution may send the following 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.

4.1 The Application Form

The application form, which has been submitted through the website to the Secretariat for consideration, shall be properly signed 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.

4.2 Transcript

Student awardees (from Sweden) are required to enclose official English transcripts which includes institution's official stamp with the original application forms by post.

4.3 Letter of Acceptance

The letter of acceptance, which is attached to this Implementation Guideline, is a contract that awardees will observe and adhere to this Implementation Guideline offered by the Secretariat. The form should be signed by the awardees and contact persons enlisted on application forms and returned duly in order to stand eligible for fellowship fund. *Copies are not acceptable.*

5. Documents to Submit for Verification by the Host Institution (Asian institution)

The Host Institution shall submit or arrange to submit the following documents to the Secretariat within **one (1) month** after the notification of the award selection by the Secretariat. If any exchange starts earlier than one month after the selection announcement, following documents shall be sent to the Secretariat prior to the actual implementation of the exchange. The Host Institution may send the following 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.

5.1 Transcript

Student awardees (from Asia) are required to enclose official English transcripts which includes institution's official stamp by post.

5.2 Letter of Acceptance

The letter of acceptance, which is attached to this Implementation Guideline, is a contract that awardees will observe and adhere to this Implementation Guideline offered by the Secretariat. The form should be signed by the awardees and contact



persons enlisted on application forms and returned duly in order to stand eligible for fellowship fund. *Copies are not acceptable.*

6. Request for Fund Transfer

6.1 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 or arrange to send the Request for Transfer, a copy of the purchased air ticket by e-mail, 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 expected departure date shown on air tickets by e-mail or facsimile, whichever arrives earlier. The Secretariat shall promptly notify Home/Host Institutions and the Persons of Exchange of the transfer of the Fund.

6.2 Official Class Registration

Persons of Exchange (the Students) shall send a copy of Official Class Registration in host institution by e-mail, 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 class schedule has any changes from the one which was submitted with Application Form, such changes should be, in writing, notified to and approved by the Secretariat. **Note. Any failure of such notification to approval by the Secretariat can result in full reimbursement of the fellowship.** Forms can be downloaded from our website, www.aseduo.org.

6.3 Final Request for Transfer

The second installment shall be transferred at the start of the 3rd 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 expected departure to the origination institution. If the stay of Persons of Exchange in Home/Host Country **does not reach the minimum required period (1 semester or 4**



months, whichever comes earlier) or goes beyond the dates of exchange, it should be explicitly mentioned in the Final Request for Transfer.

6.4 Proof of Departure

Persons of Exchange shall submit to the Secretariat a proof of departure to their originating institution, **within one (1) month after the actual date of return to the originating institution**. A copy of travel documents that explicitly show the arrival and departure dates (such as air tickets and boarding card) together with Certificate of attendance 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 (16 weeks) without the Secretariat's acknowledgement, Persons of Exchange shall reimburse fellowship amount on a pro rata basis. If the exchange period goes beyond the dates for exchange, the Contact Persons of Home/Host Institutions should verify them in writing to the Secretariat. This verification shall replace the proof of departure. If the actual date of departure is earlier than the date of departure indicated in the 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.

7. 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) on the achievement through the Project. A copy of English 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. List of schedule enlisted on application shall be closely examined with 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.



8. 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 are 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, participate in the Project and 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 action, and all consents or approvals that may be required as a condition to the legality, validity, binding nature and enforceability of this Implementation Guideline and the Project have been duly obtained and are in full force and effect;
- 4) Neither the execution and delivery of this Implementation Guideline nor the performance of the obligations hereunder will violate, conflict with or result in any breach of any term, condition or provision of, or constitute a default under, any law, regulation or court order;
- 5) Any changes to the Project from the description contained in the application shall require prior written approval of the Secretariat;
- 6) In those cases when a student at a 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.

9. 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.

10. 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.

11. Final Provisions

11.1 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.

11.2 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.

11.3 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.



Universitets- och
högskolerådet



ASEM-DUO

11.4 Authority of Selection

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