

DUO-India Fellowship Programme (Professors)

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1. General Description

DUO-India Fellowship Programme is established in 2019 with the aim of promoting exchange of people between India and European countries on a ***balanced and permanent*** basis. For this program, only such institutes which are part of the Joint Research Projects under Scheme for Promotion of Academic and Research Collaboration (**SPARC**) are eligible to participate.

DUO-India aims to fund every year, 50 professor-pairs for exchanges for one month, starting from 2020 onwards aiming to provide mobility between Indian and European institutes. In this respect, DUO-India requires that a ***PAIR (two persons)*** of professors to be exchanged, and they should be from any of the collaborating institution (both home and host) under SPARC projects.

The list of such institutes (both Indian & European) can be seen in <https://sparc.iitkgp.ac.in/>. As of now, 14 European countries namely **Austria, Belgium, Denmark, Finland, France, Germany, Italy, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland** and **UK** are part of SPARC programme.

Eligibility

Applicants must be **member of the academic or scientific staff** of institutions coming under the “SPARC” collaboration (i.e. they must be remunerated by the Higher Educational Institution and it must be their main occupation).

However, the following groups **are not entitled** for a fellowship:

- Students and PhD students;
- Professors emeritus, honorary professors;
- Teaching assistants.

Exemptions are possible for the colleges of arts. The selection committee will assess on a case-by-case basis.

The exchange is done by pairs- one professor from Indian HEI is hosted by a European institution and vice versa.

The exchange must necessarily **take place between the two same institutions, but does not need to take place in the same time span, nor between two identical departments.**

N.B.: All applicants shall maintain their position at the time of application until the time they are engaged in exchanges.

1.1. Selection

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

The exchange fulfills all the two requirements below:

1. The Indian institute (Home institute) will **select** an *Indian national* professor of the Home institute to send to the European institute (Host institute), and such selection has been **accepted** by the Host institute;
2. The **same** Host institute will select an **EU citizen** professor of the Host institute to be sent to the Home institute, and such selection has been accepted by the Home institute.

1.2. Duration and Fellowship

DUO-India 2020 is for exchange of professors between **January and December 2020**. The selection of DUO-India would be made **ONLY** once a year. In this respect, those who are planning to exchange in 2020 shall apply for DUO-India 2020 within the timelines specified below.

The duration of exchange should be at least one month. If an exchange period is longer than 1 month, fellowship will be given for 1 month and if an exchange period is less than 1 month (should not be shorter than 3 weeks), **the fellowship will be adjusted on a pro-rata basis.**

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

Detail	Amount in Euro
Europe to India (one month)	
Travel to and from Indian institute	1,000
Living expenses @ 2,000 EURO per month for 1 month	2,000

Total for EU professors in India	3,000
India to Europe (one month)	
Travel to and from European institute	1,000
Living expenses @ 2,000 EURO per month for 1 month	2,000
Total for Indian professors in EU	3,000

2. Application and Selection Procedure

2.1 Application Period

Applications will be accepted **from July 15 to August 31, 2019** local Indian time. Applications sent or posted **after August 31, 2019 will not be accepted.**

2.2. Who Applies?

The Indian institute applies on behalf of **both** institutes and people who are to participate in the exchange. European institutes in partnership with Indian institutes shall cooperate fully with Indian institutes in supplying precise information of European applicants.

Individuals wishing to take part in exchanges are advised to contact the **relevant offices, most probably international relations offices** of the institute to file an application for this program.

The Home institute will decide the contact person for DUO-India Fellowships, who should be probably from International Relations Office and other than the Professor / Lecturer.

2.3. Documents

- 1) Filling out an **Online Application Form** ONLY.
- 2) A copy of **Passport** of paired applicants (a copy of document showing nationality for Indians or citizen card for Europeans are acceptable)
- 3) A copy of **CV** of paired applicants

2.4. Application Submission

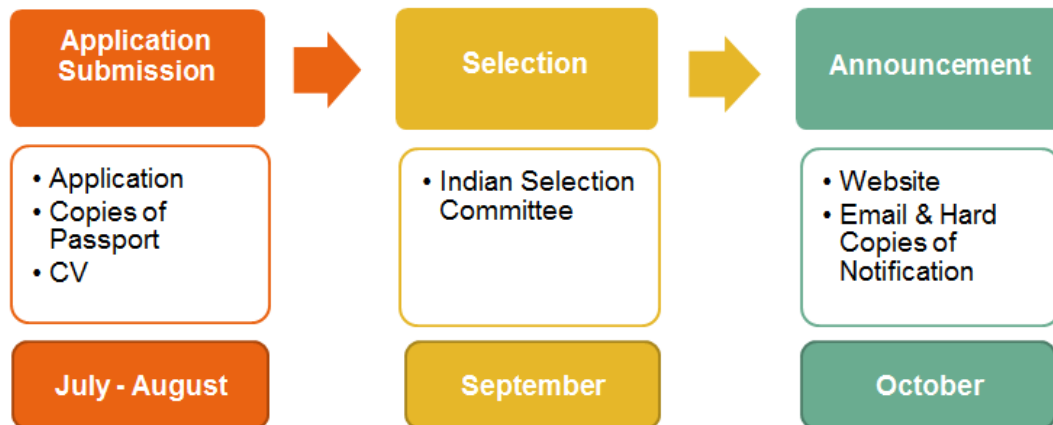
- 1) Click **JOIN US** button and find the Name of Home institute to get an ID.
 - ✘ If you don't find the name of your institute, please contact the Secretariat at admin2@asemduo.org to add your institute to the list.
- 2) Enter your password with the minimum information of the contact person in Home institute. One institute can get ONLY one ID.
- 3) There should be **ONLY one contact person** in the same institute.

- 4) **Home institute should fill out the whole application** including the information of Host institute. If needed, Application Form in word file can be downloaded from the ASEM-DUO website (<http://www.asemduo.org>).
- 5) The rest of the documents (Passport Copies and CV) can be uploaded in the last step of the application process.
- 6) Once completed, please make it sure to submit your application by clicking "**Submit**" button. Home institute 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.

2.5. Selection Method

An Indian Selection Committee, as decided by the Apex Committee of SPARC will make the selection after the application deadline. The decision will be announced by **October 2019**, subject to change depending upon the work load.

The notification will be displayed on website, www.asemduo.org and the Secretariat will directly notify Contact Persons/Awardees 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 institutes. Contact Persons may download forms of Letter of Acceptance, if they so wish.



2.6. Selection Criteria

- 1) Appropriateness of proposal
- 2) Ability to carry out exchange
- 3) Contribution to the promotion of exchange

2.7. Fellowship Amount

There are no restrictions in using the fellowship. It can finance the tuition, and living or travel expenses. However, if you stay in exchange country less than 1 month or traveled without informing the Secretariat in advance, the fellowship will be adjusted on a pro-rata basis. ~~There can be restrictions to the choice of airlines subject to further notice.~~

Indian faculty may travel as per the existing guidelines of Government of India and the European faculty may travel by the cheapest route to India.

3. How to Fill out Application Form

3.1. Language of Application

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

3.2. Structure of the Application Form

1) Page 1. – Home institute

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 institute.

- **CONTACT PERSON:** means a regular staff of Home institute who 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. The Home institute will decide the contact person for DUO-India Fellowships, who should preferably be from international relations office.
- **PERSON OF EXCHANGE:** shall be an Indian professor who will participate in the exchange.

N.B.: For each pair of an exchange, the **exchange period** of Indian and European professors need **not necessarily coincide**, and the **field of exchange** need **not be the same**.

2) Page 2. – Host institute

In this page, provide information of Host institute involved in the exchange. The Host institute shall be resided in 14 European countries which are part of SPARC (**Austria, Belgium, Denmark, Finland, France, Germany, Italy, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland and UK**).

- **CONTACT PERSON:** means a regular staff of European institute

who arranges the exchange 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.

- **PERSON OF EXCHANGE:** shall be any European professor who will participate in the exchange.
- **Confirmation on Agreement with Host institute (TO BE SIGNED BY the CONTACT PERSON at the Home institute):** since the contact person in Home institute is required to complete the application on behalf of two people who will participate in the exchange and the Host institute, he/she should confirm here by checking on “YES” that the contact person in the Host institute also agree with this submission of the application.

3) Page 3. – Description of Exchange Program/ Source of Finance

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

- **Duration of Exchange:** As stipulated in General Description above, duration of DUO-India Fellowship is standardized on one month basis.
- **Purpose of Exchange:** Please, specify the purpose of the exchange.
- **Exchange Details:** Under this heading, provide Indian and European professors’ research/lecture plan in details during their exchanges.
- **Source of Finance:** If this exchange has any other source of finance, please specify.

4) Page 4. –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 institute and the president or Director of institute in the section of Certification of Authenticity. Submit the form to the Secretariat by clicking “submit” button.

※**Save the attachment files as a Surname_Given name in its order (e.g. John_Smith).**

The original version with the signatures by post-mail, or the scanned version with the signatures by email will be requested if your application has been selected.

3.3. After the Submission: Acknowledgement

The acknowledgement on the receipt of submission will be sent to the contact person in Home institute by e-mail within 3 working days after submission.

CAUTION: If the application is incomplete, incorrect or inconsistent, please note that such applications may be disqualified.

DUO-India Fellowship Programme (Students)

<Contents>

1. General Description
2. Application and Selection Procedure
3. How to Fill out Application Form

1. General Description

DUO-India Fellowship Programme is established in 2019 with the aim of promoting exchange of people between India and European countries on **a balanced and permanent** basis. For this program, only such institutes which are part of the Joint Research Projects under Scheme for Promotion of Academic and Research Collaboration (**SPARC**) are eligible to participate.

DUO-India aims to fund every year, 100 student-pairs for exchanges for one semester, starting from 2020 onwards aiming to provide mobility between Indian and European institutes. In this respect, DUO-India requires that a **PAIR (two persons)** of students be exchanged, and they should be from any of the collaborating **institute** (both **Indian and European**) under SPARC projects. .

The list of such institutes (both Indian & European) can be seen in <https://sparc.iitkgp.ac.in/>. As of now, 14 European countries namely **Austria, Belgium, Denmark, Finland, France, Germany, Italy, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland** and **UK** are part of SPARC programme.

CAUTION: If any application falls under the following 3 cases, the application is disqualified and will not be considered for selection. If such case is found after the selection, the Secretariat reserves the right to cancel the fellowship (BOTH Indian/European students) and request the return of the fellowship in full. Therefore, the contact persons of the institutes should carefully confirm that the applications do not fall under the following 3 cases.

- **Case 1.** In case of the Transfer of Credits, the credits for transfer are less than 10 credits (20 ECTS): language and sports courses are NOT to be counted
- **Case 2.** GPA/ECTS written on the application are different from those of the transcript
- **Case 3.** During the period for the fall semester 2019, the Indian student does not stay in India (leave of absence is allowed) or the European student does not stay in Europe (leave of absence is allowed)

Definitions of students are as below:

- Students: **undergraduate, master, doctoral** and **post-doctorate** students who are currently enrolled in institutes (leave of absence is allowed)

N.B.: All applicants shall maintain their “enrollment status” at the time of application until the time they are engaged in exchanges.

1.1. Eligibility

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

The exchange fulfills all the **three** requirements below:

1. The Indian institute (Home institute) will **select** an *Indian national* student enrolled at the Home institute to send to the European institute (Host institute), and such selection has been **accepted** by the Host institute;
2. The **same** Host institute will select an **EU citizen** student enrolled at the Host institute to be sent to the Home institute, and such selection has been accepted by the Home institute.
3. If any of the students are in exchange programmes in the fall of 2019, then they are disqualified.

1.2. Duration and Fellowship

DUO-India 2020 is for exchange of students for spring semester (between Jan/Feb and May/June, 2020) and fall semester (between Aug/Sep and Nov/Dec, 2020). The selection of DUO-India Fellows would be made **ONLY** once a year. In this respect, those who are planning to exchange in 2020 shall apply for DUO-India 2020 within the timelines specified below.

The duration of exchange should be at least one semester. Exchange of less than one semester is NOT allowed. If the duration of a semester is longer than 4 months, fellowship will be given for 4 months. Similarly, if the duration of a semester is less than 4 months, then **the fellowship will be adjusted on a pro-rata basis.**

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

Detail	Amount in Euro
Europe to India (one semester or 4 months)	
Travel to and from Indian institute	1,000
Living expenses @ 250 EURO per month for 4 months	1,000
Total for EU students in India	2,000
India to Europe (one semester or 4 months)	
Travel to and from European institute	1,000
Living expenses @ 1,500 EURO per month for 4 months	6,000
Total for Indian students in EU	7,000

2. Application and Selection Procedure

2.1 Application Period

Applications will be accepted **from July 15 to August 31, 2019** local Indian time. Applications sent or posted **after August 31, 2019 will not be accepted.**

2.2. Who Applies?

The Indian institute applies on behalf of **both** institutes and people who are to participate in the exchange. European institutes in partnership with Indian institutes shall cooperate fully with Indian institutes in supplying precise information of European applicants.

Individuals wishing to take part in exchanges are advised to contact the **relevant offices, most probably international relations offices** of the institute to file an application for this program.

The Home institute will decide the contact person for DUO-India Fellowship, who probably should be from international relations office and other than the Professor / Lecturer.

2.3. Documents

- 1) Filling out an **Online Application Form** ONLY.
- 2) A copy of **Passport** of paired applicants (a copy of document showing nationality for Indians or citizen card for Europeans are acceptable).

- 3) A copy of **Transcript** of paired applicants (including the grades until spring semester 2019, if available)
- 4) **A Motivation Letter** of paired applicants (the form can be downloaded from the ASEM-DUO website at www.aseduo.org).

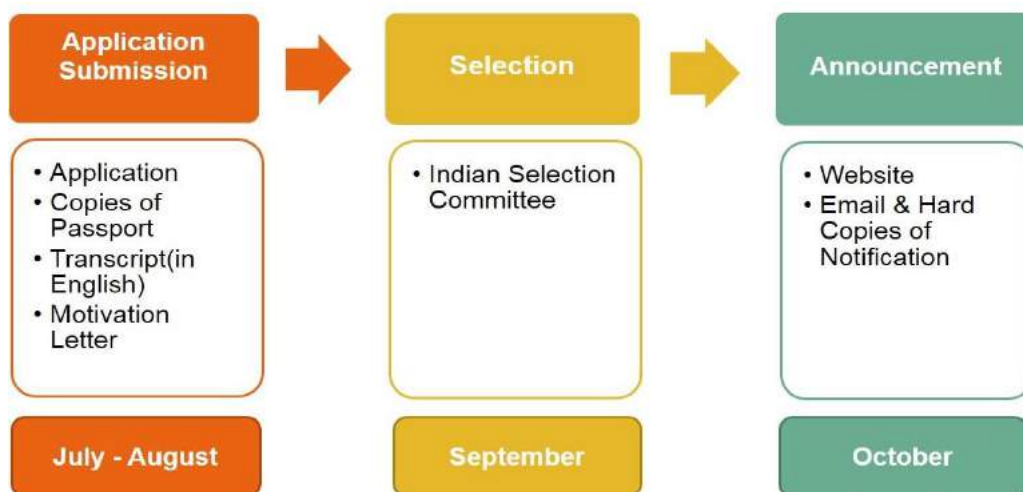
2.4. Application Submission

- 1) Click **JOIN US** button and find the Name of Home institute to get an ID.
✖If you don't find the name of your institute, please contact the Secretariat at admin2@aseduo.org to add your institute to the list.
- 2) Enter your password with the minimum information of the contact person in Home institute. One institute can get ONLY one ID.
- 3) There should be **ONLY one contact person** in the same institute.
- 4) **Home institute should fill out the whole application** including the information of Host institute. If needed, Application Form in word file can be downloaded from the ASEM-DUO website (<http://www.aseduo.org>).
- 5) The rest of the documents (Passport Copies, Transcripts and Motivation Letter) can be uploaded in the last step of the application process.
- 6) Once completed, please make it sure to submit your application by clicking "**Submit**" button. Home institute 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@aseduo.org promptly.

2.5. Selection Method

An Indian Selection Committee, as decided by the Apex Committee of SPARC will make the selection after the application deadline. The decision will be announced by **October 2019**, subject to change depending upon the work load.

The notification will be displayed on website, www.aseduo.org and the Secretariat will directly notify Contact Persons/Awardees in writing. Hard copies of notification and Letter of Acceptance (forms are also available at www.aseduo.org) will be forwarded to both Home and Host institutes. Contact Persons may download forms of Letter of Acceptance, if they so wish.



2.6. Selection Criteria

- 1) **Eligibility**: master and doctoral students preferred, but undergraduate student or post-doctorate can be considered in case of exceptional merit.
- 2) **Subject Groups**: Sciences, Technology and Social Sciences
- 3) **Institutes**: Students from such Indian institutes which are part of joint research projects under SPARC with European institutes will get the first priority. The European students shall be from such European institutes which are already in association with the Indian institute under the SPARC project.
- 4) **Fellowship Amount**: The fellowship covers the travel and living expenses for the students @ 4 months.

Additionally, the following selection criteria will be considered;

- a) Motivation letter
- b) Courses to take in Host and Home institutes
- c) GPA and ECTS

2.7. Fellowship Amount

There are no restrictions in using the fellowship. It can finance the tuition, and living or travel expenses. However, if the student stay in exchange country less than 4 months (120 days) or traveled without informing the Secretariat in advance, the fellowship will be adjusted on a pro-rata basis. ~~There can be restrictions to the choice of airlines subject to further notice.~~ Indian Students may travel as per the extant guidelines of Government of India and the European Students may travel by the cheapest route to India.

3. How to Fill out Application Form

3.1. Language of Application

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

3.2. Structure of the Application Form

1) Page 1. – Home institute

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 institute.

- **CONTACT PERSON:** means a regular staff of Home institute who 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. The Home institute will decide the contact person for DUO-India Fellowships, who should preferably be from international relations office.
- **PERSON OF EXCHANGE:** shall be an Indian student who will participate in the exchange.
- **GPA:** means a grade which an Indian student has earned up to the most recent semester.
- **Type of Exchange:** for the undergraduate student, click the boxes how many years an Indian student has accomplished (you may include the fall semester of 2019). For others, click the appropriate boxes.

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

2) Page 2. – Host Institute

In this page, provide information of Host institute involved in the exchange. The Host institute shall be resided in 14 European countries which are part of SPARC (**Austria, Belgium, Denmark, Finland, France, Germany, Italy, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland and UK**).

- **CONTACT PERSON:** means a regular staff of European institute who arranges the exchange 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.

- **PERSON OF EXCHANGE:** shall be any European student who will participate in the exchange.
- **ECTS:** means a whole ECTS that an European student has earned up to the most recent semester.
- **Type of Exchange:** for the undergraduate student, click the boxes how many years an European student has accomplished (you may include the fall semester of 2019). For others, click the appropriate boxes.
- **Confirmation on Agreement with Host institute (TO BE SIGNED BY the CONTACT PERSON at the Home institute):** since the contact person in Home institute is required to complete the application on behalf of two people who will participate in the exchange and the Host institute, he/she should confirm here by checking on “YES” that the contact person in the Host institute also agree with this submission of the application.

3) Page 3. – Description of Exchange Program/ Source of Finance

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

- **Duration of Exchange:** As stipulated in General Description above, duration of DUO-India Fellowship is standardized on a semester basis. One semester means 4 months.
- **Purpose of Exchange:** Please, specify what the purpose of the exchange is. A minimum of 10 credits (20 ECTS) must be taken up during the semester in exchange.
- **Exchange Details:** Under this heading, intended class schedules by Indian and European students should be listed during their exchanges periods.
- **Source of Finance:** If this exchange has any other source of finance, please specify.

CAUTION: If the actual courses differ from the courses listed on the application, such changes shall be approved and noticed in advance. **If this procedure is not taken beforehand, fellowship may be subject to cancellation and/or refund.** Please note intensive language courses and the sport courses by students is not honored in this program

✘Please refer to section 3.2 of the Implementation Guideline.

4) Page 4. –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 institute and the president or Director of institute in the section of Certification of Authenticity. Submit the form to the Secretariat by clicking “submit” button.

※**Save the attachment files as a Surname Given name in its order (e.g. John_Smith).**

The original version with the signatures by post-mail, or the scanned version with the signatures by email will be requested if your application has been selected.

3.3. After the Submission: Acknowledgement

The acknowledgement on the receipt of submission will be sent to the contact person in Home institute by e-mail within 3 working days after submission.

CAUTION: If the application is incomplete, incorrect or inconsistent, please note that such applications may be disqualified.

THE IMPLEMENTATION GUIDELINE TO THE DUO-INDIA 2020 FELLOWSHIP (professors)

This Implementation Guideline to the **DUO-India 2020 Fellowship Programme** 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 exchanges under DUO-India. Indian and European institutes are represented by the contact persons as specified in the applications (“Contact Persons”).

1. DOCUMENTS TO BE SUBMITTED FOR VERIFICATION BY INDIAN INSTITUTE

The Indian institute (Home institute) 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, or prior to the actual implementation of the exchange, whichever comes earlier.

~~The Home institute may send all documents in the original version with signatures by post-mail, or scanned version with signatures by email.~~

The Home institute may send scanned version of all documents with signatures by email alongwith an endorsement letter by the contact person of the institute that the scanned version is authenticated /verified.

1.1 The Application Form

The Home institute shall send the application. For this purpose, the Home institute should insert the name, position, signature, and/or seal at the end of the application form.

1.2 CV

Professor awardees are required to enclose their original CV (in English).

1.3 Letter of Acceptance

The letter of acceptance 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.

2. DOCUMENTS TO BE SUBMITTED FOR VERIFICATION BY EUROPEAN INSTITUTE

The European institute (Host institute) 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, or prior to the actual implementation of the exchange, whichever comes earlier.

~~The Host institute may send all documents in the original version with signatures by post-mail, or scanned version with signatures by email.~~

The Host institute may send scanned version all documents with signatures by email alongwith an endorsement letter by the contact person of the institute that the scanned version is authenticated /verified.

2.1 CV

Professor awardees are required to enclose their original CV (in English).

2.2 Letter of Acceptance

The letter of acceptance 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.

3. REQUEST FOR TRANSFER

Hereafter, originating institutes are institutes where professors were affiliated before the exchanges, and destination institutes are institutes where professors are participated during the exchanges.

3.1 Initial Request for Transfer

Professor awardees shall, upon purchase of the air tickets to the destination institutes, fill out the “**Initial Request for Transfer**” attached hereto and submit it for verification to the Contact Persons of the originating institutes. After the verification on initial request through signature or seal, awardees shall or arrange to send the **Initial Request for Transfer, and a copy of the**

purchased air ticket (air fare should be specified) by e-mail to the Secretariat.

Upon receiving all documents, **the Secretariat** shall transfer the travel cost and first installment of fellowship to the bank account designated by the awardees in the Initial Request for Transfer, fifteen (15) days prior to expected arrival date in the destination country shown on the air tickets. The **Secretariat** shall promptly notify awardees of the transfer of the fellowship.

3.2 Exchange Details

If the exchange details have any changes from the application, such changes should be approved by the Secretariat. Such changes should be approved in writing and submitted without any delay. **Any failure of such approval and notification may result in reimbursement of the fellowship.**

3.3 Final Request for Transfer

The second installments shall be transferred within one (1) month after the return to the originating institute with the submission of following documents (Final request for transfer, Essay, Mission report and Proof of exchange duration).

Final request for transfer shall follow the same procedure as the initial request. If the stay of awardees in destination country **does not reach the minimum required period (1 month)** or goes beyond the dates of exchange, it should be explicitly mentioned in the Final Request for Transfer.

CAUTION: If the stay of professor awardees in the destination institutes does not reach the minimum required period (1 month), then, professor awardees should notify the shortage of stay to the Secretariat. **The amount of final installment may be adjusted on a pro rata basis.**

4. FINAL PROGRESS REPORT

Within 1 month after the date of departure to the originating institutes (or after the last date of exchanges), awardees shall submit following documents to the Secretariat.

- 1) **An essay** is required to be submitted to the Secretariat. It should be more than 3 pages in addition to the cover page. Essay forms can be downloaded from the ASEM-DUO website (www.asemduo.org).
- 2) **A mission report** is required to be submitted to the Secretariat. It should be more than 3 pages in addition to the cover page. Mission report forms can be downloaded from the ASEM-DUO website (www.asemduo.org)
- 3) **A proof of exchange duration** is requested to be submitted to the Secretariat within one (1) month after the completion of the exchanges. A copy of passport (front page and the date-stamped of arrival and departure from the destination country) or Certificate of stay shall be sufficient for this purpose.

5. REPRESENTATION AND WARRANTIES

As of the date of signature, the Home and Host institutes and awardees hereby represent and warrant to the Secretariat as follows:

- 1) All information submitted or to be submitted to the Secretariat or Home and Host institutes are true, accurate and complete;
- 2) The Home and Host institutes and awardees have full power and authority to sign the **letter of acceptance** attached to this implementation guideline, participate in the exchange and perform the obligations hereunder and thereunder;
- 3) In the case of the Home and Host institutes, the execution, delivery and performance of this Implementation Guideline and the exchange 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 exchange 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 exchange from the description contained in the application shall require prior written approval by the Secretariat.

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 and Host institutes or awardees, or **failure to implement the exchange as proposed in the application submitted thereby**, the Secretariat may, at its sole discretion, cancel the fellowship and **require the return of the fellowship in full to the Secretariat**.

7. ASSIGNMENT

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

8. FINAL PROVISIONS

8.1 Indemnification

The Home and Host institutes and awardees 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 India 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 and Host institutes and awardees shall be resolved by a Court sitting in India.

THE IMPLEMENTATION GUIDELINE TO THE DUO-INDIA 2020 FELLOWSHIP PROGRAMME

This Implementation Guideline to the **DUO-India 2020 Fellowship Programme** 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 exchanges under DUO-India. Indian and European institutes are represented by the contact persons as specified in the applications (“Contact Persons”).

1. DOCUMENTS TO BE SUBMITTED FOR VERIFICATION BY INDIAN INSTITUTE

The Indian institute (Home institute) 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, or prior to the actual implementation of the exchange, whichever comes earlier.

The Home institute may send all documents in the original version with signatures by post-mail, or scanned version with signatures by email.

1.1 The Application Form

The Home institute shall send the application. For this purpose, the Home institute should insert the name, position, signature, and/or seal at the end of the application form.

1.2 Transcript

Student awardees are required to enclose their official English transcript, including institute’s official stamp.

1.3 Letter of Acceptance

The letter of acceptance 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.

2. DOCUMENTS TO BE SUBMITTED FOR VERIFICATION BY EUROPEAN INSTITUTE

The European institute (Host institute) 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, or prior to the actual implementation of the exchange, whichever comes earlier.

The Host institute may send all documents in the original version with signatures by post-mail, or scanned version with signatures by email.

2.1 Transcript

Student awardees are required to enclose their official English transcript including institute's official stamp.

2.2 Letter of Acceptance

The letter of acceptance 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.

3. REQUEST FOR TRANSFER

Hereafter, originating institutes are institutes where students were enrolled before the exchanges, and destination institutes are institutes where students are enrolled during the exchanges.

3.1 Initial Request for Transfer

Student awardees shall, upon purchase of the air tickets to the destination institutes, fill out the "**Initial Request for Transfer**" attached hereto and submit it for verification to the Contact Persons of the originating institutes. After the verification on initial request through signature or seal, awardees shall or arrange to send the **Initial Request for Transfer, and a copy of the purchased air ticket (air fare should be specified) by e-mail** to the Secretariat (for European students) or Home institutes (for Indian students).

Upon receiving all documents, the Secretariat or Home institutes shall transfer the travel cost and first installment of fellowship to the bank account designated by the awardees in the Initial Request for Transfer, fifteen (15) days prior to expected arrival date in the destination country shown on the air tickets. The Secretariat or Home institutes shall promptly notify awardees of the transfer of the fellowship.

3.2 Official Courses Registration

Student awardees shall send a copy of **Certificate of Courses Registration in the destination** institute **by e-mail** to the Secretariat, within one (1) month after the actual starting date of the semester at the destination institutes. If the class schedule has any changes from the one which was submitted with Application Form, such changes should be approved by the officer in charge of exchange programs in the destination institutes.

If such officer is not available, then such changes should be approved by the Secretariat. Such approval should be in writing and should be submitted to the Secretariat without any delay. **Any failure of such approval and notification may result in reimbursement of the fellowship.**

3.3 Final Request for Transfer

The second installments shall be transferred at the start of the 3rd month of stay in the destination institutes. Final request for transfer shall follow the same procedure as the initial request, and shall indicate the date of expected departure from the destination institute. If the stay of awardees in destination country **does not reach the minimum required period (4 months_120 days)** or goes beyond the dates of exchange, it should be explicitly mentioned in the Final Request for Transfer.

Student awardees who are subject to overseas trips as part of a class shall seek prior approval from the Secretariat to secure full fellowship. If awardees leave destination country during exchange period, he/she should consult with

the Secretariat. **The amount of final installment may be adjusted according to the duration of stay in the destination country on a pro rata basis.**

If the exchange period goes beyond the dates for exchange, the Contact Persons of destination institute should verify such extension in writing to the Secretariat.

CAUTION: If the stay of awardees in the destination institutes does not reach the minimum required period (4 months / 120 days), then, awardees should notify the shortage of stay to the Secretariat. The amount of final installment may be adjusted on a pro rata basis.

4. FINAL PROGRESS REPORT

Within 1 month after the date of departure to the originating institutes (or after the last date of exchanges), awardees shall submit following documents to the Secretariat.

- 1) **An essay** is required to be submitted to the Secretariat. It should be more than 3 pages in addition to the cover page. Essay forms can be downloaded from the ASEM-DUO website (www.aseduo.org).
- 2) **A copy of English transcript of the destination institute** should be submitted to the Secretariat, no later than 2 months upon completion of the exchanges. List of course enlisted on the application shall be closely examined with actual courses taken on the transcript.
- 3) **A proof of exchange duration** is requested to be submitted to the Secretariat within one (1) month after the completion of the exchanges. A copy of passport (front page and the date-stamped of arrival and departure from the destination country) or Certificate of stay shall be sufficient for this purpose.

5. REPRESENTATION AND WARRANTIES

As of the date of signature, the Home and Host institutes and awardees hereby represent and warrant to the Secretariat as follows:

- 1) All information submitted or to be submitted to the Secretariat or Home and Host institutes are true, accurate and complete;
- 2) The Home and Host institutes and awardees have full power and authority to sign the **letter of acceptance** attached to this implementation guideline, participate in the exchange and perform the obligations hereunder and thereunder;
- 3) In the case of the Home and Host institutes, the execution, delivery and performance of this Implementation Guideline and the exchange 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 exchange 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 exchange from the description contained in the application shall require prior written approval by the Secretariat.

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 and Host institutes or awardees, or **failure to implement the exchange as proposed in the application submitted thereby**, the Secretariat may, at its sole discretion, cancel the fellowship and **require the return of the fellowship in full to the Secretariat.**

7. ASSIGNMENT

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

8. FINAL PROVISIONS

8.1 Indemnification

The Home and Host institutes and awardees 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 India 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 and Host institutes and awardees shall be resolved by a Court sitting in India.