

DUO-Korea: 1. General Description

DUO-Korea Fellowship Program was established in 2001 with the aim of promoting exchanges of people between Korea and European countries (the 27 EU member countries only: including Austria, Belgium, Bulgaria, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, and the U.K.) 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. Please note that the pair should consist of people in the *same* category. For example, a pair cannot consist of a student and a teacher. Definitions of students are as below:

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

N.B.: All applicants shall maintain their positions at the time of application until the time they are engaged in exchange projects. For instance, students should possess “student status” until they complete the exchanges.

1. 1 Eligibility

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

Either: your exchange project fulfills all three requirements below:

- 1) An educational institution in Korea (home institution) and an educational institution in Europe (host institution) have established a academic *cooperative agreement*; and
- 2) The Korean educational institution (home institution) has *selected a Korean national* student to send to the European institution, and such selection has been *accepted* by the European counterpart (host institution); and
- 3) The *same* European educational institution (host institution) has selected a *EU citizen* student to send to the Korean institution, and such selection has been accepted by the *same* Korean counterpart (home institution)

1.2. The Duration and the Amount of the DUO-Korea Fellowships

DUO-Korea 2009 is for exchange projects, which will start from August 2009 and end before September 2010 to avoid duplication of implementation period of exchange projects selected by DUO-Korea 2010. The selection of DUO-Korea 2009 is made **ONLY** once a year. Those who are planning to exchange in Spring Semester of 2010 (January-August 2010) shall apply for DUO-Korea 2009.

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

For students: 1 unit of four months for an amount of 8,000 euros for both students in a pair. Maximum duration for application is 1 unit.

Accordingly, applicants shall apply only in terms of units, not by months or semesters. If the exchange period is shorter than 1 unit (4 months for students), the amount of fellowship shall be duly adjusted on a pro-rata basis.

DUO-Korea: 2. Application Procedure

2.1. Who Applies?

The educational institution in **Korea** applies on behalf of **both** institutions and people who are to participate in the exchange. European institutions in partnership with Korean institutions shall cooperate fully with Korean institutions in supplying precise information of European applicants. Individuals wishing to take part in exchanges are advised to contact the relevant offices (e.g. International Relations Offices) of the educational institution to file an application for this programme.

2.2. Application Period

Applications will be accepted from April 13 through May 24 2009 local Korean time. Applications sent after May 24 will not be reviewed.

2.3. Application Material for Submission

1. Electronic Application Form by e-mail
2. A Copy of Cooperation Agreement (or the letter of intent for academic cooperation) between paired institutions by fax or by postal mail
3. A copy of passport of paired applicants (a copy of national registration card for Koreans is acceptable)

2.6. Selection Criteria

New project based application under DUO-Korea shall be given priority in selection. Besides, the following is the selection criteria according to status of applicants;

Students

1. New school applying for DUO-Korea
2. Courses to take in host institution
3. Recommendation of school
4. GPA

2.7. Fellowship Grants

The DUO-Korea 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. It can finance the tuition, and living or travel expenses.

DUO-Korea: 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. 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.

- Contact person means a regular staff of Korean university or school who arranges the exchange project and is willing to communicate with the Secretariat in such events as in verifying application details, in transferring fellowship and in providing further status of the exchange project.
- Person of Exchange shall be any Korean student who will participate in the exchange.
- In a box for institutional Criteria for selecting person to be exchanged, describe why you (or your school) recommend the person of exchange for fellowship in detail.

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 27 EU countries.

- Contact person means a regular staff of European university or school who arranges the exchange project and is willing to communicate with the Secretariat in such events as in verifying application details, in transferring fellowship and in providing further status of the exchange project.
- Person of Exchange shall be any European student who will participate in the exchange.
- In a box for institutional Criteria for selecting person to be exchanged, describe why you (or your school) recommend the person of exchange for fellowship in detail.
- Confirmation on Agreement with Host Institution: since the contact person in Korean school is required to complete the application on be half of two people who will participate in the exchange and the host institution (European school), he/she should confirm here by checking on “YES” that the contact person in the host institution also agree with this submission of the application.

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: For example, if this application is for a student-exchange, please check appropriate boxes to specify if students for exchange are in undergraduate or in graduate study.
- Duration of Exchange: As stipulated on the DUO-Korea General Description, duration of DUO-Korea Fellowship is standardized on a unit-basis. For students, 1 unit means 4 months.
- Purpose of Exchange: Please, specify what the purpose of the exchange is.

Page 4. – Exchange Details

Under this heading, provide Korean and European students' class schedules (for a student-exchange) during their exchanges periods. Details shall be elaborated as they will determine selection of application. If courses listed on the application differ from the actual courses, school is 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. Intensive language course by students is not honored in this Programme.

Page 5. – Source of Finance and Certification of Authenticity

If this exchange project has any other source of finance, please specify.

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 e-mail at admin2@asemduo.org. *The original printed version with the signatures will be requested after the selection if your project has been selected.*

N.B.: For each pair of an exchange project, the exchange period of Korean person and that of European shall not necessarily coincide, and the field of exchange of Korean and that of European shall also not necessarily identical.

3.3. After the submission: acknowledgement

The acknowledgement on the receipt of submission will be sent to the contact person in Korean educational institution (home institution) by e-mail in a few days after you submit an application. If there is any application with incomplete or improper information, further information will be individually requested by the Secretariat.