

# DUO-Korea Fellowship Programme

*Application for academic year 2023/24*

ID number	DK2023-	Date of submission	
-----------	---------	--------------------	--

*\*All information should be accurate based on the attached documents and provided in English. If any provision of inaccurate or false information or omission of information will render this application invalid.*

INSTITUTION IN KOREA			
Name of Institution			
<b>1) CONTACT PERSON</b> <i>(should not be same as the information of the person of exchange)</i>			
Surname		Given name	
Position		Department	
Address			
	Country : KOREA Zip Code:		
Tel	82-	E-Mail	
2) INFORMATION ON THE PERSON OF EXCHANGE			
Surname	<i>(As written on passport)</i>		Given name <i>(As written on passport)</i>
Date of Birth	<i>(As written on passport)</i> (D/M/Y)		Gender <i>(As written on passport)</i>
Nationality	Korean		
Applying field of study	Language & Literature	Current Major	Language & Literature
	Social Science		Social Science
	Engineering		Engineering
	Natural Science		Natural Science
	Fine Arts		Fine Arts
	Others (pls. specify):		Others (pls. specify):
Grade (or academic years you spent in the institution)		GPA	<i>Please write the GPA based on the transcript.</i>
If applicant is a graduate student, click in a <b>Graduate</b> box. (DO NOT select grade)			
Tel	82-	E-Mail	
Institutional criteria for selecting above person to be exchanged: (Please, describe why your institution recommends above person for the fellowship in detail)			

*\*All information should be accurate based on the attached documents and provided in English. If any provision of inaccurate or false information or omission of information will render this application invalid.*

INSTITUTION IN EUROPE			
Name of Institution			
<b>1) CONTACT PERSON</b> <i>(should not be same as the information of the person of exchange)</i>			
Surname		Given name	
Position		Department	
Address	Country :      City :      Zip Code:		
Tel		E-Mail	
<b>2) INFORMATION ON THE PERSON OF EXCHANGE</b>			
Surname	<i>(As written on passport)</i>		Given name <i>(As written on passport)</i>
Date of Birth	<i>(As written on passport)</i> (D/M/Y)		Gender <i>(As written on passport)</i>
Nationality	<i>(As written on passport)</i>		
Applying field of study		Language & Literature	Current Major
		Social Science	
		Engineering	
		Natural Science	
		Fine Arts	
		Others (pls. specify):	
Grade (or academic years you spent in the institution)		ECTS	<i>Please write the <b>total earned ECTS</b> as written on the transcript.</i>
If applicant is a graduate student, click in a <b>Graduate</b> box. (DO NOT select grade)			
Tel		E-mail	
Institutional criteria for selecting above person to be exchanged: (Please, describe why your institution recommends above person for the fellowship in detail)			
<b>Confirmation of Agreement with EUROPEAN institutions</b>			
I, the contact person in the Korean institution, hereby confirm that the persons to be exchanged and the contact person in the European institution are all aware and agree that this application is submitted. (please, check the box at the right as appropriate)			YES

DESCRIPTION OF EXCHANGE PROGRAM				
	From <b>KOREAN</b> to <b>EUROPEAN</b> Institution		From <b>EUROPEAN</b> to <b>KOREAN</b> Institution	
<b>Type Of Exchange</b>	STUDENT	Undergraduate Graduate	STUDENT	Undergraduate Graduate
<b>Duration Of Exchange</b>	Applying UNIT	1 semester	Applying UNIT	1 semester
	Starting Date		Starting Date	
	Ending Date		Ending Date	
Please write the duration <b>on a semester basis</b> in accordance with the academic calendars of the destination institution. If applicants will engage in the exchange for the whole year, please choose either <b>2023 fall semester</b> or <b>2024 spring semester</b> that you would like to apply.				
PURPOSE OF EXCHANGE				
STUDENT		Transfer of Credits		
		Others:		
FROM <b>KOREAN</b> TO <b>EUROPEAN</b> INSTITUTION				
How many ECTS will you complete?				
FROM <b>EUROPEAN</b> TO <b>KOREAN</b> INSTITUTION				
How many credits will you complete?				
If your purpose of exchange is other than Transfer of Credit, please specify in detail:				

## EXCHANGE DETAILS

DESCRIBE STUDENTS' LEARNING AGREEMENT DURING THE EXCHANGE

**(This will be closely examined at the stage of selection by the Selection Committee. Language training or sports courses are NOT counted. Any changes should be duly reported to the Secretariat for approval.)**

Class Schedule of the Korean student: *On a semester basis, a minimum of 20 ECTS must be taken up at the European institution except for the language training /sports courses.*

Name of Subject	ECTS	Comments if necessary

Class schedule of the European student: *On a semester basis, a minimum of 10 credits must be taken up at the Korean institution except for the language training /sports courses.*

Name of Subject	Credits	Comments if necessary

## SOURCE OF FINANCE

Do you have other source of finance to fund for this exchange program, including room/board, airfare, stipend and others?

NO

If YES, please specify detailed information of other source of finance:

### CERTIFICATION OF AUTHENTICITY

I hereby certify on my honor that the information provided in this application is correct and complete. Any provision of inaccurate or false information or omission of information will render this application invalid and that, if selected on the basis of such information, I can be required to withdraw from the award.

Date: \_\_\_\_\_

(Name/Signature) Contact Person of Korean Institution:

(Name/Signature) President or Director of Korean Institution:

Official stamp of Korean Institution:

- Please upload the **MOU** agreement between two institutions
- Please upload the copies of **PASSPORT** of Korean and European students
- Please upload the **TRANSCRIPT** of Korean and European students
- Please upload the **MOTIVATION LETTER** of Korean and European students
- This word version application is only for reference. Please do not submit this application by email.  
**Only on-line submission is acceptable.**

*\*All documents should be submitted in English version. If there is no official English version of each document, applicants need to submit translated version along with the original document.*

*\*\* Authorized signature and official stamp are required after selection is made. There is no need for signature and stamp during application procedure.*

## Instructions for Application Form

### 1.1. Language of Application

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

### 1.2. How to write the Application Form

#### 1) STEP 1. – Korean Institution

The first box of *ID number* and *Date of submission* will be given after submission. 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 national 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 2023**)
- **GPA** means a grade which a Korean student has earned up to the **fall semester of 2022**
- 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.

\*If your partner European Institution is not included, you may contact the Secretariat to add your institution to the list.

- **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 **ASEM European national 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 2023**)
- **ECTS** means a whole ECTS that a European student has earned up to the **fall semester of 2022**
- 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.

If it doesn't coincide with the grade written in **Step1** or **Step 2**, please check the type of exchange based on the current status of enrollment and specify in detail.

- **Duration of Exchange**

Please write the exchange duration **on a semester basis** in accordance with the academic calendars of the Korean/European institution.

If a person of exchange will engage in the exchange for the whole year, please **choose** the semester would like to apply for DUO-Korea 2023.

- **Purpose of Exchange**

Please, specify what the purpose of the exchange is and fill in how many credits/ECTS will be completed at the destination 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.

**\*Support from institutions is allowed.** However, if you receive a fellowship from other private institutions or governments, you need to specify the detail, so that the Selection

Committee will take this into consideration.

If double-funded cases are found without informing the Secretariat 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.

## 5) STEP 5. – Certification of Authenticity

A copy of cooperation agreement, passport copies, transcripts, and motivation letters of paired applicants should be attached.

- All documents **should be submitted in English version**. If there is no official English version of each document, applicants need to submit translated version along with the original document.
- **Transcript**: Please make sure to update the whole transcript including the **Grading Scale** of your Originating Institution.
- Please download a **Motivation Letter Form** at the *banner of Forms on the ASEM-DUO* website ([www.aseduo.org](http://www.aseduo.org)).
- The preferred file formats are **JPG**. or **PDF**. Please set the name of the attachment files as a **Name of document\_Surname\_Given name** order (e.g. Passport\_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 including the signatures and official stamp of the Korean Institution will be requested, only if your exchange project has been selected.**

## 1.3. 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.***