

# DUO-India Fellowship Programme (Professors)

## <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, 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 institutes (both Indian & 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.

### 1.1. Eligibility

Applicants must be **members of the academic or scientific staff** of institutes coming under the “SPARC” collaboration (i.e. they must be remunerated by the Higher Educational Institutes 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.

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.

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

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

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

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

## 2. Application and Selection Procedure

### 2.1. Application Period

Applications will be accepted **from July 15 to August 31, 2019** local Indian time. Applications submitted 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

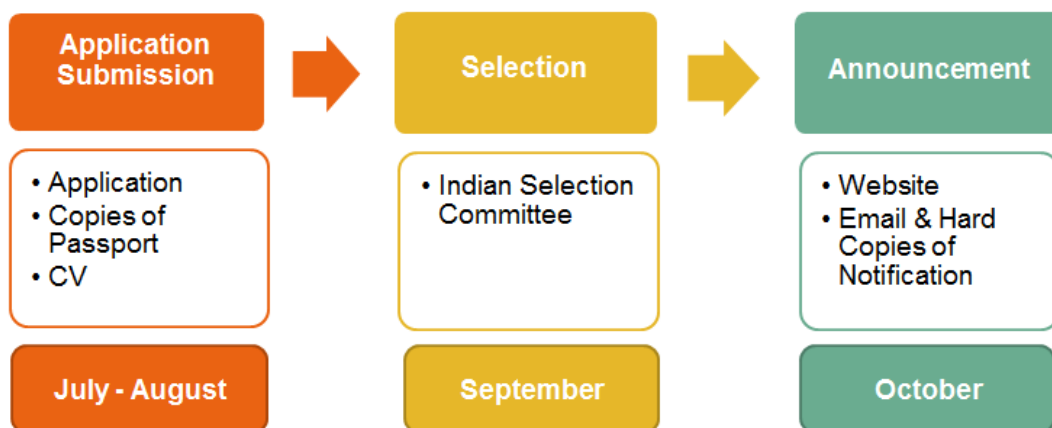
## 2.4. Application Submission

- 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](mailto: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 ([www.asemduo.org](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](mailto: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](http://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](http://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.

## 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, 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, 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

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.

#### 4) Page 4. – Exchange Details/Source of Finance

- **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.

#### 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 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).**

If your application has been selected, the scanned version of all documents with signatures by email, along with an endorsement letter by the contact person of the institute that the scanned version is authenticated /verified will be requested.

### 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.