

# **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 3<sup>rd</sup> 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.asemduo.org](http://www.asemduo.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.