

DUO-Korea Fellowship Programme

Application for academic year 2024/25

ID number	DK2024-	Date of submission	
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**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	
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1) CONTACT PERSON <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>	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		GPA	
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<p>(Guidelines) Please check the Grade (currently enrolled academic year as of 2024 spring semester). If applicant is a graduate (master) student, click in a Graduate box. (DO NOT select grade)</p>	<p>(Guidelines) Please write the GPA as written on the transcript.</p>
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Enrollment Status <i>(as of 2024 spring semester)</i>	Enrolled		
	Leave of Absence		Reason :
			Current Residence country :

Tel	82-	E-Mail	
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<p>Institutional criteria for selecting above person to be exchanged: (Please, describe why your institution recommends above person for the fellowship in detail)</p>

**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			
1) CONTACT PERSON <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	
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>	Gender	<i>(As written on passport)</i>
Nationality	<i>(As written on passport)</i>		
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		ECTS	
(Guidelines) Please check the Grade (currently enrolled academic year as of 2024 spring semester). If applicant is a graduate (master) student, click in a Graduate box. (DO NOT select grade)		(Guidelines) Please write the total earned ECTS as written on the transcript.	
Enrollment Status (as of 2024 spring semester)	Enrolled		Reason : Current Residence country :
	Leave of Absence		
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)			
Confirmation of Agreement with EUROPEAN institutions			
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 KOREAN to EUROPEAN Institution		From EUROPEAN to KOREAN Institution	
Type Of Exchange	Undergraduate	()	Undergraduate	()
	Graduate	()	Graduate	()
(Guidelines) Please check (v) appropriate boxes to specify whether students for exchange are in undergraduate or graduate study. It should coincide with the grade written in Step1 (Korean) or Step 2 (European).				
Duration Of Exchange	Applying UNIT	1 semester	Applying UNIT	1 semester
	Starting Date		Starting Date	
	Ending Date		Ending Date	
(Guidelines) Applying Unit cannot be changed. Please write the duration on ONE SEMESTER basis in accordance with the academic calendars of the destination institution. If applicants will engage in the exchange for the whole year, please choose either 2024 fall semester or 2025 spring semester that you would like to apply.				
PURPOSE OF EXCHANGE				
()	Transfer of Credits			
()	Others:			
	From KOREAN to EUROPEAN Institution		From EUROPEAN to KOREAN Institution	
How many ECTS will you complete?			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
(Please write in English)		
(Please write in English)		
(Please write in English)		
(Please write in English)		
(Please write in English)		

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
(Please write in English)		
(Please write in English)		
(Please write in English)		
(Please write in English)		
(Please write in English)		

SOURCE OF FINANCE

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

YES/NO

*If unreported double-fund cases are found 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.

If YES, (or if you are planning to apply for other fellowship) please specify detailed information of another source of finance BELOW.

- Name of fellowship:
- Name of organization:
- Fellowship amount:
- Purpose of fellowship:
- Announcement period:
- Others:

***Please refer to [FAQ 21](#) or [2.6 Selection Criteria on General Description](#) for clarification.**

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/director/head of international office 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 DUO-Korea Application Form>

1. Language of Application

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

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 currently enrolled academic years as of the spring semester of 2024.
- **GPA** means a grade which a Korean student has earned up to the **fall semester of 2023**. *It should be in accordance with total GPA on the transcript.
- In a box for **Enrollment Status**, please check it as of the spring semester of 2024, in case of leave of absence, please specify the reason and current residence country.
- 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.

- **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 currently enrolled academic years as of the spring semester of 2024.
- **ECTS** means a whole ECTS that a European student has earned up to the **fall semester of 2023**. *It should be in accordance with **total earned ECTS** on the transcript.
- In a box for **Enrollment Status**, please check it as of the spring semester of 2024,

in case of leave of absence, please specify the reason and current residence country.

- 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 one semester basis** (less than 180days) in accordance with the academic calendars of the destination 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 2024**.

- **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 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, or if you are planning to apply, please specify in detail such as Name of Fellowship, Name of organization, Amount, Purpose of the fellowship, and Announcement period, etc.

<Fellowship that will be considered as double-funding>

- 1) Korean Government Fellowship (ex. GKS Fellowship, etc)
- 2) The Fellowship in the name of the exchange support which provides a corresponding amount of DUO-Korea (500 to 1,000 Euro/month) by other governments or private institutions (ex. Mirae Essat Fellowship, etc)

<Fellowship that will *NOT* be considered as double-funding>

- 1) Any Fellowship provided by originating/destination institutions for the exchange program
- 2) Any kind of Academic Fellowship, Fellowship for low income family background support, or Repayable loans Fellowship

*Please be informed that even though we allow the above fellowship, if the respective institution does not allow double funding, you may follow their regulation.

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.
- 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.

3.3. 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.***