

## FAQ (English)

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### 1. General Description

#### Q1. Can an Individual student apply?

- A. No. **Only paired students can apply through the Korean institution.** Individuals wishing to take part in exchanges are advised to contact the relevant offices (e.g. International Relations Offices) of your institution.

#### Q2. How can I find a partner student?

- A. Individuals need to check with the relevant offices in your institution for assistance. Please be informed that the ASEM-DUO Secretariat is not involved in finding partners or partner institutions.

#### Q3. How many times does DUO-Korea open for applications?

- A. The call for applications of DUO-Korea is announced **ONLY once a year.** So if you are interested in an exchange in the fall of 2024 or spring of 2025, you should apply for DUO-Korea 2024.

#### Q4. How much is the amount of the fellowship?

- A. **4,000 euros will be given for 1 semester (4 months, 120 days).** If a semester or stay period in the destination institution is longer than 4 months, fellowship will be given only for 4 months. However, if it is shorter than 4 months, the fellowship will be adjusted on a pro-rata basis.

### 2. Application and Selection Procedure

#### Q5. Who should submit the application?

- A. On behalf of the two institutions and applicants, **ONLY the contact persons of the Korean institutions can fill out and submit the application through the website** of the ASEM-DUO Secretariat. Therefore, individuals who wish to apply need to provide all information and documents to the designated contact persons of your institution.

#### Q6. Who is the “Contact Person” indicated in the application form?

- A. The contact person means a regular staff of institutions who arrange the exchange projects and is willing to communicate with the Secretariat in such event as verifying application details, monitoring exchanges, and providing further information on the status of the exchange. In most cases, international relations office staffs in educational institutions are in charge.

#### Q7. What are the required documents to apply?

- A. All documents listed below should be submitted in English. If there is no official English version of each document, applicants need to submit translated version along with the original document;
  - a. An **online application**
  - b. A **valid cooperation agreement (MOU)** between paired institutions or declaration of intention to set up a new cooperation agreement
  - c. A copy of **valid passport** of paired applicants (A copy of National Registration Card (Korean) or a Citizen Card (European) also allowed, but a permanent residency card is not acceptable.)
  - d. A copy of **official transcript** of paired applicants (including the results until 2023 fall semester & Grading Scale)
  - e. A **motivation letter** of paired applicants (max. A4 1 pages, except cover page)

\*You may find the **Motivation Letter Form** on the ASEM-DUO website using the link;  
[https://asemduo.org/03\\_forms/forms\\_01.php](https://asemduo.org/03_forms/forms_01.php)

#### Q8. How to apply?

- A. **1) For students who wish to apply**
  - a. Please consult with the relevant offices in your institution to check your eligibility.
  - b. If you are eligible, please check the **Instructions for Application Form** carefully and send accurate information and documents to the contact person within the given timeline.
- 2) For contact persons of Korean institutions**
  - a. Please guide the partner European Institutions and both student applicants to provide accurate information and documents.
  - b. Once you collect all documents and relevant information, please fill out an online application on the ASEM-DUO website on behalf of the two institutions and applicants within the given timeline.
  - c. Please make sure to click the **“submit” button**. For details, you may refer to the **DUO-Korea FAQ** or **General Description**.
- 3) For contact persons of European institutions**
  - a. European institutions shall cooperate fully with the Korean institutions in providing

precise information of European applicants.

- b. For details, you may refer to the **DUO-Korea FAQ** or **General Description**.

**Q9. For DUO-Korea, who select exchange projects?**

- A. The DUO-Korea Selection Committee consists of Korean experts in the field of educational exchange and it selects successful applicants.

**Q10. How long does the selection procedure take?**

- A. Approximately in 4 to 6 weeks, the selection will be made. As soon as the selection result is made, it will be announced on ASEM-DUO website, and **ONLY** the selected applicants and their contact persons will be informed by the Secretariat through e-mail.

**Q11. What are the selection criteria?**

- A. This program aims to support a variety of exchange projects. Therefore, new exchange projects shall be given priority in selection. For more information, you may refer to **2.6. Selection Criteria** in the General Description.

### 3. How to write the Application Form

**Q12. Should the periods of exchange and field of exchange coincide for pair?**

- A. Not necessarily. However, the exchange should be carried out **from August 1, 2024 until July 31, 2025**.

**Q13. Should the academic years of the applicants coincide?**

- A. Not necessarily. If the exchange project is executed under the same MOU, undergraduate students and graduate students are both eligible for exchange.

**Q14. If the applicant in leave of absence status during application period, how to specify the detailed?**

- A. If so, please write the reason shortly, such as *General leave for personal reason, military leave, sick leave, go abroad for language study, preparation for the exchange, etc.*
- B. In addition, please write the current residence country during application period (2024 spring semester)

**(Application page 1)**

**Q15. If we do not have an ID in the online application page, how can we apply?**

- A. Please contact the Secretariat and ask to add your institution to the list and get an ID. Please be informed that the ID only will be given to the contact person of the Korean Institution and **ONE** institution will have **ONLY ONE ID**.

**(Application page 2)**

**Q16. If we could not find our European partner institution on the application page, how can we apply?**

- A. Please contact the Secretariat and ask to add your partner institutions. Also, you need to provide ***the official name of the partner institutions in English, their official website, and the country where it is located.***

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**Q17. If the applicant engages in the exchange for a whole year, how should we write the exchange duration?**

- A. Applying unit is fixed as one semester (1 semester). Thus, applicants need to choose **“one semester”** and specify the exchange period.

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**Q18. Any guidelines for the exchange details?**

- A. Please be informed that you need to list the courses **for one semester**. If you would study abroad for a whole year, please **choose** one semester to apply and **write** the courses that you will complete during that semester.
- a. On a semester basis, **a minimum of 10 credits/20 ECTS** must be taken up at the destination institution. If your purpose of the exchange is other than Transfer of Credits, please specify in detail on page 3.

N.B. If actual courses happen to differ from the courses listed on the application, the contact persons or awardees 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 consequently reimbursement.

- b. For Korean students, please write the courses (with ECTS) you would take at the European institution. For European students, please write the courses (with Korean credits) you would take at the Korean institution.

**Q19. Do I need to take courses in the field of my major when I study in the destination institution? And is there any priority to specific fields of majors?**

- A. Not necessarily. And there is no priority to a specific major. However, **taking ONLY language training courses\* or sports courses is not acceptable.**

\*The major-related courses are allowed, such as German Literature, History of the Language, etc. However, language training courses/sports courses are NOT counted such as Korean speaking, Spanish 1, Tennis, etc.

**Q20. I have not received any course list from the destination institution. How can I fill out the application?**

- A. You may refer to the course list of the previous semester.
- B. If some courses are not provided during the exchange semester, there will be a chance to modify the course list. However, the procedure will be proceed after selection result is

announced. In this case, you need to find other relevant courses and get approval from the Secretariat, and please note that the credits/ECTS of the alternative courses should not be less than the credits (ECTS) written on the application.

**Q21. Is it possible to receive a fellowship from another government or organization?**

- A.** If this exchange project has already any other source of finance, or if you are planning to apply, you need to provide the detailed information such as name of fellowship, name of organization, fellowship amount, purpose of fellowship, fellowship amount, and announcement period, etc.
- B.** If unreported double-fund cases are found after the selection, the Secretariat may still reserve the right to cancel the fellowship and request the reimbursement of the fellowship in full.

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| <b>Allowed</b>     | <ul style="list-style-type: none"> <li>• Any Fellowship provided by originating/destination institutions for the exchange program</li> <li>• Any kind of Academic Fellowship, Fellowship for low income family background support, or Repayable loans Fellowship</li> </ul>   |
| <b>Not Allowed</b> | <ul style="list-style-type: none"> <li>• Korean Government Fellowship (ex. GKS Fellowship, etc)</li> <li>• The Fellowship in the name of the exchange support which provides a corresponding amount of DUO-Korea (500 Euro to 1,000 Euro /month) by other government or private institutions (ex. Mirae Essat Fellowship, etc)</li> </ul> |

\*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.

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**Q22. If the passport is expired, what should I submit?**

- A.** A copy of the national registration card for Koreans or a citizen card for Europeans is acceptable. However, if it is not written in English, an applicant needs to provide the English name same as the passport along with a copy of the document.
- B.** The applicants who only has permanent residence card, are not eligible.

**Q23. Are there any guidelines for the official transcript?**

- A.** Please submit the **official English transcript** including the **Grading Scale Table**.
  - a. If your institutions do not provide the English version, you need to submit the translated version in addition to the original transcript.
  - b. In case your institution does not adopt the ECTS grading system, you should attach the Grading Scale Table showing the calculation for conversion to ECTS. Also, please write the transferred ECTS on the application.
  - c. If you don't have the results of fall semester of 2023, please submit the transcript

including the results until the most recent semester and please specify the reason on the transcript.

**Q24. Are there any guidelines for the Motivation letter?**

- A. You may write on the topic indicated on the cover page. Also, please **DO NOT write your name and name of institutions in the main text.**

**Q25. Should we also send the original application?**

- A. No. It will be necessary only if your exchange project has been selected.
- B. Once selected, the contact person of the Korean institutions should submit the original version including the signatures and official stamp of Korean institutions on behalf of the two institutions and awardee students.

## 4. Further information

**Q26. Will the Secretariat provide flight tickets or accommodations? Are there any restrictions in using the fellowship?**

- A. No, you need to prepare flight-tickets or accommodation on your own or ask the contact person of the destination institutions for assistance. There are no restrictions on the usage of fellowship. It can finance tuition and living or travel expenses.

**Q27. When do I receive the fellowship?**

- A. The first fellowship (50% of fellowship) will be transferred in 2 weeks prior to the expected arrival date in the destination country. The rest will be paid at the start of the 3<sup>rd</sup> month of the exchange period.
- B. Please be informed that each installment will be transferred upon receiving the required documents. For details, the Implementation Guideline will be given after selection.

**Q28. What are the obligations of the fellowship awardees?**

- A. Awardees should carefully read the notification letter and Implementation Guideline, and submit the relevant documents accordingly.
  - a. **Documents for initial fund request:** Original application, Letter of Acceptance, Official English Transcript, Flight schedules, and Request for Initial transfer
  - b. **Documents for final fund request:** Proof of arrival, Certificate of Course registration, Modification of Class Schedule (only for the changed course), and Request for final transfer
  - c. **Final Progress Reports:** Essay, Proof of departure and Transcripts from both institutions