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विश्वविद्यालय अनुदान आयोग
बहादुर शाह ज़फर मार्ग
नई दिल्ली
University Grants Commission
Bahadurshah Zafar Marg
New Delhi-110002

No. F. 46-1/2017(IC)

January, 2017

Sub: DUO-Belgium/Flanders Fellowship Programme

Dear Sir / Madam,

It gives me pleasure in informing you that DUO-Belgium/Flanders 2017 is open or applications from December 15, 2016 until March 31, 2017, Belgium local time.

DUO-Belgium/Flanders Program is sponsored by Ministry of Education and Training in Belgium/Flanders with an aim to promote exchanges of people between Belgium/Flanders and 4 ASIAN ASEM member countries (China, India, South Korea and Vietnam) on a balanced and permanent basis.

Under the DUO-Belgium/Flanders Fellowship, 4 ASIAN ASEM member countries university students can have financial supports for their exchange study in Belgium/Flanders. Details of DUO-Belgium/Flanders Fellowship including eligibility, criteria and application information are attached herewith for your information.

In case of any query, the applicant may email to the Secretariat of ASEM-DUO at admin2@asemduo.org. All relevant information regarding ASEM-DUO and DUO-Belgium/Flanders Fellowship programme are also available on the Secretariat's website at <http://www.asemduo.org>

There will be no financial liability on the part of the UGC for this fellowship programme.

With regards,

Yours sincerely,

(Jaspal S. Sandhu)

The Vice-Chancellors of all Indian Universities

Copy to:

The Publication Officer, UGC, New Delhi for uploading on UGC website

(Jaspal S. Sandhu)

DUO-Belgium/Flanders: 1. General Description

DUO-Belgium/Flanders Fellowship Programme was established in 2011 with the aim of promoting exchanges of students between Belgium/Flanders and 4 Asian countries (China, India, South Korea and Vietnam) on a **balanced and permanent** basis. In this respect, DUO-Belgium/Flanders requires that a **PAIR (two persons)** of students will be exchanged in the framework of a cooperative project. Definition of 'student':

- Undergraduate (bachelor) and graduate (master) students who are currently enrolled in universities or university colleges in Flanders or one of the four Asian countries.
- Nationality of the student is not a criterion.

N.B.: All applicants should maintain their "student status" from the time of application until the end of their exchange period.

1.1 Eligibility

Due to the unique nature of this program, in order to be eligible, the exchange project needs to fulfill all five requirements below:

- 1) A higher education institution in Belgium/Flanders (home institution) and an educational institution in Asia (host institution) have established an academic *cooperative agreement* or have the intention to set up a new cooperation agreement.
- 2) The Flemish higher education institution, as well as the Asian partner cannot ask tuition fees to the students for the exchanges.
- 3) The Flemish home institution has selected a Flemish student enrolled at the home institution to send to the Asian host institution, and such selection has been accepted by the Asian host institution. A Flemish student is defined as a student from any nationality, subscribed in a Flemish Higher Education Institution.
- 4) The same Asian host institution has selected an Asian student enrolled at the host institution to send to the Flemish home institution, and such selection has been accepted by the same Flemish home institution.
- 5) If the Flemish student has already started the exchange or the Asian student has already

2.1. Who Applies?

The higher education institution in **Belgium/ Flanders** applies on behalf of **both** institutions and persons who are to participate in the exchange. Asian institutions shall cooperate fully with Flemish institutions in supplying precise information of Asian applicants. Individuals wishing to take part in exchanges are advised to contact the relevant offices (e.g. International Relations Offices) of the higher education institution to file an application for this program.

2.2. Application Period

Applications will be accepted from December 15, 2016 through March 31, 2017 local Belgian time. Applications submitted after March 31, 2017 will not be accepted.

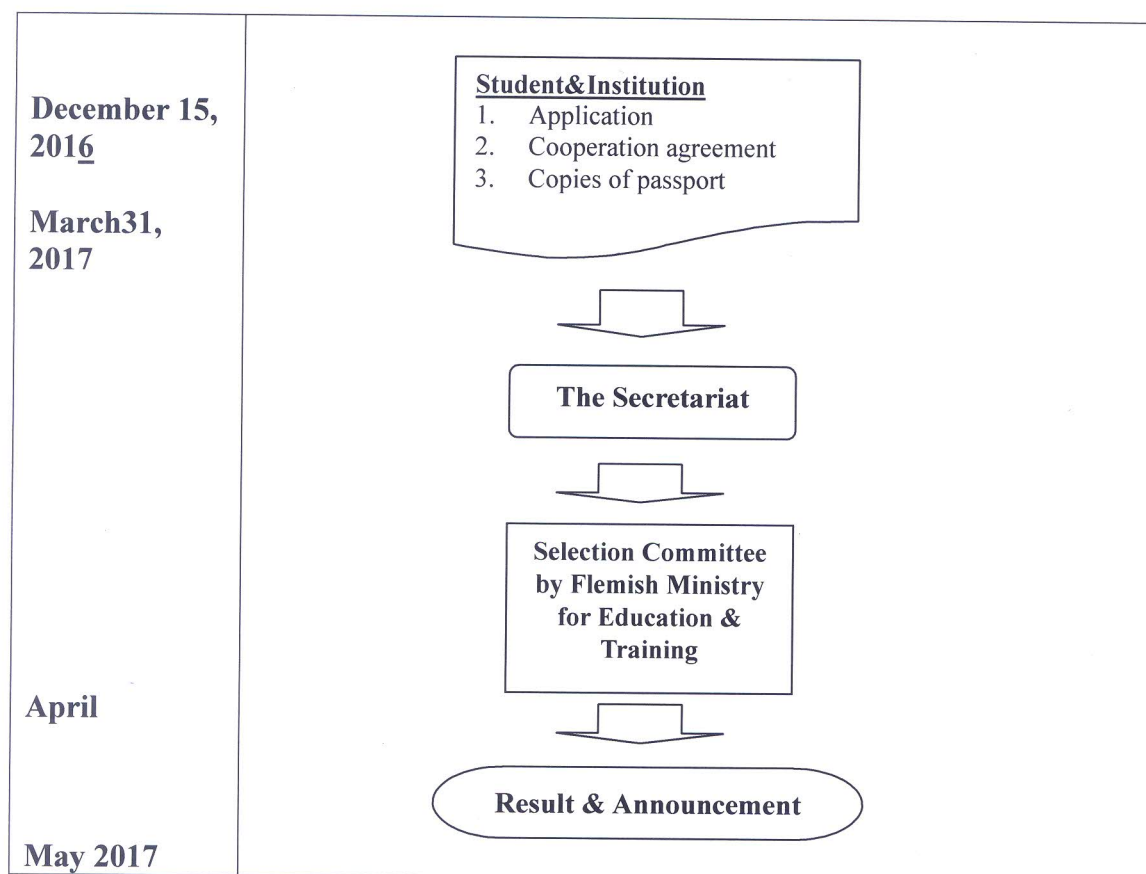
2.3. Application Material for Submission

1. Filling out an Online Application Form.
2. A Copy of Cooperation Agreement (or Memorandum Of Understanding for cooperation) between paired institutions OR declaration of intention to set up new cooperation agreement, signed by Head of Flemish Higher Education Institution by uploading to the website with scanned files (only valid one).
3. A copy of passport of paired applicants by uploading to the website with scanned files.
4. A motivation letter (max. 2 pages A4) of each of the paired applicants by uploading to the website.

If courses listed on the application differ from the actual courses, Contact Persons or Persons of Exchange are responsible to inform the Secretariat for approval; if this procedure is not taken beforehand, fellowship award to both students is subject to cancellation and consequently refund.

An Online application form for DUO-Belgium/Flanders can be found on the ASEM-DUO website at <http://www.aseduo.org>

1. Click JOINUS button and find the Name of Home Institution to get an ID.
※ If you don't find the name of your institution, please contact the secretariat to add your institution to the list.
2. Enter your password with the minimum information of the contact person in Home University.



- Students who are entitled to a Flemish study grant, confirmed by AHOVOKS.
- Students with a disability, recognized by VAPH.
- Working students in a work programme. The student must be an employee, or must be

N.B.: For each pair of an exchange project, the exchange period of the Belgian and Asian students does not necessarily need to coincide, and the field of exchange does not need to be the same.

2. STEP 2. – Host Institution

In this page, provide information of the host institution involved in the exchange project. The host institution shall be resided in 4 Asian countries (China, India, Vietnam, and SouthKorea).

- CONTACT PERSON means a regular staff of the Asian institution who arranges the exchange project and is willing to communicate with the Secretariat in such events as verifying application details, transferring fellowship, monitoring exchange and providing further information on the status of the exchange.
- ASSISTANT PERSON shall be capable of replacing the CONTACT PERSON in case of emergency. Assistant Person can be a colleague of the Contact Person who knows the process of DUO-Belgium/Flanders.
- PERSON OF EXCHANGE shall be any Asian student who will participate in the exchange.
- In a box for Institutional Criteria for selecting person to be exchanged, describe why you (or your institution) recommend the person of exchange for fellowship in detail.
- Confirmation on Agreement with Host Institution (to be signed by CONTACT PERSON at the Flemish Home Institution): since the contact person in the Flemish institution is required to complete the application on behalf of two people who will participate in the exchange between the home and the host institution (Asian institution), he/she should confirm here by checking “YES” that the contact person in the host institution also agrees with this submission of the application.

3. STEP3. – Description of the Exchange Program

In this section, please describe the type, duration and purpose of the exchange as instructed on the form.

- Type of exchange: please check appropriate boxes to specify whether the students for exchange are in an undergraduate or in a graduate study.
- Duration of Exchange: As stipulated on the DUO-Belgium/Flanders General Description, the duration of DUO-Belgium/Flanders Fellowship is standardized on a

incomplete or improper information, further information will be individually requested by the Secretariat.

THE IMPLEMENTATION GUIDELINE TO THE DUO-BELGIUM/FLANDERS 2017 FELLOWSHIP PROGRAMME

This Implementation Guideline to the DUO-BELGIUM/FLANDERS 2016 Fellowship Programme has been established by the Secretariat for the ASEM-DUO Fellowship Programme (“Secretariat”) for the mutually convenient and efficient implementation of the fellowship to be provided for a cooperation project (“Project”). The Home and Host Institutions are represented by the contact persons as specified in the Project (“Contact Persons”).

1. DOCUMENTS TO SUBMIT FOR VERIFICATION BY THE HOME INSTITUTION (*FLEMISH INSTITUTION*)

The Home Institution shall submit or arrange to submit the documents mentioned in this section to the Secretariat within one (1) month after the notification of the award selection by the Secretariat. If the exchange project starts earlier than one month after the selection announcement, the documents shall be sent to the Secretariat prior to the actual implementation of the exchange project. The Home Institution may send the documents by fax, if they deemed that the timely delivery is not possible, but in such a case, original documents shall be received by the Secretariat within a reasonable period of time. Otherwise, the Home Institution shall arrange the best possible date for submission in consultation with the Secretariat in due time.

1.1 The Application Form

The application form, which has been submitted through the website to the Secretariat for consideration, shall be properly signed (copies are not acceptable) and/or sealed by the Contact Person at the Home Institution, and post-mailed to the Secretariat. For this purpose, the Home Institution may insert the name, position, signature, and/or seal at the end of the application form.

1.2 Transcript

Student awardees are required to enclose an official English transcript (included institution’s official stamp) with the original application forms.

1.3 Letter of Acceptance

The letter of acceptance is a contract that awardees will observe, and they will adhere to

Exchange in the Request for Transfer, fifteen (15) days prior to the expected departure date shown on air tickets by email or facsimile, whichever arrives earlier. The Secretariat shall promptly notify the Home/Host Institutions and the Persons of Exchange of the transfer of the Fund.

3.2 Learning Agreement (Modification of Class Schedule)

Persons of Exchange shall send a copy of the Learning agreement (Class Schedule) in the home/host institution by email, or alternatively, by facsimile, to the Secretariat, within one (1) month after the actual starting date of the semester at the Home/Host Institutions.

If the learning agreement has any change from the one which was submitted with the Application Form, such changes should be, in writing, notified to and approved by the Secretariat. The form (Modification of Class Schedule) should be signed by the awardees and contact persons enlisted on application forms and reasons of change should be specified clearly. ***Any failure of such notification to approval by the Secretariat shall result in full reimbursement of the fellowship.***

3.3 Final Request for Transfer

The second installment shall be transferred at the start of the 3rd month of stay in the Home/Host Institutions. Final request for transfer shall follow the same procedure as the initial request, and shall indicate the date of the expected departure to the institution of origin. If the stay of Persons of Exchange in the Home/Host Country **does not reach the minimum required period (4 months for students)** or goes beyond the dates of exchange, it should be explicitly mentioned in the Final Request for Transfer.

Persons of Exchange who are subject to overseas trip as part of a course shall seek prior approval from the Secretariat to secure full fellowship. If Persons of Exchange leave the host country during the exchange period, he/she should consult with the Secretariat for further decision in the fellowship. ***The amount of last installment may be adjusted according to the duration of stay in the home/host country.***

3.4 Proof of Departure

Persons of Exchange shall submit to the Secretariat a proof of departure to their institution of origin, **within one (1) month after the actual date of return to the originating institution.** A copy of the arrival and departure or exit date stamped and photo page in their passports or certificate of entry & exit shall be sufficient for this purpose. If the stay of Persons of Exchange in the Home/Host Institutions does not reach the minimum required period (4 months) without the Secretariat's

3) In the case of the Home and Host Institutions, the execution, delivery and performance of this Implementation Guideline and the Project have been duly authorized by all proper and necessary institutional or other actions, 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 Project 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 Project from the description contained in the application shall require prior written approval of the Secretariat;

6) In those cases when a student at a Home/Host University must forgo an already granted scholarship and announces this to the Secretariat, the Home/Host University can designate a new student to implement the exchange, under condition that the student meets those requirements for application that is stated in the Implementation guidelines. If the Home/Host University fails in finding a new student who can implement the exchange during the granted period, the student who was already allocated as fellow-applicant nevertheless be allocated its granted part.

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 or Host Institutions or Persons of Exchange, or *failure to implement the Project as proposed in the application submitted thereby*, the Secretariat may, at its sole discretion, cancel the fellowship and require the return of the Fund in full to the Secretariat.

7. ASSIGNMENT

The Home and Host Institutions and Persons of Exchange may not assign any of their rights or obligations arising out of this Implementation Guideline without the prior written consent of the Secretariat.

DUO-Belgium/Flanders Fellowship Programme

Application for academic year 2017/18

ID number	Date of submission
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HOME INSTITUTION (in BELGIUM-FL)					
Name of Institution					
Address					
		Country	BELGIUM-FL	Zip Code	
1) CONTACT PERSON <i>(should not be the same as the information of the person of exchange)</i>					
Last Name	(Dr./Mr./Mrs./Ms.)	First Name			
Position		Department			
Address					
		Country	BELGIUM-FL	Zip Code	
Tel	32-	Fax			
Email					
Assistant	(Dr./Mr./Mrs./Ms.)	First Name			
Last Name		(Please write the person who can be contacted in case of emergency.)			
2) INFORMATION ON THE PERSON OF EXCHANGE					
Last Name		First Name			
Date of Birth	(dd/mm/yyyy)	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Nationality		National Registration No.			
Student Major					
Applying field of study	<input type="checkbox"/>	STEM (science, technology, engineering, mathematics)			
	<input type="checkbox"/>	Political sciences			
	<input type="checkbox"/>	Social sciences			
	<input type="checkbox"/>	Economy			
	<input type="checkbox"/>	Communication sciences			
	<input type="checkbox"/>	Others (pls. specify):			
Grade(how many years in attendance) If applicant is a graduate student, click in a graduate box. (DO NOT select grade)		ECTS			
Tel	32-	Fax			
Email					
Institutional criteria for selecting above person to be exchanged: <i>(Please, describe why your institution recommends above person for the fellowship in detail. You may add recommendation letter in attachment.)</i>					

DESCRIPTION OF EXCHANGE PROGRAM						
		From FLEMISH to ASIAN Institution		From ASIAN to FLEMISH Institution		
Type of Exchange	STUDENT	<input type="checkbox"/>	Bachelor	STUDENT	<input type="checkbox"/>	Bachelor
		<input type="checkbox"/>	Master		<input type="checkbox"/>	Master
Duration	Starting Date	(dd/mm/yyyy)		Starting Date	(dd/mm/yyyy)	
	Ending Date	(dd/mm/yyyy)		Ending Date	(dd/mm/yyyy)	
	Exchange Period	1 semester / 1 year		Exchange Period	1 semester / 1 year	
PURPOSE OF EXCHANGE						
STUDENT	<input type="checkbox"/>	Study				
	<input type="checkbox"/>	Internship				
	<input type="checkbox"/>	Research				
	<input type="checkbox"/>	Others:				
FROM FLEMISH TO ASIAN INSTITUTION				(30 ECTS or equivalent is recommended)		
How many ECTS for transfer?						
FROM ASIAN TO FLEMISH INSTITUTION				(30 ECTS or equivalent is recommended)		
How many ECTS for transfer?						

****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 Home Institution:

(Name/Signature) President/director/head of international office of the institution:

Official stamp of institution:

- Please upload the MOU agreement between two universities.
- Please upload the copies of passport of two students.
- Please upload the transcripts of two students.
- Please upload the motivation letters of two students.
- Please upload the recommendation letter if you have. (Not mandatory)
- *This word version application is only for reference. Please do not submit this application by email. Only on-line submission is acceptable.*

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