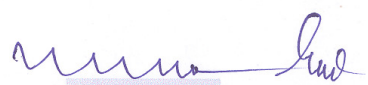


The University of Agricultural Sciences, Bangalore is pleased to accept the offer of ASEM-DUO-Belgium/Flanders Scholarships for IMRD program as outlined below.

  
Vice chancellor

Vice Chancellor  
University of Agricultural Sciences  
GKV Campus, Bangalore-560 085

22/3/2016

**DUO-Belgium/Flanders: 1. General Description**

DUO-Belgium/Flanders Fellowship Program 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; and
- 2) The Flemish higher education institution, as well as the Asian partner cannot ask tuition fees to the students for the exchanges; and
- 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; and
- 4) The *same* Asian host institution has selected a *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 stayed in Belgium/*Flanders* before the application period for DUO-Belgium/*Flanders* 2012, the application is not acceptable.

### **1.2. The Duration and the Amount of the DUO-Belgium/Flanders Fellowships**

DUO-Belgium/Flanders 2012 is for exchange projects, which will start from August 2012 and end before September 2013 to avoid duplication of implementation period of exchange projects selected by DUO-Belgium/Flanders in the ensuing years. The selection of DUO-Belgium/Flanders 2012 is made *ONLY* once a year. In this respect, those who are planning to exchange in Spring Semester of 2013 (January-August 2013) shall apply for DUO-Belgium/Flanders 2012.

The duration and the amount of the fellowships are *standardized* as follows:

*The amount of the fellowships is 8,000 euros for both students in a pair (800 Euro/month for the Flemish student - 1200 Euro/month for the Asian student).*

*The duration of exchange should be at least one semester. A semester is defined as the period including the eventual introduction activities, the period of teaching and the period of preparing and doing the examinations. A period of 15 days before the start of a semester is also accepted in the period of funding. Exchange of less than one semester is NOT allowed. If a semester is longer than 4 months in the visiting institution, fellowship will be given for 4 months. If a semester is less than 4 months in the Home/Host institutions, then the scholarship will be adjusted on a pro-rata basis.*

## **DUO-Belgium/Flanders: 2. Application Procedure**

### **2.1. Who Applies?**

The higher education institution in *Belgium/Flanders* applies on behalf of *both* institutions and people 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 March 1 through March 30, 2012 local Belgian time. Applications sent or posted after March 30 will not be accepted.

## 2.3. Application Material for Submission

1. Electronic Application Form by e-mail: [admin2@asemduo.org](mailto:admin2@asemduo.org)
2. A Copy of Cooperation Agreement (or Memorandum Of Understanding for cooperation) between paired institutions, by fax, postal mail or e-mail with scanned files *OR declaration of intention to set up new cooperation agreement, signed by Head of Flemish Higher Education Institution*
3. A copy of passport of paired applicants by fax or e-mail with scanned files

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 electronic application form for DUO-Belgium/Flanders can be downloaded from the ASEM-DUO website (<http://www.asemduo.org>) at the banner of DUO-BELGIUM/Flanders. Simply **download** and fill out the form. Once completed, **submit** it to the Secretariat **via e-mail** at [admin2@asemduo.org](mailto:admin2@asemduo.org). The rest of the documents (cooperation agreement and passport copy) may be sent by fax or e-mail. The addresses are as follows;

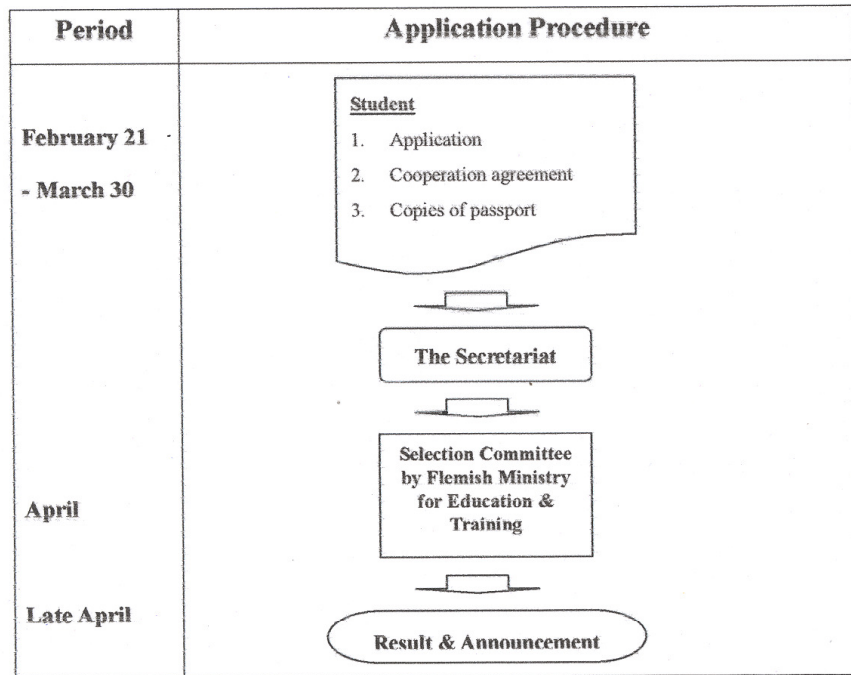
e-mail: [admin2@asemduo.org](mailto:admin2@asemduo.org)

fax: +82-2-720-6715

## 2.4. How and When is the Selection Made

A Flemish Selection Committee, comprising Flemish experts and if possible representatives from Asian countries, will make the selection after the application deadline. The decision will be announced by late April.

The notification will be displayed on website, [www.asemduo.org](http://www.asemduo.org) and the Secretariat will directly notify Contact Persons 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 institutions. Contact Persons may download forms of Letter of Acceptance, if they so wish.



### 2.5. Selection Criteria

*Project proposals for the exchange of students in all disciplines will be accepted. However, priority shall be given to following disciplines:*

- *STEM (Science, Technology, Engineering, Mathematics)*
- *Political and social sciences*
- *Economy*
- *Communication Sciences*

*Furthermore we will give priority to following themes:*

- *Intercultural dialogue*
- *Sustainability*
- *Innovation*

- *Health care*

Very important: we will give at least 25% of all scholarships to students with a low socio-economic background. If the proposal includes a student from a lower socio-economic status, it is important to make this clear in the application form.

### 2.6. Fellowship Grants

The DUO-Belgium/Flanders Fellowship for the selected exchange projects will be paid directly by the Secretariat to the bank accounts of students who participate in those exchange projects. There are no restrictions in using the fellowship.

## DUO-Belgium/Flanders: 3. Instruction for 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 Institution

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 Institution.

- *CONTACT PERSON* means a regular staff of the Flemish institution who arranges the exchange project and is willing to communicate with the Secretariat in such events as verifying application details, transferring fellowship, monitoring exchanges and providing further information on the status of the exchange.
- *PERSON OF EXCHANGE* shall be any Flemish student who will participate in the exchange.
- In a box for *Institutional Criteria for selecting student to be exchanged*, describe why you (or your institution) recommend the student

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. Page 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, South-Korea).

- **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.
- **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. Page 3. – 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 semester basis.
- **Purpose of Exchange:** Please, specify what the purpose of the exchange is. Also fill in how many credits (ECTS) that will be recognized by home or host institution.

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

Under this heading, Flemish and Asian students' learning agreement should be listed during their exchanges periods. Details shall be elaborated as they will determine the selection of the application.

For your information, 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 refunded. Intensive language courses by students are not honored in this program.

If this exchange project 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 the home institution and the president or Director of the institution in the section of Certification of Authenticity. Submit the form to the Secretariat by e-mail at [admin2@asemduo.org](mailto:admin2@asemduo.org). *The original printed version with the signatures will be requested if your project has been selected.*

**3.3. After the submission: acknowledgement**

The acknowledgement on the receipt of submission will be sent to the contact person in the Flemish home institution by e-mail within a few days after submission. If there is any application with incomplete or improper information, further information will be individually requested by the Secretariat.