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सत्यमेव जयते



विश्वविद्यालय अनुदान आयोग
University Grants Commission
(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, Govt. of India)

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Public Notice

Call for Applications for the ASEM DUO-Sweden Programme 2024

The DUO-Sweden 2024 is open for applications from April 08 until May 21, Swedish local time. DUO-Sweden Program is sponsored by Swedish Council for Higher Education with an aim to promote exchanges of people between Sweden and Asian ASEM member countries on a balanced and permanent basis. Under the DUO-Sweden Programme, Asian students in Asian institutions can have financial support for their exchange study in Sweden.

The deadline for submission of applications is 21st May 2024. For further query, contact at admin2@asemduo.org and relevant information regarding ASEM-DUO and DUO-Sweden Fellowship on website at <http://www.asemduo.org>. The details of the DUO-Sweden 2024 Programme including eligibility, criteria, and application information are available in the following attachments below :

1. DUO-Sweden 2024 Application Form
2. DUO-Sweden 2024 General Description
3. DUO-Sweden 2024 FAQ

All the HEIs are requested to circulate DUO-Sweden 2024 Program to the concerned institutions in ASEM Asian member countries, so that more Asian students interested in exchanges with Swedish institutions will have fellowship opportunities.

(Dr. Archana Thakur)

Encl. : As above.



DUO-SWEDEN FELLOWSHIP PROGRAM

Application for academic year 2024/25

Do not write in the box immediately below.

ID number	DS2024-	Date of submission	
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HOME INSTITUTION (in SWEDEN)			
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 : SWEDEN	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	<input type="checkbox"/> Language & Literature	Current Major	<input type="checkbox"/> Language & Literature
	<input type="checkbox"/> Social Science (Business)		<input type="checkbox"/> Social Science (Business)
	<input type="checkbox"/> Engineering		<input type="checkbox"/> Engineering
	<input type="checkbox"/> Natural Science		<input type="checkbox"/> Natural Science
	<input type="checkbox"/> Fine Arts		<input type="checkbox"/> Fine Arts
	<input type="checkbox"/> Others (pls. specify):		<input type="checkbox"/> 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)			<i>*Please put the total earned ECTS as written on the transcript</i>
Tel		E-Mail	

HOST INSTITUTION (in Asian Country)			
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	<input type="checkbox"/> Language & Literature <input type="checkbox"/> Social Science (Business) <input type="checkbox"/> Engineering <input type="checkbox"/> Natural Science <input type="checkbox"/> Fine Arts <input type="checkbox"/> Others (pls. specify):	Current Major	<input type="checkbox"/> Language & Literature <input type="checkbox"/> Social Science (Business) <input type="checkbox"/> Engineering <input type="checkbox"/> Natural Science <input type="checkbox"/> Fine Arts <input type="checkbox"/> Others (pls. specify):
Grade		ECTS	<i>*Please convert the total completed credit to ECTS upon the institution's conversion rate. (ex) 1credits=1.5 ECTS)</i>
<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)			
Tel		E-Mail	
Confirmation on Agreement with Host Institution			
I, the contact person in the home institution, hereby confirm that the persons to be exchanged and the contact person in the host institution are all aware and agree that this application is submitted. (please, check the box at the right as appropriate)			YES

* If not applicable, please mark "N/A".

DESCRIPTION OF EXCHANGE PROGRAM						
	From HOME to HOST Institution			From HOST to HOME Institution		
Type Of Exchange	STUDENT	<input type="checkbox"/>	Undergraduate	STUDENT	<input type="checkbox"/>	Undergraduate
		<input type="checkbox"/>	Graduate		<input type="checkbox"/>	Graduate
Duration Of Exchange	Applying UNIT	1 Semester		Applying UNIT	1 Semester	
	Starting Date			Starting Date		
	Ending Date			Ending Date		
PURPOSE OF EXCHANGE						
STUDENT	<input type="checkbox"/>	Transfer of Credits				
	<input type="checkbox"/>	Others:				
<i>IF THIS APPLICATION IS FOR A STUDENT-EXCHANGE, PLEASE ANSWER BELOW:</i>						
FROM HOME TO HOST INSTITUTION:			Please put only "number" (Example: Not 30 ECTS but only 30)			
How many ECTS for transfer?						
FROM HOST TO HOME INSTITUTION			Please put only "number" (Example: Not 30 ECTS but only 30)			
How many ECTS for transfer?						
If your purpose of exchange is other than Transfer of Credit such as Internship, or Research, Please specify in detail :						

EXCHANGE DETAILS

DESCRIBE STUDENTS' CLASS SCHEDULE DURING EXCHANGE

*(This will be closely examined at the stage of selection by the Selection Committee. **Language training course ONLY is not acceptable.** Any change in course schedule should be duly reported to the Secretariat for approval.)*

Class Schedule of the Swedish Student:

Name of Subject	ECTS	Comments if necessary
Total		

The contact person at Home institution, hereby confirm that the exchange period at Host Institution is eligible for the student (from Sweden) as full time study for one semester and that the home institution shall give full recognition for the period spent abroad.

YES

Class schedule of the Asian student:

Name of Subject	ECTS	Comments if necessary
Total		

The contact person at Host institution, hereby confirm that the exchange period at Home Institution is eligible for the student (from Asia) as full time study for one semester and that the host institution shall give full recognition for the period spent abroad.

YES

****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 or Director of Home Institution:

Official Stamps of Home Institution

- Please upload the MOU agreement between two institutions
- Please upload the copies of passport of two students
- Please upload the transcripts of two students

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

1. General Description

DUO-Sweden Fellowship Program was established in 2010 with the aim of promoting exchanges of people between Sweden and Asian countries* on a balanced basis. In this respect, DUO-Sweden requires that a PAIR (two persons) of students be exchanged in an academic cooperative arrangement.

*21 Asian countries: including Australia, Bangladesh, Brunei Darussalam, Myanmar, Cambodia, China, India, Indonesia, Japan, Kazakhstan, Korea, Laos, Malaysia, Mongolia, New Zealand, Pakistan, the Philippines, Russia, Singapore, Thailand and Vietnam

Definitions of students are as below:

- Students: undergraduate and graduate students who are currently enrolled in universities

1.1 Eligibility

Due to this unique nature of this program, in order to be eligible, the following are required:

Your exchange fulfills all three requirements below:

- An educational institution in Sweden (home institution) and an educational institution in Asia (host institution) have established an academic ***cooperative agreement/inter-institutional agreement***; and
- The Swedish home institution has ***selected*** an ***EU national*** student enrolled at the home institution to send to the Asian host institution, and such selection has been ***accepted*** by the Asian host institution; and
- The ***same*** Asian host institution has selected an ***Asian*** student enrolled at the host institution to send to the Swedish home institution, and such selection has been accepted by the ***same*** Swedish home institution.

1.2 The Duration and the Amount of the DUO-Sweden Fellowships

DUO-Sweden 2024/25 is for exchange projects, which will start from August 2024 and end before September 2025 to avoid duplication of implementation period of exchange projects selected by DUO-Sweden in the ensuing years. The selection of DUO-Sweden 2024/25 is made ***ONLY*** once a year. In this respect, those who are planning to exchange in Spring Semester of 2025 (January-August 2025) shall

apply for DUO-Sweden 2024/25.

The duration of fellowship is limited to one semester (or 4 months, whichever comes earlier). The amount of the fellowships is **standardized** as follows:

- ***3,500 Euros for Asian student and 3,500 Euros for Swedish students in a pair, in high income country. For Middle and Low income countries the Asian student get 4,000 Euros and the Swedish student get 3,000 Euros.***

The duration of exchange should be at least one semester and the scholarship is only available for those studying fulltime (**minimum 24 ECTS/16 weeks**). 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. (A definition of **fulltime study in Sweden is 30 ECTS credits per semester**, which is in general **20 weeks**.)

In the event that a student exchange lasts for a fewer number of weeks than granted, then the scholarship will be adjusted on a pro-rata basis and repayment of the funds provided will be required.

2. Application and Selection Procedure

2.1 Who Applies?

The educational institution in **Sweden** applies on behalf of **both** institutions and people who are to participate in the exchange. Asian institutions in partnership with Sweden institutions shall cooperate fully with Swedish 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 educational institutions to file an application for this program.

2.2 Application Period

Applications will be accepted from **April 08 through May 21, 2024** local Swedish time. Applications sent after **May 21, 2024 GMT+1** will not be accepted.

2.3 Application Material for Submission

1. Filling out an **Online Application** Form ONLY

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 Swedish Higher Education Institution*
3. A copy of **passport** of paired applicants
4. A copy of **transcript** of paired applicants (should include the grades up to the most recent semester)

2.4. Application Submission

An Online application form for DUO-Sweden can be found on the ASEM-DUO website at www.aseduo.org

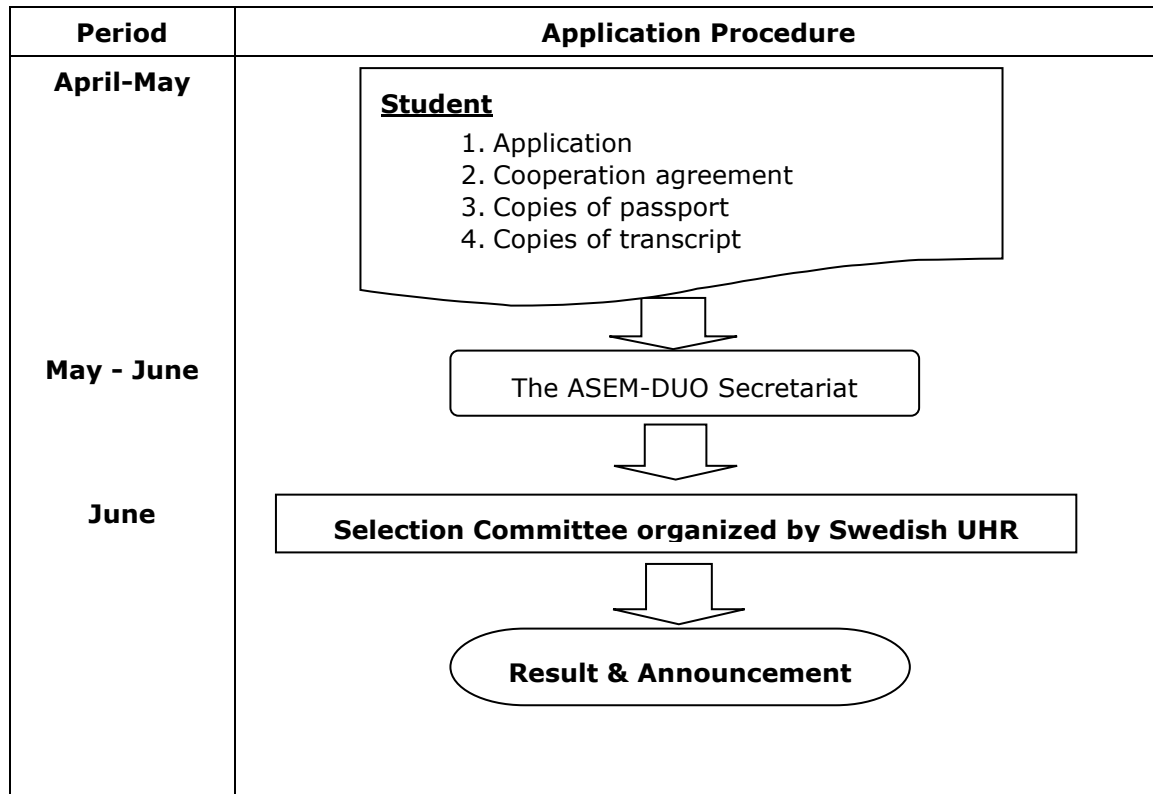
1. Enter your **ID** and **password** on the **LOGIN** page to fill out an online application.
2. **Home institution** should fill out the whole application including the information of Host Institution. Application Form in PDF format can be downloaded from the ASEM-DUO website (www.aseduo.org) at the banner of Forms.
3. The rest of the documents (cooperation agreement, passport copy, and transcript) can be uploaded in the last step of the application process.
4. Once completed, please make it sure to submit your application **by clicking “submit” button**. Home Institution should get a confirmation email from the secretariat **within 3 days** after completion of submission. If you don't get a confirmation email, please contact admin2@aseduo.org promptly.

※Click JOIN US button 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.

2.5 How and When is Selection Made

A Swedish Selection Committee, organized by the Swedish Council for Higher Education (UHR), will make the selection after the application deadline. The decision will be announced in June 2024. Selection criteria are at the discretion of the Swedish Selection Committee.

The notification will be displayed on website, www.aseduo.org and the Secretariat will directly notify Contact Persons/Awardees in writing. Hard copies of notification and Letter of Acceptance (forms are also available at www.aseduo.org) will be forwarded to both home and host institutions. Contact Persons/Awardees may download forms of Letter of Acceptance, if they so wish.



2.6 Fellowship Grants

The DUO-Sweden Fellowship will be paid directly by the Secretariat to the bank accounts of selected students who participate in the exchange program. There are no restrictions in using the fellowship. It can finance the tuition, and living or travel expenses.

3. Instruction for Application Form

3.1 Language of Application

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

3.2 How to write the Application Form

STEP 1 – Home Institution

The first box of ID number and Date of submission will be given after submission. The home institution shall be resided in Sweden.

- **Address** means a full detailed one which is not only for domestic post but also for overseas post. Do not write the post-office box number and City Name must be written.

- **CONTACT PERSON** means a regular staff of Swedish institution which arranges exchange project 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 Swedish (or EU national) student who will participate in the exchange.
- **ECTS** means a whole ECTS that a Swedish student has earned up to the most recent semester since he/she entered the Swedish institution. Please write the total earned ECTS as shown on the transcript.
- **Grade** means currently enrolled academic year as of the spring semester of 2024. Master course student must click Graduate under numbers.

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

STEP 2 – Host Institution

In this step, provide information of host institution involved in the exchange project. The host institution shall be resided in 21 Asian countries.

- **Address** means a full detailed one which is not only for domestic post but also for overseas post. Do not write the post-office box number and City Name must be written.
- **CONTACT PERSON** means a regular staff of Asian institution which arranges the exchange 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 Asian student who will participate in the exchange.
- **ECTS** means converted ECTS with the conversion rate of applicant's institution. You may check it with the contact person of your institution.
***Please convert the Asian student's total completed credit into ECTS.**
Ex) If 1 credit is equal to 1.5 ECTS at your institution, 30 credits will be converted to 45 ECTS.
- **Grade** means currently enrolled academic year as of the spring semester of 2024. Master course student must click Graduate under numbers.
- *Confirmation on Agreement with Host Institution (TO BE SIGNED BY*

CONTACT PERSON at the Swedish Home Institution): since the contact person in Swedish institution is required to complete the application on behalf of two people who will participate in the exchange and the host Asian institution, he/she should confirm here by checking on “YES” that the contact person in the host institution also agrees with this submission of the application.

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.
- **Duration of Exchange:** As stipulated on the DUO-Sweden General Description, duration of DUO-Sweden Fellowship is standardized on a semester-basis. For students, 1 semester means 4 months.
- **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.

N.B.: For each pair of an exchange, if the pair applies for Transfer for Credits, both students have to transfer their exchange credits to their originating institution after their exchange. If any of them will not transfer their exchange credits, those pair also needs to click for others and specify in detail.

STEP 4 – Exchange Details

- Under this heading, Swedish and Asian students’ class schedules should be listed during their exchange periods. Details shall be elaborated as they will determine selection of application. Also intensive language course is not honored in this program.

N.B.: If the actual courses on the course certificate differ from courses listed on the application, Awardees or Contact Persons are responsible to inform the Secretariat for approval as soon as possible. If this procedure is not taken beforehand, fellowship award to both awardees is subject to cancellation and consequently refund. Forms can be downloaded from our website, www.aseduo.org.

- Confirmation and recognition of the study period abroad **TO BE SIGNED BY CONTACT PERSON at the Swedish Home Institution (see information 3.2.2)**.

STEP 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 Home institution and the President or Director of institution in the section of Certification of Authenticity.

A Copy of Cooperation Agreement (valid one), the copies of passport and transcript of paired applicants should be attached. The preferred file formats for attachments are .jpg or .pdf.

Submit the form to the Secretariat **by clicking “submit” button**. The original printed version with the signatures/official stamps 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 Swedish home institution by e-mail **within 3 days** after submission. If there is any application with incomplete or improper information, further information will be individually requested by the Secretariat.

DUO-Sweden 2024 FAQ

1. General Description

Q1. Can an Individual student apply?

- A.** No. Only paired students can apply through the Sweden 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 at 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-Sweden open for applications?

- A.** The call for applications of DUO-Sweden 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-Sweden 2024.

Q4. How much is the amount of the fellowship?

- A.** The amount of the fellowships is standardized as follows. For high-income countries, 3,500 Euros for each Asian and Swedish student will be given. For Middle and Low-income countries, the Asian student gets 4,000 Euros and the Swedish student gets 3,000 Euros.

2. Application and Selection Procedure

Q5. Who should submit the application?

- A.** Only the contact persons of the Sweden institutions fill out and submit the application on behalf of two institutions, to 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 events as verifying application details, monitoring exchanges, and providing further information on the status of the exchange. In most cases, international relations office staffs at institutions are in charge.

Q7. What are the required documents to apply?

- A.** Along with the online application form, the following documents are required and all documents should be submitted written **in English**;
- a. A valid cooperation agreement (MOU) between paired institutions or

- declaration of intention to set up a new cooperation agreement
- b. A copy of passport of paired applicants (valid one)
 - c. A copy of transcript of paired applicants (including the grades up to the most recent semester)

Q8. For DUO-Sweden, who selects exchange projects?

- A.** A Swedish Selection Committee, organized by the Swedish Council for Higher Education (UHR), will make the selection after the application deadline.

Q9. When the selection procedure will be announced?

- A.** The decision will be announced in June 2024. As soon as the selection result is announced on ASEM-DUO website, the selected applicants and their contact persons will be informed by the Secretariat through e-mail.

Q10. What are the selection criteria?

- A.** Selection criteria are at the discretion of the Swedish Selection Committee.

3. Instruction for Application Form

Q11. 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 note that one institution will have ONLY ONE ID.

Q12. Should the academic year, periods of exchange and field of exchange coincide for each pair?

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

Q13. (Application page 2) If we could not find our Asian partner institution on this 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.

Q14. (Application page 2) How to convert the Asian student's credits to ECTS?

- A.** Please convert it upon the applicant's institution grading system and put the calculated ECTS. In addition, please let us know the conversion rate on the application (ex, 1 credit = 1.5 ECTS) since all conversion rate of an institution is different.

If 1 credit from Asian institution is equivalent to 1.5 ECTS from Sweden Institution, 30 credits will be converted to 45 ECTS.

Q15. (Application page 3) How to check the purpose of exchange?

- A.** If the pair applies for Transfer for Credits, both students have to transfer their exchange credits to their originating institution after their exchange. If any of them will not transfer their exchange credits, those pair also needs to click for others and specify in detail.

Q16. (Application page 4) Any guidelines for the exchange details?

- A.** Please be informed that applicant needs to write the list of the courses **on a semester basis**.
- B.** On a semester basis, **a minimum of 24 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 the actual courses on the course certificate differ from courses listed on the application, awardees or contact persons are responsible for informing the Secretariat for approval; if this procedure is not taken beforehand, fellowship award to both awardees is subject to cancellation or consequently reimbursement.

Q17. (Application page 4) Is it possible to receive a fellowship from another organization?

- A.** If an applicant receives double finance from Swedish Council for Higher education, it is not allowed. However, if the applicant has finance from another government or university, it seems fine.

Q18. Should we also send the original application?

- A.** No. Only when your exchange project has been selected, the contact person of the Sweden institutions should submit the original version including the signatures and official stamp of Sweden institutions on behalf of two institutions.