

# **ASEM-DUO WALLONIA-BRUSSELS FELLOWSHIP**

## **CALL FOR APPLICATIONS AND REGULATION 2023-2024**

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## 01. **PURPOSE OF THE ASEM-DUO PROGRAMME**

### 01.1 / **THE ACADEMY FOR RESEARCH AND HIGHER EDUCATION AND INTERNATIONAL RELATIONS**

The Academy for research and higher education (*Académie de recherche et d'enseignement supérieur – ARES*) is the federation of higher education institutions (HEIs) in the Wallonia-Brussels Federation (FWB), the French-speaking Community of Belgium. As a public interest body, it is responsible for supporting institutions in their teaching, research and community service missions. It brings together 6 universities, 19 university colleges, 16 colleges of arts and 86 adult education colleges, it organises the dialogue and promotes their cooperation nationally and internationally.

As a unique platform, ARES ensures global coordination for the higher education sector in the Wallonia-Brussels Federation.

ARES is the designated administrative body in charge of the implementation of the ASEM-DUO Fellowship Programme in the Wallonia-Brussels Federation, in collaboration with the ASEM-DUO Secretariat based in Seoul. It is responsible for every aspect of the administrative management of the programme including : the publication of the call for applications, the receipt of applications, the selection of the applicants, the production of all the documents related to the fellowship, the payment of grants, the receipt of the mission reports.

- » **For further information** on the international relations strategy of ARES, its vision and missions, its objectives and the different tools it uses to achieve them, see : <http://www.ares-ac.be/fr/relations-internationales>

### 01.2 / **THE ASEM-DUO PROGRAMME**

A specific cooperation process between Asia and Europe in the field of education – and more specifically higher education – has been set up in the context of the Asia-Europe Meeting. The ministerial meetings, which are held alternatively in Europe and Asia, are until now the sole instrument for cooperation at a higher political level between the two continents. This mode of functioning inspires itself of the experience and best practices of the Bologna Process. During the Asia-Europe Meeting of Ministers of Education held in Kuala Lumpur in 2013, the Wallonia-Brussels Federation announced it would participate in the ASEM-DUO Fellowship Programme as of 2014.

Generally, the ASEM-DUO Fellowship Programme (dating from 2001) aims at:

- » Promoting balanced mobility of higher education students and professors between the two regions,
- » Setting up regular exchange programmes between HEIs,
- » Reinforcing cooperation and dialogue across both regions.

ASEM-DUO is composed of sub-programmes through which the States offer “paired exchanges” for students or professors between partner institutions, one European and the other Asian.

DUO Wallonia-Brussels has been established at the Wallonia-Brussels Federation in order **to promote “paired exchanges” between professors and researchers from Wallonia-Brussels HEIs and Asian ones**. The list of partner countries is: Australia, Bangladesh, Brunei, Cambodia, China, India, Indonesia, Japan, Kazakhstan, South Korea, Laos, Malaysia, Mongolia, Myanmar, New Zealand, Pakistan, Philippines, Russia, Singapore, Taiwan, Thailand, and Vietnam.

- » **To learn more** about ASEM-DUO, its vision, its mission and its objectives: <http://www.aseduo.org>.

## 02. **ASEM-DUO WALLONIA-BRUSSELS MOBILITY GRANTS (BELGIUM)**

### 02.1 / **WHO IS THIS GRANT FOR AND WHAT ARE THE ELIGIBILITY CRITERIA?**

The applicants must meet all eligibility requirements:

- » applications should be submitted by a pair of academic or scientific staff from higher education institutions, one from the **FWB** and one from **Asia** ;
- » candidates must be remunerated by their respective institutions and it must be their main occupation (full or part-time (50%)) ;
- » the **Wallonia-Brussels and Asian HEIs must be recognised/accredited** by the competent authorities in the field of higher education ;
- » the Asian institution must be located in **one of the following countries** : Australia, Bangladesh, Brunei, Cambodia, China, India, Indonesia, Japan, Kazakhstan, South Korea, Laos, Malaysia, Mongolia, Myanmar, New Zealand, Pakistan, Philippines, Russia, Singapore, Taiwan, Thailand and Vietnam ;
- » the Wallonia-Brussels and Asian HEIs must **sign a cooperation agreement** or must have expressed the intention to sign one in the two following years ;
- » the call is open to all disciplines. The two members of the duo do not have to belong to the same disciplines ;
- » the citizenship of the candidate is not a criterion for eligibility ;

The following groups are not entitled for a fellowship:

- » students and PhD students,
- » professors emeritus and honorary,
- » teaching assistants.

Exemptions are possible for the colleges of arts. The selection committee will assess on a case-by-case basis.

The exchange must necessarily **take place between the two same institutions, but does not need to take place in the same time span, nor between two identical departments.**

### 02.2 / **WHAT ARE THE FINANCIAL TERMS OF THIS GRANT?**

#### 02.2.1 / **AMOUNT OF THE GRANT**

The total amount of the 2023-2024 ASEM-DUO Fellowship Programme is 50 000€.<sup>1</sup> The amount of the grant awarded to the pair of professors is a fixed amount of **5 000€ to be shared between the two professors** according to a distribution key agreed in the agreement. (e.g. €2 500 per person).

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<sup>1</sup> Subject to verification of the availability of funds by the Government of the Wallonia-Brussels Federation.

## 02. 2.2 / **CONDITIONS OF USE OF THE GRANT**

- » The grant is intended to cover international travel expenses and per diem capped at the amount of the grant ;
- » **The exchange is done by pairs** : the beneficiary from the Wallonia-Brussels HEI is hosted by the Asian institution, and vice-versa ;
- » Mobilities shall start no earlier than August 1<sup>st</sup>, 2023 and shall end no later than August 31<sup>st</sup>, 2024 ;
- » The total duration of each person's stay is fixed at a minimum of 21 days and a maximum of 60 days (including travel days). This period may be divided into two stays ;
- » No later than 2 months after their final return date, the beneficiaries undertake to send back a report of their stay in PDF format using a form that will be sent to them at the same time as the agreement. This report will describe the results of the project in the target country, according to the following structure:
  - » A summary of the project (10 lines),
  - » The actions/research carried out during the visit and the results obtained,
  - » The course of the visit,
  - » The impact of your visit on your institution,
  - » The contribution of the ASEM-DUO programme to this particular project,
  - » Positive points and improvements to be made to the ASEM-DUO programme.

## 02. 2.3 / **TERMS OF PAYMENT**

- » **ARES will proceed with the purchase of international transport tickets** (flight or train tickets in economy class) according to the dates communicated in the flight preference form, sending a minimum of 3 options to each beneficiary beforehand ;
- » In the exceptional event that one or the other beneficiary wishes to purchase his/her own transport tickets (air or train tickets), he/she shall inform ARES via the flight preference form and provide a copy of the transport tickets that he/she paid. The beneficiary who makes use of this possibility accepts that this personal purchase will not be reimbursed later by ARES and that the grant awarded will therefore correspond exclusively to the amount of the daily allowances (per diem) ;
- » **After the cost of the international transport tickets has been deducted from the individual grant, ARES undertakes to pay the amount of the per diem capped at the amount of the grant in two instalments to each beneficiary into the bank account indicated in the agreement.** Before the payment of the first instalment of the per diem, ARES will send a pre-filled form containing the beneficiary's bank details and the amount to be paid; this is a declaration of claim. The beneficiary will have to check, sign and return this document to ARES before his/her departure. In the event that the beneficiary makes two trips, the statement of claim will only be sent by ARES to the beneficiary for the second trip. The amount of the per diem varies from one country to another and is listed in the table<sup>2</sup> below :

<b>Countries of destination</b>	<b>Daily allowance</b>
Australia	95 €
Bangladesh	79 €
Belgium	75 €
Brunei	70 €
Cambodia	58 €
China	83 €
South Korea	105 €

<sup>2</sup> The daily allowances are determined by the ministerial order of 2 July 2018 (category 1) : [https://www.ejustice.just.fgov.be/cgi\\_loi/change\\_lg.pl?language=fr&la=F&table\\_name=loi&cn=2018070203](https://www.ejustice.just.fgov.be/cgi_loi/change_lg.pl?language=fr&la=F&table_name=loi&cn=2018070203)

India	85 €
Indonesia	70 €
Japan	105 €
Kazakhstan	70 €
Laos	67 €
Malaysia	60 €
Mongola	60 €
Myanmar	58 €
New Zealand	84 €
Pakistan	52 €
Philippines	67 €
Russia	95 €
Singapore	105 €
Thailand	75 €
Taiwan	105 €
Vietnam	52 €

- » **The per diem will be paid in two instalments** calculated as follows:
  - » 1st instalment (paid a few days before departure): 80% of the amount of the individual grant minus the cost of the flight and/or train ticket,
  - » 2nd instalment (paid on receipt of the report of the stay): 20% of the amount of the individual grant
- » **No proof is required** from the beneficiaries for the payment of the per diem.

## 02.3 / **HOW TO SUBMIT AN APPLICATION?**

### 02.3.1 / **DOCUMENTS TO ENCLOSE**

The **2023 - 2024 application form** duly completed by both candidates (available on the ARES website and on the ASEM-DUO website). The form must be typewritten and in PDF format. Authenticated electronic signatures of PDF documents are allowed ;

A **copy of the academic cooperation agreement** (Memorandum of Understanding) between the FWB institution and the Asian institution or, in the absence of an MoU, a declaration of intent, i.e. a letter co-signed (or two separate letters signed) by the authorities of the two institutions, or their representatives, mentioning the intention of both parties to sign an inter-institutional agreement within the next two years ;

The **passport copies or the national identity card** of the two applicants ;

A **CV of no more than 5 pages** for each applicant, emphasizing work experience relevant to the ASEM-DUO programme.

### 02.3.2 / **SUBMITTING THE APPLICATION**

- » **The application must be submitted as one single document in PDF format to ARES by the FWB institution applying, via the contact person indicated in the application form** (e.g. the international relations officer) at the following e-mail address: [alexia.vercruysse@ares-ac.be](mailto:alexia.vercruysse@ares-ac.be) ;
- » If the candidate is not able to send the application file by email, then it will have to be sent by mail to the following address :

Académie de recherche et d'enseignement supérieur — ARES

Direction des relations internationales  
Alexia VERCRUYSSÉ  
Rue Royale 180 – 1000 Bruxelles (Belgique) ;

- » Applications must be submitted **between February 1<sup>st</sup>, 2023 and March 30<sup>th</sup>, 2023**. No applications will be accepted before February 1<sup>st</sup> or after March 30<sup>th</sup> 2023 ;
- » An applicant can submit several files, with different partners. In this case, a maximum of one file per applicant could be selected, as to know, the one obtaining the highest score from the jury ;
- » A duo may apply a maximum of twice for the same project and may receive ASEM-DUO FWB funding a maximum of once for the same project ;
- » An acknowledgement of receipt is sent to the applicants within 3 days after the reception of the application. Without any response after that time, please contact [international@ares-ac.be](mailto:international@ares-ac.be).

## 02.4 / **SELECTION**

### 02.4.1 / **SELECTION CRITERIA**

ARES selects beneficiaries of the ASEM-DUO Wallonia Brussels Fellowship Programme based on the following criteria:

- » The scientific, academic or artistic **quality** of the submitted project ;
- » The **originality** of the project ;
- » The scientific, academic or artistic **quality of the applicants** (e.g. publications, publications with the partner institution, research or artistic project, exhibitions, work experience, competitions, academic background, etc.) ;
- » The **expected impact** of the grant **on the work and professional career of the applicant** ;
- » The **expected impact** of the grant **on the applicant's institution** ;
- » The **explanation for the duration** of the trip ;
- » The **quality of bilateral relations** between the Wallonia-Brussels institution and the Asian partner ;
- » The **relevance of financial support** for the applicants ;
- » The **complementarity of the projects** submitted between the members of the duo (if the projects are different).

### 02.4.2 / **JURY AND SELECTION PROCEDURE**

The administrative eligibility of applications is examined by the International Relations Department (DRI) of ARES. Admissible applications are presented to a jury responsible for analysing and evaluating them with a view to selecting the beneficiaries. This jury is composed of 6 university representatives, one from each university of the FWB, 2 representatives of university colleges and 1 representative of art colleges.

Admissible applications are evaluated by the selection panel on the basis of a score from 0 to 5 per criterion (0 being the least satisfactory and 5 the most satisfactory). On the basis of the scores obtained and the available budget, the jury proceeds to the ranking and selection of the applicants.

Finally, the candidates will be informed of the results of the selection and will be invited to sign a tripartite agreement binding themselves and ARES.

## 02.5 / **PROVISIONAL CALENDAR**

Date	Action	Responsibility
February 1 <sup>er</sup> , 2023	Publication of the opening of submissions	ARES
March 30 <sup>th</sup> , 2023	Deadline for submissions	ARES
July 1 <sup>st</sup> , 2023	Results of the selection procedure sent to the applicants	ARES
August 31 <sup>st</sup> , 2023	Signing of the agreements	ARES
2023-2024	Payment of per diem instalments	ARES
October 30 <sup>th</sup> , 2024	Deadline for submission of visit reports	ARES

## 02.6 / **VISA**

The visa application must be introduced by the recipient to the local Belgian diplomatic post. As per his request, he/she will receive a certificate from ARES attesting the granting of a fellowship in order to facilitate any administrative procedure.

Beneficiaries are invited to consult the list of third countries whose nationals are subject to the visa requirement on the website of the Immigration Office<sup>3</sup> in order to find out whether a short-stay visa is required for their entry into Belgium.

## 02.7 / **REFERENCE TO ARES**

The continuation of the project grant is conditional on the demonstration of the ARES contribution. The beneficiaries therefore undertake to :

- » Highlight ARES as financial partner of the project for any publication or communication (report, article, monograph, communication at a conference, film, website, press release, etc.) which would be done in the frame or as a result of the project and namely using ARES' appropriate logo;
- » Highlight ARES as financial partner of the project during any event taking place as part of or following the project, for example during seminars, workshops, symposium, inauguration of facilities, etc.;
- » Send ARES 3 copies of any publication with registration number (ISBN, ISSN) produced as part of the project;
- » Respond to any requests from ARES for any public presentation of the project, for example in the form of an article published on ARES' website, or in the form of an oral presentation during a session organized by ARES.

## 02.8 / **PRIVACY**

The personal data are kept by the ARES for the time needed to process the file.

These data are treated in the strictest respect of the law of 30 July 2018 on the protection of individuals with regard to the processing of personal data and, more specifically, of the Regulation (EU) 2016/679 of the

<sup>3</sup> <https://dofi.ibz.be/fr/themes/entry/border-control/visa/visa-type-c/liste-des-pays-tiers-dont-les-ressortissants-sont>



Parliament European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and the free movement of such data (GDPR).

Beneficiaries also have the following rights :

- » The right to information
- » The right of access to the data,
- » The right of rectification,
- » The right to erase data (if and only if the data are no longer useful to ensure adequate treatment of the file).

#### 02.9 / **BREACH OF OBLIGATIONS**

In the event of non-compliance by the beneficiaries of the ASEM-DUO grant with the obligations laid down in these rules and in the agreement, ARES reserves the right to demand the total or partial reimbursement of the sums already paid.

ARES also reserves the right to claim damages from the beneficiaries in the event of prejudice, in particular linked to the total or partial non-fulfilment of the obligations set out in this Regulation and in the agreement or in the event of damage to the image of ARES. For example, if one of the partners of the duo is unable to complete his or her stay for reasons that do not fall within the scope of force majeure (see below) and therefore does not respect the condition of reciprocity of the mobilities, he or she will have to reimburse the totality of the expenses incurred by ARES for him or her and his or her partner within the framework of the ASEM-DUO programme (cost of transport tickets and per diem already paid).

#### 02.10 / **FORCE MAJEURE**

The Party affected by a case of force majeure, making it impossible to comply with one or more of its obligations under this Regulation and the Agreement shall immediately notify the other two Parties. A case of "force majeure" is defined by its irresistible, unforeseeable and independent nature.

That Party shall make every effort, in agreement with the other two Parties, to reduce as far as possible the harmful effects/damage resulting from this situation.

ARES reserves the right to verify and control the reality of the facts with the party that considers itself to be affected by the case of force majeure. If the ARES legal department confirms the case of force majeure, the party claiming force majeure is temporarily released from its obligations. In agreement with the other two parties, the party affected by the case of force majeure will, in the end, make every effort to find or propose alternatives so that the obligations contained in these rules and in the agreement can be fulfilled.

#### 02.11 / **COMPETENT COURTS**

Any dispute regarding the execution of this agreement is the exclusive jurisdiction of the courts of the judicial district of Brussels.

### 03. **CONTACTS AND FAQ**

If you have any questions, please refer to our Frequently Asked Questions (FAQ) section available on the following link of the ARES website:

<https://www.ares-ac.be/en/relations-internationales/asem-duo-grant>

For any information related to this announcement, please contact:

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