

**ASEM-DUO FELLOWSHIP  
PROGRAMME “DUO/WALLONIA-  
BRUSSELS”  
CALL FOR APPLICATIONS 2018**

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## 01. CONTEXT

### 01.1 /THE ACADEMY FOR RESEARCH AND HIGHER EDUCATION AND THE 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, 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 unique platform, ARES ensures global coordination for the higher education sector in the Wallonia-Brussels Federation.

Specifically ARES ensures the consistency of training provision and its relevance to the labour market; it supports HEIs in their visibility efforts and their international relations, and makes recommendations on scientific or artistic research policy. ARES provides information on higher education in the Wallonia-Brussels Federation. It also coordinates the commitment made by the institutions in lifelong learning, promoting student success or development cooperation. Finally, ARES collects and processes a set of scientific and statistical data related to the sector, with a view to monitoring, evaluating and improving practices with a concern for the quality of teaching and support for some 220,000 students registered in the HEIs.

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 / ASEM-DUO FELLOWSHIP 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 2011) 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 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.asemduo.org/sub\\_1/2.asp](http://www.asemduo.org/sub_1/2.asp)

## 02. ASEM-DUO/WALLONIA-BRUSSELS 2018

### 02.1 /WHO SHOULD APPLY?

Applicants must be **member of the academic or scientific staff** of an institution of Wallonia-Brussels HEI or an Asian HEI (i.e. they must be remunerated by the HEI and it must be their main occupation).

However, the following groups **are not entitled** for a fellowship:

- » Students and PhD students;
- » Professors emeritus, honorary professors;
- » Temporary staff;
- » Teaching assistants.

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

**The exchange is done by pairs** – one professor from a Wallonia-Brussels HEI is hosted by an Asian institution, whereas an Asian professor is hosted by a Wallonia-Brussels institution.

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 /FUNDING AND DURATION

For the academic year 2018-2019, the DUO Belgium/Wallonia-Brussels grants are awarded to a pair of professors for a project that should take place **between August 2018 and August 2019. The total amount of the 2018 ASEM-DUO Fellowship Programme is 50 000€.**

The duration and the amount of the grants enter these conditions:

- » The duration of the exchange should be of **at least one month per person** (although the month can be divided in 2x15 days with a pause in between) and of **maximum three months**;
- » The amount of the grant awarded to the pair of professors is 5,000€ per month for the two professors (or a **total amount of 15,000€** for a three-month exchange for the pair);
- » This amount is intended to cover the travel expenses and *per diem* capped at the amount of the grant;
- » **The grant will be paid off in instalments**; the last instalment is paid after both professors have submitted a joint mission report (maximum 4 pages).

## 02.3 /ELIGIBILITY CRITERIA

The applicants must meet ALL eligibility requirements:

- » Applicants must be **member of the academic or scientific staff** of an institution of a Wallonia-Brussels HEI or an Asian HEI (i.e. they must be remunerated by the HEI and it must be their main occupation);
- » 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 signed a **cooperation agreement** or must have expressed the intention to sign one in the two following years;
- » The applicants who already begun the exchange before the application period of the 2018 DUO-Wallonia/Brussels programme do not qualify for the grant;
- » According to the framework established by ASEM-DUO, the citizenship of the professors is not a criterion for eligibility;
- » The fellowship programme is **open to all disciplines**.

## 02.4 /HOW TO SUBMIT AN APPLICATION?

### 02.4.1 / DOCUMENTS TO ENCLOSE

- » The completed **2018 application form** for the DUO/Wallonia-Brussels Fellowship Programme (the document is available online on both the website of the ARES and ASEM-DUO). The application form must be typewritten and submitted in PDF format;
- » A copy of the **academic cooperation agreement** between paired institutions or the declaration of intent to sign one in the two following years;
- » The **passport copies** of the two applicants;
- » The **résumé** of both applicants;
- » A **description of the project** undertaken during the exchange, or the description of the research conducted by the applicants (with detailed duration of the exchange). There is no text limit for the description.

## 02. 4.2 / SUBMITTING THE APPLICATION

- » Please note that the **institution belonging to the FW-B applies for both partner** institutions. In each higher education institution, a contact person must be clearly identified. The person responsible for the application is the one belonging to the Belgian institution and should ideally be the institution's representative for international relations. This person is responsible for coordinating the exchange and for sending a complete application, including the documents for both applicants;
- » Applications must be submitted **between 15 February and 20 April 2018**. No applicants will be accepted beyond the deadline of 20 April 2018;
- » The application must be **formally submitted by the institution belonging to the FW-B**, as **ONE single PDF document** to the following address : [international@ares-ac.be](mailto:international@ares-ac.be);
- » 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 Florence MAERTENS ([florence.maertens@ares-ac.be](mailto:florence.maertens@ares-ac.be));
- » Applicants who are not able to send their application by e-mail may send it by registered mail to:  
Académie de recherche et d'enseignement supérieur (ARES)  
Service des relations internationales  
À l'attention de Florence MAERTENS  
Rue Royale 180  
B-1000 Bruxelles (Belgique)
- » The applicants are informed of the outcome of the selection **by June 19, 2018**.

## 02.5 /SELECTION METHOD

### 02. 5.1 / SELECTION PROCEDURE

- » The **administrative eligibility** of applicant files is examined by the **international relations department of ARES**, and is validated by the president of the Committee for international relations;
- » The eligible files are **analysed** and ranked by a **working group** composed of designated members of the Committee for international relations. The selection is based on selection criteria defined below. If necessary, the Committee for international relations may use the help of external selection experts;
- » Following the selection criteria, applications are divided into **three categories: A, B or C**. Only applications that received an A by at least one of the members of the working group qualify for a grant. The working group can rate the applications in subcategories A- and A+;
- » On the basis of the results, and of the available **budget**, the Committee for international relations proceeds to the **ranking and the selection of applicants**.
- » The list of applicants selected by the Committee for international relations is sent to ARES Board for validation.

### 02. 5.2 / SELECTION CRITERIA

ARES selects beneficiaries of the DUO-Wallonia/Brussels Fellowship programme based on the following criteria:

- » The scientific and academic excellence of the applicants;
- » The scientific and academic excellence of the submitted project;
- » The expected impact of the grant on the work and professional career of the applicant;

- » The expected impact of the grant in the Asia-Europe dialogue;
- » The expected impact of the grant on the applicant's institution;
- » The rationale for the stay duration;
- » The applicant's knowledge of languages;
- » The strength of bilateral relations between an Asian institution and an institution of the FW-B;
- » The relevance of financial support for the applicants.

## 02.6 /MISSION REPORT

A mission report must be sent **not later than two months after the end of the exchange**. The report must, in **2 to 4 pages**, present the mission, the objectives reached through the programme, some guidelines for improvement, etc. The document should bring to light the main advantages of the fellowship and the **eventual weaknesses**. This should be a documented reference for the next recipients.

The mission report will be sent by the ARES to academic, scientific and institutional partners participating in the programme.

During the course of his stay, the recipient is asked to write a brief description of the project which will be published on the ARES website.

The recipient agrees to be part of a database and to inform the ARES of its career path.

## 02.7 /VISA

The visa application must be introduced by the recipient to its 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.

## 02.8 /PROCEDURAL CALENDAR

DATE	ACTION	RESPONSIBLE
15 February 2018	Publication of the opening of submissions	ARES (International relations department)
20 April 2018	Deadline for submissions	
	Verification of the eligibility of the applicants	ARES (International relations department)
	Meeting of the working group	ARES/Committee for international relations
	List of applicants proposed to the CRI	
	List of applicants proposed to the executive board	

DATE	ACTION	RESPONSIBLE
19 June 2018	Information sent to the applicant	ARES (International relations department)
	Payment of the grant	ARES (General affairs department)
	Receipt of the mission reports	ARES (International relations department)

### 03. CONTACTS

**For any information related to this announcement, please contact:**

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