

**ASEM-DUO FELLOWSHIP
PROGRAMME
“DUO WALLONIA-BRUSSELS”
(BELGIUM)
CALL FOR APPLICATIONS 2020**

PUBLICATION OF THE CALL FOR APPLICATIONS: 14 FEBRUARY 2020

DEADLINE FOR APPLICATIONS: 14 APRIL 2020

CONTENT

01.	CONTEXT	3
01.1 /	The Academy for research and higher education and the international relations	3
01.2 /	ASEM-DUO Fellowship Programme	3
02.	DUO WALLONIA-BRUSSELS 2020 (BELGIUM)	5
02.1 /	Who should apply?	5
02.2 /	Funding and duration	5
02.3 /	Eligibility Criteria?	6
02.4 /	How to submit an application?	6
02. 4.1 /	Documents to enclose	6
02. 4.2 /	Submitting the application	6
02.5 /	Selection	7
02. 5.1 /	Selection Procedure	7
02. 5.2 /	Selection Criteria	7
02.6 /	Mission Report	7
02.7 /	Visa	8
02.8 /	Procedural calendar	8
03.	CONTACTS	9

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 (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 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 / 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.aseduo.org>.

02. DUO WALLONIA-BRUSSELS 2020 (BELGIUM)

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 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 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 2020-2021 the DUO Wallonia-Brussels grants are awarded to a pair of professors for a project that should take place **between 1st August 2020 and 31 August 2021**. The total amount of the 2020 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 three weeks** and of **maximum two months, per person**.¹
- » 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 convention.
- » 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 mission report (maximum 4 pages).

¹ Warning, in case of a trip of more than 30 consecutive days in the same calendar year, the grant is subject to a tax imposition.

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 citizenship of the candidate 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 2020 application form** for the ASEM 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 or the national identity card** of the two applicants.

02.4.2 / SUBMITTING THE APPLICATION

- » Please note that the **institution belonging to the Wallonia Brussels Federation 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 14 February and 14 April 2020**. No applicants will be accepted beyond the deadline of 14 April 2020.
- » 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.
- » 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
Elodie DECOSTRE
Rue Royale 180 – 1000 Bruxelles (Belgique)

- » 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 Élodie DECOSTRE (elodie.decostre@ares-ac.be).
- » The applicants are informed of the outcome of the selection by **1st June 2020**.

02.5 / SELECTION

02.5.1 / SELECTION PROCEDURE

- » The **administrative eligibility** of applicant files is examined by ARES international relations department (DRI), and is validated by the president of the Committee for international relations (CRI).
- » The eligible files are **analysed** and ranked by a **jury** 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 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. Subcategories (A- and A+) are possible for the A level.
- » 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 Executive Board for validation.

02.5.2 / 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 **original character** 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 applicant's **knowledge of languages**;
- » 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 recommendations

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 ARES to any 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 that 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 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.

02.8 / PROVISIONAL CALENDAR

DATE	ACTION	RESPONSIBLE
14 February 2020	Publication of the opening of submissions	ARES
14 April 2020	Deadline for submissions	
17 April 2020	Verification of the eligibility of the applicants	ARES
4 May 2020	Meeting of the jury	CRI
1 st June 2020	Information sent to the applicant	ARES

03. CONTACT

For any information related to this announcement, please contact:

Académie de Recherche et d'Enseignement supérieur – ARES

Direction des relations internationales

Elodie DECOSTRE

Rue Royale 180 – 1000 Brussels

T : +32 2 225 45 96

E : elodie.decostre@ares-ac.be

**ASEM-DUO FELLOWSHIP PROGRAMME
“DUO WALLONIA-BRUSSELS”
(BELGIUM)
APPLICATION FORM 2020**

PRELIMINARY REMARKS TO BE READ CAREFULLY

- » The information provided in this form will be treated in confidence by ARES, the home and host institutions. Data from the form may be used for DUO Wallonia-Brussels statistical purposes, but only in an aggregated and non-identifiable manner.
- » HEI stands for Higher Education Institutions
- » The application form must be typewritten and sent as a PDF file.
- » The application must be sent by the contact person identified in the Wallonia-Brussels HEI.
- » The application must be accompanied by resume (CV) of max 5 pages with a focus on the job experience relevant to the ASEM-DUO programme.
- » ARES will not consider applications sent without a Wallonia-Brussels candidate.

01. CANDIDATE'S INFORMATION

01.1 / CANDIDATE FROM WALLONIA-BRUSSELS

GENERAL INFORMATION	
First name	
Family name	
Date of birth	
Gender	
Nationality	
Academic title	
Higher education institution	
Field of study	
Department, faculty	
Professional address (street, n°, ZIP code, city, country)	
Private address (street, n°, ZIP code, city, country)	
Mobile phone	
E-mail	

FINANCIAL INFORMATION (PERSONAL BANK ACCOUNT)	
Bank account holder	
Bank account number (IBAN)	
SWIFT code	
Bank name	
Address of the bank	

EMERGENCY CONTACT PERSON	
First name	
Family name	
Mobile phone	
E-mail	

DESCRIPTION OF THE PROJECT	
Title of the project	
Description of the project (max 1000 words)	
Contact in the partner institution	
Purpose of the exchange	
Academic/research topic	
Proposed duration of the exchange (minimum 3 weeks, maximum 2 months)	
Proposed date of departure (btw 01/08/2020 and 31/08/2021)	
Expected benefits of the exchange	

01.2 / CANDIDATE FROM ASIA

GENERAL INFORMATION	
First name	
Family name	
Date of birth	
Gender	
Nationality	
Academic title	
Higher education institution	
Field of study	
Department, faculty	
Professional address (street, n°, ZIP code, city, country)	
Private address (street, n°, ZIP code, city, country)	
Mobile phone	
E-mail	

FINANCIAL INFORMATION (PERSONAL BANK ACCOUNT)	
Bank account holder	
Bank account number (IBAN)	
SWIFT code	
Bank name	
Address of the bank	

EMERGENCY CONTACT PERSON	
First name	
Family name	
Mobile phone	
E-mail	

DESCRIPTION OF THE PROJECT	
Title of the project	
Description of the project (max 1000 words)	
Contact in the partner institution	
Purpose of the exchange	
Academic/research topic	
Proposed duration of the exchange (minimum 3 weeks, maximum 2 months)	
Proposed date of departure (btw 01/08/2020 and 31/08/2021)	
Expected benefits of the exchange	

02. CONTACT PERSON IN THE HIGHER EDUCATION INSTITUTIONS

02.1 / CONTACT PERSON IN THE WALLONIA-BRUSSELS HEI

CONTACT INFORMATION	
Title	
First name	
Family name	
Status/Position	
Address (street, n°, ZIP code, city, country)	
Phone	
Mobile phone	
E-mail	

02.2 / CONTACT PERSON IN THE ASIAN HEI

CONTACT INFORMATION	
Title	
First name	
Family name	
Status/Position	
Address (street, n°, ZIP code, city, country)	
Phone	
Mobile phone	
E-mail	

03. CERTIFICATION

I hereby certify that the information provided in this application is correct and complete and confirm that the applicants have read the call for applications and will abide by the terms and conditions specified in the guideline if they are selected. 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, the applicants can be required to withdraw from the award.

NAME AND SIGNATURE OF ASIAN CANDIDATE	
Name	
Date	
Signature	

NAME AND SIGNATURE OF THE AUTHORITIES OF THE ASIAN HEI	
Name	
Date	
Signature	

NAME AND SIGNATURE OF WALLONIA-BRUSSELS CANDIDATE	
Name	
Date	
Signature	

NAME AND SIGNATURE OF THE AUTHORITIES OF THE WALLONIA-BRUSSELS HEI	
Name	
Date	
Signature	