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.