

ASEAN University Network /
Southeast Asia Engineering Education Development Network

AUN/SEED-Net

Implementation Guidelines and Application Form

for

Alumni Support Program

(ASP)

For the Japanese Fiscal Year 2018

AUN/SEED-Net Project

As of September 2017

1. Project Background

The concept of AUN/SEED-Net evolved at the ASEAN-Japan Summit Meeting held in December 1997, at the time of Asian financial crisis and economic downturn that had struck the region, particularly the growing economies in Southeast Asia. The central issue of the Meeting became how to upgrade higher engineering education by means of creating network of ASEAN-wide engineering education initiative. As a result of a series of discussions and preparations between ASEAN Member Countries and Japan, the ASEAN University Network/Southeast Asia Engineering Education Development Network (AUN/SEED-Net) was established in 2001 as a sub-network of ASEAN University Network (AUN).

After two years of preparation, full-scale operation started in March 2003 for five years as the Phase 1 cooperation, which was then followed by Phase 2 and 3 of the five-year project cooperation. The Project Phase 3 ends in March 2018. The network of AUN/SEED-Net consists of 26 Member Institutions (MIs) from 10 ASEAN countries and academic support from 14 leading Japanese Supporting Universities (JSUs) with financial and technical supports from Japanese Government through Japan International Cooperation Agency (JICA).

With the remarkable achievements in Phase 1, 2, and 3, the ASEAN Member Countries, MIs, Government of Japan and JICA have strong intention to put forth the AUN/SEED-Net Phase 4 with aims to bring about larger impacts not only on other universities in the region and Japan, but also industry and community by fostering direct contribution to socio-economic development in the region and Japan. After a series of discussions, the objectives of AUN/SEED-Net Project Phase 4 are set as follows;

- (1) To enhance education and research capacity of Member Institutions through collaboration among Member Universities in ASEAN and Japan
- (2) To strengthen capacity of Member Institutions to collaborate with industry
- (3) To address development issues in the region
- (4) To improve quality of international education program by advancing and expanding academic network

2. Program Concept

The Alumni Support Program (ASP) is designed to facilitate scientific research and educational activities by AUN/SEED-Net program alumni. It aims to strengthen national and international collaboration by the works of alumni to contribute to socio-economic development in the ASEAN region and Japan, which potentially lead to addressing regional and global issues by science and technology.

3. Objectives

- (1) To assist AUN/SEED-Net alumni to establish a group, association, or registered organization (hereafter described as “Alumni Association”)
- (2) To help Alumni Association to strengthen the existing network of researchers in the ASEAN and Japan after the end of AUN/SEED-Net Project Phase 4
- (3) To increase institutional capacity of Alumni Association with an aim of its acquisition of external fund
- (4) To promote collaboration of Alumni Association with industry and to support its national and international activities relating to scientific research and education in the field of engineering

4. Applicant Eligibility

Former AUN/SEED-Net Scholarship Program Students, former graduate student’s supervisors from Host Institution and Principal Investigators of Collaborative Research Program are eligible to apply for ASP. The application should include at least five (5) alumni as founding members. The application needs to be endorsed by responsible persons of Member Institutions (Dean or Rector). Establishing Alumni Association is not only limited to Sending Institutions (SIs) of AUN/SEED-Net Scholarship Program. AUN/SEED-Net alumni affiliated with Host Institutions (HIs) are also eligible to apply for ASP. However, there shall be only one Alumni Association endorsed by Member Institutions with regards to ASP.

Note: Eligibility of membership shall be defined independently in accordance with the regulations of each Alumni Association.

5. Roles and Responsibilities

The founding members are responsible for management of Alumni Association. If needed, founding members are responsible for registering the association as required by law. Association committee shall be responsible for financial management including timely submission of financial report and ensure appropriate implementation of activities and financial management of the Association.

6. Activities

Activities of each Alumni Association shall be planned and implemented by its discretion, and AUN/SEED-Net provides financial support for activities which fulfils the set objectives of ASP. For example, the program’s financial support can cover the following activities – seminar, workshop, technical training, University-Industry linkage event, training, meeting related to the management of Alumni Association, establishment of academic society and its meeting, scientific research, publication, and publication of educational material.

7. Details of Support

Maximum support: 5,000 USD per Alumni Association per Japanese Fiscal Year (Maximum budget is confirmed at 5,000 USD with consideration of proposal, number of members, budget plan, and related support documents.)

AUN/SEED-Net provides annual ASP budget as USD30,000. Budget will be allocated to Member Institutions based on contents of proposal and number of alumni participating in Association's activities.

Implementation period: Budget for ASP shall cover expenses during the period of
May 1 2018 - January 31, 2019.

8. List of Covered Items

Category		Items	Remarks
1	Business Trip	<ul style="list-style-type: none">● Air tickets for invited resource persons from other countries● Travel expenses Based on AUN/SEED-Net financial guideline, the followings are applicable. (Domestic) Daily allowance: USD15/day Accommodation: USD70/night (International) Daily allowance: USD30/day Accommodation: USD90/night	<ul style="list-style-type: none">● Cost of air ticket including airport tax and passenger service charge● Daily allowance, accommodation allowance, visa fee, petrol, taxi fare, airport transfer, and insurance (only for invited resource persons from other countries) are coverable.

Items	Remarks	Items	Remarks
2	Miscellaneous	Rental Expenses	Rental cost of equipment, facility, and venue hire
		Meeting Expenses	Catering cost during meeting (prior consultation with SEED-Net needed), and cost to hire meeting venue
		Allowance/ Fees	Remuneration for technical assistant (Subject to the ceiling set by JICA, please consult with SEED-Net in planning stage.)
		Material Preparation Expenses	Cost to make training material, flyer, banners
		Communication and Conveyance Expenses	Courier and postage
		Goods Purchase Expenses	Book, stationary, copy paper, etc.
		Operating Commission	Seminar registration fee, cost for printing, copying, etc.

9. Financial Management

- (1) Detailed budget estimation must be submitted upon request by AUN/SEED-Net.
- (2) First disbursement (80% of total budget) will be remitted after budget estimation is approved by AUN/SEED-Net and ASP contract is signed between the organizing MI and AUN/SEED-Net. The second disbursement (maximum of 20%) will be remitted after the complete deliverables (technical and financial report) are submitted and approved.
- (3) Only an official bank account of the organizing MI, or equivalent, is applicable.
- (4) Carryover of funds (surplus or deficit) from one Japanese fiscal year (period from April to March in the following year) to the next fiscal year is **NOT** permitted.
- (5) Ineligible items include taxes, immigration, insurance, fuel, overhead fee, honorarium for speakers and guests, souvenir, sightseeing, entertainment, language related expenses, and expenditures without academic contribution to the purposes of the conference.
- (6) Original receipts of all expenses must be attached with the official financial report.

- (7) Procurement or expense that costs more than 1,000 USD must be attached with at least 2 quotations.
- (8) Any advance payment to any suppliers must be approved by AUN/SEED-Net.
- (9) Financial implementation must be fully compliant with the latest AUN/SEED-Net Financial Guideline.

10. Application Requirement and Deadline

- (1) Required documents for application are as follows;
 - Application Form (Attachment 1)
 - Regulations of Alumni Association written in English (free format). It shall cover objective(s), membership, organization structure (committee, members, etc.), regulations, activities, etc.
 - List of Members (Attachment 2)
 - Action Plan (Attachment 3)
- (2) Application deadline for ASP of Japanese Fiscal Year 2018 (April 1, 2018 to 31 March 2019) is **November 30, 2017**.
- (3) Application including the endorsement of Member Institution in soft copies, should be submitted to AUN/SEED-Net (alumni@aun-seed.net) by **November 30, 2017**.


AUN/SEED-Net


(ASEAN University Network / Southeast Asia Engineering Education Development Network)

APPLICATION FORM Alumni Support Program 2018

Application form can be downloaded from www.seed-net.org/application-forms/ and can be photocopied if needed. **Please submit the form (Soft copy) to the below email address by the set deadline.** All 3 attachments, including "Supporting Documents" must be emailed to alumni@aun-seed.net with subject line "Application: Alumni Support Program 2018"

AUN/SEED-Net Project

(Alumni Support Program 2018)
Faculty of Engineering Bld.2, Rm 109-110
Chulalongkorn University
Bangkok 10330, THAILAND

Tel: (66 2) 2186419, 2186420, 2186421
Fax: (66 2) 2186418
E-mail: alumni@aun-seed.net

Program Guidelines

Applicants should study the Implementation Guidelines of the Alumni Support Program 2018. It is advised to provide detailed information and description for each item below, and attach supporting documents when necessary.

1 Applicant's Personal Information		
1.1	Family Name	
	Given Name(s)	
1.2	Current Position	
1.3	Academic Title	
1.4	Department/Faculty	
1.5	University	
1.6	Contact Address (Mailing Address)	
	Tel / Fax	
	Mobile Phone	
	E-mail Address	

2 Contact Details of Alumni Association		
2.1	Official Name	
	Contact Address (Mailing Address)	
	Tel / Fax	
	E-mail Address	
2.2	Status	Officially registered organization, organization in process of official registration, group of members (private), other ()
2.3	Date of foundation	(DD/MM/YYYY)
2.4	Number of Founding Members	

3	Declaration
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I declare that all information supplied in this application as well as the attached documents are true and correct to the best of my knowledge. I agreed to take full responsibility to manage the given fund to organize the activity by Alumni Association in accordance with the financial regulations of Japan International Cooperation Agency. I also understand that any misuse of the fund and expense without proper evidence will incur compensation.

Applicant

Name and Title:

Position:

Signature:

Date:

Endorser (Rector or Dean)

Name and Title:

Position:

Signature:

Date:

