



**AUN/SEED-Net**



**Implementation Guidelines**

**For**

**Research Fellowship (RF)**

**Japanese Fiscal Year 2018**

ASEAN University Network /  
Southeast Asia Engineering Education Development Network (AUN/SEED-Net)

September, 2017

## **Table of Contents**

1. About AUN/SEED-Net.....	1
2. Program Concepts and Objectives .....	1
3. Applicant Eligibility.....	2
4. Research Area .....	2
5. Details of Support .....	2
6. Process of Implementation.....	3
7. Commitment .....	4
8. Application Process .....	4
Appendix 1.....	5

## 1. About AUN/SEED-Net

ASEAN University Network/Southeast Asia Engineering Education Development Network (AUN/SEED-Net) was established in 2001. After 2 years of preparation, full-scale operation started in March 2003 for 5 years as the Phase 1 cooperation, which was then followed by the Phase 2 and the Phase 3, supported by Japanese Government through Japan International Cooperation Agency (JICA). AUN/SEED-Net has proved to succeed in strengthening university-industry relations, improving research capacities of academic staff in ASEAN Member Countries, and fostering a network of quality engineering higher-education in the ASEAN region. These were evidenced in collaborative researches, academic staff exchanges, conferences, and papers published in the “ASEAN Engineering Journal” by higher degree participants (Master’s degree and/or Doctoral Degree) and academics from Japan. Thus, continuation of this program in Phase 4 will have the following objectives.

- I. Enhance education and research capacities of Member Institutions (MIs) through their collaboration among ASEAN and Japanese academia
- II. Strengthen industrial relations and application
- III. Address developmental issues in ASEAN
- IV. Improve the quality of higher education through the expansion of ASEAN academic networks

## 2. Program Concepts and Objectives

After three phases of mainly providing higher degree scholarships to academic staff in the ASEAN Member Institutions, in Phase IV AUN/SEED-Net aims to deepen its support in this regard by launching **Research Fellowship for Postdoctoral Study** for PhD graduates who are faculty members, working in one of the AUN/SEED-Net Member Institutions. Fellows will have the opportunity to conduct research activities for a maximum of six months at the Accepting Institutions. The Fellowship’s main purpose is to further enhance research and education capacity of faculty staff, who are invaluable resources to their Institutions, to enable them to contribute to higher academic standards. In addition, the program is aiming at promoting international collaboration and strengthening the AUN/SEED-Net Network.

- (1) To enhance research capacity of doctoral graduates.
- (2) To improve education program and research capacity of Member Institutions.
- (3) To encourage faculty staff working at Member Institutions to be continuously involved in collaborative research at their Accepting Institutions.
- (4) To promote collaboration and strengthen the Network.

*Remark: This program does not support applicants to fulfill graduation requirements of the degree.*

### 3. Applicant Eligibility

Academic staff who	has already got doctoral degree
	is only within the 10-year period after the date of getting doctoral degree
	is currently faculty member working at one of AUN/SEED-Net's 22 Member Institutions*
	is under the age of 40
Graduating doctoral student* who	is committed to become faculty member, working at one of AUN/SEED-Net's 22 Member Institutions* as evidenced by a supporting letter from their respective Institutions.
	is under the age of 40

\*The eligibility is no longer valid if the student cannot get a doctoral degree within the expected period as indicated in the supporting letter.

The student must return to their home country after the doctoral study is completed and before the Fellowship begins, if this Fellowship is awarded.

\*Applicants must apply for the Fellowship at the Host Institutions in ASEAN or Japan which is one of the AUN/SEED-Net members. In case of selecting ASEAN country, the applicant must conduct research fellowship outside his/her home country. The list of Accepting Institutions is shown in [Appendix 1](#).

At the time of application, the applicant must not apply for the following support from AUN/SEED-Net:

- i) Collaborative Research Program for Common Regional Issues (CRC)
- ii) Collaborative Research Program with Industry (CRI)

### 4. Research Area

10 Engineering fields as listed in [Appendix 1](#).

### 5. Details of Support

#### (1) Duration and implementation

- a) A single continuous stay for a period from the minimum of 3 months to the maximum of 6 months
- b) The Fellowship program must be commenced and finished within the following period:  
Research Fellowship in ASEAN : 1 May 2018 – 15 March 2019  
Research Fellowship in Japan: 2 July 2018 – 29 March 2019
- c) The Fellowship begins on the arrival date of successful applicant (hereinafter, called a "Fellow") in the Accepting Country, continues for the number of days specified in the Award Letter, and ends on the day of his/her departure from the Accepting Country.
- d) An extension of the Fellowship period will not be authorized under any circumstances. A reduction in the duration of the Fellowship may be authorized in case of unavoidable circumstances.
- e) A Fellow must reside in the Accepting Country continuously during the Fellowship. The duration of the Fellowship may not be divided into multiple stays. However, there may be some cases when a Fellow wish to be temporarily absent from the Accepting Country

during his/her fellowship period for authorized reasons. In such cases, the Fellow should inform AUN/SEED-Net and request for approval, which may be granted on a case-by-case basis.

(2) Target Number in JFY 2018

3 Fellowships in ASEAN and 3 Fellowships in Japan

(3) Financial Support

Fellowships in ASEAN	Fellowships in Japan
Air ticket arranged by AUN/SEED-Net	Air ticket arranged by JICA
Lump sum amount at a fixed rate of US\$980 monthly. The fund is remitted to cover two months of support at a time.	Insurance, accommodation and living allowance arranged by JICA

Remark:

- *AUN/SEED-Net provides no support other than the lump sum amount mentioned above.*
- *For Fellowships in ASEAN, it is within the Fellows' responsibility to procure their travel insurance, visa, accommodation (in consultation with their respective Accepting researchers).*

## 6. Process of Implementation

Fellowships in ASEAN	Fellowships in Japan
AUN/SEED-Net screens applications.	AUN/SEED-Net screens applications.
Fellows are selected.	Fellows are selected.
Fellows finalize activity plans (duration, accommodation) with their respective Accepting Researchers.	Fellows finalize activity plans (duration) with their respective Accepting Researchers.
Fellows submit bank account information to AUN/SEED-Net.	AUN/SEED-Net instructs Fellows and their MIs to prepare and submit Knowledge Co-Creation Program (KCCP)* Form to the JICA local office and/or the Embassy of Japan in the Fellows' respective home countries through a diplomatic channel after receiving endorsement from different government offices concerned in the country. The KCCP Form is an official request form for the Fellows' visit to Japan. <b>Fellows must keep close watch on the progress of KCCP to make sure that it is completed in time for VISA arrangement and departure.</b>
AUN/SEED-Net remits the funding to the successful applicants' personal bank account.	Applicants must submit the health check-up certificate taken at least two months before proposed departure date. Applicants who are pregnant or suffer from chronic diseases e.g. respiratory illness, cardiac disease, metabolic disease (diabetes, etc.) renal dysfunction and immune insufficiency (systemic steroid administration, etc.) shall not be approved of the visit to Japan, in principle.
AUN/SEED-Net arranges air tickets for Fellows.	JICA arranges air tickets for Fellows.

Applicants are required to submit interim technical report every 2 months and final technical report to AUN/SEED-Net at the end of the scholarship.	Applicants must follow the regulation under the Knowledge Co-Creation program (KCCP) of JICA
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*Remarks:*

\*The KCCP process takes around 3-6 months to complete.

## 7. Commitment

- (1) After awarded, Fellows are expected to devote full time to their research during the term of the Fellowship and may not accept employment in the Accepting Country, with or without remuneration.
- (2) Fellows should be very careful not to do anything that violates their visa status.
- (3) Within 30 days after the end of the Fellowship, Fellows are required to submit a technical report to AUN/SEED-Net who will conduct an evaluation on the submitted report. **Failure of submission will result in withholding the next disbursement or affecting the Fellows' future applications for AUN/SEED-Net programs.**
- (4) Fellows agree to the condition that AUN/SEED-Net has the right to use photos of the person engaged in AUN/SEED-Net activities for advertising or promotional purposes of PR and reporting without consent for each individual case.

## 8. Application Process

Apply online at [www.seed-net.org/rfapplication2018](http://www.seed-net.org/rfapplication2018) by **December 9, 2017**.

Online application form requires you to upload the following documents;

- Form A - Research Proposal
- Form B - Endorsement Letter with Head of the Department's Signature
  - Form B1 – For a current faculty staff
  - Form B2 - For a graduating doctoral student who is committed to become a faculty staff
- Form C – An acceptance letter from the Accepting Researcher
  - Form C\_asean - For RF in ASEAN
  - Form C\_japan - For RF in Japan
- Copy of Certificate of doctoral degree (for current faculty staff only)
- Certificate of expected graduation (for graduating doctoral student only) –no particular format required.

- Please download 'Form A-C' at <http://www.seed-net.org/application-forms/>

*Remarks: This Implementation Guidelines and other information of AUN/SEED-Net MIs and JSUs are available on the website [www.seed-net.org](http://www.seed-net.org).*

## Appendix 1

List of Host Institutions which can accept Research Fellowship (RF)

Research Fellowship in ASEAN	Research Fellowship in Japan
Institut Teknologi Bandung (ITB)	Hokkaido University
Institut Teknologi Sepuluh Nopember (ITS)	Keio University
Universitas Gadjah Mada (UGM)	Kyoto University
Universiti Malaya(UM)	Kyushu University
Universiti Putra Malaysia (UPM)	Nagoya University
Universiti Sains Malaysia (USM)	National Graduate Institute for Policy Studies
Universiti Teknologi Malaysia (UTM)	Osaka University
De La Salle University (DLSU)	Shibaura Institute of Technology
University of the Philippines – Diliman (UP)	Tohoku University
Chulalongkorn University (CU)	Tokai University
Kasetsart University (KU)	Tokyo Institute of Technology
King Mongkut's Institute of Technology Ladkrabang (KMITL)	Toyohashi University of Technology
Thammasat University (TU)	University of Tokyo
	Waseda University

List of 10 Engineering Fields

- Chemical Engineering (ChE)
- Civil Engineering (CE)
- Computer and Information Engineering (CIE)
- Electrical and Electronics Engineering (EEE)
- Energy Engineering (EneE)
- Environmental Engineering (EnvE)
- Geological and Geo-Resource Engineering (GeoE)
- Materials Engineering (MatE)
- Mechanical and Manufacturing Engineering (ME/Manu)
- Natural Disaster (ND)

