



**AUN/SEED-Net**



**Implementation Guideline**

**For**

**Short-Term Research Program in Japan  
(SRJP)**

**Japanese Fiscal Year 2018**

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

November, 2017

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## 1. About AUN/SEED-Net

ASEAN University Network/Southeast Asia Engineering Education Development Network (AUN/SEED-Net) was established in 2001. After two years of preparation, full-scale operation started in March 2003 for five years as the Phase I cooperation, which was then followed by the Phase II and the Phase III, 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 IV 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

*Short-Term Research Program in Japan (SRJP)* offers trip supports for MIs’ faculty staff to meet with Japanese academic staff in Japan. This program aims not only to ensure MIs’ human resources capacity enhancement but also to promote tangible academic output and research continuity, as well as to strengthen the growing network between MIs and JSUs.

Below is a listing of objectives of the program.

- (1) To enhance teaching and research capacity of MIs’ faculty staff.
- (2) To improve education program and research capacity of MIs.
- (3) To encourage MIs’ faculty staff for more involvement in research collaboration with JSUs.
- (4) To strengthen sustainability of academic network through continuous collaboration between MIs and JSUs.

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

## 3. Applicant Eligibility

An applicant must be a *non-Japanese nationality faculty staff member* at MIs (except Singapore and Brunei), not pursuing any degree at the time of application, and not residing in Japan.

#### 4. Research Area

10 Engineering fields as listed in Appendix I.

#### 5. Details of Support

- (1) Trip duration: 10 to 30 days, including traveling dates
- (2) Trip period: All visits should be completed between **May 1, 2018 - March 15, 2019**.
- (3) Target number in JFY 2018: 30 trips (subject to budget situation in JFY 2018)
- (4) Supported items:

Supported items	Details
Round-trip air ticket to Japan	Discounted Economy, Arranged by AUN/SEED-Net
Travel insurance	Arranged by JICA Headquarter
Accommodation	US\$ <b>80</b> fixed rate per night
Living allowance	US\$ <b>30</b> fixed rate per day
Bandung-Jakarta round-trip transfer (for trips to/from Institut Teknologi Bandung only)	US\$ 18 fixed rate

#### Remarks:

- 1) *In the case there is any change to the agreed schedule, the applicant must notify AUN/SEED-Net at least 20 days in advance; accommodation and living allowance will be adjusted accordingly. Otherwise, the traveler may be requested to reimburse to AUN/SEED-Net all the expenses relevant to the trip, i.e. airfare, accommodation and living allowance.*
- 2) *According to JICA rules and regulations, arrival date in Japan cannot be Friday and Saturday, and departure date from Japan cannot be Sunday and Monday, unless an appropriate reason and evidence is provided.*

#### 6. Process of Implementation

- (1) AUN/SEED-Net screens applications.
- (2) Successful applicants and Japanese Accepting Professor finalize the visits (trip duration, accommodation arrangement), then confirm to AUN/SEED-Net **at least five weeks prior to the departure date**.
- (3) If necessary, Japanese Accepting Professor may be requested to assist successful applicants in issuing visa supporting documents.
- (4) After the successful applicants complete the Japanese Visa process and inform AUN/SEED-Net of its completion, AUN/SEED-Net remits trip allowances to the successful applicants' personal bank account around one week before the trip starts.
- (5) AUN/SEED-Net arranges air tickets for successful applicants.

## 7. Commitment

(1) After the trip, the successful applicants must submit a technical report together with photos (in separate digital format file) to AUN/SEED-Net within 30 days. AUN/SEED-Net will conduct an evaluation on the submitted report to be considered in future screening. **Failure of submission will affect the applicants' future applications for AUN/SEED-Net programs.**

(2) Applicant and research team agree to the condition that AUN/SEED-Net has the right to use photos of persons engaged in AUN/SEED-Net activities for reporting, advertising or other PR related activities without consent for each individual case.

(3) In case the awardees cannot travel as planned, they may be requested to reimburse to us all the expenses relevant to the trip, i.e. airfare, accommodation and living allowance.

## 8. Application Process

Apply online at **[www.seed-net.org/srjppapplication2018](http://www.seed-net.org/srjppapplication2018)** by **January 7, 2018**.

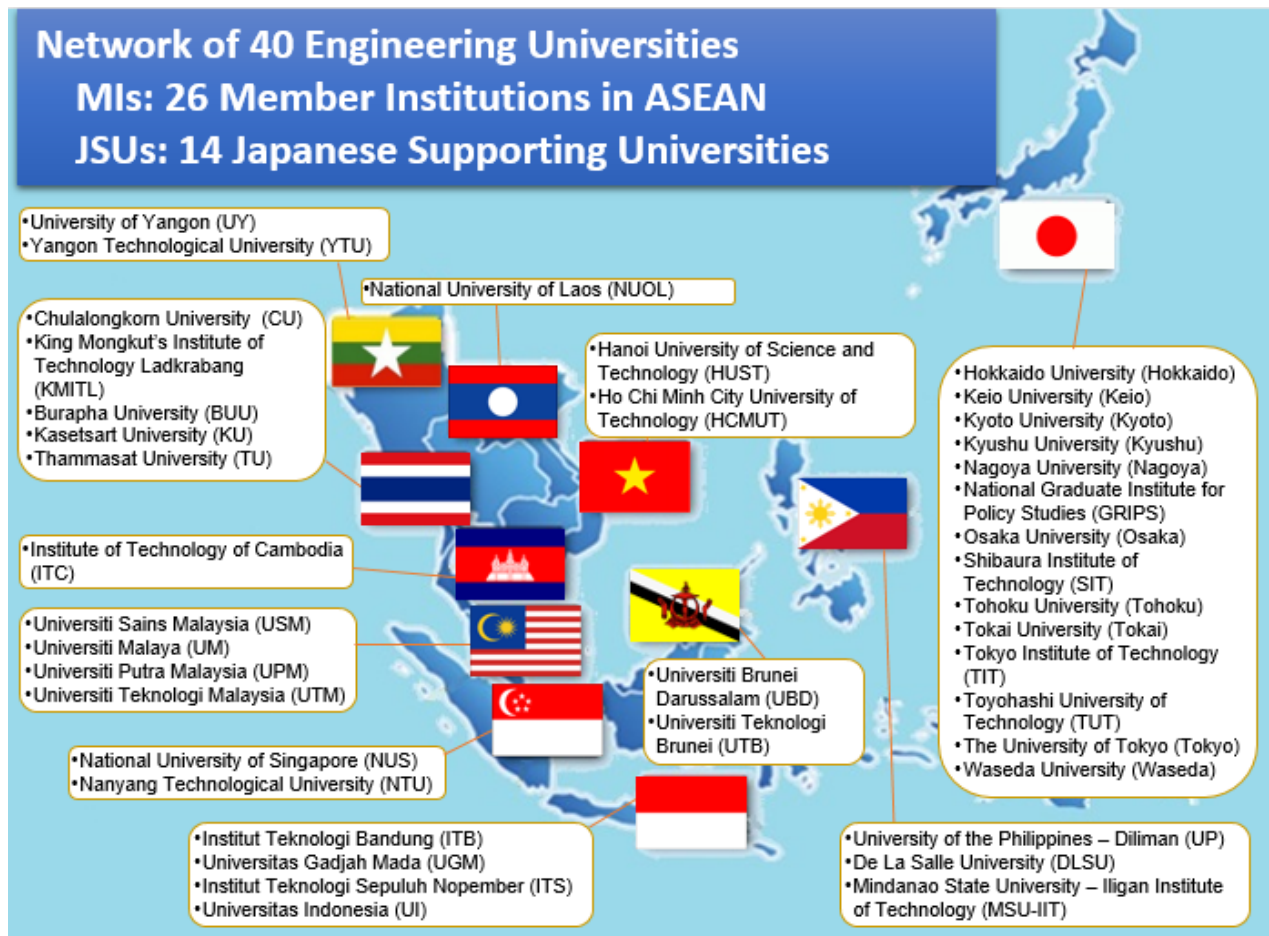
Online application form requires you to upload the following documents;

- A. **Acceptance letter** from the Accepting Professor at JSU of the prospective visit
  - Please download 'Acceptance Letter' form at <http://www.seed-net.org/application-forms/>
- B. **Endorsement Letter** from the Department Head of the applicant's institution with signature
  - The letter should include the following key points:
    - Reason(s) why the applicant should be awarded.
    - The applicant's ability to complete the program with full participation and adherence to the program's objectives.

*Remark: This Implementation Guideline 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 I

- List of Member Institutions (MIs) and Japanese Supporting Universities (JSUs)



- 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)