



AUN/SEED-Net



Implementation Guideline

For

**Short-Term Visit in ASEAN
(SVAS)**

Japanese Fiscal Year 2018

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

November, 2017

1. Project Background

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.

1. Enhance education and research capacities of Member Institutions (MIs) through their collaboration among ASEAN and Japanese academia
2. Strengthen industrial relations and application
3. Address developmental issues in ASEAN
4. Improve the quality of higher education through the expansion of ASEAN academic networks

2. Program Concept and Objectives

Short-term Visit Program in ASEAN (SVAS) aims to promote mobility of faculty staff from MIs to foster collaboration among these member institutions. The aim and scope must be related to the academic purposes, but not limited to research experiment. The scope of activities can be varied such as the discussion on future collaboration, technical assistance, promoting the university to attract more qualified applicants of Graduate Degree Programs and so forth.

In order to promote and strengthen more contribution and collaboration from Cambodia, Laos, Myanmar and Vietnam (CLMV) in comparison with other ASEAN countries to contribute to the development of higher education and to engage more involvement of non-hosting MIs to the network, the priority will be given to applicants of the MIs from the CLMV countries.

Below is a listing of objectives of the program:

- (1) To enhance teaching and research capacity of MIs’ faculty staff.
- (2) To improve capacity of MIs, primarily in Cambodia, Laos, Myanmar and Vietnam (CLMV).
- (3) To boost research collaboration in 10 engineering fields among all MIs.
- (4) To strengthen sustainability of academic network through continuous collaboration among MIs.

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.

Remarks

- 1) *Group application: Maximum of 3 applicants from the same MI is allowed (all to visit the same MI(s), conduct the same activity in one single trip of the same departure and arrival date).*
- 2) *Multiple destinations: Applicants can propose to visit 2 or more MIs in ASEAN as one connected trip.*

4. Details of Support

1. Duration: 3 to 30 days, including departure and arrival days
2. Trip Period: All visits should be completed between **May 1, 2018 – March 15, 2019**
3. Target Number for JFY 2018: approximately 30 trips (to be fixed depending on budget situation in JFY 2018)
4. Supported items:

Supported items	Details
Round-trip air ticket	Discounted Economy Arranged by AUN/SEED-Net
Living Allowance	US\$30 fixed rate per day
Bandung-Jakarta round-trip transfer (For trips to/from Institut Teknologi Bandung only)	US\$18 fixed rate

Remarks:

- 1) *Accommodation arrangement and expenses, in principle, should be borne by visited Member Institutions and are not AUN/SEED-Net's responsibility, unless otherwise agreed.*
- 2) *In the case there is any change of the agreed schedule, the applicant must notify AUN/SEED-Net at least 20 days in advance, and living allowance will be adjusted accordingly. Otherwise, the traveler may be requested to reimburse all the expenses relevant to the trip, i.e. airfare, accommodation and living allowance to AUN/SEED-Net.*
- 3) *According to JICA rules and regulations, arrival date to the destination cannot be Friday or Saturday, and departure date from the destination cannot be Sunday or Monday, unless an appropriate reason or evidence is provided.*

5. Application Process and Deadline

Apply online at <http://www.seed-net.org/svasapplication2018/> by **January 7, 2018**

Online application form requires you to upload the following documents:

- A. Acceptance letter** signed by the contact person(s) from the MI(s) where the applicant(s) will be visited.
- Please download ‘Acceptance letter’ 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 cover the following:
- A brief overall endorsement of the applicant and reason(s) why he/she should be awarded.
 - The applicant’s ability to complete the program with full participation and adhere with the program’s objectives.

Remark: This Implementation Guidelines and other information of AUN/SEED-Net MIs are available on the website www.seed-net.org.

6. Process of Implementation

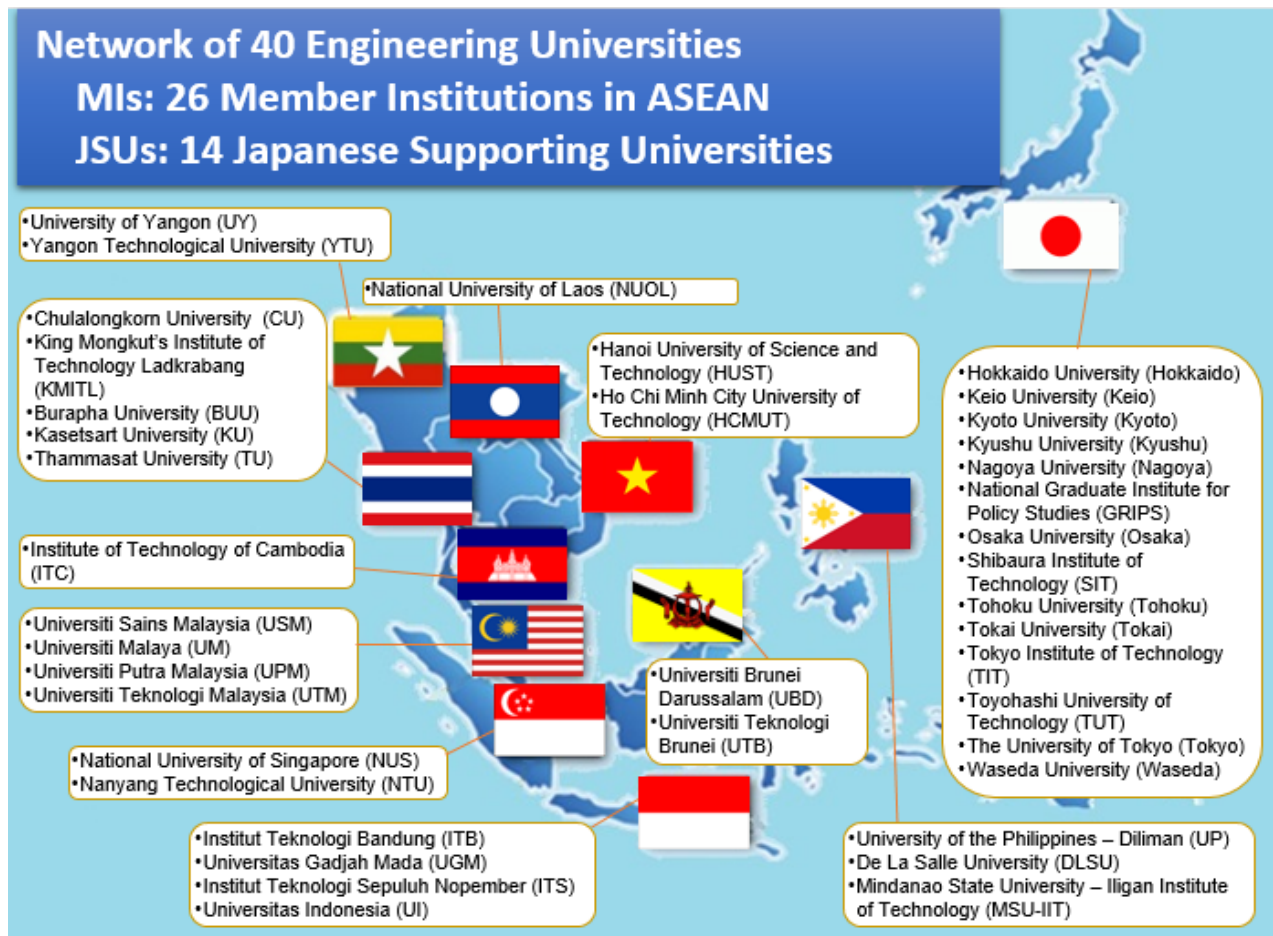
1. AUN/SEED-Net screens applications.
2. Successful applicants and contact person of visited MI(s) finalize the visits (proposed duration, accommodation arrangement) and confirm AUN/SEED-Net **at least 5 weeks before the departure date**.
3. AUN/SEED-Net remits trip allowance to successful applicants’ personal bank account around 1 week before the trip starts.
4. AUN/SEED-Net or home institution, depending on the cost-sharing agreement, 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** and AUN/SEED-Net will conduct 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 the person engaged in AUN/SEED-Net activities for advertising or promotional purposes of PR and reporting 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.

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)