

ASEAN University Network /
Southeast Asia Engineering Education Development
Network

AUN/SEED-Net
Implementation Guidelines and Application Form
for
Alumni Support Program
(ASP)

For Japanese Fiscal Year 2019
2nd Batch

AUN/SEED-Net Project

As of February 2019

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1. About AUN/SEED-Net

JICA project for ASEAN University Network/Southeast Asia Engineering Education Development Network (AUN/SEED-Net project) was established in 2001. AUN/SEED-Net project has proved to be successful in strengthening university-industry relations, enhancing research capacities of academic staff in ASEAN Member Countries, and fostering a network of quality higher-education in engineering field within ASEAN. Thus, the continuation of this program in Phase 4 will cover the following objectives:

- 1) To enhance education and research capacities of Member Institutions (MIs) through consistent collaboration between ASEAN and Japanese academia
- 2) To strengthen applicability and relationships between academics and industries
- 3) To address developmental issues in ASEAN
- 4) To improve the quality of higher education through the expansion of ASEAN academic networks.

2. Program concept, terms and objectives

Alumni Support Program (ASP) is designed to facilitate research and educational activities by AUN/SEED-Net alumni. The program aims to strengthen national and international collaboration initiated by alumni, which will potentially contribute to socio-economic development in ASEAN and Japan, as well as addressing regional and global issues by science and technology. The terms related to ASP are described below;

Terms:

► AUN/SEED-Net Alumni are former:

- Students of AUN/SEED-Net Scholarship Programs
- Advisors of AUN/SEED-Net students
- Awardees of AUN/SEED-Net Research, Mobility and Training Programs
- Organizers and sponsored participants of AUN/SEED-Net Regional Conferences

► Founding members:

- At least 5 AUN/SEED-Net alumni who manage the fund from AUN/SEED-Net, and coordinate with the ASP-awarded Member Institution for arranging activities
- If compulsory or applicable/ required by law, founding members are responsible for registering the association.
- The founding members must be responsible for financial management including timely submission of financial report and appropriate implementation of activities of alumni group or alumni association

***Singaporean, Bruneian, Japanese and Non-ASEAN nationals are not eligible to apply as founding member, but can join as participant in activities organized by alumni group/association.**

► **Alumni group:** a group consists of at least 5 founding members

► **Alumni association:** a group consists of at least 5 founding members and is registered as association by law.

Program Objectives:

- 1) To assist AUN/SEED-Net alumni to establish alumni group or a registered organization (hereafter described as “alumni association”)
- 2) To provide support for alumni group or alumni association to sustainably strengthen the existing network of researchers in ASEAN and Japan after the end of AUN/SEED-Net Project Phase IV
- 3) To increase institutional capacity of alumni group or alumni association in acquisition of external fund
- 4) To promote collaboration of the alumni group or alumni association with industry and to support its national and international activities for the enhancement of research capacity and education in the field of engineering. The aim of the activity should respond to the need of majority of alumni group/association.

3. Eligibility

The applicant must be AUN/SEED-Net alumni and be one of the founding members.

The application needs to be endorsed by responsible person (Dean or Rector) of Member Institution (MI). Establishing an alumni group/association is not only limited to only Sending Institutions (SIs) of AUN/SEED-Net, but also Host Institutions (HIs) are eligible to apply for ASP. However, MIs in Singapore, Brunei and Japanese Supporting Universities (JSUs) are not eligible to apply for ASP.

Only one application per MI is allowed.

4. Activities

Activities shall be planned and implemented at the discretion of the alumni group/association, 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 the alumni group/association, establishment of academic society and publication.

5. Details of support

Maximum support: 5,000 USD per alumni group/association per Japanese Fiscal Year (the amount of budget will be considered according to the following criteria: proposal, number of members, budget plan, and related support documents.)

Implementation period: Budget for ASP shall cover expenses during the period of **April 1, 2019 or on the contract signing date, (whichever comes later) until January 31, 2020.**

6. List of covered Items

Below are the lists which funding support of ASP can be used. More details are available in Financial Guideline- Annex I;

▶ **Meeting package**

Receipts must be described as “Meeting Package”. Those with wordings such as food, drink, meal, or entertainment are not permitted.

▶ **Consumables/Others**

Miscellaneous cost of the consumable products during ASP financial period in each fiscal year.

▶ **Travelling expense**

The expense is available for specific purposes which should be beneficial for entire alumni group/association; for example, inviting guest speaker from ASEAN countries or Japan.

	Regulations
<ul style="list-style-type: none"> • air ticket • accommodation allowance • local transportation 	<ul style="list-style-type: none"> • Usage of local transportation must conform to the regulations, as described in Annex I. • All transactions must conform to the regulations, as described in Annex I.

▶ **Honorarium**

- Honorarium for guest speaker or relevant guest is available.
- The funding support could not be paid to any member of an alumni group/ association.
- Rate of honorarium must be aligned with MI's regulation and the evidence must be provided.

7. Financial Management

- 1) Detailed budget estimation must be submitted to AUN/SEED-Net upon request.
- 2) Only an official bank account of ASP-awarded MI, or equivalent, is applicable.
- 3) 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 submission of financial report.
- 4) Financial implementation must be fully compliant with the latest financial guideline of Alumni Support Program.

8. Expectation and Obligation

- The founding members of an alumni group/association should plan and discuss about activities to maintain the collaboration.
- The activities arranged by founding members should be aligned with the objectives of ASP and should benefit the entire alumni group/association.

9. Application Process

Apply online by **March 15, 2019** at www.seed-net.org/aspapplication2019

The online application must be accompanied with the following document:

- Consent letter from MI of the applicant signed by an authorized person

For inquiries, please contact alumni@aun-seed.net