

INTRODUCTION TO

Graduate Degree Program *AUN/SEED-Net*

Student / Advisor HANDBOOK



August 2016



AUN/SEED-Net 

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MESSAGE FROM AUN/SEED-NET EXECUTIVE DIRECTOR

First of all, I would like to extend my warm congratulations to all AUN/SEED-Net students and welcome you to your Host Institutions and AUN/SEED-Net family. As highly qualified students from your universities, you will be pursuing a two-year Master's degree or three-year doctoral degree, and four-year for Integrated Graduate Degree Program (a fast-track combination of master's & doctoral degree) in engineering fields at the leading universities in ASEAN with the academic collaboration from Japanese Supporting Universities and the financial support of AUN/SEED-Net as well as concerned Member Institutions.

Based on the paramount importance of human resource development in ASEAN region, AUN/SEED-Net Phase III maintains its focus on the upgrade of the higher engineering education. A regional network of intellectuals will be further expanded and strengthened mainly through the Graduate Programs. The network continues to play a leading role in transferring and disseminating knowledge of new technology to younger generations for the success of a country development. It is important to note that under the AUN/SEED-Net project, the students are being provided with a good chance to be trained of advanced engineering education and making use of their technical knowledge and professional expertise for the sustainable development of their country and the region.

With the aim of fulfilling AUN/SEED-Net's expected outputs of Phase III, students, faculty staff, Member Institutions, Japanese Supporting Universities, and JICA need to make devoted and concerted efforts. As AUN/SEED-Net students, you are provided with openness to new ideas and technology and should be able to raise international awareness based on understanding and appreciation of social and cultural diversity. You should have highly developed cognitive, analytical and problem-solving skills as well as intellectual curiosity and creativity. Collaborative studies and the exchange of cultural and academic experience among students and academicians from different universities will further strengthen the human network of AUN/SEED-Net for a better and brighter future of ASEAN. On this occasion, I would like to extend my appreciation for the commendable and continued efforts of all involved parties.

Since the scholarship period is fixed, in order to finish your study within the period, you need to plan study carefully and use your time effectively. You should start a research project as soon as possible, probably in the second semester of the first year of your study and must manage time to optimize the quality of research. As AUN/SEED-Net has employs a strict policy on extension of scholarships due to the limited budget, the extension of scholarship with partial supports is considered on case by case basis and may or may not be approved depending on circumstances and the contribution of concerned Host Institutions.

Lastly, I do hope that you will enjoy your stay in your Host Institution, adjust yourself beautifully in the new environment and graduate timely. I wish you all every success, happiness and good health.

Prof. Dr. UEDA Tamon
Acting Executive Director
AUN/SEED-Net Secretariat

Background & Evolution of AUN/SEED-Net

After a severe economic turndown in the ASEAN region in 1997, AUN/SEED-Net was established officially in 2001 from leaders' initiatives derived at the earlier ASEAN - Japan Summit and the ASEAN + 3 Summit for the sustainable development of ASEAN through development of innovative and highly skilled human resources in engineering field. Full operation of the AUN/SEED-Net Project started in 2003 with main support from the Japanese Government through Japan International Cooperation Agency (JICA) and partially by ASEAN Foundation, member institutions and member countries. The Network of AUN/SEED-Net is composed of 26 Member Institutions (MIs) from 10 ASEAN countries with academic support from 14 leading Japanese supporting universities (JSUs).

EVOLUTION OF AUN/SEED-NET

December 1997	Concept of Southeast Asia Engineering Education Development Network (SEED-Net) evolved from an initiative of H.E. Mr. Ryutaro Hashimoto for human resource development aiming at economic sustainability in ASEAN, proposed at the 1997 ASEAN-Japan Summit Meeting.
November 1999	SEED-Net was announced as one of the main programs of the "OBUCHI-Plan".
March 2001	Establishment of the Japanese Supporting University Consortium (JSUC)
23 April 2001	Inauguration Ceremony: Establishment of AUN/SEED-Net as a sub-network under the auspices of ASEAN University Network (AUN). The Cooperative Framework document was signed by representatives of AUN, JICA, ASEAN Foundation, and 19 Member Institutions, witnessed by representatives of ASEAN Secretariat, the Government of Japan, and the concerned Ministries of the respective countries.
March 2003	Full-scale operation of the AUN/SEED-Net project (Phase I: March 2003-March 2008) supported by JICA
November – December 2005	Mid-term Evaluation of AUN/SEED-Net Project by JICA.
May 2007	Final Evaluation of AUN/SEED-Net Project by JICA.
March 2008	End of Phase I and start of Phase II (March 2008 – March 2013)
29 Nov 2012	Signing Ceremony: New Cooperative Framework of AUN/SEED-Net was signed. 7 new Member Institutions and 3 new Japanese Supporting Universities joined AUN/SEED-Net.
March 2013	End of Phase II and start of Phase III (March 2013 – March 2018)

Missions of AUN/SEED-Net

MISSIONS

- To nurture internationally competitive personnel with multicultural awareness through academic cooperation among leading engineering higher education institutions in ASEAN and Japan.
- To advance engineering education and research capacities of leading engineering higher education institutions in the region through collaboration and solidarity between the institutions and industrial sectors in ASEAN and Japan

With those missions, AUN/SEED-Net seeks to

1. Contribution to advancement and globalization of regional industry
2. Contribution to solution of regional common issues in Asia
3. Establishment of human resource development platform in science and technology in Asia

EXPECTED OUTPUTS OF PHASE III

AUN/SEED-Net's expected outputs include;

1. Linkage among Member Institutions, industry and communities is strengthened.
2. System to conduct research activities addressing regional common issues is established.
3. Research and educational capacities of faculty staff of Member Institutions are improved.
4. Academic network among Member Institutions and Japanese Supporting Universities is strengthened.

University Network of AUN/SEED-Net

The university network of the AUN/SEED-Net is a composition of 26 engineering universities in 10 ASEAN Member Countries (so-called Members Institutions) and 14 Japanese universities in the Japanese Supporting University Consortium, providing the support for its programs and activities for 10 Engineering Fields, as listed alphabetically below.

ENGINEERING FIELDS

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

MEMBER INSTITUTIONS

Burapha University	BUU
Chulalongkorn University	CU
De La Salle University	DLSU
Ho Chi Minh City University of Technology	HCMUT
Hanoi University of Science and Technology	HUST
Institut Teknologi Bandung	ITB
Universiti Teknologi Brunei	UTB
Institute of Technology of Cambodia	ITC
Institut Teknologi Sepuluh Nopember	ITS
King Mongkut's Institute of Technology Ladkrabang	KMITL
Kasetsart University	KU
Mindanao State University-Iligan Institute of Technology	MSU-IIT
Nanyang Technological University	NTU
National University of Laos	NUOL
National University of Singapore	NUS
Thammasat University	TU
Universiti Brunei Darussalam	UBD
Universitas Gadjah Mada	UGM
Universitas Indonesia	UI
Universiti Malaya	UM
University of the Philippines Diliman	UP
Universiti Putra Malaysia	UPM
Universiti Sains Malaysia	USM
Universiti Teknologi Malaysia	UTM
University of Yangon	UY
Yangon Technological University	YTU

JAPANESE SUPPORTING UNIVERSITY

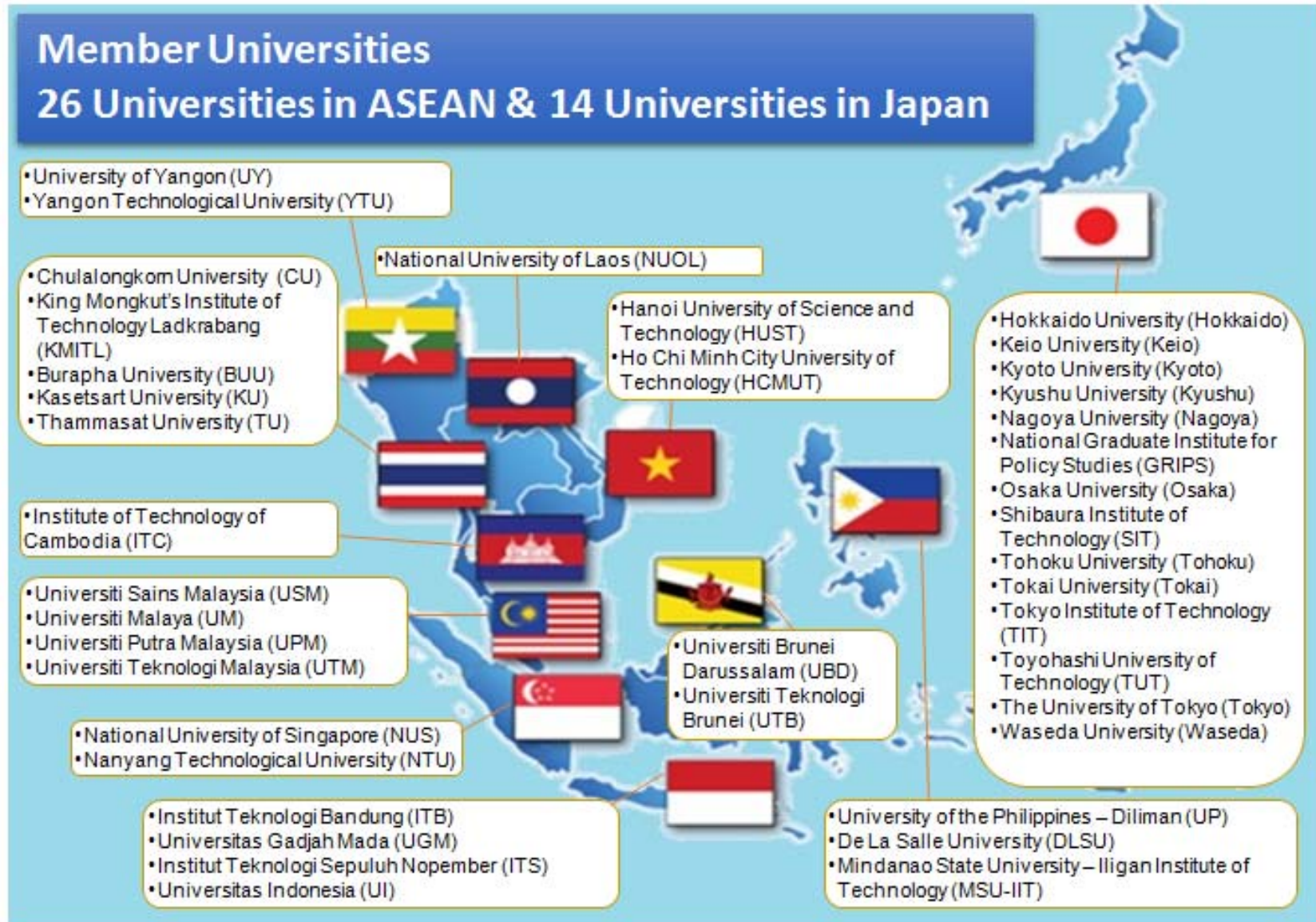
Hokkaido University	Hokkaido
Keio University	Keio
Kyoto University	Kyoto
Kyushu University	Kyushu
Nagoya University	Nagoya
National Graduate Institute for Policy Studies	GRIPS
Osaka University	Osaka
Shibaura Institute of Technology	SIT
Tohoku University	Tohoku
Tokai University	Tokai
Tokyo Institute of Technology	TIT
Toyohashi University of Technology	TUT
The University of Tokyo	Tokyo
Waseda University	Waseda

Remark: This abbreviation is for using to explain the below table.

SUPPORTED ENGINEERING FIELD AND FIELD MANAGEMENT UNIVERSITIES

Field	ASEAN (Host Institutions)	Japan
Chemical Engineering	<u>DLSU</u> , UGM, UM	<u>TIT</u> , Kyoto, Tokyo
Civil Engineering	<u>CU</u> , UM, UTM, TU	<u>Hokkaido</u> , TIT
Computer and Information Engineering	<u>KMITL</u> , UGM	<u>Tokai</u> , TUT, Hokkaido
Electrical and Electronics Engineering	<u>CU</u> , UM, UP, ITS	TIT, Keio
Geological and Geo-Resource Engineering	<u>UGM</u> , CU, USM	<u>Kyushu</u> , Hokkaido, Waseda
Material Engineering	<u>USM</u> , UGM, UM	<u>TUT</u> , Kyoto, TIT
Mechanical and Manufacturing Engineering	<u>ITB</u> , UM, DLSU	<u>Keio</u> , TUT, Tokai
Energy Engineering	<u>ITB</u> , USM, KMITL	<u>Kyoto</u> , Kyushu
Environmental Engineering	<u>UP</u> , CU, ITB, KU	<u>Tokyo</u> , Kyoto
Natural Disaster	<u>UGM</u> , ITB, CU	<u>Kyoto</u> , TIT, Kyushu

Remark: Underline shows the university who coordinate mainly in the field.



Expectations for Students & Host Institutions

With each scholarship awarded for Master's and Doctoral studies at a Member Institution, AUN/SEED-Net encourages students and Host Institutions, as follows:

STUDENTS

1. To acquire firm engineering background knowledge
2. To acquire research capability
3. To produce high quality thesis research
4. To graduate within 2 years for Master's Degree, 3 years for Doctoral Degree Sandwich Program & Doctoral Degree in Japan Program, and 4 years for Doctoral Degree in Singapore Program & Integrated Graduate Program

Most importantly, after accepting the scholarship, students should not cancel it. If a cancellation incurs, students abide by any measures taken by AUN/SEED-Net and/or concerned Member Institutions.

HOST INSTITUTIONS

1. To provide high standard of education
2. To provide good facilities
3. To use English as medium of instruction
4. To implement an effective 'Quality Assurance' scheme

Students' Commitments

At the time of application, students were asked to declare certain commitments, and once accepted AUN/SEED-Net scholarships, students are bound to these commitments as follows:

1. To carry out such instructions and abide by such conditions as may be stipulated by both the Host Institution and AUN/SEED-Net in respect of the course of study;
2. To follow the course regulations and the rules of the Host Institution;
3. To refrain from engaging in political activities, or any form of employment for profit;
4. To submit any progress reports or evaluation questionnaire which will be required at the end of each semester;
5. To return to their home country at the end of the course of study to contribute to the development of their countries and enhance AUN/SEED-Net alumni network.

Moreover, students who are not faculty staff are highly encouraged to become teaching staff or researcher at their Sending Institutions after graduation.

Regulations

(For Doctoral Degree in Singapore Program, the policy is applied according to the rules & regulation at the Host Institutions in Singapore)

AT THE END OF SCHOLARSHIP PERIOD

The scholarship period is strictly 2 years for Master's students, 3 for Doctoral Degree Sandwich Program students, 4 years for Doctoral Degree Program in Singapore students and 4 years for Integrated Graduate Degree Students. At the end of scholarship period, students must do the followings:

- Submit **(1) Graduate Questionnaire (Appendix II)** along with **(2) complete thesis research** (PDF file) to AUN/SEED-Net before returning to home country, and **(3) a copy of Master's/Doctoral certificate** together with **(4) a copy of full transcript** when the documents are available.
- Return to home country within the scholarship period.

POSTPONEMENT OF RETURN DATE

In case that students need to postpone their return dates for purpose of study,

- Students must follow regulations/procedures required by their Host Institution for the postponement.
- Students should submit the **Request Form for Postponement of Return Date (Appendix IV)** to AUN/SEED-Net with comments/endorsement from advisor at least **1 MONTH prior to the scholarship end date.**
- The postponement of return dates may be allowed for the maximum period of 2 months for Master's students and 3 months for Doctoral students after the scholarship end date.
- AUN/SEED-Net will consider request case by case. Please keep in mind that the request may not be approved.
- If requests are approved, AUN/SEED-Net will provide a flight ticket back to home country and insurance during the period of postponement while students have to be responsible for all other expenses and risks incurred. Failure to return to home country by the end of postponement will result in cancellation of all supports.

EXTENSION OF SCHOLARSHIP PERIOD

Please note that extension of scholarship period is applied to students under Doctoral Degree Sandwich Program and Integrated Graduate Program only and it is NOT encouraged under any circumstances. In case that extension of scholarship period is inevitably required,

- Students should strictly follow regulations/procedures of the respective Host Institutions.

- Students have to submit **(1) the Request Form for Extension (Appendix III)** to AUN/SEED-Net with comments/endorsement from advisor, endorsement from Dean or designated person, together with **(2) the draft thesis** and **(3) research plan** during extension endorsed by advisor, **2 MONTHS prior to the scholarship end date.**
- **Only** requests with completed forms and required documents will be taken into consideration.
- AUN/SEED-Net will consider request case by case. Please keep in mind that the request may not be approved.
- If a request is approved, during the extension period student may receive support according to JICA' s regulations (partial monthly allowance, insurance and flight ticket to home country), **on condition that tuition/research fee is waived by the concerned Host Institution.** Failure to return to home country by the end of extension period will result in cancellation of all supports.
- AUN/SEED-Net policy is **not** to grant any support to students who extend their stay without justified reasons.
- Without an approval from AUN/SEED-Net, students have to be responsible for all expenses and risks incurred after the scholarship end date.

FAMILY INVITATION AND STAY

In case students wish to bring their family members to the Host Institutions during studies,

- Students have to follow the regulations of the Host Institution.
- Students have to take all risks, responsibilities, expenses, regarding their family's stay.

LEAVE

Home leave

- Total period of leave within 30 days per year
 - Request should be in compliance with Host Institution's regulations and subject to consent of advisor.
 - Permission from AUN/SEED-Net is not required.
 - Expenses must be responsible by students.
- Total period of leave exceeding 30 days per year
 - Request should abide with regulations of Host Institution.
 - Students have to submit the **Request Form for Leave (Appendix V)** to AUN/SEED-Net with endorsement from advisor, at least 30 days prior to the leave.
 - Request will be considered case by case. If approved, monthly allowance will be adjusted.

Leave for study/research purpose

- Total period of leave not exceeding 6 months during scholarship period
 - Request should abide with regulations of Host Institution and concerned Member Institution(s).

- Students have to submit the **(1) Request Form for Leave (Appendix V)** to AUN/SEED-Net with endorsement from advisor, **(2) consent letter from receiving Member Institution** which indicates involved lecturer, period of visit, and accommodation details and **(3) detailed study/research plan**, at least 30 days prior to the leave.
- Request will be considered case by case. If approved, monthly allowance may be adjusted according to AUN/SEED-Net regulations, namely:
 - (i) If total duration exceeds 60 days, 50% of monthly allowance will be provided for the study/research in Home country
 - (ii) Full monthly allowance will be paid in case the study/research takes place in other Member countries.

IRREGULAR ABSENCE

In case students are absent from class, do not work in laboratory, and/or fail to meet with advisors for the period of 30 days or so, advisors are requested to report to the Secretariat. If no appropriate reason is given, monthly allowance by AUN/SEED-Net and Host Institution will be immediately suspended until further notice or all scholarship will be cancelled.

Supports for Students

After AUN/SEED-Net awards scholarship to any students from a Member Institution to study at certain Host Institution, a contract between AUN/SEED-Net and the Host Institution will be arranged. (There are some exceptions for Singaporean Universities.)

GENERAL SCHOLARSHIP COVERAGE

- Air ticket arranged by AUN/SEED-Net (roundtrip between Home country and Host country)
- Allowance: living allowance (including accommodation allowance), book allowance and relocation Allowance
- University expenses; for recurring and non-recurring, including medical insurance and English supporting fee

The expenses and allowances listed above are provided through Host Institution when the enrollment is completed. The amount of each item except medical insurance is a fixed rate but may vary from one university to another and from international student and local student. This will concur with the agreement between each Host Institution and AUN/SEED-Net. The supports payment is on monthly/semester basis depending on the type of the supports. The administrative staff, contact person(s) at Host Institution will provide the payment based on the payment method existing for each student.

SUPPORT OF COLLABORATIVE RESEARCH PROGRAM (CR)

In order to enhance the Graduate Programs at the Host Institutions, AUN/SEED-Net aims to strengthen research and educational capability in the host field as to maintain international standard of the programs, leading to production of high quality Master's and Doctoral thesis, and the completion of the Graduate Program within a reasonable period of time (2 years for Master's, 3 years for Doctoral

Degree Sandwich Program and 4 years for Integrated Graduate Program). The Collaborative Research Program (CR) is designed to support such research activities in collaboration with Japanese Supporting Universities and other Member Institutions.

For more details and support, please visit AUN/SEED-Net website.
(<http://www.seed-net.org>)

Monitoring of Studies

Monitoring is a crucial element to the success of any projects with the achievement of high quality outcome. For the Graduate Programs, the Secretariat is responsible for monitoring and evaluating progress of studies. The Secretariat thus requests for full cooperation from AUN/SEED-Net students to fulfill this task, as follows:

- End of every semester
 - Student to submit a **Progress Report with a Study Plan (Appendix I)** to the Secretariat.

If students fail to submit Progress Report with a Study Plan in any semester, AUN/SEED-Net reserves the right to inform the Host Institution for taking appropriate actions such as withholding monthly allowance, etc. Students should also be aware that AUN/SEED-Net considers the submission of Progress Report with a Study Plan as one criterion for approving postponement or extension request.

- End of the last semester
 - Graduating student to submit a **Graduate Questionnaire (Appendix II)** with a final thesis in a digital format, a degree certificate, and a full academic transcript to the Secretariat.

Student and Alumni Network

ALUMNI NETWORK AND ACTIVITIES

AUN/SEED-Net alumni network is established to maintain friendship as well as strengthening human linkage among alumni and academics in the region after completing study. The active alumni network does not only enhance continuous intra-region cooperation and human resource development, but it also significantly contributes to the project's sustainability and growth, thereby maintaining the project's good reputation and high performance as a hub for higher engineering education among ASEAN countries. Thus, various means and activities are provided for the alumni as following.

Alumni Activities

AUN/SEED-Net alumni are encouraged to continue improving research capabilities and involving with the network. For these purposes, a number of programs are available for them:

- Research Fellowship Program (RF)
- Short-term Research Program in Japan (SRJP)

- Short-term Visit Program in ASEAN (SVAS)
- Regional Conference (RC)
- ASEAN Engineering Journal (AEJ)
- Intensive Course on Management of Technology (MOT)

For more details of each program, please visit AUN/SEED-Net website: <http://www.seed-net.org>

Besides, participation from alumni in other activities is vital and encouraged, such as promotional events and pre-departure orientation.

Publications

ASEAN ENGINEERING JOURNAL (AEJ)

As a platform for ASEAN Engineering scholars to publish their research papers, ASEAN Engineering Journal supported by AUN/SEED-Net is established to fulfill the goal to strengthen the network and Engineering education in the region. AUN/SEED-Net encourages our students and academic staff of Member Institutions and other academicians to submit their research to publish with AEJ.

The journal is designed to be the collection of new and innovative knowledge emerged from ASEAN and functions as a foundation of dissemination of researches of the people in the region with the topics that fulfill the specified needs in the area.

For more information about the journal, please visit AUN/SEED-Net website. <http://www.seed-net.org/asean-engineering-journal/> or send your enquiries to journal@aun-seed.net.



PROGRESS REPORT

Objective and Instruction

1. Part A for student and Part B for Advisor. The student shall complete Part A first, then, forward it to the Advisor to complete Part B.
2. This Progress Report is the tool for AUN/SEED-Net focusing on how to improve the scholarship management. It is also useful for student and advisor to keep track on academic progress. The honest answer is appreciated and will not affect to the review of scholarship.
3. It is obligation for student to submit the Progress Report together with the Study Plan at the end of every semester. Otherwise, it may affect the remittance of allowance funding.

Part A (for student)			
Family Name :		Given Name:	
Email:		Contact Number:	
Contact Address at Host Institution :			
Sending Institution:	Member Institutions (MIs):		
Host Institution:	Member Institutions (MIs):		
Field of Study:	Field of Study:		
Department or Research Unit :			
Program :	Master's		
Advisor Name:			
Advisor's email:			
Commencement of Study:	Month	Year	
Expected Completion of Study at Host Institution:	Month	Year	
Report for Semester:		eg. 1, 2, 3	
From:	Month	Year	
To:	Month	Year	
Progress Report Submission Date:	dd/mm/yy	(eg.01/Apr/2016)	

1 Study Program

Coursework

Required:

drop down list

If **Yes**, please answer following items

1) Progress on acquisition of required coursework

drop down list

2) Required Credits for Graduation:

(i) Coursework:

Units

Units

(ii) Thesis:		Units
(iii) Other (specify):		
3) Grade Point Average (GPA):		
(from full score of _____):		
Cumulated GPA (CGPA):		
Minimum Requirement of CGPA to Graduate:		

English Proficiency (as required by university)

Official Test:		(If other, please specify here)
Minimum Required Score/ Out of Total:		(eg. 550/990)
Test Result Score/ Out of Total:		(eg. 580/990)

Please describe the usage of English as teaching/learning medium (%) and any difficulties you are facing.

Qualifying Examination

Required: drop down list

If **Yes**, please answer following items:

1) Progress on Qualifying Examination drop down list

2) If "On Schedule", please indicate status: drop down list

If "Behind Schedule" or "Failed", please give reason(s):

Other requirements for graduation (e.g. Professional journals/publications etc.)

1) Progress on requirements for graduation drop down list

2) Please inform the latest status drop down list

If "Behind Schedule", "Not Yet Completed", or "Failed", please give reason(s):

2 Thesis

1) Thesis Title:

2) Progress on Thesis:

drop down list

3) If "Behind Schedule", please give reason(s):

Examinations

Required:

drop down list

1) month and year of Proposal Examination that you took or will take:

Month/Year

2) month and year of Thesis Final Examination that you took or will take:

Month/Year

3 Publications (Professional journals/publications, proceedings, etc.)

Required:

Yes

	No. of Journal (domestic/international)	No. of Proceeding (domestic/international)	Total No. of Publication
Requirement for Graduation	/	/	
Under Reviewed	/	/	
Accepted	/	/	

4 Overall Progress

1) Status of overall study plan

drop down list

If "Behind Schedule", please give reason(s):

2) Overall satisfaction and any comment regarding the cultural adjustment, language difficulties, health and medical services, daily life, accommodation and etc.

* Additional sheet attachment if necessary and might send directly to AUN/SEED-Net

Signature

Student:

Date:

Part B (for Advisor)

Instruction

1. Part A for student and Part B for Advisor. The student shall complete Part A first, then, forward it to the Advisor to complete Part B.
2. This Progress Report is the tool for AUN/SEED-Net focusing on how to improve the scholarship program management. It is also useful for student and advisor to keep track on academic progress. The honest answer is appreciated and will not affect to the review of scholarship.
3. It is obligation for student to submit the Progress Report together with the Study Plan at the end of every semester. Otherwise, it may affect the remittance of allowance funding.

5 Advisor's Assessment of Student's Progress

1) How would you rate the student's progress over the past year?

[drop down list](#)

If "Need Improvement" or "Unsatisfactory", please give reason(s):

** Additional sheet attachment if necessary and might send directly to AUN/SEED-Net*

Additional comments/recommendations:

** Additional sheet attachment if necessary and might send directly to AUN/SEED-Net*

Signature

Advisor:

Date:

STUDY PLAN

DLSU (Master Degree)

Date of Submission:

Name First & Last name
Sending Institute ITC
Year/Trimester of intake 2015/1

Graduation Requirement	Passed	Ongoing	Planning
Coursework 30 units (10 subjects)	18 units	9 units	3 units
Thesis 6 units			

Trimester period:
 1 May-Aug
 2 Sep-Dec
 3 Jan-Apr

SAMPLE

Study Plan of Master Student (2 Years)

Study Activities	STATUS	1st Year												2nd Year											
		Trimester 2				Trimester 3				Trimester 1/2012				Trimester 1				Trimester 2				Trimester 3			
		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug
Course works (subject to university's requirement)	Passed	9 units coursework																							
English Requirement	Passed	English Courses																							
Explore Research topic						Reading																			
Qualifying Exam																									
Thesis Proposal										Proposal															
Data Collection for Thesis														Data collection											
Research Analysis														Analysis											
Conference Paper or Journal Article																									
Thesis Writing														Writing											
Thesis Defense																									
Completing Thesis to submit																									
Thesis Submission																									

Students can modify semester period according to academic calendar

Comment from Advisor

Overall Rating of Student Status

Good progress / Student can achieve to the schedule

Some concern on student progress

Delay from schedule due to _____

Student Signature _____
Student Name _____
Date _____

Advisor Signature _____
Advisor Name _____
Date _____

GRADUATE QUESTIONNAIRE

Objective and Instruction

1. Graduate Questionnaire is the tool for AUN/SEED-Net focusing on how to improve the scholarship program and management. Your feedback which is "Open and Straightforward" is highly appreciated.
2. It is a requirement for student to submit the Graduate Questionnaire to AUN/SEED-Net at the end of the last semester.

1. Please rate each of following items in term of your satisfaction.

No.	Items	Very poor	Poor	Adequate	Good	Very good
		(1)	(2)	(3)	(4)	(5)
1	Overall rating of the study program					
2	Overall support of AUN/SEED-Net Scholarship					
3	Overall satisfaction of Host Institution					

2. Do you think the program contributive to your future, institution, and country?

3. Should the program be sustainable, what can be improved or initiated for the most effectiveness?

4. As you are becoming a member of AUN/SEED-Net alumni, what do you intend to contribute or suggest to the network of AUN/SEED-Net in the future?

5. What is your plan after graduation?

REQUEST FORM FOR EXTENSION OF SCHOLARSHIP AUN/SEED-Net

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Please read the following instructions carefully before filling in the form.

- This 'Request Form for Extension of Scholarship' is for **Doctoral Degree Sandwich students** who need to extend their scholarships beyond the scholarship contracts for **a maximum period of six months**.
- The request for extension is limited only for the purpose of completing the study.
- Please note that extension of scholarship is **not** encouraged under any circumstance, and that extension leads to reduction of budget for other AUN/SEED-Net activities.
- Students shall fill in this Form and acquire (1) Endorsements from Advisor, (2) Endorsement from Dean or designated person and (3) Comments from Advisor
- The (4) **draft thesis** and (5) **detailed research plan during extension period** endorsed by the Advisor (using a table shown in page 5) must be submitted to AUN/SEED-Net along with this request form **two months** prior to the end of scholarship period.
- **Only** requests with completed form and required documents will be taken into consideration.
- AUN/SEED-Net will consider requests case by case. If requests are approved, during the extension period students will receive support of flight ticket to home country, partial monthly allowance and insurance **on condition that tuition/ research fee is waived by the concerned Host Institutions**. AUN/SEED-Net policy is **not** to grant any support to students who extend their stay without justified reasons.
- It is students' responsibility to follow regulations/procedures required by their Hosts for the extension.

REQUEST FORM FOR EXTENSION OF SCHOLARSHIP AUN/SEED-Net

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Name of Student: Mr./ Ms.

ProgramDoctoral Degree Sandwich Program..... **Field of Study**

Sending Institution

Host Institutions

Commencement of Scholarship **End of Scholarship**

Requested Period of Extension (from/to).....

Reasons and Necessity of Extension of Scholarship:

.....

➤ **Support requested from AUN/SEED-Net:**

Monthly allowance

Others

➤ **Support requested from Host Institution:**

Tuition/ research fee

Student's Signature:..... **Date:**

Endorsement from Advisor *(Please fill in your comments on Page 4)*

Signature

Name

Date

Endorsement from Dean or designated person

Upon approval of this request by AUN/SEED-Net, the faculty hereby agrees to provide support in form of *tuition/ research fee waiver* during the period of extension.

Signature

Name

Date

**REQUEST FORM FOR EXTENSION OF SCHOLARSHIP
AUN/SEED-Net**

(for AUN/SEED-Net only)

Comments from AUN/SEED-Net:

.....

.....

.....

Support granted by AUN/SEED-Net:

- None
- Monthly allowance.....
- Others

Name: **Position:**.....

Signature: **Date:**.....

**REQUEST FORM FOR EXTENSION OF SCHOLARSHIP
AUN/SEED-Net**

Below are my comments on my advisee, Mr/Ms

a) Academic Performance

.....
.....
.....
.....
.....

b) Percentage of Completion of Thesis Work

.....
.....
.....

c) Problems/Difficulties and Reasons of Scholarship Extension.....

.....
.....
.....
.....

d) Prospect of graduation within the extended period.....

.....
.....
.....
.....

e) Others

.....
.....
.....

Name: **E-mail address:**

Department:

Host Institution:

Signature: **Date:**

REQUEST FORM FOR EXTENSION OF SCHOLARSHIP AUN/SEED-Net

Student's name:

Activity	Month (...)				Month (...)				Month (...)				Month (...)				Month (...)				Remarks								
	Week				Week				Week				Week				Week												
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		1	2	3	4				
Experiment:																													
Thesis writing:																													
(Other):																													

Advisor

(.....)

Date

REQUEST FORM for POSTPONEMENT OF RETURN DATE AUN/SEED-Net

Page 1/4

Please read the following instructions carefully before filling in the form.

- This 'Request Form for Postponement of Return Date' is for students who need to postpone their return dates from the Host countries to their home countries for a **maximum period of two months for Master's students or three months for Doctoral students** after the scholarship end date.
- The request for postponement is limited only for the purpose of study.
- Students shall fill in this Form and acquire (1) Endorsement from Advisor, (2) Comments from Advisor and (3) Plan of research or other study-related activities after the scholarship end date.
- The completed form shall be submitted to AUN/SEED-Net along with the research plan and other supporting documents at least **one month** prior to the end of scholarship period.
- **Only** requests with completed form and required documents will be taken into consideration.
- AUN/SEED-Net will consider requests case by case. If requests are approved, AUN/SEED-Net will provide a flight ticket back to home country and insurance during the period of postponement while students have to be responsible for all other expenses and risks incurred. Failure to return to home country by the end of postponement will result in cancellation of all supports.
- Apart from the flight ticket and the insurance, AUN/SEED-Net does **not** provide any additional financial support during the postponed period.
- Please note that without AUN/SEED-Net approval on this form, students will **not** be granted any support after the scholarship end date.
- It is students' responsibility to follow regulations/ procedures required by their Host Institutions for the postponement.

**REQUEST FORM for POSTPONEMENT OF RETURN DATE
AUN/SEED-Net**

Page 2/4

Name of Student: Mr/Ms
Level of Study (Master's or Ph.D.) **Field of Study**
Sending Institution **Host Institutions**
Commencement of Scholarship **End of Scholarship**
Requested Period of Postponement (from/to) **No. of Days**
Reasons and Necessity of Postponement of Return Date:

.....

"I declare that I would take all responsibilities and expenses during my postponed stay."
Student's Signature: **Date:**

Endorsement from Advisor	
Name	Position
Signature	Date

(for AUN/SEED-Net only)
Comments from AUN/SEED-Net:

Name: **Position:**
Signature: **Date:**

**REQUEST FORM for POSTPONEMENT OF RETURN DATE
AUN/SEED-Net**

Page 3/4

COMMENTS FROM ADVISOR

Below are my comments on my advisee, Mr/Ms

a) Academic Performance

.....
.....
.....

b) Percentage of Completion of Thesis Work

.....
.....

c) Problems/Difficulties and Reasons of Postponement

.....
.....
.....

d) Prospect of graduation during the postponed period.....

.....
.....
.....

e) Appropriate postponed period: Days (from to)

f) Others

.....
.....
.....

Name: E-mail address:

Department:

Host Institution:

Signature: Date:

**REQUEST FORM for POSTPONEMENT OF RETURN DATE
AUN/SEED-Net**

Student's name:

Activity	Month (...)				Month (...)				Month (...)				Month (...)				Month (...)				Remarks								
	Week				Week				Week				Week				Week												
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		1	2	3	4				
Experiment:																													
Thesis writing:																													
(Other):																													

Advisor
(.....)
Date

REQUEST FORM FOR LEAVE AUN/SEED-Net

Page 1/3

Please read the following instructions carefully before filling in the form.

I. Home leave:

- Total home leave should not exceed 30 days per year, and subject to consent of advisor and compliance with HI regulation.
- Students should strictly follow regulations/ procedures of the respective Host Institution.
- If total duration is within 30 days, permission from AUN/SEED-Net is not required. This Request for Leave Form is NOT required.
- **If total duration exceeds 30 days**, students have to submit this Request Form for Leave to AUN/SEED-Net with endorsement from advisor **at least 30 days prior to the leave**.
- Request will be considered case by case and monthly allowance may be adjusted

II. Leave for study/ research purpose:

- Total period of leave should **not exceed 6 months during scholarship period**, and subject to consent of advisor and compliance with HI regulation.
- Students should strictly follow regulations/ procedures of the respective Host Institutions and concerned Member Institution(s).
- Students must submit (1) completed request form together with (2) consent letter from receiving Member Institution which indicates involved lecturers, period of visit and accommodation details and (3) detailed study/ research plan (using the table shown in the Attachment 1) **at least 30 days prior to the leave**.
- **ONLY** requests with completed form and required documents will be taken into consideration.
- Request will be considered case by case and monthly allowance may be adjusted according to AUN/SEED-Net regulations, namely:
 - (i) **If total duration exceeds 60 days**, 50% of monthly allowance will be provided for the study/ research in Home country
 - (ii) Full monthly allowance will be paid in case the study/research takes place in other Member countries.

REQUEST FORM FOR LEAVE AUN/SEED-Net

Page 2/3

Name of Student: Mr./Mrs./Ms.
 Level of Study (Master's or Ph.D.)
 Field of Study Commencement Date.....
 Sending Institution Host Institution

Details of leave(s) already taken in the current academic year:

No.	Period of Leave	Number of Days	Purpose of Leave (in brief)
1			
2			
3			

Details of leave to be requested:

No.	Period of Leave	Number of Days	Reasons for Leave (in full detail)

Student's Signature:..... Date:

Comments from Advisor:

Advisor's Name: Department:

Signature: Date:

Approval from AUN/SEED-Net:

Name: Position:

Signature: Date:

REQUEST FORM FOR LEAVE AUN/SEED-Net

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Attachment 1

Student's name:

Activity	Month (...)				Month (...)				Month (...)				Month (...)				Month (...)				Remarks				
	Week				Week				Week				Week				Week								
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		1	2	3	4
Study/ Coursework																									
Experiment:																									
Thesis writing:																									
(Other):																									

Advisor

(.....)

Date



AUN/SEED-Net



Address:

**AUN/SEED-Net Secretariat
Chulalongkorn University,
Faculty of Engineering, Building 2,
Room 109-110, Bangkok, 10330
Thailand**



Tel: (66) 2218 6419, (66) 2218 6420, (66) 2218 6421

Fax: (66) 2218 6418

E-mail: grad@aun-seed.net

Website: <http://www.seed-net.org>

Facebook: <https://www.facebook.com/aunseednet>