



**AUN/SEED-Net**



**Call for  
Applications For  
Alumni Support Program for Event (ASP-E)**

**Japanese Fiscal Year 2022**

ASEAN University Network  
Southeast Asia Engineering Education Development Network

(AUN/SEED-Net) Released in **November 2021**

## Table of Contents

1. About AUN/SEED-Net .....	1
2. Background and Objectives .....	1
3. Expected output .....	1
4. Applicant Eligibility .....	2
5. Program Period.....	3
6. Fund Supported by AUN/SEED-Net .....	3
7. Submission of Reports.....	3
8. Application process .....	4
Annex 1 - List of AUN/SEED-Net's Host and Sending Institutions in ASEAN	
Annex 2 - Form A_List of Alumni Members	
Annex 3 - Form B_Budget plan template	
Annex 4 - Form C_ASPE_Endorsement Letter	

## **1. About AUN/SEED-Net**

Since its establishment in 2001, the JICA Project for the ASEAN University Network Southeast Asia Engineering Education Development Network (AUN/SEED-Net) has proven to be successful in strengthening university-industry relations, enhancing the research capacities of academic staff in ASEAN member states, and fostering quality higher education in engineering throughout the region. The project is currently in Phase IV, which focuses on the following objectives.

- 1) To enhance education quality and the research capacities of Member Institutions (MIs) through collaboration among ASEAN and Japanese academia.
- 2) To strengthen industrial relations and applications.
- 3) To address developmental issues in the ASEAN.
- 4) To improve the quality of higher education through the expansion of ASEAN academic networks.

## **2. Background and objectives**

For more than two decades, AUN/SEED-Net has produced many high-caliber engineering graduates and alumni through numerous activities. AUN/SEED-Net recognizes these distinguished human resources as potential driving forces for further development in the region. AUN/SEED-Net also acknowledges that events play a significant role in maintaining an active, vibrant, and engaged alumni community. The Alumni Support Program for Events (ASP-E) has been designed for AUN/SEED-Net alumni who have already set up or intend to set up a group to organize academic and professional networking events to sustain the connection among alumni. The program also aims to strengthen national and international collaboration initiated by alumni, potentially leading to further opportunities for sustainable cooperation in science and technology in the ASEAN, Japan, and beyond.

## **3. Expected activities and obligations**

- Alumni group members should effectively plan activities or events incorporating the ASP-E objectives.
- Expected activities are academic and social events that strengthen alumni networks, such as seminars, workshops, technical training, University-Industry linkage event, meeting related to the management of the alumni group/association, and establishment of academic society. Any other activities besides those stated earlier, please contact AUN/SEED-Net staff.
- Activities or events should benefit the entire alumni group and its members.

- The co-finance in any terms from MI or any other sources is desirable.
- The following *two* reports must be submitted to AUN/SEED-Net:

**3.1 Financial report\*** (both electronic file and hard copy)

**3.2 Activity report\*\*** in *two* forms:

- Document: Activity report with photos in Word/PDF file including the list of alumni members
- 3 to 5 minute video presentation (can be made by any programs and saved in high resolution) submit by email or link. The content may present any aspects of the alumni group to let the audience know more about the group. This may cover the introduction of the group, activities, and the impact of the alumni group on the network/ society.

#### **4. Applicant eligibility**

- An application must be submitted by a lead applicant, who is an alumnus of AUN/SEED-Net and now works for an AUN/SEED-Net Member Institution (MI).
- Each alumni group must have a minimum of *five* founding members, who all are alumni of AUN/SEED-Net.
- The founding members must consist of alumni who are working at Sending Institution (SI) as well as those working at Host Institution (HI). Refer to Annex 1

#### Remarks:

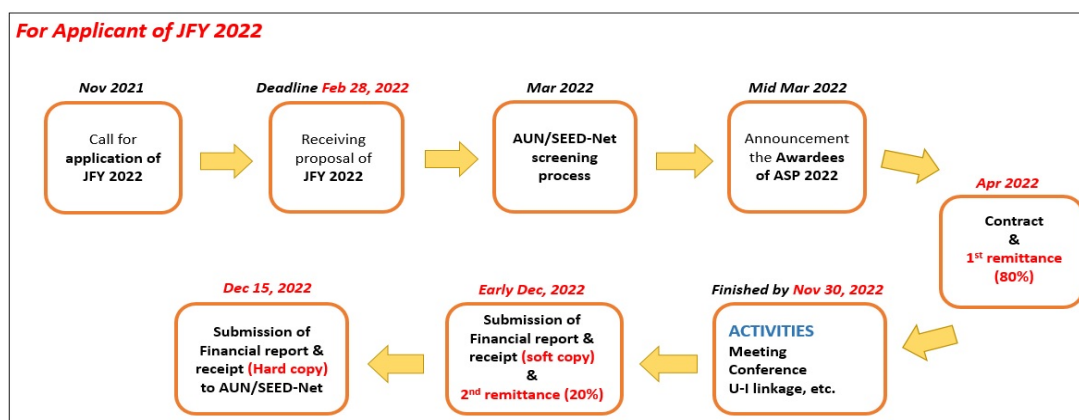
Alumni of AUN/SEED-Net are referred to the following persons.

1. A person who is/was a student of AUN/SEED-Net Scholarship Programs; or
2. An advisor to AUN/SEED-Net students; or
3. An awardee of AUN/SEED-Net Research, Mobility and Training Programs; or
4. An organizer or sponsored participant of AUN/SEED-Net Regional Conferences

\*AUN/SEED-Net cannot provide financial supports for those whose nationalities are either Singaporean or Bruneian. However, participation from Singapore and Brunei is welcomed.

## 5. Program period

From April 15, 2022, or contract-signing date, whichever occurs later, to November 30, 2022



## 6. Fund supported by AUN/SEED-Net

The ceiling amount of the support grant is 5,000 USD per alumni group per program period. The fund will be allocated on the basis of the approved project proposal.

Details of the budget allocation are presented in the following table.

Program Contract Period	1 <sup>st</sup> Disbursement	2 <sup>nd</sup> Disbursement
<b>Start:</b> From April 15, 2022, or the contract signing date, whichever occurs later <b>End:</b> November 30, 2022	80% of the total approved budget after the contract is signed.	A maximum of 20% will be remitted following submission and completion of the reports.

More details are available in the Financial Guidelines.

## 7. Submission of reports

The alumni group must submit the required reports to AUN/SEED-Net as specified in the following table. Failure to submit any of the required reports within the submission time will result in future installments being withheld.

Japanese Fiscal Year	Submission Time	Type of Report
2022	TWO weeks after all planned activity ends (no later than December 15, 2022)	1. Financial Report *Refer to section 3.1 2. Activity Report **Refer to Section 3.2

## 8. Application process

1) Apply online by February 28, 2022 at

<https://www.cognitoforms.com/JICAProjectForAUNSEEDNet/AlumniSupportProgramForEventASPE2>

2) The following supporting documents must accompany the online application:

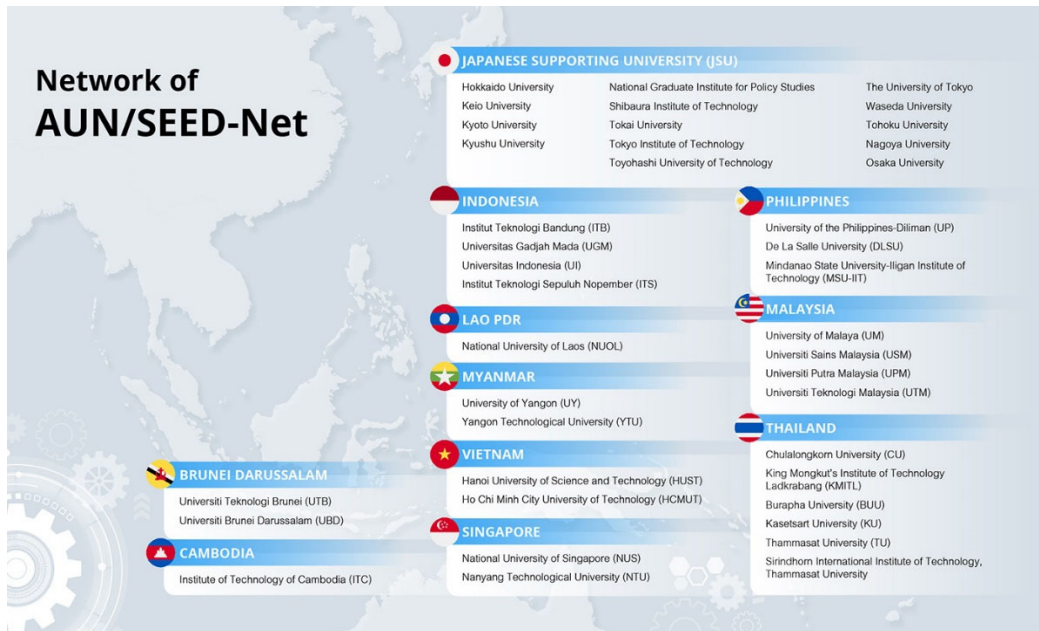
Required Documents	Description
<a href="#">Form A</a>	List of alumni members
<a href="#">Form B</a>	Budget plan
<a href="#">Form C</a>	Endorsement letter with the signature of the Department Head (or above)

- To download the above, go to <https://seed-net.org/programs/asp-e/>  
See “Application Form”.
- Supporting documents that do not follow the templates provided will not be considered.

For inquiries, please contact: [alumni@aun-seed.net](mailto:alumni@aun-seed.net)

## Annex 1

### List of AUN/SEED-Net's Host and Sending Institutions in ASEAN



Host Institutions (13)	Sending Institutions (9)
<ul style="list-style-type: none"> <li>- Institut Teknologi Bandung (ITB)</li> <li>- Institut Teknologi Sepuluh Nopember (ITS)</li> <li>- Universitas Gadjah Mada (UGM)</li> <li>- Universiti Malaya (UM)</li> <li>- Universiti Putra Malaysia (UPM)</li> <li>- Universiti Sains Malaysia (USM)</li> <li>- Universiti Teknologi Malaysia (UTM)</li> <li>- De La Salle University (DLSU)</li> <li>- University of the Philippines-Diliman (UP)</li> <li>- Chulalongkorn University (CU)</li> <li>- King Mongkut's Institute of Technology Ladkrabang (KMITL)</li> <li>- Kasetsart University (KU)</li> <li>- Thammasat University (TU)</li> </ul>	<ul style="list-style-type: none"> <li>- National University of Laos (NUOL)</li> <li>- Institute of Technology of Cambodia (ITC)</li> <li>- University of Yangon (UY)</li> <li>- Yangon Technological University (YTU)</li> <li>- Hanoi University of Science and Technology (HUST)</li> <li>- Ho Chi Minh City University of Technology (HCMUT)</li> <li>- Burapha University (BUU)</li> <li>- Mindanao State University-Iligan Institute of Technology (MSU-IIT)</li> <li>- Univesitas Indonesia (UI)</li> </ul>







**Annex 4**

Form C\_ASPE\_Endorsement Letter

*University's Letterhead*

July 00, 2021

Subject: Endorsement Letter

Dear Sir/Madame,

I am *(Academic title and name)*, *(Head of department or above)*. I am very pleased to recommend *(Academic title and name of Applicant)*, who is working as *(position e.g. lecturer)*, to lead the establishment of *(Name of Alumni Group)*.

I am confident that *(Name of Applicant)* will produce fruitful outcomes in line with the objectives stipulated in the guidelines of Alumni Support Program for Event (ASP-E).

Thank you for your consideration.

Sincerely Yours,

*Signature*

*(Academic title and name)*

*(Head of department or above)*

*(University)*

*(Address)*