

**ASEAN University Network /  
Southeast Asia Engineering Education Development Network**

**AUN/SEED-Net**

**Implementation Guidelines**

**for**

**Japanese Professors Dispatch Program**

**(JPDP)**

**For the Japanese Fiscal Year 2011**

**AUN/SEED-Net Project**

**As of 17 December 2010**

## **Background / Concept**

It is essential for AUN/SEED-Net students to produce high quality master's or doctoral thesis research of international standard and to complete master's degrees two years and doctoral degrees within three years. AUN/SEED-Net Project thus provides thesis research assistance to AUN/SEED-Net students by Japanese Supporting Universities (JSUs). To achieve such goal, joint thesis research supervision will be conducted at Host Institution (HI) by Japanese co-advisors. To facilitate this assistance, **Collaborative Research Program** has been introduced, in which each HI, in consultation with Japanese Supporting University identifies a few well-defined and focused Collaborative **Research Themes** (or **research umbrellas**), each of which is a sub-area of research defined by several key words leading to a number of interrelated and progressively conducted possible thesis research topics. Then each research theme/topic will be carried out by AUN/SEED-Net students under joint supervision of HI, JSUs and other Member Institutions (MIs).

**The Japanese Professors Dispatch Program (JPDP)** is to support trips of professors from Japanese Supporting Universities, both those who are involved in AUN/SEED-Net Collaborative Research as co-advisor to supervise AUN/SEED-Net students, and/or those who have never participated in AUN/SEED-Net activities to initiate relationship with academic bodies in MIs, discuss research plan and/or collaborative research, conduct research experiments, pay site visits, give a series of lectures, as well as participate in AUN/SEED-Net Regional Conferences/ Workshops to give keynote speech and strongly involve in the AUN/SEED-Net discussion. The program also supports dispatch of Japanese professor to the MIs in **Cambodia, Laos, Myanmar and Vietnam (CLMV)** in order to give lectures or technical advices to the faculty staff.

For Japanese fiscal year 2011, a total quota of 80 Japanese professor dispatches is granted. The maximum quotas of 7 are allocated to each of 9 fundamental fields and 2 quotas are allotted to each of 5 interdisciplinary research areas. Additional quotas of 7 dispatches are allocated this year to Member Institutions in Cambodia, Laos, Myanmar, and Vietnam in order to boost the collaboration between the Member Institutions and Japanese Supporting Universities.

The relationship between the Japanese Professors Dispatch Program and other supporting programs is depicted in the concept structure below.



## Section 1: Application submitted by Host Institution

### 1. Objectives

- (1) To carry out joint thesis research supervision of AUN/SEED-Net students among HIs, JSUs, and other MIs under Collaborative Research Program scheme.
- (2) To ensure high quality of master's and doctoral theses (which would lead to reputable international refereed journal publication) and to ensure the completion of the graduate degree within reasonable duration (two years for master's degree and three years for doctoral degree).
- (3) To enhance the research collaboration between Member Institutions and Japanese Supporting Universities
- (4) To give special lecture(s) or seminar(s) related to his/her recent research results to faculty members and graduate students of the Member Institutions and beyond.

### 2. Eligible Applicants

Principal Investigators and Advisors of the Host Institution who supervise thesis research of graduate students under the AUN/SEED-Net Project. Dispatched Japanese professors to Host Institution are encouraged to further visit Member Institutions too as one connected trip, with the maximum of 3 countries per dispatch. However, it mainly depends on the feasibility of the Japanese professors who are invited. The Non-host Institution can communicate with Principal Investigators or Head of Host Program at Host Institution for possible arrangement of Japanese professor's visit to their Institution.

### 3. Duration

The total duration of each dispatch is normally **not more than three (3) weeks**.

### 4. Target Number for JFY 2011

(All dispatches should be completed no later than **March 31, 2012**)

<b><u>Fundamental Field/ maximum of 7 slots</u></b>	<b><u>Interdisciplinary Area/ maximum of 2 slots</u></b>
<p><b>Purpose</b></p> <p>(1) Regional Conference (RC)</p> <ul style="list-style-type: none"> <li>• RC in city of Host Institution = <b>Maximum of 4 dispatches</b>.</li> <li>• RC in other cities besides the city of Host Institution = <b>Maximum of 2 dispatches</b>.*</li> </ul> <p><i>*Note:</i></p> <p><i>Up to 2 additional dispatches are possible if the additional quota(s) extend visit to Host Institution before or after the Conference to give advices and lectures to AUN/SEED-Net students and faculty staff.</i></p> <p>(2) Visit to Member Institution(s) for giving advices and lectures to AUN/SEED-Net students and faculty staff.</p>	<p><b>Purpose</b></p> <p>(1) Regional Conference (RC) organized by Main Facilitating Institution or other Member Institutions = <b>Maximum of 2 dispatches</b>.</p> <p>(2) Visit to Member Institution(s) for giving advices and lectures to AUN/SEED-Net students and faculty staff.</p>

**Remark:** Hosting Institution, which is also the Main Facilitating Institution for Interdisciplinary Area, may reallocate quotas between Fundamental Field and Interdisciplinary Area as long as the total quota does not exceed 9 dispatches.

### 5. Requirement

- The applicant must communicate with the concerned Japanese professor to identify tentative period of dispatch.
- When Japanese professor visits Host and Non-Host Institutions, he/she is encouraged to advise AUN/SEED-Net students, particularly PhD Sandwich students and give special lecture(s) arranged by the institution and/or seminar(s) of his/her recent research results to faculty members and graduate students of the Member Institutions.
- Japanese professors attended AUN/SEED-Net Regional Conference are expected to stay the whole period of the conference, give keynote speech during the plenary session and moreover, comment on the field strategies during AUN/SEED-Net's discussion session.

- Host Institutions or Main Facilitating Institutions should make an efficient arrangement so that Japanese professors also continue the trip to other Member Institutions.
- It is encouraged to involve professors from as many Japanese Supporting Universities as possible.
- The dispatch of Japanese professor(s) directly and only to Member Institution (s) will be possible with acknowledgement of Host Institution side. Those who are interested are advised to contact the Head of Host Program at Host Institution in order to finalize the proposal and submit to AUN/SEED-Net.
- The dispatch of one particular Japanese professor is limited to **only once** in the Fundamental/Interdisciplinary Field/Area hosted/facilitated by the same Institution during the Fiscal Year 2011.

## 6. Application

- (1) **Tentative Overall Plan of Dispatches (ATTACHMENT I)** for the Japanese Fiscal Year 2011 Head of Department of Host Institution (or Main Facilitating Institution in case of interdisciplinary area) is required to submit the Tentative Overall Plan of Dispatches, which shows the expected number and names of Japanese professors to be dispatched for the whole Japanese Fiscal Year 2011. The Tentative Overall Plan must be endorsed by Dean or Representative of Host Institution.
- (2) **Individual Application Form for each dispatch (ATTACHMENT II)** must be submitted for each invitation of Japanese professor. It must be endorsed by Head of Department of Host Institution (or Main Facilitating Institution).  
 \*\*For invitation of Japanese professors to attend AUN/SEED-Net Regional Conference/Workshop, individual application form for each dispatch is not required.
- (3) After receiving each individual proposal, the AUN/SEED-Net Project will finalize the dispatch not only to Host Institution (or Main Facilitating Institution) but also possible visit(s) to other Member Institutions.

## 7. Deadline

- (1) **Tentative Summary Plan of Dispatches (ATTACHMENT I)** – by **March 31, 2011**
- (2) **Individual Application Form for each dispatch (ATTACHMENT II)** – at least **3 months prior to the proposed dispatch period**.

## **Section 2: Application submitted by Member Institutions from CLMV countries**

### **1. Objectives**

- (1) To provide technical advices for faculty staff at CLMV countries.
- (2) To give intensive lectures to students and faculty staff of Member Institutions and beyond.
- (3) To enhance research collaboration between Member Institutions in CLMV countries and Japanese Supporting Universities

### **2. Eligible Applicants**

Faculty staff at Member Institutions in Cambodia, Laos, Myanmar and Vietnam. The eligible applicants can communicate with Japanese Professor directly for possible arrangement of his/her visit to their Institution. Japanese professors dispatched to Member Institutions are encouraged to stay at Member Institutions at least one week and are encouraged to further visit other Member Institutions as one connected trip per dispatch, if possible.

### **3. Duration**

The total duration of each dispatch is normally **not more than three (3) weeks**.

### **4. Target Number for JFY 2011**

**(All dispatches should be completed no later than March 31, 2012)**

The Japanese Professor Dispatch Program in JFY 2011 provides 7 slots for all Member Institutions in CLMV countries. The 7 slots are allocated based on a first come first served basis. It is encouraged that inviting Institutions make an efficient arrangement so that Japanese professors also continue the trip to other Member Institutions. The dispatch of Japanese professor(s) directly and only to the inviting institution is possible.

### **5. Requirement**

The applicant must communicate with the concerned Japanese professor to identify tentative period of dispatch. When Japanese professor pays a visit, he/she is expected to give a series of special lecture(s) and provide technical advices for faculty staff at the inviting institution.

## **6. Application**

**Individual Application Form for each dispatch (ATTACHMENT III)** must be submitted by inviting institution for each invitation of Japanese professor. It must be endorsed by Head of Department or Representative of the Institution. After receiving each individual proposal, the AUN/SEED-Net Project will finalize the dispatch in consultation with the Japanese professor and the inviting institution.

## **7. Deadline**

**Individual Application Form for each dispatch (ATTACHMENT III) – at least 3 months prior to the proposed dispatch period.**