

ASEAN University Network /
Southeast Asia Engineering Education Development Network

AUN/SEED-Net

Implementation Guidelines
for

Short-term Visit Program in ASEAN (SVAS)

For the Japanese Fiscal Year 2012

AUN/SEED-Net Project

As of 28 December 2011

1. Background

Enhancement of Member Institutions' academic and research capacity has been one of the AUN/SEED-Net's missions since the official start of the project in 2003. During Phase I (2003-2008), the capacity of AUN/SEED-Net's Member Institutions had been enhanced mainly through the Graduate Degree Programs with the complement of supporting programs, such as Short-term Visit Programs within ASEAN and to Japan. These visiting programs focused mainly on the Host Institutions. For non-host Member Institutions, they were encouraged to be involved in Collaborative Research Program in order to be able to conduct a short visit to Host Institutions to discuss research collaboration.

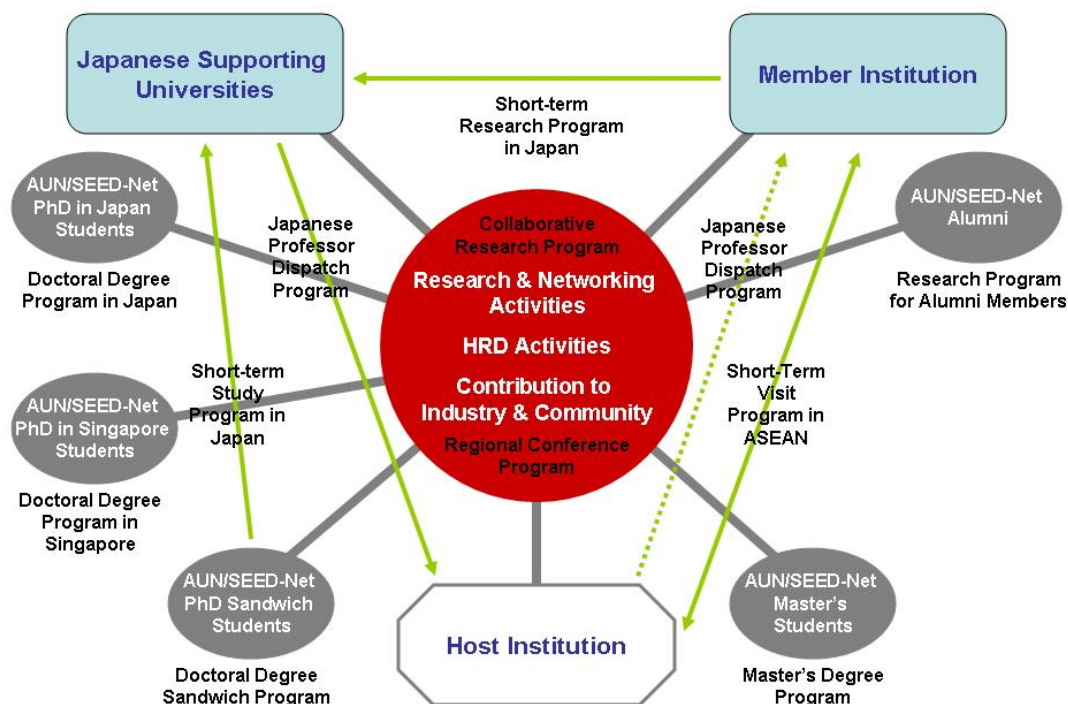
In Phase II of the AUN/SEED-Net Project, the support for visit is expanded to cover all Member Institutions including non-host Member Institutions through a supporting program called **Short-term Visit in ASEAN (SVAS)**. Faculty staff of the Member Institutions, including those who are AUN/SEED-Net graduates, will be eligible to receive the support to visit other Member Institutions in ASEAN for a period of not more than 30 days for various purposes, such as doing research, discussion on future collaboration, technical assistance, etc. In case that the visit is for research, the topic should be related to *on-going Collaborative Research (CR) umbrellas (themes)*.

Considering the substantial needs of higher education development of Cambodia, Laos, Myanmar and Vietnam (CLMV) compared to other countries in the ASEAN region, higher priority will be given to faculty staff or AUN/SEED-Net graduates who are now working at the Member Institutions in CLMV countries.

Through the implementation of this program, participating faculty staff can continuously improve their knowledge and research capacity as well as to strengthen their relationship with other Member Institutions. Ultimately, closer collaboration among Member Institutions (host and non-host) is expected, and it could lead to more common research themes that respond better to the needs of the region.

The relationship between the Short-Term Visit in ASEAN and other supporting programs is depicted in the concept structure below.

The concept structure of AUN/SEED-Net Project activities



As of 15 Dec 2008

2. Objectives

- (1) To enhance capacity of Member Institutions, primarily in Cambodia, Laos, Myanmar and Vietnam (CLMV).
- (2) To improve capacity of faculty staff of Member Institutions, especially AUN/SEED-Net graduates teaching at Member Institutions.
- (3) To boost research collaboration in nine engineering fields and/or five interdisciplinary areas among all Member Institutions
- (4) To strengthen “sustainability” of academic network through continuous collaboration among Member Institutions, especially in relation to Collaborative Research Program.

Note: This program does not support applicants to fulfill graduation requirements of the degree.

3. Eligible Applicants

- (1) *Faculty staff** of Member Institutions (excluding those from Brunei Darussalam and Singapore).
- (2) Applicants who are from Member Institutions in Cambodia, Laos, Myanmar and Vietnam or AUN/SEED-Net *graduates*** have a higher priority.
- (3) Proposed research topic should relate to Collaborative Research Umbrellas.
- (4) Trips from/to Member Institutions in Cambodia, Laos, Myanmar and Vietnam will have a higher priority.

** working at Member Institutions and not pursuing any degree at the time of application.*

*** Graduates mean scholars who have completed the study and graduation requirements by the time of application submission.*

4. Expectation of the Program

The trip report must be submitted to AUN/SEED-Net.

If the visit is for research purpose, the output is encouraged to be presented at AUN/SEED-Net Regional Conference/ Workshop.

5. Duration of Visit

- (1) Seven (7) to thirty (30) days
- (2) All visits should be completed not later than the **mid of February 2013**.

6. Target Number for JFY 2012

- (1) Total target number is 30 slots (15 per batch).
- (2) Maximum of 3 applicants if applying as a group (to visit the same MI(s) and conduct the same activities) is allowed.

7. Financial Support

In accordance with the cost-sharing principle, the AUN/SEED-Net Project will support the following limited items:

Support Items	Remarks
International Air Ticket*	Economy class
International Airport Tax	Actual rate
Travel Tax Exemption Application Fee for the Philippines	Actual rate
Allowance**	US\$30/day

Travel Insurance (AUN/SEED-Net provides only support for travel insurance. Applicants must take responsibility for any accident or sickness during the visit to Host Institutions.)	US\$30 (Fixed rate)
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* **HCMUT** and **HUST** will provide their faculty staff visiting other MIs with a support of air ticket.

Faculty staff from **ITC visiting other MIs will receive partial support from AUN/SEED-Net, subject to cost-sharing from ITC.

Important notes:

(1) Inter-city airport transfer can be supported as follows (receipt required):

Indonesia Bandung - Jakarta Airport and vice versa: fixed rate of 150,000 Rupiah / way

Thailand Chonburi - Suvarnabhumi Airport and vice versa at actual rate by public transportation

(2) The AUN/SEED-Net provides no support for other expenses not mentioned above.

(3) *Accommodation* arrangement and expenses, in principle, should be borne by visited Member Institutions and are not AUN/SEED-Net responsibility, unless otherwise agreed by visited Member Institutions and applicants.

8. Process of Implementation

(1) Applicants should contact the Member Institution(s) they wish to visit regarding a proposed visit plan.

(2) The applications and proposed visit plan must be endorsed by the Head of department at applicants' home institution.

(3) Applicants submit the *application form* to the AUN/SEED-Net Project with an *official cover letter* signed by the Dean or Representative of their home institution and a *consent letter* or *e-mail* from the visited Member Institution(s).

(4) The AUN/SEED-Net Project reviews the applications & proposals and finalizes the schedule in consultation with the contact person of the visited Member Institution(s).

(5) In case the proposal is approved, AUN/SEED-Net will request successful applicants to submit copy of insurance policy and bank account information.

(6) AUN/SEED-Net Project remits the budget for allowance and airport tax to the designated bank account of Member Institutions (of applicants), or the personal bank account of the applicants if endorsed by the Dean or Head of Department.

(7) AUN/SEED-Net notifies about the remittance to the applicants and their institutions.

(8) Air ticket may be arranged by AUN/SEED-Net or home institution depending on the cost-sharing agreement.

(9) Applicants must submit a trip report including findings, comments, suggestion as well as photos (in separate digital format files) to AUN/SEED-Net Project within thirty (30) days after their return together with the passenger coupons of air ticket (or boarding passes in case of electronic tickets), receipts of airport tax and allowance.

9. Application Deadline

Application form, either hard or soft copy (in *PDF* or *JPEG* format), should be submitted to the AUN/SEED-Net Project together with all supporting documents by:

	Application deadline	Departure date
1 st batch	31 March 2012	Between 1 May 2012 and 31 October 2012
2 nd batch	30 September 2012	From 1 November 2012 ~

All trips must be completed within 15 February 2013.