



Call for applications

**Asian Association of Open Universities
Inter-university Staff Exchange Fellowship 2022
by
Ho Chi Minh City Open University, Viet Nam**

In support of the Asian Association of Open Universities (AAOU) Inter-university Staff Exchange Fellowship Programme, Ho Chi Minh City Open University, Viet Nam is offering 5 short-term Fellowships to staff from AAOU member institutions for the year 2022. This programme is intended to provide a platform for capacity building and establishment of sustainable partnerships as well as fostering knowledge exchange and promotion of mutual understanding among staff of the open universities of Asia.

The terms and conditions of the Fellowship are as follows:

- 1. Period of the Programme**
07 days for the period from August to December 2022 (applicant can propose specific date during this period)
- 2. Number of Fellowships**
5 scholarships
- 3. Provisions by Ho Chi Minh City Open University, Viet Nam**
 - a. A formal invitation letter along with any other relevant documents in order to execute the Fellowship Programme.
 - b. Full accommodation at a two or three-star hotel close to the working campus of the exchange (at 97 Vo Van Tan, District 3, Ho Chi Minh City (HCMC), Viet Nam).
 - c. Living expense allowance & transportation within HCMC for 07 days. That is 600.000 VND (~25 USD) per day for allowance and 1.000.000 VND (~40 USD) in total for the inner-city transportation.
 - d. Workspace with Wi-Fi, telephone and internet access.
- 4. Responsibilities of Recipient Institution**
The recipient institution shall provide the candidate with an economy round-trip air ticket between the home country and Ho Chi Minh City, Viet Nam, insurance, as well as leave for the duration of the Fellowship.
- 5. National Laws and Legislation**
 - a. During the travel period covered under this Fellowship, it is the Fellow's responsibility to comply with local laws and legislation of Viet Nam (i.e. laws pertaining to immigration, customs, foreign exchange control, etc.).

- b. Ho Chi Minh City Open University is not responsible for obtaining visas for the selected Fellow. Ho Chi Minh City Open University will provide a formal invitation letter in order to execute the Fellowship Programme.

6. Personal Safety and Health (If applicable)

- a. Each Fellow is responsible for acquiring and paying for any and all insurance, e.g. travel insurance if not provided by the recipient institution.
- b. Each Fellow is responsible for maintaining his or her personal health, safety and belonging during the period of the Fellowship.
- c. Medical coverage is not provided. Therefore, the Fellow must make appropriate arrangements.

7. Eligibility

A Fellowship candidate should fulfill the following criteria:

- a. Be an academic, administrative, or research staff member of an AAOU member institution.
- b. Possess a master/ doctoral degree.
- c. Have a good command of written and oral English.

8. Application

Interested candidates may apply for the Fellowship programme by submitting the following documents in English:

(Must)

- a. Curriculum Vitae including a selected list of publications
- b. A proposal on training, research, or academic exchanges to be carried out during the Fellowship programme (within 10 pages, single spacing). The proposed project must be of relevance and be able to enhance the practice of open and distance education. The proposal should contain the following key components:
 - I. A proposal on research
 - Research problem(s) and question(s)
 - Aim(s) and objective(s)
 - Method(s) of data collection
 - Method(s) of data analysis
 - Work schedule
 - Expected output(s)/outcome(s)
 - Relevance and contribution to the practice of open and distance education
 - II. A proposal on training / academic exchanges
 - Issue(s) and area(s) of training / academic exchanges
 - Rationale(s) for training / academic exchanges
 - Aim(s) and objective(s)
 - Procedure / programme content
 - Work schedule
 - Expected output(s)/outcomes(s)
 - Relevance and contribution to the practice of open and distance education
- c. A letter of recommendation from the head of recipient institution, stating the institutional commitment to support the staff's international travel to and from Ho Chi Minh City Open University as well as continued payment of the staff's salary during the execution of the Fellowship in Ho Chi Minh City Open University and the *specific period* for the exchange.

9. Submission Deadline

All the relevant documents must be submitted by 31/05/2022.

10. Notice of Acceptance from Ho Chi Minh City Open University

Successful candidates will be informed via e-mail notification by 30/06/2022.

11. Areas of Research / Training / Academic Exchanges

The areas of research/ training/ academic exchanges undertaken during the Fellowship may be in any of the following areas:

- a. Quality Enhancement in Open Online Distance Education
- b. Best Teaching Practices in Online Distance Education Management
- c. Data-Driven Decision in Open and Distance Education Administration and Management
- d. Attrition and Retention in MOOCs
- e. The role of LMS in Open Online Learning

12. Activities of the Fellow at Ho Chi Minh City Open University

During the period of visit, the Fellow will be required to:

- a. Give a seminar on the proposal to the staff and student of Ho Chi Minh City Open University
- b. Conduct the proposed research / training / academic exchanges
- c. Give a seminar on the research findings / experience of the training / academic exchange to the staff and students of Ho Chi Minh City Open University

13. Reporting

- a. Each Fellow is required to submit a report to Ho Chi Minh City Open University at the end of the Fellowship programme. The report should outline the Fellow's experiences in the programme as well as highlight any research findings.
- b. The Fellow will also be required to complete a feedback form on the quality of the Fellowship programme granted.

14. Deferment

All successful applicants **must** complete the Fellowship according to the proposed period in the recommendation letter. No deferment will be allowed beyond this date unless relevant approval has been given.

15. Contact Person:

All queries and documents relating to the Fellowship may be addressed to:

Name: Le Thai Thuong Quan
Position: Director of Cooperation and Research Management Office
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Prof. Dr. Nguyen Minh Ha
President,
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