



Call for applications

**Asian Association of Open Universities
Inter-university Staff Exchange Fellowship [1/Year]
by
[The Asia Pacific School of Business]**

In support of the Asian Association of Open Universities (AAOU) Inter-university Staff Exchange Fellowship Programmed, [The Asia Pacific School of Business (Shenzhen)] is offering [10] short-term Fellowship(s) to staff from AAOU member institutions for the year [1]. This programmed 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.

In view of the impact of the epidemic prevention and control policy, we decided to postpone the plan. This plan has been approved by the AAOU and APSB Board of Directors, and the relevant implementation plan is updated as follows:

The terms and conditions of the Fellowship are as follows:

1. Period of the Programmed

[[Duration of the fellowships: 1 weeks within 11-18 October 2022
Deadline of application: 31 July 2022]]

2. Number of Fellowships

[Number of fellowships: 10 numbers]

3. Provisions by [The Asia Pacific School of Business (Shenzhen)]

- a. [A formal invitation letter along with any other relevant documents in order to execute the Fellowship Programmed.]
- b. [Full accommodation at APSB-SZ Hotel, Listed four-star hotel]
- c. [Living expense allowance & transportation within Shenzhen (during the one weeks), which is 300 RMB per day for the allowance and 200RMB in total for the inner-city transportation]

- d. [Workspace with Wi-Fi, telephone, and internet access]
- e. [Visit Shenzhen University Town and hold an academic seminar with strategic partner universities]
- f. Based on the needs of the current Chinese epidemic policy, all inbound personnel will implement the 14+7-day epidemic prevention policy. The cost of isolation for all approved AAOU member staff will be borne by our school.

4. Responsibilities of Recipient Institution

The recipient institution shall provide the candidate with an economy round-trip air ticket between the home country and [China], 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 [China] (i.e. laws pertaining to immigration, customs, foreign exchange control, etc.).
- b. [The Asia Pacific School of Business] is not responsible for obtaining visas for the selected Fellow. [The Asia Pacific School of Business (Shenzhen)] will provide a formal invitation letter to execute the Fellowship Programmed.

6. Personal Safety and Health (If applicable)

- a. Each Fellow is responsible for acquiring and paying for all insurance, e.g., travel insurance.
- 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:

(Must.)

- 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 programmed 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 programmed ([within 10 pages], [single line 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 / programmed 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 [The Asia Pacific School of Business] as well as continued payment of the staff's salary during the execution of the Fellowship in [The Asia Pacific School of Business (Shenzhen)].

9. Submission Deadline

All the relevant documents must be submitted by [31 July 2022].

10. Notice of Acceptance from [The Asia Pacific School of Business (Shenzhen)]

Successful candidates will be informed via e-mail notification by [15 August 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:

(Must.)

- a. Quality Assurance in open and distance education
- d. Teaching and research management of open and distance education

12. Activities of the Fellow at [The Asia Pacific School of Business]

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

(Must.)

- a. Give a seminar on the proposal to the staff and student of [The Asia Pacific School of Business (Shenzhen)]
- 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 [The Asia Pacific School of Business (Shenzhen)]

13. Reporting

- a. Each Fellow is required to submit a report to [The Asia Pacific School of Business (Shenzhen)] at the end of the Fellowship programmed. The report should outline the Fellow's experiences in the programmed 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 programmed granted.

14. Deferment

All successful applicants **must** complete the Fellowship by [18 October 2022]. 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: [Vanly.Lin]
Position: [Academic Director]
Institution: [The Asia Pacific School of Business (Shenzhen)]
Address: [Block 8, SEG ECO Center, No. 18 Bulong Road, Longgang District, Shenzhen, Guangdong Province]
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[YIYAN JIANYIN]

[Block 8, SEG ECO Center, No. 18 Bulong Road, Longgang District, Shenzhen, Guangdong Province]

[The Asia Pacific School of Business (Shenzhen)]

A handwritten signature in black ink, appearing to be 'Jhenming Jhuang', written in a cursive style.

President : Jhenming Jhuang