



**Inter-University Staff Exchange Fellowship program
Asian Association of Open Universities (AAOU)
UNIVERSITAS TERBUKA, INDONESIA**

Universitas Terbuka (UT) is offering a short-term AAOU Inter-University Staff Exchange Fellowship Program to researchers from all member institutions of the Asian Association of Open Universities (AAOU) for the year 2012. This program is intended to provide a platform for capacity building and the establishment of sustainable partnership as well as fostering the exchange of knowledge and promotion of mutual understanding among staff of the open universities of Asia.

The terms and conditions of the fellowship are as follows.

Period of the Fellowship Program

Up to two weeks during September 2012

Number of Fellowships

Two (2) persons

Provisions by Universitas Terbuka

Universitas Terbuka will provide:

- a. Full accommodation at UT's Guest House
- b. Daily meals
- c. An office room with internet access, computer, printer, and stationaries
- d. Access to the University's e-Library resources

Responsibilities of Parent Universities

Parent University of the selected fellows shall provide their candidate with a round-trip air ticket between their countries and Indonesia.

National Laws and Legislation

- a. During the travel covered under this fellowship, it is the Fellow's responsibility to comply with all local laws and legislation of Indonesia. UT is not responsible for obtaining visas for the selected fellows. UT will provide a formal invitation letter inviting the selected fellows to Universitas Terbuka, Indonesia in order to execute the Staff Exchange Fellowship Program.

Application

Interested candidates may apply through the submission of the following documents in English:

- a. Curriculum Vitae including selected list of publications
- b. A proposal on the training/research to be conducted during the fellowship program (5-10 pages, double line spacing). Any research project proposed must be of relevance and be able to enhance the practice of open distance learning in Universitas Terbuka. For a brief account of UT please refer to www.ut.ac.id

Notes: A research proposal should contain clarity in terms of:

- Issues and research problem
 - Research method
 - Sources of data expected to be collected from UT
 - Targeted/expected results
- c. A letter of recommendation from Head of parent institution
(President/Rector/Chancellor/Vice-Chancellor)

Submission Deadline

All relevant documents must be submitted by: 4 PM (GMT+7), 24th August 2012

Notice of Acceptance from Universitas Terbuka

Successful candidates will be informed via e-mail notification by 30th August 2012

Research Areas

The areas of research undertaken during the fellowship may be in any of the following areas.

- a. *Academic services*
- b. *Multimedia learning material development*
- c. *Assessment of student performance*
- d. *Marketing strategy for distance education*
- e. *Management of research and publication*
- f. *Quality assurance*
- g. *Open Educational Resources (OER) for open and distance learning*
- h. *Others*

Reporting

Each fellow is required to submit a report to Universitas Terbuka at the end of the program.

Activities of the Fellows at UT

- Sharing information about their parent institutions to UT staff at Head Office (HO)
- Working on their research project planning facilitated by UT partners (at HO)
- Presenting their collaborative research results to UT audience (at HO)
- Observation and data collections in the selected HO Units:
 - ✓ Institute of Research and Community Services
 - ✓ Institute of Learning Material Development and Distribution, Examination, and Information System
 - ✓ Related Faculties (if necessary)
- Visit UT Regional Offices : Jakarta, Bandung, and Bogor (if it is intended as part of research project)

All questions and documents should be addressed to (via mail, fax, or e-mail):

International Office of Universitas Terbuka
Kantor Rektorat UT Lantai 2
UNIVERSITAS TERBUKA
Jalan Cabe Raya, Pondok Cabe, Pamulang, Tangerang Selatan 15418 INDONESIA
Facs. : +62 21 7434290
Phone: +62 21 7434290
e-mail: int_office@ut.ac.id