

Call for Application

ASEAN-QA² - Supporting Advanced Training and Workshops for Internal Quality Assurance and Enhancement

The ASEAN-QA partnering institutions, the ASEAN Quality Assurance Network (AQAN), ASEAN University Network (AUN), the German Academic Exchange Service (DAAD), the European Association for Quality Assurance in Higher Education (ENQA), the German Rectors' Conference (HRK), the Southeast Asian Ministers of Education Organization Regional Centre for Higher Education and Development (SEAMEO RIHED) and the University of Potsdam (UP) have been jointly cooperating in the field of capacity building for quality assurance in Southeast Asian Higher Education since 2011 and hereby announce the support of transfer activities regarding internal and external quality assurance and enhancement for higher education institutions. ASEAN-QA² (SQUARED) is a follow-up activity of the internal quality assurance trainings of Phase I (2011-2013) and II (2014-2016).

ASEAN-QA is part of the DIES programme (Dialogue on Innovative Higher Education Strategies) which aims at strengthening higher education management structures in developing countries. DIES is jointly coordinated by the German Academic Exchange Service (DAAD) and the German Rectors' Conference (HRK) and supported by funds of the German Ministry for Economic Cooperation and Development (BMZ).

Background and Objectives

Quality units and managers are often dealing with capacity and resistance challenges in the field of QA of teaching and learning. As part of their role it is becoming more and more important to build capacity and to mobilise individuals within the units, in the faculties and management positions.

To achieve the goal to assure and enhance quality in teaching and learning, there is a stronger need of professional development in the field of QA and teaching and learning in form of in-house and national/regional training and workshops.

On the one hand, quality assurance processes and instruments need to be understood, supported and lived by a wider audience in the institutions. In this regard

quality managers need to prepare, implement and facilitate activities in conjunction with quality assurance and enhancement processes such as the self-evaluation of study programmes, external assessments and follow-up activities to assure the smooth implementation of the processes and awareness on the topic of quality leading to a quality culture in the institution.

On the other hand, there is a steady need of further education programmes in the field of teaching and learning and higher education management. These can be part of the quality strategy of the institution and linked to the quality management system. QA units can be the ones planning and offering the trainings on their own or in cooperation with other departments in the institution or external expertise.

In this light, the ASEAN-QA² is meant to prepare quality assurance managers to effectively plan and implement workshops, trainings and further education offerings to build capacity for QA and teaching and learning and to support and mobilise quality processes in their institutions.

Content and Methodology of the Training

The training will be hands-on with a strong practical focus. The workshop will include mixed methods such as presentations by experts, discussions among the participants, case studies and individual feedback and mentoring. The teaching concept is based on a team-teaching approach: The trainer teams will consist of European and Southeast Asian QA, didactics and further education experts. The course is largely based on the exchange and presentation of personal experiences between the participants. Peer-coaching in small working groups (participants coach participants) and individual feedback provided by the trainers are important didactical elements of the training.

ASEAN-QA² is divided into three parts:

1. Elaboration of an Action Plan

One main requirement to take part in ASEAN-QA² is to hand in an action plan for a training or workshop activity the institution wants to implement in connection with quality assurance and enhancement (see below for details).

20 selected applicants will be eligible to join the workshop (part 2) and 6 of them will have the opportunity to implement 1 to 1 ½ days of the activity with experts from the project (part 3). This “real life” experience is optional and can be opted in for during application.

2. Workshop (approx. 3 days)

The participants meet and plan their own activities in groups, which will be mentored and coached by ASEAN-QA experts. The action plan should foresee a maximum of a 1 to 1 1/2 day training/workshop timeframe to be delivered in conjunction with the ASEAN-QA Experts.

The participants will further receive inputs and interactive sessions on how to plan and implement their activities with special focus on methods of delivery (HE

didactics) for the targeted audience. Ample space will be given to discuss each participants' action plans and challenges.

3. "Real life" experience: Workshop/Training Implementation

Six out of the participants will have the possibility to conduct their activity in the frame of the training whereas the remaining participants will join one of the activities. They will be accompanied by two ASEAN-QA experts. They will jointly conduct the activity and the participants will receive mentoring and feedback about their delivery. The delivery should be in English language but it if feasible it could be in the local language too.

Main expected learning outcomes

At the end of the training, the participants can...

- ✓ plan and implement trainings and workshops to support quality assurance and enhancement.
- ✓ evaluate concepts and methods of delivery according to their target audience and goals.
- ✓ evaluate different approaches and possibilities to support quality enhancement through trainings, workshops and generally further education offers in their institution.
- ✓ select different didactical approaches for activities.
- ✓ respond to the challenges of addressing a diverse target audience with different starting points.

Time Schedule

The training will start in **June 2016** and finish end of September **2016**.

20. May	Hand in of Applications
29. May	Selection of Participants
30. June	Hand in of Action Plan to Mentors and first feedback
27.-29. July	3 day workshop in Ho Chi Minh City, Vietnam
August	Further elaboration of training/workshop, preparation and online mentoring
September	"Real-life" implementation and coaching of 6 trainings/workshops. (1 to 1 ½ days)

Funding of the Training

ASEAN-QA² is supported through funds of the German Federal Ministry of Economic Cooperation and Development (BMZ). The following expenses will be covered for financially eligible countries¹:

Workshop

- Regional travel costs: flight to and from the workshop venue.
- Accommodation incl. breakfast
- Catering and joint meals
- Training materials
- Transfers from and to the airport in the country of the Workshop
- Cultural programme

“Real-life” trainings/workshops

- Regional travel costs for two ASEAN-QA experts from Europe and Southeast Asia
- Accommodation for the two ASEAN-QA Experts
- Honoraria for the two ASEAN-QA Experts
- Accommodation for the participants from ASEAN-QA who attend the training

Expected co-funding from the participating institutions

Thanks to the financial support of the German Federal Ministry of Economic Cooperation and Development (BMZ) and support by the ASEAN-QA Partners, no training fees will be raised; however the participating universities are expected to cover the expenses as specified below.

Workshop

- National transportation costs, i.e. from the participants' place of residence to the airport and back in case those workshops are carried out outside the home country.
- National transportation costs, i.e. from the participants' place of residence to the course venue and back in case those workshops are carried out in the participants' home country.
- Visa costs and such as airport taxes, if applicable.

“Real Life” trainings/workshops

ASEAN-QA will cover the honorarium, accommodation and travel expenses for the ASEAN-QA experts as well as the accommodation for the participants of the ASEAN-QA training who will attend one of the real-life experiences of a colleague.

¹ Brunei Darussalam and Singapore are not eligible to receive funds from the BMZ, candidates from these two countries are invited to apply for participation at full cost (i.e. covering the expenses for travel, and accommodation for all activities).

Any other expenses such as logistical, catering and meal arrangements for third party participants need to be covered by the institution carrying out the training /workshop or the participants of it.

To be covered by the institutions which hold the 6 “real life” workshops:

- Travel expenses, joint meals, catering, room costs etc. for the implementation of the workshop.
- Workshop materials

To be covered by the remaining institutions of the ASEAN-QA² training participants:

- Regional flight costs

Please note that the organisers do not pay out any per diems in addition to the expenses which are already covered (breakfast, lunch and coffee breaks and joint dinners).

Applicants from Cambodia, Laos, Myanmar, and Timor-Leste are eligible for special financial support upon justification and can apply for coverage of costs of flights. Respective applicants are requested to submit a draft budget and an additional letter signed by the university leadership which indicates the need for financial support.

Application

Proposal for a Training or Workshop

Applicants must hand in a project proposal according to the attached form. The proposal can address two action lines: **a) internal** and **b) external** transfer. It can be a one time or recurring activity (e.g. that is repeated or part of a longer training). It should contribute to the professional development of the institution(s)/individuals and/or be part of quality assurance and enhancement processes. The application should make clear that the needed expertise to conduct the workshop is either available within the QA unit or through cooperation within the institution or that external experts can be invited.

The activity should be part of the institutions quality strategy and/or tackle existing needs of the institution, country or region. Activities under action line b) which target external participants, such as a training on quality management topics for institutions in the own country or region, should clearly state the goal and added value for the applying institution.

The higher management of the applying institution (e.g. Vice-Presidents/ Deputy Vice Chancellors in charge of QA) are expected to support the respective participants in carrying out their projects and should sign the project plan. The topics addressed can vary as long as they are connected to the field of quality assurance/enhancement

and teaching and learning. Projects can be proposed jointly by two or more universities (i.e. joint trainings etc.).

The applications should refer to the TrainIQA Module course books (available upon request) where possible. A connection to the projects that have been carried out under ASEAN-QA Phase I or Phase II are possible but not a requirement.

Exemplary Workshops/Trainings:

<u>QA and teaching and learning activities</u>	<u>Internal QA process activities</u>
<ul style="list-style-type: none">▪ Workshop on introduction to QA of teaching and learning▪ Workshop on evaluation of teaching and learning▪ Training on teaching & learning methods and assessment▪ Definition of learning outcomes and constructive alignment▪ Training on study programme conceptualisation and management	<ul style="list-style-type: none">▪ Workshop on preparation of self-evaluation report for internal/external evaluation (e.g. programme or institutional accreditation)▪ Workshop on Follow-up of External Assessment▪ Workshop on study programme evaluation

Possible target audiences

The following could be target audiences for either internal (own institution) or external trainings and workshops:

- QA staff
- Leadership
- Deans
- Department heads
- Study programme heads and managers
- Lecturers

Application Eligibility

The training is open to the alumni from higher education institutions of ASEAN-QA Phase I (2011-2013) and II (2014-2016, TrainIQA). Up to 20 participants will be selected for the workshop and 6 institutions will be chosen for the coaching phase of the project implementation (see “real life” trainings below).

Applicants who have not taken part in ASEAN-QA trainings need to specifically outline the benefit they expect from the ASEAN-QA² and demonstrate that they have the necessary expertise to conduct the training or workshop.

Application and Selection Procedure

Please send your application by e-mail until **May, 20th 2016** to the ASEAN-QA Secretariat at University of Potsdam at asean-qa@uni-potsdam.de.

In order to be considered, applications need to include:

1. **Application form** (see attached PDF form);
2. **Project Proposal** signed by your higher management (see attached PDF form);

All applicants will be informed about the result of the selection process approximately at the **beginning of June 2016**.