



## **ATTENTION**

All Regular and Affiliate Members of the Asian Association of Agricultural Colleges and Universities (AAACU)

### **Limited Grants for AAACU Student and Faculty/Administrator Exchange Program Available**

We are pleased to announce the availability of a limited number of travel grants for Student and Faculty/Administrator Exchange among regular and affiliate members of the Asian Association of Agricultural Colleges and Universities (AAACU) for School Year 2006-2007 and 2007-2008 as follows:

Three (3) Student Exchange Travel Grants for a maximum of 3 months to do research or take courses in any of the AAACU member institutions

Three (3) Short-Term Faculty Exchange Travel Grants for a maximum of 10 days (including travel time) to conduct lectures, participate and present papers in symposia, conferences, etc. in any of the AAACU member institutions

Three (3) Administrator Exchange Travel Grants for a maximum of five days for establishing possible collaborative projects at any of the AAACU member institutions

Eligible to apply for the grants are students, faculty and administrators of regular and affiliate member universities/institutions of AAACU only.

The program description, schemes, mechanics and general implementation guidelines for each of the three types of exchange programs, as well as the application form may be accessed at the following website: <http://www.searca.org/aaacu.asp>. We would appreciate it if you could announce this to interested faculty, students and administrators in your university/institution. Deadline for submission of applications to the AAACU Secretariat is on 30 September 2006 for School Year 2006-2007 and 15 March 2007 for School Year 2007-2008. For inquiries, please send email to the AAACU Secretariat at [ambalisacan@agri.searca.org](mailto:ambalisacan@agri.searca.org) or [ecc@agri.searca.org](mailto:ecc@agri.searca.org).

Applications and supporting documents may be sent to The AAACU Secretariat, c/o SEARCA, College, Laguna 4031, Philippines, *Attention:* Dr. Arsenio M. Balisacan, Executive Secretary/Treasurer.

## APPLICATION FOR AAACU TRAVEL GRANTS

*Note: Only students, faculty and administrators of AAACU member and affiliate member universities/institutions are eligible to apply for the grants.*

<p><b>Name of Applicant:</b> _____          _____</p> <p><b>Position Title:</b> _____</p> <p><b>Date of Birth:</b> _____</p> <p><b>Mobile Phone:</b> _____ <b>Email:</b> _____</p> <p><b>Passport Number:</b> _____ <b>Validity:</b> _____</p> <p><b>Name Employer/Institution:</b> _____          _____</p> <p><b>Complete Address of Institution:</b>          _____          _____</p> <p><b>Telephone Number:</b> _____</p> <p><b>Fax:</b> _____ <b>Email:</b> _____</p>	<p><b>Type of Travel Grant Applied for:</b>  <i>(please check one)</i></p> <p>____ Student Exchange          ____ Faculty Exchange          ____ Administrator/Staff Exchange</p> <p><b>Proposed Institution to Visit:</b>          _____</p> <p><b>Proposed Date and Duration of Travel:</b>          _____</p>
<p><b>Purpose of Travel/Visit:</b> _____          _____          _____</p> <p><b>If purpose is to take courses, please list down courses/subjects to cross-enrol:</b>          _____          _____          _____</p> <p><b>Does your institution have an existing academic exchange agreement with the host institution of your visit?</b> Yes ____ No ____</p> <p><b>Contact Person in the Host Institution:</b>          _____</p> <p><b>Email address:</b> _____ <b>Fax:</b> _____</p>	<p>Documents to be submitted <u>together with this application:</u></p> <p><b><u>1. For student exchange visit:</u></b></p> <ul style="list-style-type: none"> <li>- proof of admission and approval of visit from the accepting university</li> <li>- proof or certification that student is currently enrolled in his mother university</li> <li>- recommendation from head of mother university</li> <li>- certification of additional funding support from other sources outside AAACU</li> <li>- academic credentials of the applicant</li> </ul> <p><b><u>2. For faculty and administrator visits:</u></b></p> <ul style="list-style-type: none"> <li>- invitation letter from the host university</li> <li>- recommendation from head of institution where faculty or administrator is employed</li> </ul>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-bottom: 10px;">                 Please affix your colored ID photo here             </div> <p style="text-align: center;">_____                  (Signature of Applicant over printed name)</p>	<p>Send this duly accomplished form together with the required supporting documents on or before deadline set in announcement to:</p> <p style="text-align: center;"><b>The AAACU Secretariat                  c/o SEARCA, College, Laguna 4031                  Philippines</b></p>

## AAACU Student Exchange Program

### I. Program Description

This program involves the exchange of students among member universities of AAACU. It provides opportunity for students to enroll in courses offered at AAACU member institutions, as well as conduct theses or dissertation researches as part of the requirement for their degree. The objective of this program is to enhance the students' studies and expose them to other educational systems outside their own institutions. The program may involve undergraduate and graduate students of any member institution of AAACU that are willing to participate and accept exchange students.

### II. Schemes and Mechanics

1. A Letter of Agreement (LOA) on the Exchange Program shall be executed between the sending and the accepting institution. This LOA shall spell out the details of the exchange program between the two universities.
2. The AAACU Secretariat shall facilitate and coordinate the exchange program with administrative cost to be taken care of by AAACU. Facilitating and coordinating shall include processing of applications, contacting the universities, monitoring and reporting to the Board and Council. A limited number of travel grants may be available for the exchange students from the AAACU Fund and the Secretariat must disseminate this to AAACU regular and affiliate members.
3. Participating universities shall forward all information to the Secretariat on the following: policies on transfer credits; course equivalency; catalogs of courses and course syllabus; policies on exchange program; emails, fax and telephone numbers, etc.
4. Participating universities shall assign contact persons for ease of the Secretariat in facilitating the exchange program.

### III. Guidelines

1. Each AAACU member institution shall provide the opportunity to any student of other member institutions to cross-enroll for courses or research provided that the student applying for student exchange has completed all requirements for the program.
2. Any AAACU member host institution **shall waive the tuition and other school fees for students who cross-register under the AAACU Student Exchange Program. This arrangement must be covered by the LOA.**

3. The accepting or host institution shall prepare a schedule and program of activities for the exchange student; identify faculty supervisor(s); and assist in arrangements for use of laboratories and other facilities, and in coordinating visits in consultation with the student and staff/faculty involved. It shall also make arrangements or identify a lodging facility for the AAACU exchange student.
4. Unless sponsored by AAACU, the exchange student or his/her sponsoring institution shall be responsible for the living allowances (food, lodging, clothing, books, etc.) and the travel expenses (international and domestic round-trip plane tickets, local transportation, insurance, visa and passport expenses, etc.).
5. The duration of the exchange program shall depend on the sending and accepting institution with full consideration of the study program of the student and upon proper consultation with the advisory committee.
6. The host university shall take charge of identifying the appropriate supervisor of the exchange student in case of cross-enrolment for research.
7. The home institution, through the advisory committee of the student, may invite the supervisor of the student to sit in the committee of the student during the defense of his/her thesis or dissertation research.
8. The host university shall see to it that credits for courses taken at the host university shall be transferred to the mother university of the student after completion of the exchange program.

## **AAACU Faculty/Administrator Exchange Program**

### **I. Program Description**

This program involves the exchange of faculty members and administrators among AAACU member institutions. It provides opportunity for faculty members to conduct lectures on their fields of specialization as visiting professors or conduct a portion of an ongoing research in order to avail of the facilities available in the host university. This program will also give the faculty members and administrators the opportunity to meet their counterparts and discuss collaborative activities or mutually beneficial programs. It provides the opportunity for administrators to observe the administrative and management systems of other educational institutions and strengthens linkages.

### **II. Schemes and Mechanics**

1. A Letter of Agreement (LOA) for bilateral arrangements specific to their respective universities shall be executed between the sending university and the accepting university. This LOA shall spell out the details of the exchange program between two universities.
2. The AAACU Secretariat shall facilitate and coordinate the exchange program with administrative cost to be taken care of by AAACU. Facilitating and coordinating shall include processing of applications, contacting the universities, monitoring and reporting to the Board and Council. A limited number of grants may be available from the AAACU Fund and the Secretariat must disseminate this information to the AAACU regular and affiliate members.
3. Participating universities shall forward all information to the Secretariat on the following: policies on transfer credits; course equivalency; catalogs of courses and course syllabus; policies on exchange program; emails, fax and telephone numbers, etc.
4. Participating universities shall assign contact persons for ease of the Secretariat in facilitating the exchange program.

## **II. Guidelines**

### **A. Faculty Exchange**

1. Each AAACU member institution shall provide the opportunity to any faculty member of other AAACU institutions to conduct cross-visits and lectures as visiting scientists/professors.
2. Unless sponsored by AAACU, the faculty member or his/her sponsoring institution shall take care of living expenses (food, lodging and incidental expenses); and travel expenses (international and domestic round-trip tickets, local transportation, and insurance).
3. The host institution shall prepare a program of visit; coordinate the visit; identify counterpart professors who shall meet and orient the faculty member on the program/activities of the institution along his/her area of specialization; and assist in securing lodging/accommodation facility for the AAACU exchange faculty.
4. The duration of the exchange program shall depend on the sending and accepting institution, as well as the available financial support if the travel expenses are covered by AAACU.
5. The exchange faculty shall submit to the Secretariat a report of his/her visit, a copy of his/her lecture, and photos for publication in the AAACU Newsletter.

### **B. Administrator Exchange**

1. Administrators of AAACU member institutions shall have the opportunity to visit other member institutions through this exchange program.
2. Each host institution shall provide the exchange administrator a briefing on programs, projects, activities, administrative/management systems and a tour of facilities and campus of the institution.
3. Unless sponsored by the AAACU, the visiting exchange administrator or his institution shall take charge of his/her round-trip international and domestic travel expenses including incidental allowances, insurance and contingency.
4. Each host institution shall provide airport pick-up and send-off services, and free board and lodging for a maximum of three days only to the visiting exchange administrator at the university guesthouse for the duration of the visit. Expenses beyond three days shall be on the account of the visiting administrator or the sponsor.