EUROPEAN UNION SUPPORT TO HIGHER EDUCATION IN THE ASEAN REGION

SHARE Project Management Office
ASEAN Secretariat | 70A Jl. Sisingamangaraja | Jakarta 12110 | Indonesia
Phone: +62 (21) 726 2991 | Email: info@share-asean.eu | Web: www.share-asean.eu

Call for Applications

**SHARE "Peer Multiplier Training" (PMT) –
Training-of-Trainers Seminar for experts in the field of**

**Teaching and Learning (track 1)
&
External Quality Assurance (track 2)**

**4-7 June 2018
Century Park Hotel, Jakarta, Indonesia**

1. About SHARE

A consortium of British Council (lead), Campus France, the German Academic Exchange Service (DAAD), Nuffic, the European Association for Quality Assurance in Higher Education (ENQA) and the European University Association (EUA) are working with ASEAN counterparts to implement SHARE from 2015 to 2019. The programme has the broad remit to strengthen regional cooperation, enhance the quality, competitiveness and internationalisation of ASEAN higher education institutions and students, contributing to an ASEAN Community beyond 2015. SHARE focuses on three result areas, among them Qualifications Frameworks (QFs) and Quality Assurance (QA). Here the project aims at supporting the ASEAN Qualifications Reference Framework (AQRF) and the ASEAN Quality Assurance Framework (AQAF) and the work of the AQRF Committee and AQAN with a focus on higher education.

2. SHARE contribution to QFs and QA

For the field of QF, the SHARE project commissioned Higher Education experts Andrea Bateman and Mike Coles to conduct a study on the current state of development of the AQRF and National Qualifications Frameworks in ASEAN. This study recommends that SHARE should focus on the use of learning outcomes in higher education, given that learning outcomes are a core element of qualifications frameworks.

For the field of QA, SHARE commissioned the Centre for Quality Development of the University of Potsdam, Germany to conduct a study on the current state of QA in the ASEAN region. This study recommends, among others, that SHARE should offer consultancy and tailored capacity building activities at national level and create a regional platform to enable mutual learning.

3. Objectives of the SHARE "Peer Multiplier Training" (PMT):

Deriving from the abovementioned needs in the fields of QF and QA, the overall objectives of the PMT scheme are to:

- Build up a **pool of local/regional trainers** (SHARE peer multipliers);
- Enable capacity **maintenance and dissemination** in the long run (peer-to-peer multiplication);
- Promote the **development and follow-up of topics** discussed in Result Area 2 such as QA standards and mechanisms, qualifications frameworks, outcome-based education and learning outcomes, internationalisation, recognition of degrees and prior learning etc.

Upon completion of their instruction, the SHARE peer multipliers will be entrusted with sharing and disseminating the core values and methodologies of the project amongst their ASEAN peers. They will thereby become strategically placed trainers with the tools and capacities to ensure the long-term sustainability and continuity of the promoted ideas and knowledge about qualifications frameworks and quality assurance, corresponding to the principle of **peer-to-peer multiplication**. This action is essential for both parts of Result Area 2 and could be considered to resemble the "Bologna Experts" group, which has proven highly useful within the context of the European Higher Education Area (EHEA).

4. Content and Methodology of the PMT:
The training will be hands-on with a strong practical focus. It will include mixed methods such as presentations and case studies by regional and international experts, discussions among the participants, group work, and mentoring. The training concept is based on a team-teaching approach: The trainer teams will consist of European and Southeast Asian QA, didactics and higher education experts. In addition, the course will stipulate 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 will be important didactical elements of the training.

Another core feature of the training is that it will be organised in the form of two parallel tracks, serving one target group each, namely
> (1) **senior members of staff from HEIs tasked with curriculum design, teaching and learning (T&L group)** on the one hand,
> and
> (2) **QA professionals** working in **the field of external quality assurance (EQA group)** on the other.

In order to cater to these two sub-groups' needs, the training will contain some joint sessions for the full audience, while other parts of the programme will take place in the respective sub-groups or even smaller working units.

The SHARE "Peer Multiplier Training" (PMT) exercise will be divided into **three parts**, with an optional add-on of a fourth component:

1. **Development of a Peer Multiplication Project Proposal**
   As part of the application process, all candidates need to submit a proposal of their training / multiplication workshop they intend to conduct after having completed the Peer Multiplier Training. The proposals are intended as a first project plan, which can be adjusted during the Peer Multiplier Training, based on the input by the aforementioned peers and experts.

2. **The "Peer Multiplier Training" (PMT)**
   The PMT itself will be the core aspect of the training exercise, bringing together all participants from 4 to 7 June 2018 in Jakarta, Indonesia. The training will offer input and workshop sessions, focussing predominantly on didactics and methodology for designing and implementing seminars and trainings, but also on current developments regarding teaching and learning as well as QA in the ASEAN region and beyond.
   Furthermore, the PMT will allow the participants to work on their project proposals, with input from their peers and mentoring from the SHARE expert team. Ample space will be given to discuss each participants' project plans and potential challenges to enable the participants to implement their projects effectively.

3. **Training Implementation Phase**
   It is expected that all participants are committed to conduct their trainings and workshops until end of 2018 and that a short report on the results of the activities is submitted to the SHARE project team. Some projects which will have been implemented successfully by autumn 2018 may be selected for presentation at the "SHARE Final Regional Conference on QA and QF" (see point below.)

4. **SHARE Final Regional Conference on QA & QF (FRC) – *selected participants only***
   A small group of up to ten participants will be invited to participate in the SHARE QA & QF – Final Regional Conference, scheduled to take place on 29 to 31 October 2018 in Bangkok, Thailand. At this conference, they will have the possibility to present their projects to and exchange with a wide audience of representatives from universities, QA agencies, national ministries in charge of higher education, regional organisations and networks in charge of QA and QF and further higher education stakeholders.
   The selection process for this optional add-on activity will be based on the quality of the project proposals presented at the end of the PMT during a final poster session.

Expected outcomes of the PMT

By the end of the PMT exercise, the participants shall be able to:

- ✓ plan and implement trainings and workshops for the promotion of quality in education;
- ✓ develop concepts and methods of delivery according to their target audience and goals;
- ✓ select different didactical approaches for training activities and workshops;
- ✓ critically evaluate existent practices in teaching and learning and/or quality assurance;
- ✓ promote the ideas of learning outcomes-based education and external quality assurance, for the sake of higher education development in the ASEAN region;
- ✓ act and exchange in a network of SHARE peer multipliers;
- ✓ respond to the challenges of addressing a diverse target audience with different starting points, and

thereby promoting the development of higher education quality in the ASEAN region in the long run.

5. Funding and Services
Through means provided by the European Union, SHARE can provide funding for the following services for successful applicants from the ASEAN region[1]:

- Regional air travel (economy class flight) from the home destination in ASEAN to and from the Peer Multiplier Training in Jakarta, Indonesia
- Reimbursement of local travel expenses from the participant's place of residence to the airport and back (advance payment may be required)
- Transfer from Jakarta International Airport to Century Park Hotel Jakarta and back
- Accommodation from 3 to 7 June 2018 at Century Park Hotel Jakarta
- Full-board catering and joint meals from 4 to 7 June 2018
- Training programme, including mentoring by international expert panel, workshop materials etc.
- Visa fees and airport taxes for entry to Indonesia (if applicable)

For those participants who will be selected to attend also the QA & QF Final Regional Conference in Bangkok, Thailand, SHARE can provide funding to cover also:

- Regional air travel (economy class flight) from the home destination in ASEAN to and from the QA & QF Final Regional Conference in Bangkok, Thailand
- Reimbursement of local travel expenses from home to airport and back (advance payment may be required)
- Transfer from Bangkok International Airport to Pullman Hotel King Power Bangkok and back
- Accommodation from 28 to 31 October 2018 at Pullman Hotel King Power Bangkok
- Full-board catering and joint meals from 29 to 31 October 2018
- Conference participation programme, including materials
- Visa fees and airport taxes for entry to Thailand (if applicable)

In case advance payments by the participant are required, these have to be coordinated with the DAAD project team in Jakarta beforehand to confirm eligibility.

There is no requirement for co-funding from the participants or their host institutions for the items listed above. In turn, SHARE requests the participants to commit themselves to the exercise and the respective institution's leadership to grant the participant a mandate for leave for the Peer Multiplier Training, prepare and conduct the multiplication trainings and – if applicable – attend the Final Regional Conference.

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[1] According to the European Union's development policy, participants from Brunei Darussalam and Singapore are not eligible to receive funds from the SHARE project. Candidates from these two countries are invited to apply for participation at their own expenses.

6. Application Process and Eligibility

Applicant Profiles:
Representatives from HEIs and EQA Agencies in ASEAN can apply. The training will be open to and address **two tracks**, with the corresponding target groups being:
- (1) **senior members of staff from HEIs tasked with curriculum design, teaching and learning (T&L group)** and
- (2) **QA professionals working in the field of external quality assurance (EQA group)**

For each group, 20 to 25 participants will be selected for the training, so the total number of trainees will be between 40 and 50.

Participants of earlier activities organised under SHARE Result Area 2a/b (Qualifications Frameworks and Quality Assurance) are welcome to apply, though having prior knowledge of SHARE is no prerequisite.

The applicants should come from ASEAN Member States and need to have a clear mandate from their home institution's leadership, allowing them to participate in the full duration of the training as well as sufficient time and resources for preparation and implementation of the projects.

In case applicants intend to conduct activities at a place outside their home institution (e.g. at another university), the applicant needs to provide an additional support letter from the respective host institution(s).

Application Options – *Individual* and *Team Applications*:
Applicants can decide to submit their projects:
- a. on an **individual basis (*Individual Application)*;**
  or
- b. **jointly by project partners**, i.e. two T&L representatives or two EQA representatives (EQA group), from institutions in different ASEAN member states **(*Team Application)*.**

The ***Individual Application*** is considered the standard approach, offering individuals the opportunity to take part in the "Peer Multiplier Training" (PMT) exercise and thereby promote their projects. These applications can be prepared by individuals provided that support by his/her home institution is ensured.

In addition, the SHARE team would like to offer in exceptional and well justified cases the option of ***Team Applications***. Such applications may be interesting for project ideas that embrace, for example, workshops at two different institutions, or that foresee a mentor-mentee partnership between representatives from two institutions (either in the same or in different ASEAN countries) with different levels of experience or development in the given field. If two applicants decide to submit a joint project, two separate applications are required, though the outline of the project proposal should be identical.

Please mind that *Team Applications* are purely optional and should be considered only by those applicants that already have established a working contact with a corresponding partner. In the selection process of the projects, **individual and team applications will be treated equally with no preference for either option**!

Preparing a Proposal:

Applicants must develop a project proposal according to the template provided. The proposal can address either track a) T&L group, or track b) EQA group. The projects should contribute to the professional development of the participating institution(s)/individuals, define the expected learning outcomes and clearly spell out the added value for the respective target groups which are foreseen to attend the multiplication seminars or trainings. The topics addressed can vary as long as they are connected to the field of external quality assurance or teaching & learning respectively:

Possible topics for selection in track a): *Teaching & Learning*	*Possible topics for selection in track b):* *External Quality Assurance*
• Benefits of outcome-based education and the role of stakeholders (e.g. involvement of the business sector). How can Learning Outcomes enhance the employability of graduates? • Shifts in teaching and learning (e.g. student-centred learning, diversity management, the impact of digitalisation) • Improving the didactical skills of higher education staff • Organising the structural review of curricula at institutional level, in view of introducing learning outcomes • Flexible learning paths (retraining of the labour force) • Etc.	• Inhouse-Training for QA Officers in QA agencies (e.g. how to analyse SARs, how to coordinate site-visits?) • Training of Assessors (e.g. how to conduct site-visits, how to write reports?) • Support for HEIs (how to set up IQA systems / units?) • Policy seminars to inform higher education stakeholders in ASEAN member countries on the ASEAN Quality Assurance Framework (AQAF) • Etc.

The activity should be part of the respective institution's quality strategy and/or tackle existing needs of the institution, country or region. The superiors of the applying candidate are expected to support the participant in carrying out the project and should co-sign the project plan. The project proposal should also entail first information concerning finances and the budget needed to implement the activities. It is not foreseen that SHARE sponsors the training implementation phase; therefore, the applicants need to explain which funding resources (e.g. contribution from the hosting institution, participant fees etc.) are available to realise the multiplication activities. In this regard, the collaboration with relevant external partners – especially if this implies integration of complementary / external parties – is highly appreciated and will be considered an asset when the selection committee assesses the proposals.

Submitting an Application:
In order to submit your application, please send all relevant documents as electronic copy to the following address:

> DAAD Regional Office Jakarta
> attn: SHARE
> Jl. Jend. Sudirman, Kav. 61-62, Summitmas 2, 14th Floor
> Jakarta 12190
> Email: gries@daadjkt.org
> Cc: aqan@mqa.gov.my

Please make sure to include the following documents:

- Application Form (see Annex 1), signed by the applicant
- Project Proposal (see Annex 2), signed by the leadership of the applicant's home institution
- Only if activities are planned at a place outside the home institution: A support letter from the respective host institution(s)
- CV (2 pages maximum), including a passport-sized picture

Only complete applications can be considered for selection.
The **deadline for submission** is **Sunday, 15 April 2018!**

Announcement of Results:
The selection results will be communicated to the applicants by 30 April 2018 the latest, so all further arrangements (training preparation, travel coordination etc.) can start in early May.

Below is the **detailed timeline** of the Peer Multiplier Training exercise:

Date	Item
March 2018	Publication of Call for Applications
15 April 2018	Application deadline
16 – 30 April 2018	Selection of participants
End of April 2018	Communication of selection results to applicants and submission of invitation letters
May 2018	Preparation and logistical arrangements coordinated by the DAAD (including travel and accommodation bookings)
4 – 7 June 2018	Peer Multiplier Training in Jakarta, Indonesia
29 – 31 October 2018	Presentation of selected multiplication activities at the SHARE Final Regional Conference on QA & QF in Bangkok, Thailand