



UPOU Exchange Fellowship

(Theme for 2017: ASEAN Education in the Era of Openness)

The UP Open University (UPOU) is offering a short-term Fellowship program to faculty and staff from different universities locally and abroad to provide a platform for capacity building and establishment of sustainable partnerships as well as fostering knowledge exchange on ODeL.

The terms and conditions of the Fellowship are as follows:

1. Period of the Programme

01-30 November 2017

2. Number of Fellowships

Three (3) persons from different institutions and from different countries per year

3. Provisions by UP Open University (UPOU)

- a. Accommodation at the UPOU
- b. Living Expense allowance as per government rate
- c. Transportation to and from airport
- d. Transportation within the campus
- e. Office space with telephone and internet access
- f. Access to the University Library

4. Responsibility of Recipient Institution

The parent university shall provide the candidates with a round-trip ticket.

5. National Laws and Regulation

- a. During the travel period covered under this Fellowship, it is the Fellow's responsibility to comply with local laws and legislation of the Philippines (i.e. laws pertaining to immigration, customs, foreign exchange control, etc.).
- b. UPOU is not responsible for obtaining visas if required for the selected Fellow. UPOU will provide a formal invitation letter in order to execute the Fellowship Programme.

6. Personal Safety and Health

- a. Each Fellow is responsible for acquiring and paying for any and all insurance, e.g. travel insurance.
- b. Each Fellow is responsible for maintaining his or her personal health, safety and belongings during the period of the Fellowship.

- c. Medical coverage is not provided. Therefore, the Fellow must make appropriate arrangements.

7. Application

Interested candidates may apply for the Fellowship Programme by submitting the following documents in English on or before 04 August 2017:

- Curriculum Vitae
- A proposal on research to be carried out during the Fellowship (8-10 pages, double line spacing). The proposed research project must be of relevance and be able to enhance the practice of open and distance e-learning.
- A letter of recommendation from the head of recipient institution (President, Rector, Chancellor, Vice-Chancellor).

Successful candidates will be informed via e-mail notification by 25 August 2017.

8. Reporting

- a. Each Fellow is required to submit a report to UP Open University at the end of the Fellowship Programme. The report should outline the Fellow's experiences in the programme 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 programme granted.

9. Activities of the Fellow at UP Open University

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

- a. Share information about their parent institutions with UP Open University staff and students.
- b. Present research proposal in a forum consisting of UP Open University officials and academic staff.
- c. Conduct the candidate's proposed research
- d. Present research findings in a forum consisting of UP Open University officials and academic staff.
- e. Submit a report on the research findings to UP Open University at the end of the program

All queries and documents relating to the Fellowship may be addressed to:

Vice Chancellor for Academic Affairs
Office of the Vice Chancellor for Academic Affairs
UP Open University
Los Baños, Laguna
Philippines 4031
ovcaa@upou.edu.ph
+63-49-536-6014
+63-49-536 6001 local 301