

Call for Proposal: **ASEAN University Online Course** utilizing **ACU Platform** (**ACU-LMS**)

■ Overview

The Korean Ministry of Education and ACU Secretariat are inviting faculty from ASEAN higher education network to run online (or on/off Hybrid) courses using the ACU Platform (ACU-LMS).

The primary objectives of the call for ACU LMS course operation are 1) to assist to the ICT capacity-development of the ASEAN network through the utilization of ACU platform, which had been built upon open-source program called edX, and 2) to share the best case(s) of online learning in higher education with ASEAN. Agreed upon by all ASEAN education ministers in 11th SOM-ED+3, 2021, ASEAN Cyber University (ACU) is a systematic platform in which ASEAN and ROK universities recognize and transfer credits multilaterally in order to build towards higher certification (skill specific certificates, micro degrees, traditional degrees, etc.).

Your interest and participation to our call for proposal is greatly appreciated.

■ ASEAN Cyber University (**ACU**) Project

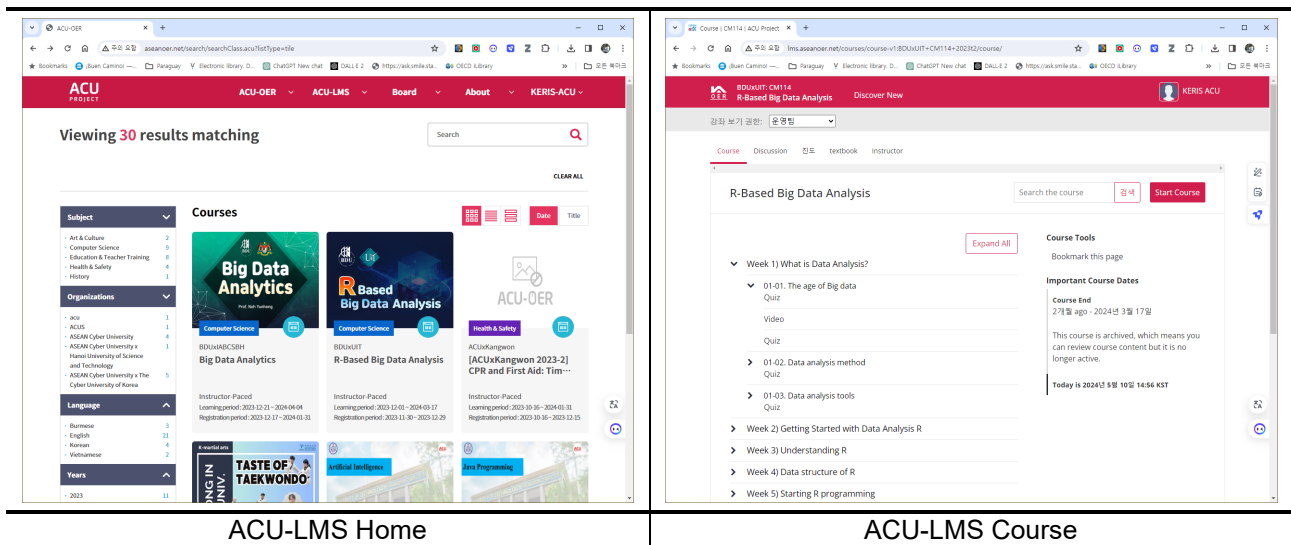
The ASEAN Cyber University Project (ACU Project) is a multilateral educational cooperation project initiated by the government of the Republic of Korea in 2012, when the Secretary-General of ASEAN proposed the establishment of an online higher education (ASEAN Cyber University) for ASEAN back in 2009. The project mainly aims to build a network of exchange on the area of ICT in Education insights and practices, specifically by supporting e-Learning capacity building of ASEAN partner universities, thereby enhancing mutual development of ASEAN and ROK in higher education.

To further consolidate the objectives of the ACU project, ACU official Platform* providing OER service as well as LMS (Learning Management System) has been launched in 2018. ACU-OER intends to contribute to the Open Educational Resources (OER) movement by providing freely accessible, high quality online teaching and learning resources, as it serves to broaden the learning community of higher education networks among ASEAN and ROK. ACU-LMS has been a primary platform for online learning management (credit or non-credit) for ASEAN higher education learners.

* **ACU Platform:** <http://www.aseanoer.net>

ACU-LMS

The Learning Management System (ACU-LMS) run in ACU Platform has been built upon an open source (Open edX) for its learning management as well as content management system. Open edX is used across international communities to host MOOCs as well as smaller courses and training modules.



ASEAN University Online Course

ASEAN University Online Course refers to any online course running over ACU-LMS by professors and/or experts of ASEAN universities. Participants belong and/or affiliated to ASEAN universities may operate course(s) either by credit or non-credit according to institutional regulations. A credit course in ACU-LMS offers course credit of providing university based on learner's academic records, utilizing ACU contents and/or institutional contents, such as lectures, assignments, quizzes, and so forth. All contents should be uploaded to ACU-LMS prior to the class begins. A non-credit course in ACU-LMS also utilizes ACU contents and/or institutional contents uploaded to ACU-LMS in advance without granting credit.

The duration of each course may differ from universities in ASEAN; however, we recommend that courses run for a minimum of 10 weeks (excluding mid and final exam weeks) in order to be acknowledged to official credit course.

Eligibility

A Participant should be an instructor of a university and/or higher education institution located in any of 10 member states of ASEAN, **currently teaching course(s) for 2024 academic year.**

■ Benefit

Each course may receive **up to 1,400 USD**, depending on duration and engagement. The total will differ course by course dependent upon the number of weeks utilizing ACU-LMS. Financial support will be transferred by late November or early December 2024 when most of the courses are heading to the end. In addition, the most accomplished course will be selected and the opportunity to present at ACU Conference will be granted.

* Cost for bank transaction, transport, equipment, supplies and utilities required to undertake the assignment shall be included in the financial support and shall not be reimbursed separately.

■ Roles and Responsibilities

For successful operation of the course on ACU-LMS, it is highly recommended for the instructors to appoint **at least 1 assisting staff for each course**. Roles and responsibilities for instructors, staff, ACU-LMS administrators, and ACU Secretariat are (but not limited to);

Instructors

- ✓ Perform a professional role in structuring lessons, and teaching and guiding learners to effectively attain the objectives of a course in the academic area
- ✓ Manage notices, assignments, assessments, bulletin boards and learning progress, provides solutions to obstacles that occur when learners engage in learning, and performs other general roles necessary to operate a course
- ✓ Mediate debates among learners
- ✓ Periodically check bulletin boards, discussion rooms and emails, and immediately provides feedback
- ✓ Advise learners regarding difficulties they face to enable them to continue their study
- ✓ Submit lesson plans and reports on the results of course operation to the ACU Project Secretariat

Staff (Teaching Assistant, TA)

- ✓ Assist lecturer and learners for effective course operation
- ✓ Check learners' progress and motivates unsatisfactory learners to be engaged in learning
- ✓ Provide assistance for learners through consulting, and encourages and motivate them to participate in academic activities
- ✓ Manage bulletin boards for Q&A's and discussions

ACU-LMS Administrator

- ✓ Provide orientations for instructors and TAs before the course begins, including distribution of the LMS manual
- ✓ Provide support for each course operated on the ACU-LMS
- ✓ Answer questions from instructors and learners
- ✓ Notify instructor(s) and staff(s) of the results of managing Q&A bulletin boards for each course and checking unanswered questions
- ✓ Submit the semester operation plan and reports the results of semester operation to the Project Secretariat

ACU Secretariat

- ✓ Manage documents related to the course operation, including operation plan, lesson plan, and final report for course completion
- ✓ Provide support for inquires and technical issues about course operation of participating universities
- ✓ Manage the overall state of course operation of participating universities
- ✓ Provide course operation grants to participating universities after completion of a course

ACU Secretariat will also periodically monitor the online courses and support the roles of the ACU-LMS administrator.

■ Timeframe and Deliverables

Considering the differences in academic calendar of individual institutions across the ASEAN member states, each selected participants are able to adjust course duration and timeframe. However, the due date to submit the proposal (online course operation plan – application and syllabus) is **June 14th, 2024** to guarantee flexible enough timeframe and preparation.

■ Submission Deadline

All proposal (application and syllabus) must be submitted by **June 14th, 2024** to;

- ✉ shkim@keris.or.kr and/or
- ✉ acu_team@keris.or.kr

■ Selection Process

ACU Secretariat will review and evaluate all proposals (applications and Syllabi) and the final selection will be notified to the instructor(s) individually by **June 28th, 2024**.

■ Additional Notes

The selected participant(s) will be requested to hold a number of online meetings with ACU-LMS administrators for following purposes; Kick-off meeting, Mid-term Review, and Final Review

Participating instructor(s) will be able to plan course schedule flexibly in line with his/her institution academic schedule. However, it is highly recommended for each instructor(s) to complete the course before **December 13th, 2024**.

■ Important Dates

- ✓ Proposal Submission Deadline: **June 14th, 2024**
- ✓ Notification of Selection: **June 28th, 2024**
- ✓ Course Completion: **By December 13th, 2024**

■ Contact Information

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