Subject:	FW: Call for UMAP 2018 Program C information (Super Short-Term Program)
Attachments:	Announcement_to_Member_universities_for_UMAP_Program_C.pdf;
	Outline_of_Proposal_for_Program_C_2018 Template.xls;
	Timeline_for_Program_C_(2018)_final.pdf;
	CERTIFICATE_with_UCTS_ (template) .docx

From: UMAP International Secretariat <umap-is@umap.org>
Subject: Call for UMAP 2018 Program C information (Super Short-Term Program)
Date: 16 January 2018 at 08:37:37 GMT+7
To: <umap-is@umap.org>

Dear UMAP members,

Greetings from UMAP International Secretariat!

We are pleased to announce that we are now gathering program information for Program C (Super Short Term Programs; SSTP). We've attached the program information form, "Outline of Proposal for Program C" for you to fill out. Once you have filled it out, please send it back to us (in Excel format).

The deadline for submitting program information is **31 March 2018.** The schedule for gathering and promoting those programs, with application deadlines, is also attached (Timeline for Program C).

As more students would like to have a real world experience and an opportunity to enhance classroom learning, short programs with internships and/or visits to local enterprises are tremendously attractive to them. Your proposal for such a program is more than welcome.

 Let me also recommend the use of UMAP Credit Transfer Scheme (UCTS) once again. Although offering UCTS to participants isn't mandatory, it would provide an additional appeal to your program. If you would like to know more about UCTS, please see the following website (http://umap.org/ucts/). For your reference I have attached a template for using UCTS to award students credits.

If you have any questions, please feel free to contact us.

We look forward to receiving many program proposals.
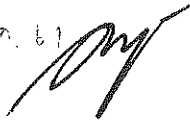
Sincerely yours,

Takashi Sekiyama, Ph.D.
Executive Director
University Mobility in Asia and the Pacific
International Secretariat (UMAP IS)
c/o Toyo University (Tokyo, Japan)

เรียน   อธิการบดี

ด้วย UMAP ประชาสัมพันธ์เชิญชวนให้นิสิตสมัคร UMAP 2018 Program C (Super Short Term Programs-SSTP) เป็นโครงการระยะสั้นตั้งแต่ 1 สัปดาห์แต่ไม่เกิน 8 สัปดาห์ โดยที่หน่วยงานที่เข้าร่วมจะต้องเป็นเจ้าภาพรับนักศึกษาแลกเปลี่ยนจากประเทศที่เป็นสมาชิก UMAP ทั้งนี้ หน่วยงานเจ้าภาพต้องเสนอหลักสูตรพร้อมรายละเอียด เพื่อทาง UMAP จะได้นำหลักสูตรขึ้นเว็บไซต์ประชาสัมพันธ์ให้แก่นักศึกษาแลกเปลี่ยนที่สนใจมาเข้าร่วมต่อไป

จึงเรียนมาเพื่อโปรดทราบ เห็นควรแจ้งเวียนคณะ/วิทยาลัย เพื่อพิจารณาเข้าร่วมโครงการฯ โดยต้องกรอกแบบฟอร์มที่ UMAP กำหนด (Outline of Proposal for Program C) และเสนอมายังกองฯ ต่างประเทศภายในวันที่ 20 มีนาคม 2561

(นิสิตทางปฏิบัติราชการแทน)

17 ม.ค. 61

17 ม.ค.61

1 เม.ย./61

1) แจ้งเวียนคณะ/วิทยาลัย
2) วิทยาลัยนานาชาติ

18 ม.ค.

รองศาสตราจารย์ ดร.สุขกิจ ยะโสธรศรีกุล
รักษาการในตำแหน่งรองอธิการบดี ปฏิบัติราชการแทน
อธิการบดีมหาวิทยาลัยนเรศวร

University Mobility in Asia and the Pacific (UMAP)

16 January 2018

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Executive Director
University Mobility in Asia and the Pacific
International Secretariat (UMAP IS)
c/o Toyo University (Tokyo, Japan)

2018 Timeline for Program C (Super Short-Term Programs)

16 January ~ 31 March	UMAP IS collects Program C Information Forms from member universities.
6 April	UMAP IS publicizes 2017 Program C programs on the UMAP website
7 April ~ 17 June	UMAP IS promotes Program C on UMAP website and collects students' application forms from their home universities*[1]
8 May	First deadline for submission of student application forms to UMAP IS
9~15 May	Placement for early programs*[2]
17 June	Final deadline for submission of student application forms to UMAP IS
18~22 June	Placement for regular programs*[2]
June ~ November	Implementation of programs*[3]

(Note)

*[1] Student application forms should be collected by their home institutions and sent together to UMAP International Secretariat via email. Details of the procedure will be announced in the middle of February 2018.

*[2] UMAP IS sets two submission deadlines. When you complete the "Outline of Proposal for Program C", please select either Schedule 1 or Schedule 2 for placement, depending on which is appropriate for your programs.

*[3] UMAP SSTP Scholarship is not available this year. If additional scholarships become available, we will post information about them on the News page of the UMAP Website.

Organizer's Logo

CERTIFICATE OF COMPLETION

THIS IS TO CERTIFY THAT

<<student's name>>

HAS SUCESSFULLY COMPLETED
<Program Title>
from <dd /month> to <dd /month> 2018

The student's total workload is <number> UCTS

*One (1) UCTS = 38 – 48 hours of student workload.   This includes 13-16 academic hours of instruction.

Date   <dd/ month/ 2018>

Signature of the organizer

Please provide the program schedule with this certificate to identify student's total workload.

It helps students facilitate the transfer of credits to their home universities.

Outline of Proposal for Program C

<table>
<tr><td rowspan="9">General Information</td><td colspan="2">Name of Institution</td><td></td></tr>
<tr><td colspan="2">Brief Introduction of the University</td><td></td></tr>
<tr><td colspan="2">Country</td><td></td></tr>
<tr><td colspan="2">City</td><td></td></tr>
<tr><td colspan="2">Address</td><td></td></tr>
<tr><td colspan="2">Telephone Number</td><td>country code - ● ●●●● ●●●●</td></tr>
<tr><td colspan="2">Fax Number</td><td>country code - ● ●●●● ●●●●</td></tr>
<tr><td colspan="2">Official University Website</td><td></td></tr>
<tr><td rowspan="3">UMAP Contact Person</td><td>Name</td><td></td></tr>
</table>

Organization/Office		
Email Address		

Program Information

	Credits given by University	UCTS
Program Description		
Program URL		
Degree Level	e.g. for undergraduate student/for graduate student/open to all students	
Teaching Language		
Language Proficiency Requirements	e.g. TOEFL iBT 61 or TOEIC 750	
Student's Total Workload (Hours)	Including teaching hours and independent study hours	
Number of credits to Transfer		
Teaching Hours		
Independent Study Hours		
Program Fees	Including tuition, housing, local transportation, activity fees. Please write as detailed as possible	
Housing Type	Dormitory, Homestay, Off Campus Accommodation, Others	
Housing URL		
Housing Fee (If it is not included in the above Program Fee)	On Campus	Off Campus
Cost of living	Estimated cost of living per month excluding Housing Fee	

	Medical / Health Insurance	e.g. Required (by student), Required (free in situation) under UAP academic year, compulsory insurance
	Visa Process	
	Other Fees	
	If any service or assistance provided by university, please specify.	
Program Schedule	Length	(days or weeks)
	From	dd/month/yyyy *Please write the month in alphabet in order to prevent misunderstanding.
	To	dd/month/yyyy *Please write the month in alphabet in order to prevent misunderstanding
Application Period	From	dd/month/yyyy *Please write the month in alphabet in order to prevent misunderstanding
	Until (Deadline)	dd/month/yyyy *Please write the month in alphabet in order to prevent misunderstanding
Others	If there are any other facts to inform, please specify.	e.g. Maximum number of participants for the Program are persons Minimum number of participants for the Program are persons
Scholarship information	If there are any scholarships available, please specify.	e.g. USD650 will be provided to international students from AA University Scholarship information will be announced in April on AA University's website (http://AAAA)

Application Submission Dead Line and Notification of acceptance

Please choose the date from below by which the application forms should be received by your institution from UMAP IS. ·Schedule 1: until 15th May, 2017 ·Schedule 2: until 22nd June, 2017	*Choose Schedule 1 or Schedule 2. Other date is not accepted If you have any question, please contact UMAP IS
Prospective date of acceptance	dd/month/yyyy Notification from your university to applicants as well as UMAP IS based on the arrival of application data, either Schedule 1 or Schedule 2. *Please write the month in alphabet in order to prevent misunderstanding