

UK VIETNAM HIGHER EDUCATION PARTNERSHIP

Guidelines for applicants

1. Background

The British Council in Vietnam commits to working to support Vietnam in their efforts to internationalise education, science and innovation, and promote UK engagement in the higher education sector in Vietnam.

In 2018-19, the British Council Vietnam will work closely with the Ministry of Education and Training (MOET) Vietnam to set up the UK – Vietnam Higher Education network including HEIs and relevant bodies from the UK and Vietnam which will work in partnership to deliver HEP projects and share good practices in internationalising HE through the creation of the UK Vietnam Higher Education Partnership (UK-VN HEP).

The British Council and MOET will bring together UK and Vietnam HEIs in national and international conferences/ forums to discuss global issues and disseminate outcomes achieved through UK-VN HEP in order to deliver higher impacts for the network and HEP programmes and to support the development and implementation of Vietnam's master plan for higher education (HE) development from 2021-2030 and vision 2035 through:

- Building the capacity of Vietnam Higher Education Institutions (HEIs) in management and governance, to better lead Vietnam's HEIs to engage internationally
- promoting and carrying out successful internationalisation partnerships through **research and mobility**
- supporting Vietnam and UK HEIs to forge **Transnational Education (TNE)** partnerships that promote UK qualifications, stimulating academic and student mobility, and enhancing quality assurance in TNE programmes

- supporting UK and Vietnam to better understand issues around **university-industry (U-I) collaboration** in each country, identifying opportunities for U-I collaboration within the region and with the UK
- providing inputs to Vietnam's government for enabling policies and creating an institutional environment supportive of internationalisation, TNE and U-I collaboration.

2. Overview of the partnership opportunity

British Council Vietnam opens calls to both UK and Vietnam HEIs and relevant bodies to develop UK Vietnam Higher Education Partnership to support the setting up of the UK Vietnam Higher Education Network.

In 2018 and 2019, the British Council in Vietnam allocates seed funding grants ranging from £30,000 to £60,000 each to support collaborative partnerships between UK and Vietnam HEIs to:

- build capacity of Vietnam HE leaders including rectors, vice rectors, deans, through which to enhance quality of teaching, strengthening institutional management capacity and providing opportunity for UK sector to engage with Vietnam's HEIs
- develop a sustainable network of HE partnership between universities and industries in Vietnam, countries in the region and the UK to address relevant national and global issues on employability and innovation, engagement with communities and regional mobility
- develop TNE partnerships on quality programmes aiming at strategic regional synergy on QA, credit transfer and mobility
- boosting international capacity and quality delivery of Vietnamese universities through partnering with UK universities to promote policy dialogues, academic exchange, student mobility and qualifications recognition and accreditation.

3. Benefits to participating UK and Vietnam HEIs

For the UK, the UK-VN HEP initiative will:

- provide UK greater access to the HE market in Vietnam
- position the UK as preferred education and research partner and strengthen its reputation as world leader in HE
- boost research, innovation and academic opportunities for the UK university sector
- grow UK international education exports
- ensure the UK is building competitive and sustainable long-term partnership with Vietnam.

For Vietnam, the UK-VN HEP initiative will:

- nurture innovative approaches to HE internationalisation including in the area of curriculum development, quality assurance and employer engagement and across a range of thematic areas and sectors
- enhance the culture, profile and reputation of participating organisations
- build relationships with other organisations including employers
- offer unrivalled staff and student development opportunities including staff exchange in the UK and student mobility
- enable the organisations to identify new business opportunities
- inform the development of national HE strategies in ways that impact positively on the employability of millions of young people.

4. Scope of the programme

The UK Vietnam HEP initiative will focus on four prioritised strands:

- Leadership and Governance
- Research and Mobility
- TNE partnership and Quality Assurance
- University Industry links

Please refer to the appendices for further details about individual projects

All collaborations funded by this programme will be expected to establish new collaborations and links or significantly develop existing links, which stimulate long-term connections between Vietnam and UK educational organisations. We encourage applicants to use this opportunity to also engage with commercial sector for the application.

Duration of the project is estimated to be 16 months, and expected to end by December 2019.

5. Eligibility

Proposals must fulfil the following criteria in order to be eligible for funding under this programme:

- Higher education institutions and research institutes in Vietnam and the UK are eligible to apply for this fund with lead applicants being the UK institutions.
- The involvement of government and/or businesses/industries from either country in the proposed project, and consortium application involving more than two partners will be an added value for the proposal.

6. Funding mechanism

Applicants may bid for two-year project within a range of GBP15,000 - GBP 30,000 from the British Council grant in 2018, and an equivalent amount in 2019.

Applicants are required to contribute cash matching funding towards the partnership. Cash matching funds should be on ratio 1:1 with the grant from the British Council.

The matching fund is transferred to the British Council in Vietnam who then distributes the total funding in instalments to participating HEIs in accordance with the partnership agreement. Release of funding in 2019 will be subject to satisfactory performance against the work plan.

The full amount of the funding is to be used solely for project implementation.

6.1. Eligibility cost

Eligible costs are costs incurred for undertaking the following activities during the project timeframe:

- Economy class flight travel for UK and overseas partner organisation's staff to/from the country where each organisation is based
- Local travel in the UK and overseas (public transport to and from the airport and for meetings/visits is encouraged where possible)
- Reasonable accommodation and subsistence costs for staff for visits to their partner organisation in the UK or overseas, following the British Council travel rate
- Reasonable hospitality costs (not self-entertaining costs)
- Reasonable production costs (e.g. for the development of materials but not including the staff time relating to such development of materials)
- Translation/interpretation costs (where procured externally)
- Visa costs for project staff to/from the country where each organisation is based
- Cost to participate in trade fairs, exhibitions or conferences that is directly related to the project
- Related costs to organise workshops or conferences as outlined in the project plan, but not the fee to pay participants to attend the workshops and conferences
- Costs relating to resources of a specific nature to the project. This is by negotiation with the British Council and is not likely to include purchase of equipment. Software may be eligible but only when approved in

advance by the British Council and will depend on a rational and clear written justification

- All of the above activities must be directly related to the development and delivery of the agreed project. Partners will be asked to complete expenditure information and provide evidence with receipts to British Council for monitoring and auditing purposes.

6.2. Ineligible costs

The following items of expenditure will **not** be covered by the grant award:

- Participating organisations' staff costs. The funds are not intended to contribute towards the direct costs of staff time associated with the project
- Promotional activities which are solely concerned with the recruitment of overseas students
- Participating organisations' administration or overhead costs
- Costs relating to activities which have already taken place at the outset of the project
- Costs relating to capital spend (e.g. hardware, software – see note above re possible software expenditure)
- Exchange rate costs/loss and other banking related costs
- Consultancy fees
- No profit or fees to be charged during the period of this grant funding.

7. Project duration

The projects under this initiative are expected to last until end of December 2019. Applicants are expected to plan the deliverables for over two years.

8. Submission process

8.1. Expression of Interest

Interested applicants need to submit their Expression of Interest (EOI) either online or by email **by 29 June 2018**.

The British Council will review the EOIs and undertake to form consortiums of HEIs with similar interest. The consortiums will then be informed and invited to submit a partnership proposal.

8.2. Partnership proposal

Call for partnership proposals is expected to open on 9 July 2018, and to close by **3 August 2018**.

The proposals will be reviewed by a panel including the British Council and MOET, following set criteria in section 9.

9. Selection process

Each proposal will be considered by a review panel whose role will be to score projects against the assessment criteria, using an agreed scoring scheme.

The main criteria for evaluation of the applications will be:

- The confirmation of participation by senior staff of both UK and Vietnam HEIs in the project
- The extent to which the proposal meets the objectives of the call as outlined in section 1 and 2 of this document
- The promise of an innovative and impactful project with clear indication of values brought to participating institutions and beyond (e.g. new ideas and approaches, high impact to a wide group of targeted audiences of both UK and Vietnamese institutions, etc.) and including a clear and thorough application of M&E tools
- The theory of change that the project will bring to support Vietnam HEIs development
- The potential of sustainability of the partnership beyond the funding period (e.g. commitment of the project team and project target audience)

after the project time, the possibility of extending the project using the available resources of the participating institutions, etc.)

- The commitment of cash matching funding meeting the ratio 1:1 with the grant from the British Council, and a clear grant management arrangement
- The involvement of professional bodies, businesses and industries from either country and in the East Asia region is an added value.

Successful applications will be informed within two weeks after the call deadline.

10. Monitoring and Evaluation

The British Council monitors and evaluates partnership projects to assure quality performance, help support partnerships to maximise the benefits and impact of the project, and help deal with any challenges. Monitoring and evaluation includes:

- A benchmarking study and analysis will take place in the first six months of the partnership. The initial study will be followed up with a final benchmarking study and analysis at the end of the partnership project. This process will allow the partners and the British Council to monitor and evidence change and impact, as a result of the project
- An online interim report is required by end of January 2019. The British Council will review the report and communicate with partners if required.
- A final report is required at the end of the partnership project. The report will include the benchmarking analysis and results. The British Council will provide detailed feedback to the partnership upon completion of all of the monitoring assessment activities

11. Diversity

The British Council is committed to equal opportunities and diversity in all our activities. This includes avoidance of bias due to gender, disability, racial or

ethnic origin, sexual orientation, or religious belief. Applicants are therefore encouraged to include participation by participants from under-represented groups in the teams implementing their proposed research. Applicants may apply for funding to cover extra costs for such participation, for example, for people with disabilities who may otherwise not be able to participate, or for childcare. Please describe any action you are taking to encourage diversity on your application form, and make costs necessary to cover this inclusion clear within your application.

12. Data protection

How we use your information

The British Council will use the information that you are providing for the purposes of processing your application, making any awards, monitoring and review of any award.

We shall share any necessary data on your application with the Ministry of Education and Training in Vietnam in order to assist with management of the application process; any decisions on grants will be made in collaboration with them.

Organisation details, where collected, are used for monitoring and evaluation and statistical purposes. Gender information, where collected, is used solely in preparing statistical reports.

The British Council collects country of origin for reporting and statistical purposes and to contact you within your own country.

British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator. For detailed information, please refer to the privacy section of our website, www.britishcouncil.org/privacy or contact your local



British Council office. We will keep your information for a period of 7 years from the time of collection.

13. Contact details

All questions or queries about the UK-VN HEP initiative should be addressed to

Phi Phan, Programme Manager (Higher Education)

phi.phan@britishcouncil.org.vn

Chi Nguyen, Programme Manager (Higher Education)

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Appendix 1: Leadership and Governance

Leadership and Governance	
Project Description	<p>The project will address university governance and autonomy. UK experience and expertise will be transferred to build capacity of Vietnam HE leaders including rectors, vice rectors, deans, through which to enhance quality of teaching, strengthening institutional management capacity and providing opportunity for UK sector to engage.</p> <p>A UK HEI will work with a Vietnamese partner to develop a training course and host the training in both Vietnam and the UK. Participants in the training course will be prioritised for senior management staff from the Vietnam hosting HEI, and open for senior management staff from the UK Vietnam HE network upon availability.</p>
Project Objectives	<ol style="list-style-type: none"> 1. To enhance leadership capacity for HE leaders who are Vice Dean, Dean and above from Vietnamese HE institutions 2. To prepare them for the increasingly challenging roles in the universities and to ensure that they have the skills to lead, and be the sector's effective senior leaders 3. To create a platform for collaboration by engaging senior management levels from both the UK and Vietnam
Expected Outputs	<ol style="list-style-type: none"> 1. Professional development courses for senior leadership teams in HEIs and HE government bodies 2. Joint framework developed for supporting universities to implement national reforms and internationalising higher education through international collaboration 3. Documented case studies of international support from UK on leadership and HE change programmes in a range of universities in emerging and developing country contexts. These case studies are expected to be presented at national and regional seminars/workshops.
Expectation from UK training provider	<ul style="list-style-type: none"> • Develop the course content which includes training delivery in Vietnam and study visit in the UK • Coordinate for and host the working agenda for the study visit

	<p>in the UK</p> <ul style="list-style-type: none"> • Coordinate for and host a networking event with UK HEIs and relevant stakeholders • Provide the report at the end of the training course • Provide support for the development of case studies when required <p>It is essential to note that potential participants are experienced leaders in HE, and that they have been through basic theories and frameworks in HE Leadership management. Therefore, the emphasis on analysing national and international case studies should be prioritised.</p>
Expectation from Vietnam participating leaders	<ul style="list-style-type: none"> • Participants are HE leaders who are Vice Dean, Dean and above • Participants are expected to attend both training modules in full, or at least one module in Vietnam
Timeframe	2018 – 2019
British Council grant	<p>GBP20,000</p> <p>British Council will consider providing additional financial support to the UK training provider for course development and hosting study visit.</p>
Cash contribution from applicants	GBP20,000
British Council contact	<p>Phi Phan, Programme Manager (Higher Education)</p> <p>Phi.phan@britishcouncil.org.vn</p> <p>84 28 3823 2862 (ext. 2500)</p>

Appendix 2: Research and Mobility

Research and Mobility	
Project Description	<p>This strand looks at establishment of innovative partnership in research and innovation to promote institutional research capacity and mobility between UK and Vietnam HEIs.</p> <p>UK and Vietnam HEIs can jointly develop proposal to address shared research and innovation challenges through new or existing partnerships. The collaboration should be linked to country priorities and development needs, promoting two way exchange and involvement of relevant industry partners including SMEs.</p>
Project Objectives	<ol style="list-style-type: none"> 1. Increase number of partnerships between the UK and Vietnam in higher education, research and innovation 2. Initiate innovative joint activities between UK and Vietnam to share UK excellence in research and innovation with Vietnamese counterparts to support the improvement of Vietnam HEIs capacity in research and innovation to meet the internationalisation of higher education agenda in Vietnam 3. Increase research mobility between Vietnam and the UK
Expected Outputs	<ol style="list-style-type: none"> 1. Creation of innovative partnerships on research and innovation 2. Good case study on sustainable and innovative partnership to be shared among UK – Vietnam Higher Education Network
Timeframe	2018-2019
British Council grant	GBP30,000
Expected contribution from partners	GBP30,000
British Council contact	<p>Phi Phan, Programme Manager (Higher Education)</p> <p>Phi.phan@britishcouncil.org.vn</p> <p>84 28 3823 2862 (ext. 2500)</p>

Appendix 3: TNE and Quality Assurance

TNE and Quality Assurance

Project Description	<p>This strand will look at developing TNE partnerships on quality programmes aiming at regional mobility and mutual recognition through common ground on quality assurance, credit transfer mobility and undergraduate and postgraduate qualifications for careers in the future.</p> <p>HEIs should form consortiums which preferably include an HEI in the UK working in partnership with two to three HEIs in Vietnam. The involvement of UK Quality Assurance Agency (QAA) and professional body in the consortium is preferred.</p> <p>Participating HEIs are also encouraged to look at TNE development for degree qualifications which prepare for careers in the future in such industries as medical, health care, sustainable architecture and construction and IT, computers, robotics (software development, artificial intelligence, cloud computing, computer network and security, intelligent systems and robotics), digital and interactive media (digital marketing, multimedia and digital arts, social media management, branding).</p>
Project Objectives	<ol style="list-style-type: none"> 1. Support the development of TNE qualifications and quality assurance mechanism for quality enhancement by adopting UK standards and practices 2. Exchange experience and expertise to support the increased capacity of academic staff to enhance quality, internationalisation, innovation and competitiveness 3. Improve graduate's quality that helps improve employability and mobility for both Vietnam and UK 4. Open opportunities for UK HEIs to get access to Vietnam and East Asia markets. 5. Enable high level dialogue locally and with participating countries, on TNE development issues: quality assurance, accreditation, mutual recognition and mobility.
Expected Outputs	<ol style="list-style-type: none"> 1. TNE programmes developed during the project lifetime

	2. 2. Policy dialogues to discuss ways to advocate stronger TNE development at local and regional level
Timeframe	2018-2019
British Council 2018 grant	GBP 30,000
Cash contribution from applicants	GBP 30,000
British Council contact	Chi Nguyen, Programme Manager (Higher Education) Chi.nguyen@britishcouncil.org.vn 84 24 3728 1937

Appendix 4: University Industry links

University Industry links	
Project Description	The partnership will support the development of a sustainable network of HE partnerships between universities and industries in VN and the UK to address relevant national and global issues on employability and innovation, engagement with the community and regional mobility.
Project Objectives	<ol style="list-style-type: none"> 1. Design and broker university – university and consortium partnership between the UK and Vietnam/ East Asia universities in specific subject areas focusing on three key outcomes: <ul style="list-style-type: none"> • Professional development and stronger engagement between academics leading to long-term sustainable links. • Collaboration in research and development (R&D) and global challenge initiatives, involving local industry and government support. • Collaboration in apprenticeship degrees leading to better student mobility and exchanges and workplace experience and skills development for students. 2. Form a policy dialogue platform in the region to share UK experience and expertise to support academic-industry-government collaboration in higher education agenda and to promote bespoke to sector both in country and in the region.
Expected Outputs	<ol style="list-style-type: none"> 1. Development of a partnership model on University-University-Industry (U-U-I) and University-Industry-Government (U-I-G) for sustainable development and graduate employability 2. Creation of mobility /placement programme for students either in UK, Vietnam or in East Asia countries. 3. Production of case studies for dissemination to HE systems in both countries.
Timeframe	2018-2019
British Council grant	GBP30,000
Cash contribution	GBP 30,000



from applicants	
British Council contact	Chi Nguyen, Programme Manager (Higher Education) Chi.nguyen@britishcouncil.org.vn 84 24 3728 1937