

## Guidelines for AUA Staff Exchange Program 2020-2021

In order to enhance communications between staff of the AUA members, AUA established the “AUA Staff Exchange Program” in April 2018. The program provides financial support to staff of an AUA member university or the Secretariat to carry out a one-week visit to another overseas AUA member or the Secretariat.

### 1. General Information

- a) All AUA members and the AUA Secretariat are encouraged to invite and send out Exchange Staff.
- b) The host shall be an AUA member university or the AUA Secretariat. Please see Appendix I for a list of all host offices for AUA Staff Exchange Program 2020-2021.
- c) This program provides financial support to a maximum of 15 Exchange Staff. The quota will be shared by all members and the Secretariat.
- d) Each Exchange Staff shall visit the host office/department for a minimum of 5 working days.
- e) Each Exchange Staff will be awarded a total of 1,000 USD grant in the form of stipend or reimbursement of visit expenses.
- f) Each Exchange Staff will receive a certificate after the visit.

### 2. Benefits to Member Universities

This program aims to enhance communications between staff of the AUA members. Through this program, AUA members could:

- a) have a better understanding of the programs, operations and management of other member universities;
- b) have a better understanding of the AUA Programs and the operation of the AUA Secretariat;
- c) better implement joint programs or projects with other member universities;
- d) develop more opportunities of cooperation within AUA.

### 3. Eligibility of Applicants

This program is open to applicants who meet the following requirements.

- a) Applicants must be employed as full-time administrative staff of an AUA member (See Appendix II: List of AUA members) or the Secretariat. Staff who were selected to this program in the year of 2018-2019 or 2019-2020 are not eligible for this year’s application.

- b) Applicants shall visit the host office/department for a minimum of 5 working days (excluding arrival and departure days).
- c) Applicants for the year 2020-2021 should complete their visit to the host office/department between 1 May 2020 and 31 Mar 2021, i.e., the starting date of visit shall be no earlier than 1 May 2020 and the completing date of visit shall be no later than 31 Mar 2021.
- d) Applicants shall have a detailed visit plan which is approved by their employer and the host.

#### 4. Application Materials

To apply for this program, applicants shall prepare the following application materials. All application materials shall be written in English.

- a) Application Form (online).
- b) A current resume of the applicant.
- c) A scanned copy of the applicant's employment certification issued by his/her employer. The certification shall be signed, dated and stamped.
- d) A scanned copy of an invitation letter issued by the head of the host office/department (dates and purposes of the visit shall be indicated in the letter). The letter shall be signed, dated and stamped.

#### 5. Complete your online application by following these steps:

**Note:** Do not click submit until the application form is fully completed and all the attachments have been uploaded successfully.

- a) Access the online application system here: <http://www.asianuniversities.org/login>.
- b) Create a new account under the category "AUA Staff Exchange Program".
- c) Click on "New Application" to start your application.
- d) Complete your application form online.
- e) Click "Generate word file" and save the application form to your computer.
- f) Sign the application form and get the "Statement of Support" filled in by the head of your office.
- g) Upload other required application materials.

For any inquiries, please email [aua@tsinghua.edu.cn](mailto:aua@tsinghua.edu.cn).

#### 6. Operating Instructions

- a) Application deadline for the year of 2020-2021 is **15 Mar 2020**.
- b) Applicants shall fill in the application form online and submit all the above-listed materials by the deadline. Missing or unqualified application materials may result in failure of application without notification.

An acknowledgement receipt will be sent to the applicant via email once the application materials are received by the Secretariat.

- d) If there are more than 15 applications, the AUA Secretariat will contact related member universities and develop a quota allocation scheme that best meets the demands of each member.
- e) Application results will be released in April 2020.
- f) The Secretariat will confirm details of the exchange with successful applicants, their employer and host (if needed). The Secretariat shall remit the 1,000 USD grant to the host or the employer of the applicant. The party that receives the grant from the AUA Secretariat shall ensure that the grant is used on the exchange.
- g) Successful applicants shall carry out the visit as stated in the Application Form. The Exchange Staff shall complete the AUA Staff Exchange Summary & Review through the online application system (<http://www.asianuniversities.org/login>) within 30 days of the end of the visit.
- h) Exchange Staff will receive a certificate after submitting the AUA Staff Exchange Summary & Review.
- i) The grant shall be returned to the AUA Secretariat if the exchange is cancelled or lasts less than 5 working days.
- j) For the exchanges that are scheduled to start after 31 March 2021, applicants may apply for the next round of the program. The AUA Secretariat will send a notification for the next round in late 2020 or early 2021.

Appendix I. Host Offices for year 2020-2021

	Unive rsity	Liaison& Contact Information	Office Name	Brief Description of the Office Function
1	THU	Ms. Shen Xu 13552598118 xushen@tsinghua. edu.cn	Office of Lifelong Education Administration	In charge of MOOC development, blended learning, online education international cooperation, continuing education and so on.
2	THU	Ms. Guo Lili lilyguo@tsinghua.e du.cn	Global Communication Office	The Global Communication Office (GCO) was formed in June 2005 to coordinate strategic communications that integrates Tsinghua University's visions and goals while shaping its international visibility across multiple platforms, digital and traditional, to promote a greater understanding of the institution. The GCO leads the communication, content creation, and distribution of English materials in a consistent style befitting of Tsinghua's identity.
3	UM	Ms. Judy Choong Chai Kun / International Relations Office judychoong@um. edu.my / international@um. edu.my	(Open)	Applicants are requested to browse the Universiti Malaya website ( <a href="https://um.edu.my/">https://um.edu.my/</a> ) and identify the office / department / faculty which they would like to be attached with, before contacting the International Relations Office for further information or assistance.
4	IITB	Ms. Tanvi Mehta, Executive Officer tanvi.mehta@iitb.a c.in	Office of Dean International Relations	The role of the Office of Dean International Relations is to oversee and coordinate all international activities of IIT Bombay, including promotion of relationships between foreign universities and institutions and IIT Bombay (IITB), and to help define the scope of such relationships through appropriate Memoranda of Understanding (MoUs), promote exchange programmes for students through Student Exchange Agreements with

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				partner institutions, interface with other internal entities to facilitate the visits of delegations and students coming to IITB.	
5	NUS	Ms Kim-Chew Ah Too, Principal Librarian, NUS Central Library clbkima@nus.edu.sg	NUS Libraries	The NUS Libraries comprises eight libraries, six of which are located at Kent Ridge. The EAI and C J Koh Law Libraries are located at Bukit Timah. Together, they support teaching and research for various schools, faculties and their graduate divisions as well as administrative units and research institutes. Please refer to <a href="https://libportal.nus.edu.sg/frontend/web/about-nus-libraries/our-libraries">https://libportal.nus.edu.sg/frontend/web/about-nus-libraries/our-libraries</a> for details.	NUS Libraries prefer to state the preferred hosting dates due to manpower constraint.
6	NUS	Ms Nadia Tay Jiaqi nadiatay@nus.edu.sg	NUS Office of Campus Amenities (OCA)	The Office of Campus Amenities (OCA) oversees the Retail and Dining services and Transport, Logistics and Car Park in NUS. Please refer to <a href="https://uci.nus.edu.sg/oca/about-us/about-oca/">https://uci.nus.edu.sg/oca/about-us/about-oca/</a> for details.	OCA hopes to send 1 outbound staff to the relevant department/unit at AUA member universities if applicable.
7	NUS	Ms Nadia Tay Jiaqi nadiatay@nus.edu.sg	NUS Office of Facilities Management (OFM)	The Office of Facilities Management (OFM) often works behind the scenes to provide a well-maintained, smoothly running campus for the community to enjoy. In a campus with a large residential community that never seems to sleep, 24/7 maintenance support is available to deal with any situation. Please refer to <a href="https://uci.nus.edu.sg/ofm/about-ofm/introduction/">https://uci.nus.edu.sg/ofm/about-ofm/introduction/</a> for details.	OFM hopes to send 1 outbound staff to the relevant department/unit at AUA member

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					universities if applicable.
8	NUS	Ms Nadia Tay Jiaqi nadiatay@nus.edu.sg	NUS Office of Estate Development (OED)	The goals of OED include to manage the design and development of new buildings, existing facilities and major infrastructure works to support the campus' diverse functions and activities and ensuring that campus developments are designed and retrofitted with safety and sustainability in mind, complying with regulatory requirements. Please refer to <a href="https://uci.nus.edu.sg/oed/about-us/our-mission-and-vision/">https://uci.nus.edu.sg/oed/about-us/our-mission-and-vision/</a> for details.	OED hopes to send 1 outbound staff to the relevant department/un its at AUA member universities if applicable.
9	NUS	Ms Nadia Tay Jiaqi nadiatay@nus.edu.sg	NUS Office of Safety, Health & Environment (OSH)	The safety and health division is responsible for facilitating the building of a positive safety, health and environmental culture and learning experience for all NUS staff and students through the adoption of SHE best practices and systems. This is achieved through the implementation of a safety and health management system across NUS Departments and Faculties. For details, please refer to <a href="https://uci.nus.edu.sg/osh/safety-health-mgt/">https://uci.nus.edu.sg/osh/safety-health-mgt/</a>	Preference for inbound staff's posting to cover Oct 2020 as OSHE will be having an open house then.
10	NUS	Ms Nadia Tay Jiaqi nadiatay@nus.edu.sg	NUS Office of Campus Security (OCS)	The goals of OCS are to protect the people in the University, protect the University's properties, prevent crimes, and respond promptly to security incidents. OCS accomplishes these by adopting the security principles of deterrence, detection, denial, delaying and responding. The concept of crime prevention through environmental design is studiously adopted throughout the campuses to	OCS can host 1-3 persons who engage in security work

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				reduce the opportunity for crime and security incidences so as to create a safer and more secure environment for the community to study, work, live and play. Please refer to <a href="https://uci.nus.edu.sg/ocs/about-us-2/about-ocs/">https://uci.nus.edu.sg/ocs/about-us-2/about-ocs/</a> for details.	
1 1	NUS	Ms Nadia Tay Jiaqi <a href="mailto:nadiatay@nus.edu.sg">nadiatay@nus.edu.sg</a>	NUS Office of Housing Services (OHS)	<p>The Office of Housing Services (OHS) was set up on 17 August 2007 to have overview of planning, strategizing and management of faculty, student as well as guests and conference estates in support of the NUS mission.</p> <p>The department's diversified estate portfolio primarily includes student and faculty accommodations, offices, food outlets, serviced residences and guest apartments. Details at <a href="https://uci.nus.edu.sg/ohs/about-us/overview/">https://uci.nus.edu.sg/ohs/about-us/overview/</a></p>	OHS hopes to send 1 outbound staff to the relevant department/un its at AUA member universities if applicable.
1 2	NUS	Ms Nadia Tay Jiaqi <a href="mailto:nadiatay@nus.edu.sg">nadiatay@nus.edu.sg</a>	NUS Conferences & Events Management Unit (CEU)	<p>The Conferences and Events Management Unit (CEU) is a one-stop "shop" for organizers seeking to conduct events in NUS. Whether you are holding your annual department retreat, planning a large event or need accommodation for your guests, we make it easy for you to host your event here at Kent Ridge campus. Details at <a href="https://uci.nus.edu.sg/ceu/services/about-us/">https://uci.nus.edu.sg/ceu/services/about-us/</a></p>	CEU hopes to send 1 outbound staff to the relevant department/un its at AUA member universities if applicable.
1 3	NUS	Ms Nadia Tay Jiaqi <a href="mailto:nadiatay@nus.edu.sg">nadiatay@nus.edu.sg</a>	NUS Sports & UTown Management Unit (SUU)	<p>The Sports &amp; UTown Management Unit (SUU) aims to enrich the student campus experience outside the classroom.</p>	SUU hopes to send 1 outbound staff to the relevant

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				<p>Participation in sports and cultural activities promotes social interaction skills and creates memorable experiences which may turn into lifelong friendships.</p> <p>To facilitate the above, SUU works with different stakeholders to coordinate programmes and activities within UTown and the sports facilities. Details at <a href="https://uci.nus.edu.sg/suu/about-us/about-sports-and-utown-management-unit-suu/">https://uci.nus.edu.sg/suu/about-us/about-sports-and-utown-management-unit-suu/</a></p>
				department/un its at AUA member universities if applicable.
1 4	HKUS T	Amy Siu T: 852- 2358 5965 Email: amysiu@ust.hk	Office of the Vice-President for Institutional Advancement	<p>to foster global partnerships and collaborations;</p> <p>to formulate strategies to develop and sustain relationships with major stakeholders worldwide;</p> <p>to organize programs and projects to support international mobility.</p>
1 5	HKUS T	Donny Siu T: 852-2358 6659 Email: donny.siu@ust.hk	Entrepreneurship Center	<p>to support innovation and entrepreneurship on campus through activities, programs and competitions;</p> <p>to provide systematic cultivation of future entrepreneurs, create a self-sustaining entrepreneurial eco-system, and stimulate technological innovation and knowledge transfer.</p>
1 6	NU	Arman Zhumazhanov azhumazhanov@n u.edu.kz; phone: +7-7172-706149	Office of the Provost	<p>Development and implementation of academic and research policies, monitoring the development of academic programs, provision of funding support of research proposals, development and organization of independent international and local expertise system (research and faculty activities), etc</p>



	Unive rsity	Liaison& Contact Information	Office Name	Brief Description of the Office Function
1 7	NU	Arman Zhumazhanov azhumazhanov@n u.edu.kz; phone: +7-7172-706150	Department of International Cooperation	Internationalization of the University, promotion of strategic partnership and international cooperation, creating opportunities for and supporting academic mobility, and support of international faculty and students.
1 8	NU	Arman Zhumazhanov azhumazhanov@n u.edu.kz; phone: +7-7172-706151	Office of the Registrar	Provision and control of academic process, facilitation and update of e-database of students and their files, provision of courses' schedules and registration, organization of graduation ceremony, etc.
1 9	NU	Arman Zhumazhanov azhumazhanov@n u.edu.kz; phone: +7-7172-706152	Department of Student Affairs	Extra-curricular activities, housing of students, coordinating students clubs and Student Government, and other students affairs activities.
2 0	NU	Arman Zhumazhanov azhumazhanov@n u.edu.kz; phone: +7-7172-706153	Career and Advising Center	Development of students' career skills, monitoring of graduates, engagements with employers and industry (internships, interviews, workshops), etc.
2 1	NU	Arman Zhumazhanov azhumazhanov@n u.edu.kz; phone: +7-7172-706154	Health and Safety Department	Development and coordination of the University's health and safety.

	<b>Unive rsity</b>	<b>Liaison&amp; Contact Information</b>	<b>Office Name</b>	<b>Brief Description of the Office Function</b>
2 2	NU	Arman Zhumazhanov azhumazhanov@n u.edu.kz; phone: +7-7172-706155	Marketing Department	Development and implementation of marketing strategy, promotion of brand awareness, organization of e-marketing campaigns, facilitation of student recruitment, social networks, website, etc.
2 3	NU	Arman Zhumazhanov azhumazhanov@n u.edu.kz; phone: +7-7172-706156	Innovation Ecosystem Development Department & NU Research and Innovation Systems	Development and implementation of innovation policies, engagement and interaction with faculty, students, and industry representatives, coordination of Technopark and Science Park, Commercialization Office, etc.
2 4	NU	Arman Zhumazhanov azhumazhanov@n u.edu.kz; phone: +7-7172-706157	Transformation Office	Coordinates and facilitates the transformation process and change management at the University (academic and research, medical, and business clusters).
2 5	NU	Arman Zhumazhanov azhumazhanov@n u.edu.kz; phone: +7-7172-706158	Center of Sport and Physical Education	Coordination of the University-wide sports activities.
2 6	NU	Arman Zhumazhanov azhumazhanov@n u.edu.kz; phone: +7-7172-706159	Library	Provision of books and e-database sources.

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2 7	KSU	Rashid Hafeez Malik email. rashid.hafeez.malik@gmail.com cell. +966 50 296 7300	International Cooperation and Scientific Twinning Department	International Cooperation and Scientific Twinning Department (ICSTD) at KSU is involved in developing a coherent strategy to promote KSU's international relations, global profile and international competitiveness. The program is responsible for building scientific and technological cooperation with universities and scientific research institutions around the world.
2 8	UOC	Dean, Faculty of Management and Finance pradeep@mkt.cmb.ac.lk	Faculty of Management and Finance, University of Colombo, Sri Lanka	The office functions include <ul style="list-style-type: none"> <li>• Processes related to student's registration, course registration, and managing student information systems</li> <li>• Student related activities – welfare, student progress reports</li> <li>• Documentation – preparation of Senate, Faculty Board and Higher Degree minutes.</li> <li>• File and office management</li> <li>• Inventory management</li> <li>• Procurement and logistics management</li> </ul>
2 9	UOC	Senior Assistant Registrar/Academi c & Publications sarap@ap.cmb.ac.lk	College House	Some functions related to the Central Administration <ul style="list-style-type: none"> <li>- Student &amp; staff affairs</li> <li>- Research &amp; Development</li> <li>- Preparation of Senate meetings</li> <li>- Quality Assurance</li> <li>- Internationalization</li> <li>- Postgraduate Registration</li> <li>- Preparation of Annual Reports, Strategic Plan/Action Plan &amp; etc.;</li> <li>- Statistical data processing</li> </ul>
3 0	UOC	Main Library, PO Box 1698,	Library Network	Responsibilities of the Administrative Staff <ul style="list-style-type: none"> <li>• Procurement of equipment including IT equipment,</li> </ul>

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		University of Colombo Librarian@lib.cmb. ac.lk		<ul style="list-style-type: none"> <li>• Maintenance of building and equipment,</li> <li>• Maintaining Security of the Library,</li> <li>• Non-academic Human Resource management, Annual Board of Survey,</li> <li>• Maintaining Library Development Fund, Supporting Library Conferences,</li> <li>• Seminars and orientations</li> <li>• Staff and Student Registration,</li> <li>• Supporting the preparation of Annual Report,</li> <li>• Budget Proposals,</li> <li>• Space and Energy Audit,</li> </ul>
3 1	UY	Dr Ohmar Myint Lecturer, Department of Zoology, UY international@uy.e du.mm	International Collaboration Office (ICO)	Receive and Reply the emails from abroad (universities and organizations) Doing selection process for scholarship and mobility programs Deliver the information about international collaboration to the respective departments
3 2	CU	Mr. Tatchakrit Matyakhan, Division of Global Academic Affairs int.off@chula.ac.t h tatchakrit.m@chul a.ac.th  +6622183932	Office of International Affairs and Global Network (OIA)	OIA reports directly to the President and is tasked to implement and facilitate the University's various international academic programs, activities, collaborations, engagements, and research/innovations to support its mission to serve as a gateway to regional and global forums. It also operates as a consultation point for Chula's departments, faculties, etc., related to matters of international affairs and international collaborations. In view of Chula's expanding mission and commitment in contributing to sustainable society at global level, OIA is currently going through transformation upon establishment of its three divisions, namely, 1) Global Academic Affairs, 2) Global Research and Innovation Promotion, and 3) Global Networking and Engagement.

	Unive rsity	Liaison& Contact Information	Office Name	Brief Description of the Office Function
3 3	CU	Ms. Kanittha Wongvises, LIC Officer  Kanittha.W@chula .ac.th  +66622180232	Learning Innovation Center (LIC)	Learning Innovation Center (LIC) is a unit under the supervision of the President, with the aim to advance innovation of learning for all. The center was founded in 2010 to push ahead Thailand's Higher Education towards 21st century learning. Under the current director, Dr.Patrachart Komolkiti, LIC has successfully launched CHULA MOOC to promote Lifelong Learning to the public. At present, Learning Innovation Center is implementing the strategy called "LiLLE" or Learning Innovation for LifeLong Education to support the vision of Chulalongkorn University to be the world class national university, generating knowledge and innovation for the creative and Sustainable transformation of Thai society. Three main missions are: 1) Promoting teaching and learning network to cultivate the next generation of learners, 2) Leveraging technology in modern era to support the most effective and productive of learning at Chulalongkorn University, and 3) Enabling Lifelong learner at Chulalongkorn University and providing "University Anywhere Anytime" for all.
3 4	CU	Ms. Chayaphim Arinhamapan, Education Officer chayaphim.a@ch ula.ac.th +6622183919	General Education Center	General Education Center coordinates and manages interdisciplinary courses in promotion for the development of desirable characteristics of Chula graduates through providing general education courses and extracurricular activities, monitoring and evaluation of general education courses.
3 5	CU	Mr. Sukwanchat Rattanapaeng sukwanchat.r@ch ula.ac.th	Office of Student Affairs	Office of Student Affairs creates, coordinates, and facilitate students' activities and volunteer programs. They include the below. 1) Provide dormitory and other facilities to full-time and exchange students. 2) Boost students' academic activities through various programs which include research

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		+66 2218 7052		3) Provide scholarships to talented students in the fields of sports and arts as well as supporting them to develop their skills. 4) Provide counseling services through "Chula Student Wellness" a health promotion center, with professional psychologists and psychiatrists. <a href="https://wellness.chula.ac.th/?q=en/user/client_login">https://wellness.chula.ac.th/?q=en/user/client_login</a>
3 6	CU	Mr. Nopparuj Punrattanasunthor n nopparuj.p@chula .ac.th  +66 2218 7052	Office of Student Affairs (ISEED & CUDSON Division)	The Office of Student Affairs has launched an application under the CUDSON (Chulalongkorn University Desired Students Outcome Next-generation) program. The application was designed to help students discover their maximum potential, develop skills and prepare for their future career. One belief central to CUDSON is that every person has a unique talent. As a result, the program is personally tailored to each student. The Office of Student Affairs initiates public relations, raise awareness and address any issues related to CUDSON program. For more information: <a href="https://www.chula.ac.th/en/news/18304/">https://www.chula.ac.th/en/news/18304/</a>
3 7	CU	Ms. Pimnapa Amaritworachai, Information Service Officer pimnapa.a@car.c hula.ac.th  +662-218-2958 Mobile: +6689- 2202748	Office of Academic Resources	Realizing in changes of learning behaviors in 21st century as well as importance of social outreach, Office of Academic Resources (OAR) as Chulalongkorn University's main library has been delivering information resources and diverse learning ecosystem at national and international level, including reading materials, online databases, information consultancy service, research support service, open-access databases and homegrown digitization, classroom capturing, educational media production, co-working space, group study facilities, meeting rooms, videoconference services, seminars, training, workshops, international conferences, exhibitions, e-sport and board game services. OAR has been operating 7 days a week with a special 24/7 service for students during examination periods to fit students' lifestyle. Plus, focusing on teaching,

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				learning and research support as well as encouraging life-long learning, OAR's services are accessible for both university members and public users.
3 8	PKU	Ms. LU Jiao lujiao@pku.edu.cn	Office of International Relations	<a href="http://www.oir.pku.edu.cn/home.htm">http://www.oir.pku.edu.cn/home.htm</a>
3 9	PKU	Ms. LU Jiao lujiao@pku.edu.cn	Graduate School	<a href="https://grs.pku.edu.cn">https://grs.pku.edu.cn</a>
4 0	UTOK YO	Jung-Hoon SEOL (Mr.) Uni- alliance.adm@gs. mail.u-tokyo.ac.jp	International Strategy Group	<ol style="list-style-type: none"> <li>1. Headquarters in charge of international affairs in UTokyo</li> <li>2. Main contact office dealing with AUA programs in UTokyo</li> </ol>
4 1	UAEU	Ms. Nada Ahmed Seif Elnasr nseifelnasr@uaeu. ac.ae	Financial Affairs Division	
4 2	AUA Secre tariat	Ms. HAN Zhuoluo hanzhuoluo@tsing hua.edu.cn	AUA Secretariat	The Secretariat is responsible for hosting the AUA Summit, implementing Board decisions, facilitating AUA activities, and planning the budget.

Appendix II. List of AUA Members

University Name	Location	Abbreviation
Chulalongkorn University	Bangkok, Thailand	Chula
The Hong Kong University of Science and Technology	Hong Kong, China	HKUST
Indian Institute of Technology Bombay	Mumbai, India	IITB
King Saud University	Riyadh, Saudi Arabia	KSU
National University of Singapore	Singapore	NUS
Nazarbayev University	Nur-sultan, Kazakhstan	NU
Peking University	Beijing, China	PKU
Seoul National University	Seoul, South Korea	SNU
Tsinghua University	Beijing, China	THU
United Arab Emirates University	Al Ain, United Arab Emirates	UAEU
Universitas Indonesia	Jakarta, Indonesia	UI
University of Colombo	Colombo, Sri Lanka	UoC
Universiti Malaya	Kuala Lumpur, Malaysia	UM
The University of Tokyo	Tokyo, Japan	UTokyo
University of Yangon	Yangon, Myanmar	UY