**Application Form for NTU COIL Grants 2023-2024**

**Part (I): ACADEMIC SUBMISSION DECLARATION FORM**

To be completed by College/School. *(To remove all words in blue when you submit your application).*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contact Information** | **Date** | **Signature** |
| Prepared by:  (Faculty Information) | Name  Designation  College/School  Email |  |  |
| Support of Application by School Associate Chair (Acad): | Name  Designation  College/School  Email |  |  |

**Please choose the appropriate course development and delivery mode. Indicate which semester(s) and/or term(s) the proposed course will be offered.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Type of Course Development Proposal** | **Semester**  *Cross () where applicable* | **Special Term**  *Cross () where applicable* | **Remarks, if any** |
| **A** | Introduction of New Course |  |  |  |
| **B** | Change in Existing Course |  |  |  |
|  | **\*Types of Course Delivery** |  |  |  |
| **a)** | Virtual (synchronous and asynchronous) |  |  |  |
| **b)** | Hybrid Learning |  |  |  |
| **c)** | (For course delivery mode a or b) Inclusion of ACI Field-Trip to Existing Course |  |  |  |
|  | **Please indicate the type of overseas collaboration** |  |  |  |
| **i)** | Collaboration with NTU Partner Institution to co-teach the course |  |  |  |
| **ii)** | Collaboration with NTU Partner Institution to co-design the course |  |  |  |
| **iii)** | Include overseas students to participate |  |  |  |
| **iv** | Others (please specify): |  |  |  |

\* For more information on each mode of delivery, see the NTU COIL Grant Guidelines (pg 1, #2.1).

Note: To cross where applicable (not limited to one).

**Part (II): Proposal Information**

**Course/ Programme Model**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Fulfilment of Course Type** | **Proposed Course/ Programme** | **Pre-requisite** | **Proposed Date of Offer** | **Total Proposed No. of Hours\*** | | | **Proposed AU to be awarded** |
| **Lecture/Seminar/ Tutorial** | **Cultural/Social Programme** | **Total** |
| e.g. BDE | GEM Discoverer Prelude – INCiTE Summer School (Suzhou, China) | NIL | AY2022-23 Special Term T | 39 | 10 | 49 | 3 |
| e.g. NA | Field Trip to Indonesia – Volcanic Movement Study. | Study in ASE | AY2022-23 Special Term T |  |  |  | To be offered together with Couse XXXX. |
| e.g. MPE | ACI Course work | Study in ASE | AY2023-4 Semester 2 |  |  |  |  |
| *\*Standard Time Calculation for award of AU. Exclude Cultural/Social component.* | | | | | | | |
| **Justifications:**  Provide reasons for proposing to offer/design the type of course/ field trip(s) you have selected above. | | | | | | | |
| **Expected Number of NTU students and International Students**  Faculty to indicate what is the expected class size, i.e. how many NTU students and overseas students, and whether the class can be scaled up to more students.  **Expected Class Size: \_\_\_\_\_\_\_\_\_\_students**  **Expected number of NTU students: \_\_\_\_\_\_\_\_\_\_\_\_ students**  **Expected number of overseas students: \_\_\_\_\_\_\_\_\_\_ students**  **Can the class be scaled up:**  **Yes**  **No** | | | | | | | |

**Section 1: Course/Field Trip(s) Content**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Year** |  | **Semester** |  |
| **Programme / Course Coordinator** |  | | |
| **Programme/ Course Title** |  | | |
| **Pre-requisites** |  | | |
| **No. of AUs** |  | | |
| **Total Class Hours (breakdown by type)** |  | | |
| **Proposal Date** |  | | |

|  |
| --- |
| **Partner University Information** |
| *Please indicate the University and the name and CV (in appendix) of the faculty that you are collaborating with to deliver this course (if applicable).* |
| **Course(s)/Field trip(s) Aims:** |
| *Describe the aims. What attributes in the area of teaching and learning are you trying to impact to the students and how this course(s) or field trip(s) will achieve it?* |
| **Intended Learning Outcomes (ILO):** |
| *What are the intended learning outcomes (ILO) of the study in terms of student learning?*  *This can be used to relate to the assessment criteria.*  *e.g. By the end of this course, you (as a student) would be able to:*  *ILO1 - Work effectively in a multidisciplinary and multicultural team.*  *ILO2- XXXX*  *IL03- XXXX* |
| **Course(s) Syllabus/Topics covered:** |
| *Indicate the course syllabus/ topics covered here. Do state the no. of hours allocated to each topic.* |
| **Cultural / Social programmes (XX hrs)** |
| *List the information of the cultural and social programmes here.* |
| **Assessments (include both continuous and summative assessment)** |
| **e.g.**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Components | Related Programme Learning Outcome (LO) | Related Programme LO or Graduate Attributes | Weightage | Team/Individual | Assessment Rubrics (Optional for the NTU COIL Application) | | e.g. Final Reflection | IL01 | Cultural Intelligence | 40% | Individual | Cultural Intelligence | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |
| **Formative Feedback** |
| *Indicate the type of feedback that will be provided to students.* |
| **Learning and Teaching approach** |
| *Indicate the primary teaching approach and explain how the activities are relevant and engaging for the learners, and supports their achievement of the desired outcomes. Think about the collaboration opportunities that exist for NTU students and those from the course's partner university or institutions. You may refer to* ***NTU COIL Grant Guidelines: Appendix A*** *for activity ideas.*  **e.g.**   |  |  | | --- | --- | | **Approach** | **How does this approach support students in achieving the learning outcomes?** | | Experiential learning | This course follows an experiential learning approach where students immediately apply what they learn in class by working to create a solution to a global challenge in a multicultural team……. | |  |  | |  |  | |  |  | |
| **Reading and References (Optional)** |
| *\*To indicate required readings (if any at this stage)* |
| **Course Policies and Student Responsibilities (Optional)** |
| *List the course policies and students’ responsibilities while attending this course(s) or field trip(s) briefly.* |
| **Academic Integrity (Optional)** |
| *https://www.ntu.edu.sg/wkwsci/admissions/useful-links/undergraduate/academic-integrity* |
| **Course Instructors** |
| *If you are collaborating with other NTU faculty to offer this course, please indicate all instructors’ information below, if any.*   |  |  |  |  | | --- | --- | --- | --- | | **Instructors** | **Office Location** | **Phone** | **Email** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
| **Proposed Course Development Activities and Associated Timeline** |
| *Provide an indicative summary of proposed course development activities and associated timeline. Faculty partners need to discuss and plan for: academic calendars (including national holidays, etc.), communicating across time zones, language of instruction/proficiency level, extra-curricular activities, access to various technological platforms and/or internet service, credits offered, and so on.*  *A Gantt Chart can be used to demonstrate the timeline for developing and carrying out the activities outlined in your proposed course.* |
| **Budget Allocation:** Provide an overall budget for the course/social activities. Please provide detailed breakdown of the items in Details and Justifications of Proposed Budget overleaf. |
| *Note : Funding can be provided for teaching assistant, facilitation of workshops, reading materials, focus groups (and other related activities), student online projects, international travel. It cannot be used for capital items, leased items (eg. PCs) etc. Please check with your school’s finance office to ensure that the items for course delivery are budgeted.*   |  |  | | --- | --- | | **Vote** | **Total Budget Requested ($)** | | A. EOM |  | | B. OOE – Materials and Consumables |  | | C. OOE – Miscellaneous Cost |  | | D. OST – All overseas travel related expenses |  | | Total budget: |  | |

**Details and Justifications of Proposed Budget**

*Faculty members are reminded to check with your school’s Research Support Office to ensure that items budgeted are permitted and within the appropriate category. Any changes in category requires the submission of a grant variation and is subject to approval by the Director of CTLP and the Associate Provost (Undergraduate Education).*

1. **EOM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff Category** | **Justification** | **Cost per head** | **Quantity and  Cost Estimation** | **Total**  **($)** |
| Teaching Assistant (TA) | Hire 2 TAs (Master/PhD) to assist   * Pre-course preparation (system setup and testing) – 20 hours * Assist production of educational videos - 40 hours * Course support and coordination – 26 hours (13 weeks x 2 hrs per week) | TA: $15/hour | $15 x 2 SA x 86 hours = $2,580 | 2,580 |
| Student assistants (SA) | Another 2 SAs will be hired to assist   * Pre/post course survey data collection and analysis | SA: $10/hour | $10 x 2 SA x 20 hours = $400 | 400 |
|  |  |  |  |  |
| Subtotal | | | |  |

\* Please consult with your school’s research office on the hiring process to ensure proper budgeting. Most faculty members encounter problems when hiring staff due to administrative issues.

\* We strongly discourage hiring full-time staff due to the grant duration and lengthy hiring process involved. If you wish to hire a full-time staff, please provide strong justification.

1. **OOE – Materials & Consumables – GST to be included, where appropriate**

Please provide justification for each category. Any item above $2,000 requires a strong justification. You may use the table below to list the activities associated with the budget request for OOE.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Justification** | **Quantity and  Cost Estimation** | **Total (S$)** |
| [details of the book] | Book for reference to support course development for instructors at NTU and collaborating institution. To be able to keep the book instead of borrowing from the library to support the ongoing revision of course materials. | $80 x 2 instructors | $160 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Subtotal |  |

1. **OOE – Other Miscellaneous Cost**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Justification** | **Quantity and  Cost Estimation** | **Total (S$)** |
| Guest lecturers | Honoraria for up to three (3) guest lecturers – part of the content to be developed for the online resources | $1,000 | 1,000 |
|  |  |  |  |
|  |  | Subtotal |  |

1. **OOE – Overseas Travel**

|  |  |  |
| --- | --- | --- |
| Item | | Total (S$) |
| Country | Justification |
| *India* | *1st Trip:**Recce trip to India: i) Meet with the partner institution's instructor to discuss course development issues, and ii) work out the details of the fieldtrip* *(includes air fare (S$500), accommodation for 5 days (S$600), and transport to partner institution (S$100))* 2nd Trip:  Field trip to India (faculty costs) *(includes air fare (S$500), accommodation for 5 days (S$600), and transport to partner institution (S$100))* | 1,200 1,200 |
|  |  |  |
|  | Subtotal |  |

**The End**