**Application Form for NTU COIL Grants**

**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 |  |  |  |
|  | **\*Modes of Course Delivery** |  |  |  |
| **a)** | Virtual (synchronous and asynchronous) |  |  |  |
| **b)** | Hybrid Learning |  |  |  |
| **c)** | (Optional) Inclusion of ACI Field-Trip to Existing Course |  |  | Indicate i) duration, and ii) schedule of trip (i.e. Recess week) |
|  | **Please indicate the type of overseas collaboration** |  |  |  |
| **i)** | (Compulsory) Include overseas students to participate |  |  |  |
| **ii)** | Collaboration with NTU Partner Institution to co-teach the course |  |  |  |
| **iii)** | Collaboration with NTU Partner Institution to co-design the course |  |  |  |
| **iv** | Others (please specify): |  |  |  |

\* For more information on each mode of course delivery, see the NTU COIL Grant Guidelines (pg 1, #2.3).

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  (During Recess Week) | 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 wanting to offer/design the type of course/field trip(s) you mentioned 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).* |
| **Roles and Responsibilities of Collaborators** |
| *Please provide an outline of the roles and responsibilities of the faculty members involved. If the faculty member from the partner institution is participating in the assessment process, please provide clarification on the collaboration and coordination between the faculties to ensure a fair and consistent assessment.* |
| **Copyright Ownership** |
| *Please address the understanding of copyright ownership of materials created by NTU and the partner faculty.* |
| **Course(s)/Field trip(s) Aims:** |
| *Please describe the primary aims of the course and field trip (if applicable). What specific aspects of teaching and learning do you seek to instil in your students, and how will this course(s) and/or field trip(s) achieve these aims?* |
| **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:** |
| *Please provide the course syllabus in detail. Do state the number of hours allocated to each topic. This information should assist prospective students in understanding the course structure and content, enabling them to make a well-informed choice about whether to enroll.* |
| **Cultural / Social / Field-trip programmes (XX days, XX hrs, Week XX of AYXX/XX Sem XX)** |
| *Please provide the details of the overseas programme(s).*   1. *Outline the main activities or events planned for the programme and explain how it contributes to the overall aims of the course.* 2. *Describe the benefits students can expect and how the programme contributes to broader goals such as promoting cultural understanding, social cohesion, or global perspectives.* 3. *Please assess and provide your perspective on the potential safety risks associated with the overseas trip for students. Consider factors such as the destination's safety situation, local conditions, transportation arrangements, accommodation, and any other relevant aspects.* |
| **Assessments (include both continuous and summative assessment)** |
| *Clearly communicate how the assessment will be conducted, including the specific methods, procedures, and timeline. Mention any technology platforms or tools that will be used for assessment purposes. Provide details about any specific measures to ensure a fair and consistent assessment process.*  **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** |
| *Please indicate the primary teaching approach employed and explain how the activities are relevant, engaging, and supportive of learners in achieving the desired outcomes.*  **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.* * *Clarify the collaboration and coordination processes that will be in place to ensure effective delivery and implementation of the course and/or field trips.* * *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. Grant funding will not be provided to the partner institution faculty member. 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 (SA) | Hire 2 SAs (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) | SA: $15/hour | $15 x 2 SA x 86 hours = $2,580 | 2,580 |
|  |  |  |  |  |
| 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, stationaries, and other consumables] | Premium subscriptions for online learning platforms and resources for activities (e.g., ) and print materials (e.g., course guides) if needed | $20 x 50 students  $20 x 4 instructors | $1080 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Subtotal |  |

1. **OOE – Other Miscellaneous Cost**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Justification** | **Quantity and  Cost Estimation** | **Total (S$)** |
| *Guest Speakers* | *Honoraria for up to three (3) guest speakers - part of the content that will be generated for the online resources.* | *$1,000* | *1,000* |
|  |  |  |  |
|  |  | Subtotal |  |

*\* Please take note of the following points when asking to fund guest speakers/lecturers:*

* *Grant funding will not be provided to the partner institution faculty member.*
* *Provide clear justification on the need to pay for external speaker/lecturer. (For example, does the speaker have competence in areas that both the applicant and the partner faculty do not currently have?)*
* *Clarify on the mode of instruction (i.e. online or in-class).*

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**