**NTU COIL - UG Course Development Grant AY2023 – 2024**

Issued: 20 February 2023 (Updated)

Eligibility: All NTU Faculty in NTU Colleges/Schools, inclusive of NIE and LKCMED

##### Introduction

* 1. Funded by the Office of the Provost through the Associate Provost (Undergraduate Education), the NTU Collaborative Online International Learning (NTU COIL) Grant presents faculty with a unique opportunity to develop and offer semester or special term hybrid/virtual UG course(s) with synchronous components. These courses may include a learning trip to an ASEAN-China-India (ACI) country.
	2. Grant applicants can choose to collaborate with NTU’s student exchange partner institutions to have their students taking the course alongside NTU students. Also, they may consider to co-develop and co-teach the course (NTU COIL) together subject to their teaching collaboration discussion and agreement.
	3. NTU COIL activities should support the regular course objectives and NTU Education goals while also enabling students to examine topics from varied cultural and societal perspectives.
	4. Student collaboration may be synchronous or asynchronous, as long as the technology used to connect students, supports the goals for student learning.
	5. NTU’s regular Outcomes-based Teaching and Learning (OBTL) course design framework shall apply.
	6. The grant amount awarded to each course development and implementation will be up to SGD 10,000. **The period of support will be up to 18 months from the award of the COIL grant.**
	7. **Please note**: NTU COIL Grants will not be awarded to courses/projects that should normally be supported by Schools, such as the development of new courses, course reviews, existing courses already under the TEL initiative, and so on.
	8. While there is no quota for any Schools, it is intended that such grants for teaching innovations be supported by all in the pursuit of teaching excellence. Preference will be given to course development that have a clear intention to enhance the quality of virtual learning for students.

##### Types of Course Development and Delivery

* 1. Applicants may choose to refresh existing courses or design new courses during the semester or special term and invite students from partner institutions to participate (whether it is a 100% online synchronous course or a physical course that welcomes virtual participation).
	2. 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.
	3. The deliver mode of the proposed NTU courses as follows:

**Virtual (synchronous** & **asynchronous).** New or existing course(s) developed should have a good blend of synchronous and asynchronous activities with both NTU students and overseas students taking the course virtually.

**Hybrid Learning.** New or existing onsite courses during the semester to be improved to accommodate overseas students taking the course virtually alongside NTU students.

**(Optional) Inclusion of a Field Trip to ACI.** For course delivery mode a or b, faculty may add a 1 to 1.5 week (5 – 10 days) ACI exposure field-trip for students to better understand the course coupled with social-cultural immersion organized together with the ACI partner institution. Activities could involve student presentation of joint projects as part of the trip’s objective. NTU COIL grant will cover course development, management & travel by the NTU instructor.

##### Benefit to NTU Teaching Faculty

3.1 **Learning Communities** – bring groups of students from diverse cultural background for discovery, generation of knowledge, which in turn nurtures functional relationships.

3.2 **Acknowledgement** - Faculty receives acknowledgement and monetary support to innovate and refresh teaching materials and develop new hybrid courses.

3.3 **Learning through Diversity** - Faculty will be able to engage and integrate the larger overseas student group for a rich array of experiences for cross-cultural learning purposes.

3.4 **Monetary Support** - Access to Course development and Travel funds to design and lead a short ACI programme as an extension from existing courses or new courses e.g. visit a related industry in another ACI country or see new infrastructures/capacity building in another ACI country.

3.5 **Collaborative teaching efforts** with international partners with similar teaching and learning goals.

3.6 **Teaching as Education Research** – explore and innovate experiential teaching methods thus, advancing learning experiences and outcomes of both students and faculty.

##### Applicant Eligibility

* 1. Application is open to all full-time faculty in all colleges offering undergraduate programmes, i.e. CoE, CoS, CoHASS, NBS, NIE and LKCMED.
	2. Proposed faculty PIs of the grant are expected to collaborate with NTU’s student exchange partner institutions to have their students taking the course alongside NTU students. Also, they may consider to co-develop and co-teach the course (NTU COIL) together subject to their teaching collaboration discussion and agreement.
	3. Grant funding will not be provided to the partner institution faculty member.

##### Application Process

* 1. The Faculty PI for the NTU COIL grant application is required to complete the Form in Annex A. In addition, the PI is encouraged to contact the COIL Grant Administrator (COILGrant@ntu.edu.sg) to obtain comments and guidance on the preparation of their grant application.
	2. The Faculty is to discuss and seek academic advice from School's Associate Chair (Acad) prior to submitting an application. This is to ensure the application is aligned to the academic needs, goals and strategies of College/School and ascertain whether the School is prepared to support both the application and embedding its outcomes beyond the conclusion of the course delivery/project.
	3. The completed application form should be a maximum of ten (10) A4 pages (minimum 11 point font – Arial; minimum margins of 2 cm). All syllables, reading resources recommendation or any additional details etc. can be part of an appendix.
	4. All applications must be endorsed by the Associate Chair (Acad) of the School with whom the faculty is associated.
	5. Indicate the breakdown of the proposal budget and the detailed justification for each budget item in the Application Form. Detailed justifications must be provided for all resources required to successfully complete the project (e.g., explanation of why budget items are needed, how they will be used). Adherence to budgetary norms is expected in all areas. Otherwise, the proposal may be rejected.
	6. Completed applications can be submitted electronically via RISE (<https://fibi.ntu.edu.sg/>), with the Application Form included in the attachment section. Digital endorsements by the Associate Chair (Acad) of the School will be accepted.
	7. Following the administrative checks to ensure that the application form required information is complete, instructions will be given on how to submit the pre-recorded video presentation. The video presentation must be submitted within one week of being notified.
	8. Do ensure that RISE route your application to your **School Administrators (RSO)** and then to the **School AC(Acad)** for approval before it reaches the **COIL Grant Administrator (GM)**. Please submit your application early to allow for the extra time that may be required for the RISE workflow and approval procedure.
	9. A new NTU COIL account will be created within the RISE portal for new grant holders for the disbursement of grant money upon the award. Please contact your **school’s RSO** for more information on this process.

##### Review Process

* 1. Administrative checks are conducted to ensure that they comply with the objectives and scope of the COIL grant and that they conform with the application requirements (e.g., that all components of the application are completed) (e.g., nature of course design and delivery, types of engagement with overseas institution).
	2. Applicants may be asked to respond to clarifications issued by the COIL GM during the Administrative Checks period. They will then submit a revised proposal that incorporates the clarifications before the proposals are forwarded to the COIL Review Panel.
	3. The application (both the application form and the pre-recorded video presentation) will be sent to two or more independent reviewers after clearing the administrative checks.
	4. Applications will be reviewed by the COIL Review Panel. The Panel will comprise:
* Representative from each College (including Teaching Excellence Academy Fellows)
* Representative from LKC School of Medicine
* Representative from National Institute of Education, Singapore
* Director, CTLP or delegate
	1. When reviewing applications, the Panel will take into account the following criteria.
* The course proposal is aligned to the University’s educational mission.
* The course meets the guiding principles of NTU Course Design.
* The learning outcomes align with the intended audience and purpose of the course.
* The course has appropriate/reliable collaborator from institution known for their academic rigour.
* It is feasible for collaborating partner university students to participate in the course virtually.
* The course improves student learning in a multicultural setting.
* The ACI trip is well planned as part of the course requirements. (if applicable)
* The requested budget is appropriate.
	1. Shortlisted applicants will be notified by CTLP and may be asked to incorporate recommendations from the Panel into their proposal, with the support of CTLP (on course design matters) and OGEM (on ACI programme ideas and help identify potential partner institutions students to join the classes).

##### Obligations of NTU COIL Grant Awardees

* 1. Grant holder will implement the designed courses in AY2023/24 and/or AY2024/25 during the semester (s) and/or special term(s). It should also be repeated in future AYs without additional funding.
	2. Course(s) must be hybrid or offered fully as a synchronous online course to allow for both NTU students onsite/online participation and/or overseas students participation.
	3. Approved Course proposal and syllabus. Wherever possible, project work can be designed to solve SDG (Sustainable Development Goals) issues using competences learnt through the course. Group set up should be based on cross-cultural mix.
	4. ACI field-trip extension with curriculum and implementation plan. (optional)
	5. If the designed course is delayed, the grant holder must notify the COIL grant administrator at least one month in advance and provide reasons for the delay.
	6. All successful grant holders will be expected to **submit reports** as follows: All successful grant holders will be expected to commit to the following:
1. **Half-Yearly Updates** on course development progress.
2. **A Summary Report** on the course offering upon completion of the course delivery or at the end of 18-month.
3. **A Student Feedback on Teaching and Course Feedback Report.**
4. International student **course sign-up or attendance or result list.**
5. **A Financial Expense Report** is to be provided with the Summary Report.
6. **An NTU COIL Showcase** which may include conference presentations, open educational resources, future grant call talks.

##### Support Available

* 1. Faculty applicants are also strongly encouraged to consult with Centre for Teaching, Learning & Pedagogy (CTLP) and School’s educational designers, as appropriate, to explore and inform their application. Please contact CTLP for advice on designing for blended learning or course design related matters at facultydevelopment@ntu.edu.sg.
	2. Office of Global Education and Mobility (OGEM) is also available to discuss with Faculty on the course or ACI programme ideas and help identify potential partner institutions students to join the classes. Please contact Ms Pauline Ho at OGEM and/or GEM-Partnership@ntu.edu.sg.
	3. The process for Outcomes-Based Teaching & Learning (OBTL) is as follow: Faculty -> School -> College (if required by current policy) -> Provost Office/OAS (if required by current policy). Please consult the School’s OBTL representative for details about this process.
	4. You may contact the NTU COIL Grant Administrator (COILGrant@ntu.edu.sg) to obtain comments and guidance on the preparation of your grant application.

##### Important Dates

|  |  |
| --- | --- |
| **Events** | **Date** |
| Application Open | 20 February 2023 |
| Application Closing Date | 12 May 2023, 05:00pm\* For information on the support provided for COIL grant applications, see Section 8 of the COIL Grant Guidelines. |
| Administrative Checks  | May/June 2023\*\* Pre-recorded video presentation to be submitted within one week of notification. |
| Feedback and revision for shortlisted projects  | July to August 2023 |
| Result Announcement | By September 2023 |
| Course Development Commences | From the date of award |
| Course Completion | By 30 June 2025  |

*\* Applicants are strongly encouraged to contact the COIL grant administrator before submitting their proposal in order to receive feedback and advice on their grant preparation. Applicants may also contact OGEM for advice on ACI program ideas and assistance in identifying potential partner institution students to join the classes.*

*\*\* Following the administrative checks to ensure that the application form required information is complete, instructions will be given on how to submit the pre-recorded video presentation. Please complete the video presentation within one week of receiving notification.*

##### Useful Resources

1. Online resource on how to design a course using the Constructive Alignment framework: <https://www.ntu.edu.sg/education/teaching-learning/teaching-and-learning-resources>
2. Outcomes-Based Teaching & Learning: “A Guide to Course Design – 1hr”: access via NTU Workday Portal & search for “OBTL” under Learning.
3. Sign up for Online Course on “How to Deliver and Design Effective Online Lessons” (3 to 4-hr): email facultydevelopment@ntu.edu.sg.
4. NTU Existing Partner List: Click [here](https://ts.ntu.edu.sg/sites/intranet/dept/sasd/ogem/gemacademics/Documents/07122021_NTU%20Existing%20SE%20Partner%20List.pdf) to view the existing partner list.

**Annex A: Application Form for NTU COIL Grants 2023-2024**

**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) | NameDesignationCollege/SchoolEmail  |  |  |
| Support of Application by School Associate Chair (Acad):  | NameDesignationCollege/SchoolEmail |  |  |

**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)** | *e.g. Lecture: xx, Tutorial: xx, Seminar: xx, TEL: xx, Field trip: xx* |
| **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 |
|  |  |  |  |  |  |
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 |
| **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 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…….  |
|  |  |
|  |  |
|  |  |

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| **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 fill in* ***Appendix B: Details and Justifications of Proposed Budget*** *for a detailed breakdown of the items.* |
| *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: |  |

 |

**Appendix A: Student Engagement Activities**

Planning is essential to ensuring that students have a successful and fulfilling learning experience during cross-institutional, cross-cultural events. A well-designed plan helps to ensure that the activities align with the goals and objectives, that logistics and safety concerns are considered, and that the institutions and students are able to communicate and work together effectively. Additionally, careful preparation can assist in ensuring that students enjoy a wide variety of experiences that enhance their academic and personal development.

You may refer to the table below for suggested collaborative activities for NTU students and students from partner institutions.

|  |  |
| --- | --- |
| **Types of engagement** | **Possible activities** |
| Build relationship | Joint icebreaking activities for the students and faculty members are strongly suggested to create a comfortable and inclusive atmosphere. Possible activities might comprise, but is not restricted to:* Cross-cultural team-building activities
* Joint virtual field trips to cultural landmarks or attractions
 |
| Joint classroom session | * Co-design course with faculty partners
* Co-teaching with faculty partners
 |
| Collaborative relationships | Collaborative activities could involve faculty and students from one or more partner institutions and incorporate an international dimension to students’ classroom experience. This might comprise, but is not restricted to:* Joint assignments
* Longer-term group projects
* Joint student discussions and discussion boards
* Cross-cultural group discussions and debates
* Joint presentations on cultural or academic topics
* Cross-cultural case studies or role-playing simulations
* Collaborative projects or research on global topics
* Peer tutoring (e.g., language practice or language exchange)
 |

**Appendix B: 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))* | 1,2001,200 |
|  |  |  |
|  | Subtotal |  |

**The End**

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