Call for Application: Pilot Projects on Internationalisation of Teaching and Learning

Overview of the fund

CoP – ITL (Community of Practice on Internationalisation of Teaching and Learning) calls for application for pilot projects on topics related to internationalisation of teaching and learning. CoP – ITL is funded by the University Grants Committee (UGC) under the 2016-19 Teaching and Learning Scheme. More information about CoP – ITL can be found here: https://www.cetl.hku.hk/cop-itl/.

Eligibility

Principal investigator should fulfil the following criteria (1) – (3)[1]:

(1) Being a member of CoP – ITL and has completed the online survey (https://www.surveymonkey.com/r/CoP_Internationalisation) at the time when the proposal is submitted
(2) Being a full-time staff member in one of the three Hong Kong-based UGC-funded partner institutions, including the University of Hong Kong (HKU), Hong Kong Baptist University (HKBU), and the Hong Kong University of Science and Technology (HKUST)
(3) Having significant teaching duties and responsibilities[2]

Application policies

(1) An applicant should not submit the same pilot project proposal to two or more sources of funds for concurrent consideration.
(2) Projects that extend existing work will be considered if they have new and substantial value and impact.
(3) An applicant can only submit one proposal as a principal investigator and can only join two projects as a co-investigator.
(4) An applicant should include a disclosure statement if there is any potential conflict of interest in the application for this fund.

Application procedure

28 May 2018	Call for application
15 August 2018	Deadline for proposal application (only the principal investigator needs to submit the application)
September 2018	• The principal investigator receives notification whether the project is successful (***a confirmed offer***); reaches a

[1] Staff members who do not fulfil Criterion (1) can apply to join CoP – ITL and complete the survey. Those who do not fulfil Criteria (2) and (3) are welcome to join a project team as a co-investigator.

[2] Significant teaching duties (formal and/or informal curricular) and responsibilities involve teaching a course as an instructor; coordinating a programme as a programme director/leader/coordinator; and leading teaching support services as a programme/service manager/leader.

	threshold but requires some revisions (**a *provisional offer***); or unsuccessful. • The principal investigator who receives a confirmed offer needs to confirm their acceptance within two weeks; the principal investigator who receives a provisional offer needs to respond to the assessment panel's comments within two weeks. • The principal investigator who receives a provisional offer will be notified whether the project is successful (***a confirmed offer***) or not. If successful, the principal investigator needs to confirm their acceptance within two weeks.
October 2018	The project starts.

Priority areas

Proposals addressing issues in the following areas will be given a higher priority for this fund. Other areas related to internationalisation of teaching and learning would also be considered. Proposals that address issues in multiple areas are welcome.

(1) Developing students' global citizenship and intercultural competence in courses or programmes
Proposals in this area explore and experiment with approaches to defining and developing international- or intercultural-related learning outcomes among students, for example, global citizenship, cultural inclusiveness, intercultural competence, and an international outlook. The work can be carried out within one course or across a number of courses in the formal and/or informal curriculum.

(2) Developing approaches to leveraging diversity among students in courses or programmes
Proposals in this area explore and develop approaches to leveraging diversity among students through various ways, including creating an intercultural peer learning environment and utilising student experiences as teaching and learning resources. The work can be carried out within one course or across a number of courses in the formal and/or informal curriculum.

(3) Internationalising the curriculum, teaching content and assessment methods
Proposals in this area explore and develop approaches to internationalising the teaching content/knowledge base of the curriculum, the curriculum design, and/ or the assessment of students' international/intercultural learning outcomes. The work to be carried out may involve making changes to the content of modules and courses, adapting pedagogical strategies to meet the needs of a diverse group, and/or exploring assessment methods relevant to an internationalised curriculum.

(4) Supporting student mobility, physically and/or virtually
Proposals in this area explore and develop interventions that prepare students for mobility and study abroad programmes; help them gain the maximum benefits from the experiences; overcome common challenges such as culture shock and homesickness; and facilitate integration of student learning with their study at home. Proposals that support virtual mobility, for example, building cross-institutional

platforms or online communities for students' peer learning, are also relevant to this priority area.

(5) Using technology to support/enhance internationalisation of teaching and learning. Proposals in this area explore and develop technology-enhanced interventions or approaches with the aim of supporting/ enhancing internationalisation of teaching and learning. Possible topics include virtual collaboration across institutions and the use of innovative technology within or out of class that supports intercultural/ international/global competence development.

Amount

In order to promote collaboration and collegiality across CoP – ITL, the maximum amount of the fund per pilot project depends on the nature of collaboration among project team members. The details are shown below:

- HK$150,000 – for a project team consisting of members from two or more partner institutions, including HKU, HKUST, HKBU and Shanghai Jiao Tong University
- HK$100,000 – for a project team consisting of members all from one partner institution

Due to budgetary constraints, the total number of pilot projects that can be supported by CoP – ITL is approximately ten.

Project account and expenses

(1) Principal investigators (PIs) are responsible for managing an effective account for this pilot project fund.
(2) Each funded team should keep a good record of actual expenses incurred by this pilot project.
(3) CoP – ITL reserves the right to require the project team to return any unspent funds once the approved project period ends.

Project duration

In normal circumstances, it should take **one year** to complete the pilot project, which will start in October 2018 and finish in September 2019. Special approval may be granted to a project team if there are legitimate reasons to extend the project duration. In any circumstances, all pilot projects must be completed by the end of December 2019.

Assessment criteria

Criterion 1: Satisfying CoP – ITL's objectives (Relevant and timely) (Weight: 20%)
This criterion is concerned with the extent to which the proposed project satisfies the objectives of CoP – ITL. You will need to ensure that the objectives of your pilot project are clear and specific and address one or more significant topics and issues in the broad area of internationalisation of teaching and learning.

Criterion 2: Expected impact on student learning (Specific) (Weight: 20%)
This criterion is concerned with the impact on student learning that will be achieved by the pilot project. You will need to clearly articulate the specific *intended and likely* impact of your project and explain how you intend to measure the *actual* impact. For projects not directly involving students, you will need to explain how the project will improve student learning and/ or the student experience and describe how this impact will be measured.

Criterion 3: Adequacy of provisions regarding project evaluation (Measurable) (Weight: 15%)
This criterion examines if the provisions regarding project evaluation, i.e., how the effectiveness and impact of the project within and beyond the life of the project will be evaluated. You will need to provide criteria/ indicators against which the project effectiveness and impact will be measured and specific details regarding the data collection methods on both the short and the longer term.

Criterion 4: Feasibility of the project (Achievable) (Weight: 30%)
This criterion examines the extent to which the proposed project can be practically implemented. Proposals that aim to achieve a large-scale change of the curriculum beyond the project team's own teaching or administrative responsibilities need to present evidence of support from the personnel in charge. In addition, feasibility of the project also depends on a properly constructed budget.

Criterion 5: Originality/Innovativeness/Potential contribution to the literature (Innovative) (Weight: 15%)
This criterion examines the extent to which a pilot project will potentially contribute to the literature of internationalisation of teaching and learning. Projects that contain original ideas or innovative components will have a large potential to make a meaningful contribution to the literature. You will need to explain how your project is original and innovative and how you will disseminate the results of your work.

Review policies

(1) Each pilot project proposal will be reviewed independently by two reviewers.
(2) A third reviewer will be invited if the first two reviewers have substantial disagreement.
(3) CoP – ITL will ensure that reviews are conducted objectively.

Expected deliverables

Successful project teams should:

- Submit a project report at the end of the pilot project (no later than December 2019)
- Contribute their pilot project work to the resources of CoP – ITL, including at least one case example and one article in *CoP – ITL Buzz* (e-newsletter)
- Share their pilot project work through contributing to one join-the-conversation or workshop organised by CoP – ITL
- Attend and discuss with the international advisory panel (or CoP– ITL) the issues and problems they have encountered during the consultation session(s) organised by CoP – ITL

- Attend and contribute to the international conference organised by CoP – ITL in 2020 (tentative)

Contact

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