

AUA Staff Exchange Program 2026 Information Details

a. General Information

1. All AUA members and the AUA Secretariat are encouraged to invite and/or send out Exchange Staff.
2. 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 2026.
3. This program provides financial support to a maximum of 15 Exchange Staff. The quote will be shared by all AUA members and the AUA Secretariat.
4. Exchange Staff for this program shall be nominated by their home universities. Each AUA member university may nominate one exchange staff candidate and one candidate in the waiting list.
5. Each Exchange Staff shall visit the host office/department for a minimum of 5 working days.
6. Each Exchange Staff will be awarded a total of 1.500 USD grant.
7. Each Exchange Staff will receive a certificate after the visit.

b. Benefits to Member Universities

This program aims to enhance communications among staff of the AUA members.

Through this program, AUA members could:

1. Have a better understanding of the programs, operations and management of other member universities;
2. Have a better understanding of the AUA Programs and the operation of the AUA Secretariat;
3. Better implement joint programs or projects with other member universities;
4. Develop more opportunities of cooperation within AUA

c. Eligibility

1. Candidates must be employed as full-time administrative staff of an AUA member (See Appendix I: List of AUA members) or the AUA Secretariat. Staff who were selected for this program in 2018-2019, 2019-2020, 2020-2021 or 2023-2024 are not eligible for the 2026 cycle.
2. Candidates shall visit the host office/department for a minimum of 5 working days (excluding arrival day, departure day, weekends and holidays).

3. The visit shall be completed between **15 July 2026 and 31 December 2026**, i.e., the starting date shall be no earlier than 15 July 2026 and the completion date no later than 31 December 2026.
4. Candidates shall have a detailed visit plan approved by their employer and the host.

d. Required Documents

Interested applicants shall submit the following application materials. All materials shall be written in English.

1. A completed AUA Staff Exchange Program 2026 Application Form (without signature) in Microsoft Word format
2. A scanned copy of the completed and signed AUA Staff Exchange Program 2026 Application Form.
3. A current resume
4. A scanned copy of the candidate's employment certificate issued by his/her employer. The certificate shall be signed, dated, and stamped.
5. 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.
6. All documents must be renamed in the following format: Name of the document_Name of the applicant_Name of applicant's department/faculty, e.g. Employment Certificate_Yura Meirani_Directorate for Internationalization of Education.
7. All required documents shall be submitted via email to ui-association@ui.ac.id no later than **Friday, 5 June 2026** with the subject of the email as follows: AUASEP 2026_Name of the Applicant e.g., AUASEP 2026_Yura Meirani

e. Reception of Grant

1. Successful candidates will receive an Offer Letter along with the Policies and Regulations for AUA Exchange Staff 2026. Exchange Staff must confirm acceptance of the offer and agree to comply with the policies and regulations before proceeding further.
2. The Secretariat will confirm details of the exchange with Exchange Staff, their employer, and host (if needed). The Secretariat shall remit the 1.500 USD grant to the Exchange Staff or the employer of the candidate. The party receiving the grant shall ensure that the grant is used for the exchange.

3. In most cases, the grant is remitted within one month after the staff has completed the visit and submitted the AUA Staff Exchange Summary & Review. In the event that any delay occurs, the AUA Secretariat will contact the staff in advance.
4. The grant shall be returned to the AUA Secretariat if the exchange is cancelled or lasts less than 5 working days.

f. Requirements for Visit

1. Exchange Staff shall carry out the visit as stated in the Application Form. The Exchange Staff shall complete the AUA Staff Exchange Summary & Review and submit it to the AUA Secretariat via email within 15 days of the end of the visit.
2. Exchange Staff will receive a certificate after submitting the AUA Staff Exchange Summary & Review.
3. For visits scheduled to start after 31 December 2026, candidates may apply for the next round. The AUA Secretariat will send a notification for the next round in the end of 2026.

g. Contact

Interested applicants may contact the AUA PIC for UI Ms. Yura Meirani (ui-association@ui.ac.id) or AUA Secretariat (auec@163.com) if having any questions about the program when applying for AUASEP.

Appendix I. List of AUA Member

Appendix II. Host Offices for Year 2026

Appendix I. List of AUA Members (as of April 2026)

No.	University Name	Location	Abbreviation
1.	Chulalongkorn University	Bangkok, Thailand	CU
2.	The Hong Kong University of Science and Technology	Hong Kong, China	HKUST
3.	Indian Institute of Technology Bombay	Mumbai, India	IITB
4.	King Saud University	Riyadh, Saudi Arabia	KSU
5.	National University of Singapore	Singapore	NUS
6.	Nazarbayev University	Astana, Kazakhstan	NU
7.	Peking University	Beijing, China	PKU
8.	Seoul National University	Seoul, South Korea	SNU
9.	Tsinghua University	Beijing, China	THU
10.	United Arab Emirates University	Al Ain, United Arab Emirates	UAEU
11.	Universitas Indonesia	Jakarta, Indonesia	UI
12.	University of Colombo	Colombo, Sri Lanka	UoC
13.	Universiti Malaya	Kuala Lumpur, Malaysia	UM
14.	The University of Tokyo	Tokyo, Japan	UTokyo
15.	University of Yangon	Yangon, Myanmar	UY

Appendix II. Host Offices for Year 2026

	University	Office Name	Liaison & Contact Information	Brief Description of the Office Function
1.	Chulalongkorn University (CU)	Faculty of Science – Department of Chemistry	Assoc. Prof. Dr. Apichat Imyim apichat.i@chula.ac.th	The Department of Chemistry, Faculty of Science, Chulalongkorn University, is engaged in teaching, research, and academic services across major areas of chemistry, including analytical, physical, inorganic, organic, and biochemistry. The department actively supports international collaboration, staff and student exchanges, and interdisciplinary research initiatives with partner institutions.
		School of Integrated Science Office (Bachelor of Science in Industrial Science and Technology – BISTech)	Assoc. Prof. Dr. Rojana Pornprasertsuk rojana.p@chula.ac.th	The Office of the School of Integrated Science (SIS) serves as the central administrative hub for Chulalongkorn University’s Faculty of Science, functioning as a specialized management unit that facilitates multidisciplinary programs (such as BBTech and BISTech) through cross-departmental coordination and standardized academic procedures. The office further streamlines operations by centralizing admission management for international and TCAS tracks while spearheading public relations and branding to ensure a unified global identity and effective communication for prospective students and industry/academic partners.
		School of Integrated Science Office (Bachelor of Science in Biotechnology – BBTech)	Assoc. Prof. Dr. Rojana Pornprasertsuk rojana.p@chula.ac.th	The Office of the School of Integrated Science (SIS) serves as the central administrative hub for Chulalongkorn University’s Faculty of Science, functioning as a specialized management unit that facilitates multidisciplinary programs (such as

				BBTech and BISTech) through cross-departmental coordination and standardized academic procedures. The office further streamlines operations by centralizing admission management for international and TCAS tracks while spearheading public relations and branding to ensure a unified global identity and effective communication for prospective students and industry/academic partners.
2.	Indian Institute of Technology Bombay (IITB)	Office of Dean (International Relations)	Ms. Chandrika Naik international@iitb.ac.in Ms. Sangita Kanjibillya kanjibillya.s@iitb.ac.in	The Office deals with the admissions of full-time Masters and PhD programme, facilitates the inbound and outbound semester exchange programme, including internships in terms of student mobility, responsible for entering into foreign collaborative partnerships with HEIs of global repute to strengthen the academic and research collaboration, including offering short term programmes like Global Summer School and Winter School along with Language courses.
3.	King Saud University (KSU)	Global Engagement Office	Dr. Mezyad Alterkawi Global Engagement Office (GEO) c. 00966569970293 e. icstd@ksu.edu.sa	The primary of GEO is to develop and coordinate King Saud University's foreign relations and international activities.
4.	National University of Singapore (NUS)	Department of Biological Sciences, Faculty of Science, NUS	Norizan Selamat norizan@nus.edu.sg	Research and Academic Department. We also offer education and research opportunities across undergraduate, graduate and postdoctoral levels.
		NUS Museum	Chang Yueh Siang yschang@nus.edu.sg	The NUS Museum is the oldest university museum in Singapore. The roots of NUS Museum can be traced back to the establishment in 1955 of

				the University Art Museum at the then University of Malaya. Today, the collections include Chinese, Indian and Southeast Asian materials, consisting of traditional sculptures and paintings, bronzes, jades, ceramics, textiles, and modern and contemporary art.
5.	Nazarbayev University (NU)	School of Medicine	Olga Levkovich, Chief Administrative Officer olevkovich@nu.edu.kz	The School of Medicine is an academic unit of Nazarbayev University and is dedicated to addressing critical healthcare and biomedical research challenges, both locally and globally. As one of the leading medical schools in Kazakhstan, we are uniquely positioned to make a significant impact on health outcomes through our commitment to exceptional medical education, research, and healthcare delivery. We offer a range of academic and professional programs in medicine, biomedicine, nursing, and public health. Potential areas of exchange - operational activities in the following areas: Academic and Student Affairs, Marketing, Simulation Center, biomedical research and teaching laboratories.
		Department of Internationalization, International Student Support Services (ISSS)	Aray Saniyazova, Head asaniyazova@nu.edu.kz	ISSS provides comprehensive support to international students, including orientation, advising, integration programs, and community-building initiatives. Key areas for exchange include student engagement strategies, cross-cultural programming, and

				holistic support services, with a particular emphasis on our “Home Away from Home” initiative.
	Nazarbayev University Library	Asemgul Temirkhanova, Library Director atemirkhanova@nu.edu.kz		The Nazarbayev University Library is a key academic support unit that provides access to a wide range of information resources, research support services, and learning spaces for students, faculty, and researchers. The Library is engaged in areas such as teaching and learning support, research support, collection development, e-resource management etc. Potential areas of exchange may include: - Space design and user-centered services - Teaching and learning support and user engagement - Research support - E-resource management - LCC and cataloging - Emerging AI-driven services & practices - Academic library management
	NU Career and Advising Center (CAC)	Gaini Yessembekova, Director gaini.yessembekova@nu.edu.kz		The Career and Advising Center (CAC) is a key university unit dedicated to supporting student career development and enhancing graduate employability. The Center provides comprehensive career services, including career counseling, internship and job placement support, employer engagement, and the development of career readiness competencies. CAC actively collaborates with industry partners,

				government bodies, and international organizations to strengthen the university industry linkage and ensure alignment with labor market needs. The Center also administers key processes related to graduate employment tracking and supports national initiatives on human capital development. Potential Areas of Exchange: - Career services and student employability strategies - Employer engagement and partnership models - Graduate outcomes tracking and data-driven decision-making - Integration of career education into curricula - Application of AI tools in career services
		Center for Innovation in Learning and Teaching	Aida Nuranova, Professional learning and development expert aida.nuranova@nu.edu.kz	The Center for Innovation in Learning and Teaching supports faculty and academic units in enhancing teaching effectiveness, curriculum design, and the integration of innovative pedagogical practices. Key areas of focus include professional development programs, digital learning solutions, and evidence-based teaching strategies. Potential areas for exchange include faculty development frameworks, instructional design, and the use of educational technologies to support student learning.
		Strategy and Delivery Office	Aizhan Mussina, Director of Institutional Performance amussina@nu.edu.kz	Strategic planning and implementation, institutional performance and international

				rankings, institutional research and analytics, institutional accreditation and academic quality, and risk management.
		Office of Advancement	Yevgeniya Kim, Sponsorship Coordinator yevgeniya.kim@nu.edu.kz	The Office of Advancement focuses on intellectual property management, technology transfer, university–industry partnerships, and sponsorship agreements. Potential areas of exchange include collaboration in research commercialization, innovation ecosystem development, and industry engagement practices.
6.	Peking University (PKU)	Office of International Relations	Ms. LU Jiao lujiao@pku.edu.cn	http://www.oir.pku.edu.cn/home.htm
7.	Seoul National University (SNU)	The Office of Global Affairs	Ms. Ahn Sihun Email: ahnsihun@snu.ac.kr	https://oga.snu.ac.kr/
8.	Tsinghua University (THU)	Tsinghua University Library	Mrs. HE Meng hemeng@mail.tsinghua.edu.cn 0086-10-62784591	The library offers readers a wide range of comprehensive services, including borrowing and reading of books and periodicals, electronic resources, reference consultation, subject services, etc.
		Office of International Affairs (AUA Secretariat)	Ms. HAN Zhuoluo hanzhuoluo@tsinghua.edu.cn	Tsinghua University's Office of International Affairs (OIA) consists of 8 teams, including Administration, Global Partnerships, Visiting Programs Abroad, Global Scholars, Study Abroad, International Students & Scholars Center, International Strategic Initiatives, and Center for Global Engagement. The AUA Secretariat is affiliated to the OIA.

		Online Education Center	Mr. Brian Li brianli@mail.tsinghua.edu.cn	Tsinghua University's Online Education Center serves as a key institutional hub for advancing digital and innovative education. The Center leads university-wide efforts to promote online education and supports the development of AI-empowered teaching and learning across Tsinghua. It also plays an active role in broader national and international initiatives in educational innovation and digital transformation. In addition, the Center serves as the Secretariat of the Global MOOC and Online Education Alliance, helping to foster global dialogue, partnership, and collaboration in online and intelligent education.
9.	United Arab Emirates University (UAEU)	University Outreach Department (UOD)	Rauda Khalaf AlHemeiri rawdakhalaf@uaeu.ac.ae	The University Outreach Department (UOD) at UAEU serves as the official source of the University's news and information. The Department is committed to strengthening the University's image and enhancing brand awareness both within the UAE community and internationally. UOD manages and facilitates external relationships with various stakeholders, including media, government entities, and the general public. Internally, the Department communicates key messages and announcements to faculty, administrators, staff, and students. The Department provides comprehensive support across multiple areas, including media relations, content development for the University's main webpages, broadcast

			and multimedia production, publications, and branding compliance. It also supports all on-campus events and ceremonies and oversees the University's participation in external events. During the program, the Department will facilitate the sharing of best practices and provide insights into outreach strategies and collaborative initiatives.
	Office of Association Provost for Student Affairs	Rana al Katheeri rana_kathiri@uaeu.ac.ae	The Student Affairs and Enrolment Division is committed to advancing student learning that builds a community. We are a learning organization that creates engaging environments and programs to transform student learning. We promote a caring and safe community that increases our students' abilities to learn and make smart choices. We promote inclusiveness, support the success and growth of all students, and enrich the student experience. UAEU graduates are equipped with lifelong skills, such as critical thinking, problem solving, effective communication, leadership, and how to be a team player.
	Human Resources Dept	Amira Alkaabi Ameera.kaabi@uaeu.ac.ae	The Human Resources Department collaborates actively with the University leaders to maximize organizational performance and to engage faculty and staff. We aim to recruit and retain highly qualified personnel, to create an exceptional employment experience, and to facilitate

				professional development to enhance employee skills, performance and job satisfaction.
10.	Universitas Indonesia (UI)	Directorate for Internationalization of Education	Ms. Yura Meirani ui-association@ui.ac.id	Previously known as International Office, which has been actively supporting Universitas Indonesia's internationalization for 24 years, has now transformed into the Directorate for Internationalization of Education. Our office is responsible for developing and implementing international education policies and programs, coordinating the international class program across universities, strengthening and facilitating international partnerships in education, supporting international mobility programs for students and academic staff, and providing international services for international students and academic staff.
11.	University Malaya (UM)	International Relations Centre (IRC)	Mr. Nur Hafiezah Mohd Nor Peah, Senior Partnership Manager Email: hafiezah@um.edu.my / international@um.edu.my	IRC leads the university's internationalization efforts by developing strategic global partnerships, managing collaborative agreements, and coordinating international programmes. It also facilitates participation in global networks and supports initiatives that enhance the university's international presence, academic collaboration, and reputation.
12.	University of Colombo (UoC)	International Office, University of Colombo	Mr S.M. Shifar, Senior Assistant Registrar, International Office, University of Colombo sar@iouc.cmb.ac.lk	The International Office provides support to international undergraduate/postgraduate students, visiting staff members on visa matters. It liaises with the Vice Chancellor's office. Registrar's office and other administrative offices in carrying out its daily activities. It also facilitates; Meetings

				and collaborations with foreign universities, diplomatic missions and funding entities; Student and staff mobility, funding opportunities and student scholarships (from foreign entities) by acting as the focal point; Contributing to the achievement of the Sustainable Development Goals (SDGs), especially under the UN Academic Impact (UNAI) SDG Hubs where University of Colombo is the Vice Chair for SDG 17 https://www.un.org/en/academic-impact/unai-sdg-hub-17; International student activities of the University.
13.	The University of Tokyo (UTokyo)	International Projects Promotion Group, Research Promotion Department	Kana YAJIMA (Administrative Staff)/James FEGAN (Project Specialist), unialliance.adm@gs.mail.utokyo.a	The program will consist of mainly of work briefings by our section and other offices, involved in international affairs/relations and international student support, with an outcomes presentation by the staff planned for the final day. Applicants who require an invitation letter from UTokyo are requested to notify us in advance via this form by May 18 at 12.00 p.m. (noon, JST). Please note that invitation letters will be issued only to applicants whose visit plans and invitation letter requests have been approved by UTokyo. https://forms.cloud.microsoft/r/tDz0cKU6cU