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**LINQED**  
EDUCATIONAL NETWORK

# Application form



**Capacity Building  
through Educational  
Exchange between  
LINQED Members**

<b>Education Exchange Project Title</b>	Thesis supervision workshop
<b>The Project Acronym(if any)</b>	■
<b>Application Language</b>	English

### **By the deadline of 2013:**

An electronic version of the application (together with the relevant annexes, if applicable) must be sent to the following email address:

LINQED coordinator  
Lai Jiang  
[ljiang@itg.be](mailto:ljiang@itg.be)

<b>Important instructions and information regarding the application and selection procedure</b>
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- Before completing the form, please read the relevant sections in *Call for Proposals 2011* or the Programme Guide.
- Your proposal will be assessed on the basis of the elements included in this application template only. You can include web site references in your application, but the assessment of your proposal will not be based on additional information found on a web site and not contained within the application. Applications will be judged against the eligibility, quality and priority criteria set out in the Programme Guide and the Call for Proposals 2011.
- Applicants may use as their language of application the envisaged operational language of communication between the institutions involved in the project.
- The application must be typewritten or word-processed using a computer, character size 11 pt minimum.
- The original of the application must bear the original signature of the legal representative of the applicant institution. The original of the application should be kept in the applying institutions. **In case of external audit of DGD, the original application may be requested** by LINQED. For the application, a scanned copy is acceptable.
- LINQED may award a grant of less than the amount requested by the applicant. Beneficiary will not be awarded more than the amount requested.
- A scanned version of signed application must be sent to:

LINQED coordinator  
**Lai Jiang**  
E-Mail: [ljjiang@itq.be](mailto:ljjiang@itq.be)

- Annexes which are not available electronically can be sent by post to

**Lai Jiang**  
**Sint-Rochusstraat 43**  
**2000 Antwerp**  
**Belgium**

- All applications will receive an acknowledgement of receipt email.
- The information provided in your application may be used for the purposes of evaluating the exchange project. The relevant personal data protection regulations will be respected.
- Any questions relating to this proposal should be addressed to the e-mail address indicated above.

## PART A. 1: Identification of the Applicant

### A. 1.1 COORDINATING INSTITUTION

Role in the application	<input type="checkbox"/> Sending institution or <input checked="" type="checkbox"/> Hosting institution <i>(one of the above must be selected)</i>	<input checked="" type="checkbox"/> Coordinating institution	
Full official name of the institution	The Institute of Tropical Medicine		
Department, if applicable	Education		
Registered Address	Nationalestraat 155		
Postal Code	2000	Town:	Antwerpen
Country	Belgium	Region:	
Internet address	<a href="http://www.itg.be">http://www.itg.be</a>		
Telephone 1: 32 (0)3 2476270	Tel. 2:	Fax number	

### A. 1.2. PERSON AUTHORISED TO SIGNED THE EXCHANGE AGREEMENT LEGALLY

Title	Prof Dr	Last Name	Gryseels	First Name	Bruno
E-mail:		bgryseels@itg.be			
Role in the institution		Director			

### A.1.3. PERSON RESPONSIBLE FOR THE MANAGEMENT OF THE APPLICATION (CONTACT PERSON)

*This part need to be filled (only if the contact person is different from the authorised person in A.2)*

Title	Dr.	Last Name	Jiang	First Name	Lai
Role in the institution		LINQED coordinator			
E-mail: ljiang@itg.be		Telephone	+3232476621	Fax number	
Address ( <i>Only if different from official address above</i> ):					

## PART A.2: Identification of Applicant

### A.2.1 PARTNER INSTITUTION

Role in the application	<input checked="" type="checkbox"/> Sending institution or <input type="checkbox"/> Hosting institution <i>(Please select one or both)</i>		<input checked="" type="checkbox"/> Partner institution	
Full official name of the institution	<b>University of Pretoria, Faculty of Veterinary Science (UP)</b>			
Department, if applicable	Department of Veterinary Tropical Diseases			
Registered Address	Room 2-20.3, Paraclinical Building, Private Bag X04, Onderstepoort 0110			
Postal Code	0110	Town:	Pretoria	
Country	South Africa	Region:	Africa	
Internet address	http://			
Telephone 1:	+27 12 529 8390	Fax number	+27 12 529 8312	

### A.2. PERSON AUTHORISED TO SIGNED THE EXCHANGE AGREEMENT LEGALLY

Title	Prof	Last Name	Abernethy	First Name	Darrell
E-mail	Darrell.abernethy@up.ac.za				
Role in the institution	Head of Department: Veterinary Tropical Diseases				

### A.3. PERSON RESPONSIBLE FOR THE MANAGEMENT OF THE APPLICATION (CONTACT PERSON)

*This part need to be filled (only if the contact person is different from the authorised person in A.Z)*

Title	Prof	Last Name	Oosthuizen	First Name	Marinda
Role in the institution ooinstitutionFunction:	Associate Professor: Dept Veterinary Tropical Diseases				
E-mail: marinda.oosthuizen@up.ac.za	Telephone	27125298390	Fax number	27125298312	
Address ( <i>Only if different from official address above</i> ):					

## PART A.2: Identification of Applicant

### A.2.1 PARTNER INSTITUTION

Role in the application	<input checked="" type="checkbox"/> Sending institution or <input type="checkbox"/> Hosting institution <i>(Please select one or both)</i>	<input checked="" type="checkbox"/> Partner institution	
Full official name of the institution	Faculty of Medicine, Universitas Gadjah Mada		
Department, if applicable	Department of Child Health		
Registered Address	Jl Farmako Sekip Utara		
Postal Code	55281	Town:	Yogyakarta
Country	Indonesia	Region:	Asia
Internet address	http://www.ugm.ac.id		
Telephone 1:	Tel. 2:	Fax number	

### A.2. PERSON AUTHORISED TO SIGNED THE EXCHANGE AGREEMENT LEGALLY

Title	Prof, MD, PhD	Last Name	Utarini	First Name	Adi
E-mail	adiutarini@gmail.com				
Role in the institution	Vice Dean				

### A.3. PERSON RESPONSIBLE FOR THE MANAGEMENT OF THE APPLICATION (CONTACT PERSON)

*This part need to be filled (only if the contact person is different from the authorised person in A.Z)*

Title	Prof, MD, PhD	Last Name	Utarini	First Name	Adi
Role in the institution	Vice Dean				
E-mail: adiutarini@gmail.com	Telephone	+62-274-6492500	Fax number	+62-274-581876	
Address ( <i>Only if different from official address above</i> ):					

## PART A.2: Identification of Applicant

### A.2.1 PARTNER INSTITUTION

Role in the application	<input checked="" type="checkbox"/> Sending institution or <input type="checkbox"/> Hosting institution <i>(Please select one or both)</i>		<input checked="" type="checkbox"/> Partner institution	
Full official name of the institution	<b>INSTITUT NATIONAL D'ADMINISTRATION SANITAIRE (INAS)</b>			
Department, if applicable				
Registered Address	Lamfadel Cherkaoui Street, Madinat Al Irfane			
Postal Code	6329	Town:	Rabat	
Country	Morocco	Region:		
Internet address	<a href="http://WWW.SANTE.GOV.MA/DEPARTEMENTS/INAS/">http:// WWW.SANTE.GOV.MA/DEPARTEMENTS/INAS/</a>			
Telephone 1:	Tel. 2:	Fax number		

### A.2. PERSON AUTHORISED TO SIGNED THE EXCHANGE AGREEMENT LEGALLY

Title		Last Name	Abaacrouche	First Name	Mina
E-mail	mina.abaacrouche@gmail.com				
Role in the institution	Acting Director				

### A.3. PERSON RESPONSIBLE FOR THE MANAGEMENT OF THE APPLICATION (CONTACT PERSON)

*This part need to be filled (only if the contact person is different from the authorised person in A.2)*

Title	Dr	Last Name	Essolbi	First Name	Amina
Role in the institution	Professor				
E-mail: <a href="mailto:essolbiamina@gmail.com">essolbiamina@gmail.com</a>	Telephone	212-661-351-377	Fax number		
Address ( <i>Only if different from official address above</i> ):					

## Part B. Partnership Agreement

### B.1. ROLES OF THE INSTITUTIONS IN THE EXCHANGE PROJECT

Please provide the planned role of your institution in the project:

As coordinating (hosting) institution (CI)	<ul style="list-style-type: none"> <li>• Drafting proposal</li> <li>• Developing the workshop content and methods</li> <li>• Selecting workshop participants</li> <li>• Preparing logistic for workshop (venues &amp; meals,etc.)</li> <li>• Facilitating the workshop</li> <li>• Evaluating the process, content and output of workshop with the partner institutions                             <ul style="list-style-type: none"> <li>• Improve the thesis supervision train hand-out based on the gained experience and examples</li> <li>• Managing the budget from LINQEQ and ITM</li> </ul> </li> </ul>
As sending institutions (SI)	<ul style="list-style-type: none"> <li>• Sending 1 participant per institute</li> <li>• Together with the coordinating institution (ITM) evaluating the process, content and output of workshop</li> </ul>

### B. 2. FINANCIAL RESPONSIBILITY OF THE INSTITUTION<sup>1</sup>

Please provide the financial responsibility agreed in the exchange project:

As coordinating institution	<ul style="list-style-type: none"> <li>• Finance the development of the workshop program</li> <li>• Finance one of the workshop facilitators' fee</li> <li>• Finance logistical costs: venue, dinners and workshop materials</li> <li>• Finance evaluation, report and dissemination costs</li> </ul>
As sending institution	NA
As beneficiary(s) of a Linqed mobility grant	NA





### **The objectives of the project**

To strengthen thesis supervision of master/PhD programs in ITM and member institutions by

1. introducing practical supervision methods Socratic questioning and a supervision framework (Lee, 2012) with an emphasis on some of the learning objectives of thesis writing, that is, to stimulate students' critical thinking, independence and self-regulation capacity;
2. stimulating supervisors to reflect on their own supervision practice and trigger needs for improvement.
3. discussing common/personal difficulties and problems in supervising (e.g. supervising low performance students), seeking possible solutions from alternative perspectives.
4. exchanging experience with supervisors from INAS, UGM and UP, getting to know how supervision can be done differently in practice;

### **Institutional benefits**

For ITM, the fairness and transparency of thesis supervision can be improved by offering supervisors chances to discuss the supervision practice (in relation to the defined objectives): the various dimensions that supervision involves and the possible ways/style to carry out supervision as well as their implications (advantages and disadvantages).

For UGM

In 2012 UGM has organized a supervision workshop, which trained supervisors from tropical medicine and medical education. For this workshop, UGM intentionally sends vice director of master program of the clinical medical science in order to broaden the scope of LINQED activities within UGM.

For UP

Great experience will be gained in the topic of student supervision. The University of Pretoria is very serious about student training, especially at the postgraduate level. It is therefore expected of all academic staff to supervise MSc and PhD students. There is currently not an official training course in student supervision at the University of Pretoria and by attending this course, valuable experience will be gained in this field. Knowledge gained will be taken back to the Department of Veterinary Tropical Disease and will be shared with colleagues. It will also be used to establish a training course at UP in partnership with the LINQED network.

For INAS

ENSP (Ex INAS) is sending a member of its teaching staff in order to exchange, with other institutions, ENSP (ex INAS) experience on thesis supervision, to discuss what can be done differently to improve supervision practices. Using the info get from this workshop and others, INAS intends to develop, in a long run, a comprehensive quality assurance system for thesis supervision.

### **Organisation and implementation of the exchange**

The workshop participant must be actively involved in thesis supervision in his/her institution and has good knowledge of English.

The 2-day workshop program is in Annex I

### **The anticipated quality assurance and evaluation strategy**

1. The quality of the workshop will be evaluated in terms of:
  - a. perceived relevance and usefulness of the workshop content (including the preparatory work)
  - b. workshop methods: interactive, give sufficient practise
  - c. capability of resource persons and facilitators
  - d. organizational aspects (duration, timing, etc.)
2. The following aspects will be evaluated further several months after the workshop:
  - a. supervision process in ITM
  - b. ITM students' feedback at end of the academic year

### **Expected outputs and potential long lasting effects of the project**

This thesis supervision workshop is a continuation of the exchange between UGM and ITM on thesis supervision training. It is expected that by organizing a series of supervision workshops in different partner institutions with specific focuses, in general, more attention will be drawn on thesis supervision for establishing good quality assurance mechanisms. In the long run, it is expected that supervisors perceive thesis writing as an essential learning process in the curriculum for students to develop critical thinking, independence and obtain a better understanding of the research domain where (s)he works. Supervisors hence will get more chances to be introduced to a variety of methodologies, which enables them to function optimally as a supervisor. As a positive consequence, the quality of thesis supervision will be improved within the network.

The LINQED thesis supervision workshop manual will be further improved based on this workshop experience. It is expected that this manual can be used as a reference for other institutions that will organize training for supervisors.

## PART D: Terms of reference

a) Detailed “terms of reference” have to be provided for beneficiaries using the table format given below. The content of the table should reflect the relevance and feasibility of the activities proposed in order to achieve the outputs/products foreseen;
b) The table should contain the following:
– Name of the beneficiaries
– Please justify the selection criteria and procedure
– The specific activities to be carried out in order to achieve the outputs/results of the project
– The outputs and results of each activity
– The duration of each activity (starting and ending dates)
– The resources (budget) each activity will require

<b>Project:</b>						
Names of beneficiaries <sup>1</sup>	Qualification <sup>2</sup> (postion/status <sup>3</sup> , etc)	Specific Activities <sup>4</sup> and work load	Expected outputs / Results (objectives)	Duration of activities (day/week/month)		Resource input (LINQED, institution, and personal budget)
				Start	End	
1. Retno Sutomo	Vice director of master program in clinical medical science, Assoc Professor in the Department of Child Health	Research & supervision (Master, PhD)	Improving skill in supervising research and disseminate it to other staffs in my institution	21-22 Oct		NA

<sup>1</sup> the table can be extended or reduced according to the number of beneficiaries of “mobility grants”.

<sup>2</sup> The document on the beneficiary selection criteria and procedure can be submitted as an appendix of this application form.

<sup>3</sup> Indicate, for instance, he/she is lecturer, pedagogical staff or student.

<sup>4</sup> Please specify the beneficiaries’ obligations.

2. Oosthuizen Marinda Catharina	Professor in the Department of Veterinary Tropical Diseases	Research & supervision (Master, PhD and postdoc)	Valuable experience in supervision. Strengthening of partnerships. Planning of future supervision workshops (also in South Africa)	21-22 Oct	NA
3. Essolbi Amina	teacher	thesis supervisor (Master)	Have a better understanding of thesis supervision; Master new tools and methodologies for thesis supervision; Participate in improving the quality of thesis supervision within the NPHS (INAS) institution.	21-22 Oct	NA
4. Lee Ann Mary Linda	an independent academic developer and author of the book 'Successful Research Supervision' (Routledge 2012)	workshop facilitator	Facilitate and evaluate the workshop	21-22 Oct	NA

## Support thesis supervision for improving thesis quality

21st-22nd Oct, Antwerp

### 21<sup>st</sup> Oct (Monday) Room C

Time	Content
14:00-15:30	<b>Background and approaches to supervision</b> <ul style="list-style-type: none"> <li>- introductions</li> <li>- exchange each other's views on what "thesis supervision" means, discuss supervisors' roles, students' expectations and difficulties encountered during supervision</li> <li>- recognizing various approaches to thesis supervision</li> </ul>
15:30-16:00	Coffee break
16:00-17:30	<b>Interactive excises on how to give feedback</b> <ul style="list-style-type: none"> <li>- giving feedback in different situations</li> <li>- thinking about questions as feedback</li> <li>- best practice in supervisor feedback on student thesis writing</li> </ul>
17:30-18:30	Light dinner
18:30-21:00	<b>Case Studies:</b> using various approaches to set tasks and give feedback in coaching and mentoring situations

### 22nd Oct (Monday) Room C

Time	Content
14:00-15:30	Interactive exercises on <b>critical thinking</b> to <ul style="list-style-type: none"> <li>- introduce the concept of critical thinking and basic principles of logic</li> <li>- study the structural elements of a text</li> <li>- (help students) distinguish statements &amp; arguments and detecting fallacies in written texts</li> </ul>

15:30-16:00	Coffee break
16:00-17:30	<ul style="list-style-type: none"> <li>- The questioning attitude : how to interfere without pushing it too much your way?</li> <li>- A heuristic of questioning a student/colleague : 7 steps towards critical thinking</li> </ul> <p>In the above exercises, you will get to know and practice Socratic questioning technique in order to stimulate students to</p> <ul style="list-style-type: none"> <li>- Reflect on the core critical elements of a written work</li> <li>- critically question hidden assumptions and flaw arguments</li> <li>- have an open mind towards alternative interpretation of their own assertions</li> </ul>
17:30-18:30	Light dinner
18:30-21:00	<p><b>Case Studies:</b>  Comments on the structure and argumentations of students' text (submitted preparatory work)</p>