

APSCE Guidelines on the Associate Membership Scheme

(March 2018 version)

- These guidelines outline the objectives, the processes and the regulations for the APSCE Headquarters (HQ) and APSCE subcommittees to appoint Associate Members (AMs) or Associate Student Members (ASMs).
- The APSCE HQ or any APSCE subcommittee may appoint AM(s) or ASM(s) as and when needed in accordance with these guidelines. It is not mandatory for APSCE HQ and all subcommittees to appoint AM(s) or ASM(s).
- Objectives of the AM Scheme:
 - a. Under the scheme, the APSCE HQ and individual subcommittees are given the flexibility of incorporating additional manpower to carry out their initiatives and these helpers are duly credited in the same way as the EC members on the APSCE website.
 - b. The scheme constitutes a platform for involving young researchers and students and for nurturing them to become APSCE's future leaders.
 - c. The scheme also allows APSCE HQ and individual subcommittees to continue involving former EC members who may play an advisory role.
- The requirements of a nominated AM or ASM candidate:
 - a. The candidate is nominated by either the APSCE Secretary (for AM or ASMs attached to the HQ) or the relevant subcommittee chair.
 - b. The candidate is a scholar, a practitioner, an industrial researcher/developer or a student who is working in the learning technology field.
 - c. The candidate has attended at least one ICCE in the last two years.
 - d. If the candidate is a graduate student, her/his prospective appointment as an ASM must be endorsed by her/his supervisor/advisor.
- The process of AM or ASM nomination:
 - 1) The nominee prepares the nomination package which consists of the following documents:
 - A one-page CV (full name, affiliation, highest academic qualification, designation or degree program undertaking, full name/designation/affiliation of supervisor/advisor (for student nominees), selected publications, selected academic services)
 - The nominee's statement expressing the her/his willingness to serve the APSCE HQ or the respective subcommittee (via email or as part of the one-page CV)
 - An endorsement email from the nominee's supervisor/advisor (if the nominee is a graduate student)
 - 2) (Skip this step if the nomination is made by the APSCE Secretary) The nomination package is circulated within the respective subcommittee to seek for endorsement at the subcommittee level. The initial responsibilities of the candidate, should (s)he be appointed as an AM or an ASM later, will be discussed.

- 3) The nominator (the APSCE Secretary or the subcommittee chair (upon the subcommittee's endorsement)) submits the nomination package to the APSCE President with the initial responsibility(ies) of the candidate to be listed in the email.
 - 4) Upon the President's endorsement, announcements of the appointment will be made to the entire EC and on the APSCE website. The newly appointed AM(s) or ASM(s) will be added onto the subcommittee page of the APSCE website.
- The term of AM/ASM appointment commences on the day the announcements are made till the end of the term of the current APSCE President. The appointment is renewable when the new APSCE President takes office and the new respective subcommittee is formed. The APSCE Secretary or the respective subcommittee may re-endorse the appointment of an individual AM/ASM (subject to the candidate's commitment level and the need of the HQ or the subcommittee) and then nominate her/him for the new President's re-endorsement.