

Guidelines on APSCE Student Wing

1. Asia-Pacific Society for Computers in Education (APSCE) Student Wing is meant for engage and empower student volunteers in organizing student activities and building a student network both within and beyond International Conference on Computers in Education (ICCE), and providing assistance to APSCE Executive Committee (EC) operations. This may also become a platform for APSCE and ICCEs to nurture future leaders.
2. Roles and responsibilities of the Student Wing:
 - To organise student activities within and/or beyond ICCEs, for example (but not restricted to):
 - A seminar, a tutorial or a workshop at ICCE targeting at student participants (such as: “PhD student survival workshop/seminar”)
 - A low-cost off-venue socializing event primarily for Doctoral Student Consortia (DSC) participants but other ICCE student participants may participate in too, for example, a walking tour at a touristic district of the hosting city, or going for a drink at a pub
 - To provide support to specific ICCE programs such as the Doctoral Student Consortium (DSC) event
 - To build and maintain an online ICCE Student Network or a DSC/Merit Scholarship Alumni Network
3. All Student Wing events shall be credited as “Organized by Student Wing, APSCE” in all the publicity materials and documents.
4. The Student Wing is affiliated to APSCE Education Program Subcommittee. A Lead Mentor and 2-4 Mentors, who are Education Program Subcommittee members or Associate Members, shall be appointed to guide and support the Student Wing, such as assisting the student members in assessing the feasibility of their proposed events or identifying and inviting speakers/facilitators.
5. Each year, the APSCE shall set aside USD200 as the Student Wing Fund to subsidize Student Wing event(s).
 - If the Student Wing wishes to apply for the fund, they shall submit a one-page proposal to the Lead Mentor at least two months before the event(s).
 - The application is subject to the approval of the APSCE President together with the entire Education Program Subcommittee.
 - If the annual budget is unable to fully cover the expenditures required for the Student Wing event(s) held within a year, the participants shall co-pay the balance.
 - The budget will not be carried forward. Unused budget will lapse if not utilized in the same year.
6. A member of the Student Wing should fulfil the following requirements:
 - A doctoral or Master student who is keen to contribute to ICCEs and APSCE, and whose involvement in the Student Wing are endorsed by her/his supervisor;
 - Has attended ICCE at least once;
 - Shall express her/his intention to attend the upcoming ICCE, again with the endorsement of her/his supervisor, even if (s)he cannot confirm at the point of

nomination (a valid reason must be given if (s)he eventually cannot attend the conference).

7. Both the Student Wing members and mentors' terms of service are aligned with the calendar year (one year) and are renewable.
 - Student Wing members who wish to renew their memberships for the next year shall again fulfil the requirements listed in para 5.
 - The membership of a Student Wing member shall automatically lapse upon graduation if (s)he does not quit the Wing earlier.
 - Former Student Wing members who have made a substantial contribution may be invited by mentors to serve as additional advisors to the Student Wing.
8. The Student Wing shall involve at least four (4) members each year, including one chair and 1-2 co-chair(s) appointed by the mentors or elected by the members.
 - If the Student Wing plans to organize events at and/or provide support to the upcoming ICCE, the Lead Mentor may assist the Wing in requesting the ICCE Local Organizing Committee (LOC) to nominate 1-2 student(s) affiliated to the hosting university to join the Wing and provide local support during the conference.
9. To recruit Student Wing members, the Lead Mentor may invite the EC members and the leaders of the APSCE Special Interest Group(s) to nominate their students. Invitations may also be sent to APSCE Merit Scholarship awardees. Students who fulfil the requirements listed in para 5 may also self-nominate. All the nominees shall fill up the APSCE Student Wing Member Nomination Form with their own and their supervisors' signatures and submit it to the Lead Mentor. All the submission forms shall be vetted by the mentors for membership approval.
10. The Student Wing Chair shall call for meetings via video conferencing and/or discuss with members via email to brainstorm and plan for activities, to assign tasks, to develop the proposal to apply for the annual Student Wing fund, and to monitor the operational progress, with all the mentors being kept in the loop. In addition, the Chair may convene a face-to-face meeting that involves all the Wing members and the mentors during the ICCE for operational review and planning.

(Student Wing Member Nomination Form on the next page)

APSCE Student Wing Member Nomination Form

Expected Year of Service: 20____

| | |
|---|--|
| First Name | |
| Last Name | |
| Email | |
| Affiliation | |
| Highest Academic Qualification | |
| Degree Pursuing (e.g., PhD, EdD, MEd, MEng ...) and area(s) of specialization (e.g., learning analytics, game-based learning, learning motivation, STEM ...) | <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (tick ✓ one) |
| Name, designation and affiliation of Doctoral/ Master research supervisor/advisor | |
| Full-time occupation and affiliation (For part-time students only) | |
| Attended ICCE before? (list the year(s) of participation) | |
| Experience of international academic services or university services (list up to 10 most relevant services, e.g., ICCE DSC Student Organizer, organizing chair of university student event ...) | |
| Hobbies | |

Student Declaration

I, _____ (full name), am willing to serve for the APSCE Student Wing as a member for the year of 20____. By serving as a Student Wing member, I am committed to help fulfil the objectives of the Student Wing under the guidance of the mentors. I would also like to express my intention to attend ICCE in 20_____.

_____ (Student's Signature)

Doctoral/Master supervisor/advisor's endorsement

I, _____ (full name), the supervisor/advisor of _____ (student's full name), endorse my student's involvement in the APSCE Student Wing as a member for the year of 20_____. In addition, I will support my student in attending ICCE in the year of 20_____ provided he/she fulfils the university requirements on conference participation.

_____ (Supervisor/Advisor's signature)