

# incite

## STUDENT HANDBOOK



ORGANISED BY:  
University of Edinburgh, United Kingdom  
University of Amsterdam, The Netherlands  
Nanyang Technological University, Singapore  
University of Sydney, Australia  
National University of Management, Cambodia  
Duy Tan University, Vietnam

SUMMER 2024



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# Welcome to Duy Tan University, Vietnam



On behalf of Duy Tan University (DTU) in Vietnam, I am pleased to extend a heartfelt welcome to all participants who will be joining us on our campus for the upcoming 2-week INCiTE Summer School 2024. It is our honor to welcome you, and we sincerely hope that your time in Danang, Vietnam, will be both enjoyable and fulfilling. This exceptional occasion offers a unique chance for you to delve into Vietnamese culture, explore the local economy, and discover the entrepreneurial ecosystem. Furthermore, we strongly encourage you to interact with fellow attendees from various countries and cultural backgrounds, facilitating the establishment of valuable connections and the broadening of your global perspective. I look forward to seeing you at DTU, Vietnam.

**Best wishes,  
Dr. Hang Le**

Vice Provost  
Duy Tan University

# Welcome to 2024 INCiTE Summer School

It is wonderful to hold this year's Summer School in a country that is so rich in culture but also such an inspiring testament to the resilience of its people.

The world is still changing, if anything, even more rapidly than before. Artificial Intelligence means that we all have to rethink the way we do things. Education and the world of work will never be the same. New skills are emerging such as novel and adaptive thinking, sense-making, social intelligence, design and systems thinking, and of course, intercultural competence. These are exactly the skills we are hoping to develop through INCiTE. Bringing people together to Da Nang from across the world gives us a unique opportunity to share our experiences and our knowledge to forge

new projects to help make this world a better place, and entrepreneurship skills will help you do just that. We need to harness technologies to enhance humanity and our environment, not to undermine it.

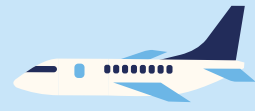
Nanyang Technological University in Singapore has developed this handbook in collaboration with the INCiTE partner universities to support students during their INCiTE journey. It provides key information to help you prepare and participate in this year's programme. Please make sure that you read the whole handbook carefully and take the time to personalise it to reflect your own needs.

Thank you and we look forward to seeing you this July in Vietnam!



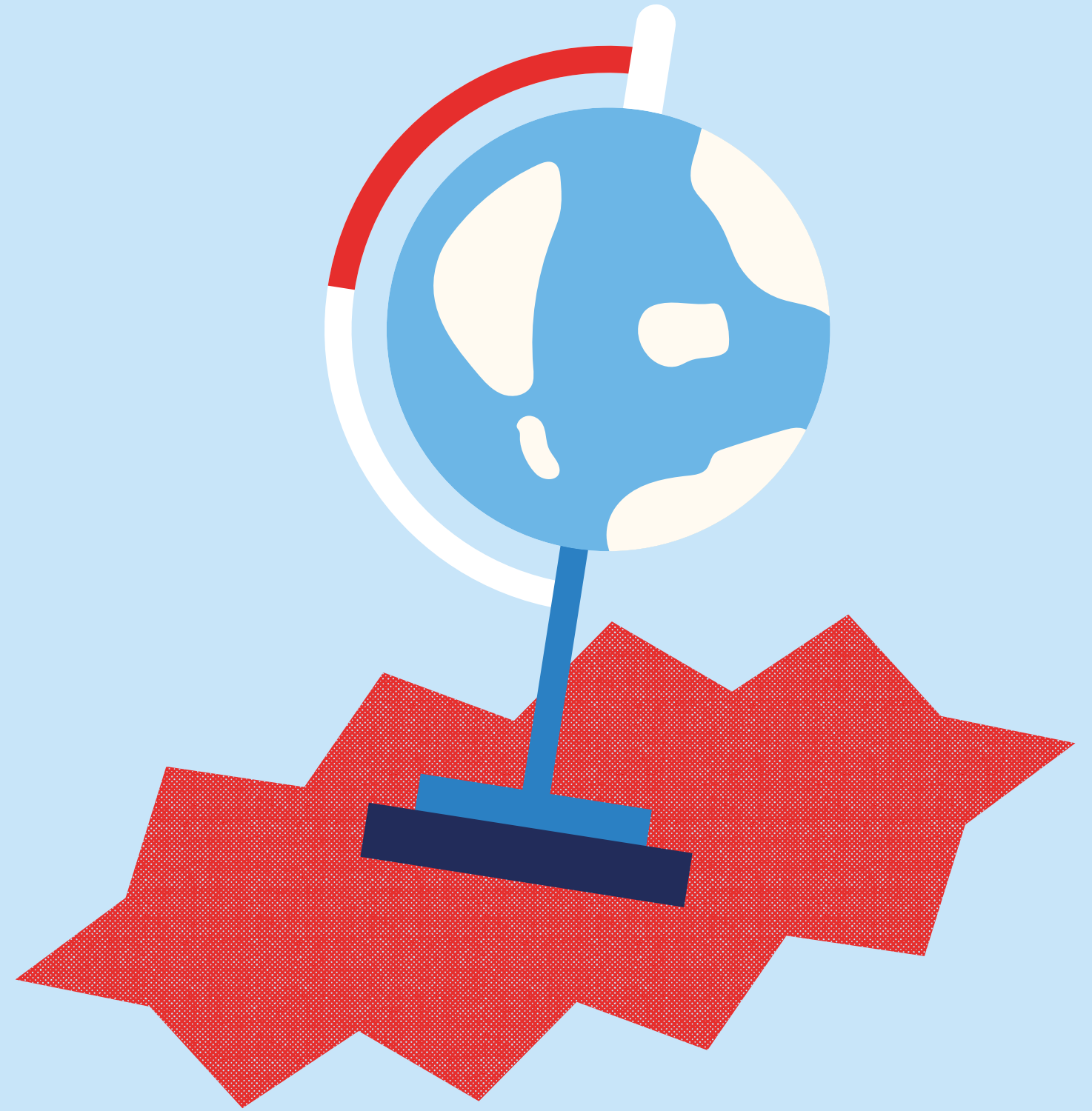
**Best wishes,  
Isabell Majewsky  
Anderson**

Head of Service  
Study and Work Away (SWAY)  
The University of Edinburgh



ABOUT

# INCiTE Summer School





# Programme Overview

**PROGRAMME DATES**

11-27 July 2024

**MODE OF TEACHING**

Face-to-Face

The **INCiTE Summer School** is a partnership between four world-class research institutions: The University of Edinburgh, University of Amsterdam, Nanyang Technological University, Singapore and The University of Sydney. The Year 2024 programme will be hosted by Duy Tan University in Da Nang, Vietnam.

The global workplace is changing rapidly, and higher education must adapt to provide students with the necessary skills and experience to succeed. The INCiTE Summer School exposes students to the practice of Entrepreneurship, Design and Systems Thinking, and Intercultural Competence through engaging with real global challenges and building business models that can offer practical solutions in the form of a product, service or entity. Participants will acquire entrepreneurial skills, business awareness, and intercultural competencies that can be applied in local, national, and global settings.

**GLOBAL STUDENT**

At the beginning of the summer school, students will be placed into multicultural, interdisciplinary teams of 4 to 6 students from the respective INCiTE institutions. Each team will take on real-life challenges faced in Vietnam and come up with innovative solutions to build a solution-oriented business model from the ground up.

**COURSEWORK**

During the couple of weeks, students will be studying coursework on Entrepreneurship, Design and Systems Thinking and Intercultural Competence. The coursework and assessments on these topics are designed to support teams to solve their Global Challenge task.

**PARTICIPATING INSTITUTIONS**

- University of Edinburgh, United Kingdom
- University of Amsterdam, The Netherlands
- Nanyang Technological University, Singapore
- University of Sydney, Australia
- National University of Management, Cambodia
- Duy Tan University, Vietnam



# Global Challenge Topics

The global challenges are outlined by the United Nations as the primary issues facing the world today. They span the key topics of health, climate change, diversity, energy, security, transport and food. In the 2024 edition of the INCiTE Summer School, we will be exploring these topics:





## Duy Tan University



Founded in 1994, Duy Tan University is the first and the largest private, multidisciplinary, and diversified university in Central Vietnam. Being ranked in the top 500 universities internationally in 2023 and top 100 in Asia in 2022 by Times Higher Education (THE), DTU now has over 32,000 students, 95% of whom find jobs within six months of graduation. By 2025 and with the vision to 2030, DTU drives to become a corporation of training, research, and services based on a foundation of humanitarianism & modernity and with a culture of innovation as its core.

<https://duytan.edu.vn/>

## University of Edinburgh



The University of Edinburgh is proud to be one of the world's top universities. We are consistently ranked among the top 50 universities world-wide, and placed 22nd in the 2024 QS World University Rankings. The University of Edinburgh is also one of the world's top research-intensive universities, ranking 4th in the UK for research power. Located in the heart of Edinburgh, one of the world's most desirable places to live, the University is home to more than 44,000 students and 15,000 members of staff, and has the highest rating possible for our student learning experience.

<https://www.ed.ac.uk/>

## University of Amsterdam



The University of Amsterdam (UvA) is ambitious, creative and committed: a leader in international science and a partner in innovation, the UvA has been inspiring generations since 1632. The University prides itself on its commitment to sustainability, innovation, and interdisciplinary research. Along with equipping students with knowledge, the university promotes an open and curious attitude, diversity of perspective, agility, and resilience. The UvA invests in new areas of expertise, teamwork, state-of-the-art infrastructure, and innovative teaching methods to prepare students for a highly digitalized world. We strive for excellence in teaching and research, and are proud to offer one of the largest selections of English taught programmes in continental Europe.

<https://www.uva.nl/en>

## Nanyang Technological University, Singapore



Young and research-intensive, Nanyang Technological University, Singapore (NTU Singapore) is ranked 26th in the 2024 QS World University Rankings and 1st among the world's best young universities since 2014. It has 35,000 undergraduate and postgraduate students in engineering, business, science, humanities, arts, social sciences, education and medicine. The NTU Smart Campus is frequently listed among the Top 15 most beautiful university campuses in the world and is home to a cosmopolitan mix of more than 100 nationalities. Besides its main campus in the western part of Singapore, NTU also has a medical campus in Novena, Singapore's healthcare district.

<https://www.ntu.edu.sg/>

## University of Sydney



The University of Sydney is one of Australia's best universities, with a stunning campus located in the heart of vibrant Sydney. We offer the widest range of courses available in the country and are consistently ranked in the top 50 universities in the world. We are known internationally as leaders in education, research, student experience and graduate employability.

<https://www.sydney.edu.au/>

## National University of Management



The National University of Management (NUM) is a leading public university in Cambodia that prides itself on its mission to cultivate innovative leaders, managers and entrepreneurs. Founded in 1984, NUM currently has over 12,000 students studying in its undergraduate and graduate level programmes.

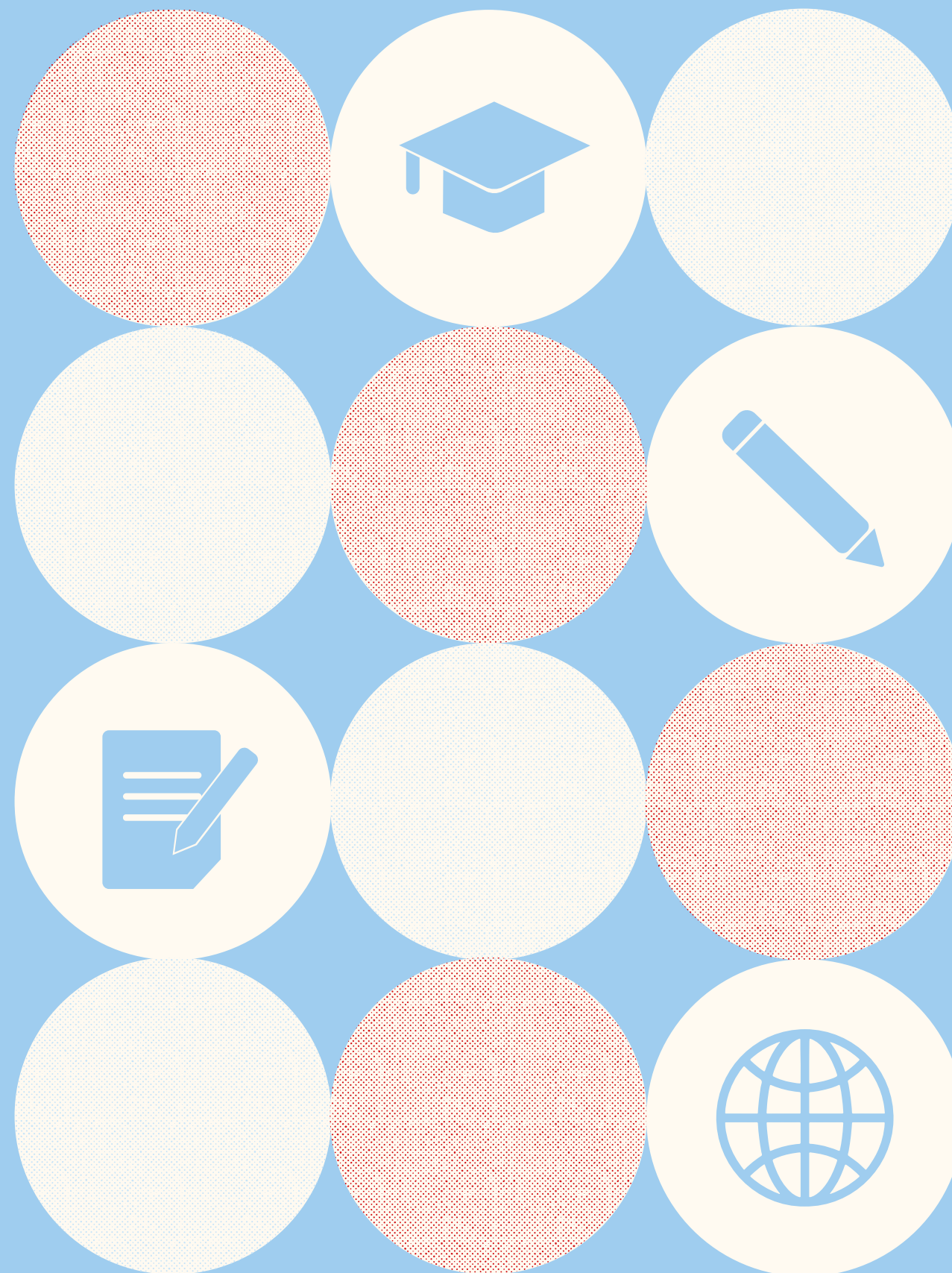
One of NUM's flagship programmes is its entrepreneurship education, which is designed to equip students with the skills and knowledge needed to launch and manage successful businesses and social ventures. The university is committed to providing a holistic education that combines academic rigour with practical skills and real-world experience.

<https://www.num.edu.kh>



# Academics

CHECK OUT THE  
COURSE SYLLABUS!



# Themes



**THEMES**  
 ENTREPRENEURSHIP  
 DESIGN AND SYSTEMS THINKING  
 INTERCULTURAL COMPETENCE

**LEARNING OUTCOMES  
 & ASSESSMENT**

**ASSIGNMENTS**

## ENTREPRENEURSHIP

**Samuel Mwaura**  
 University of Edinburgh

**Bonnie Stanway**  
 University of Sydney

**About this Module**

In this module, students will learn models and tools to support them in developing a business idea. Topics covered include problem definition and problem solving, stakeholder analysis, market research, idea generation, prototyping, and business models. Students will practice pitching their ideas and discuss how to move their idea beyond the course for aspiring entrepreneurs.

**Learning Outcomes & Assessment**

By the end of this course, students would be able to:

- Demonstrate an awareness and understanding of a key global problem.
- Create an innovative solution to the global challenge in the form of a product, service and/or entity.
- Construct and communicate a narrative to persuade a diverse audience to consider/adopt the solution.

**Assignments**

Students will work in multicultural teams to develop a business idea that addresses one global challenge of their choice and create a video pitch to share their business plan.



# DESIGN AND SYSTEMS THINKING

**Lotus Arian**  
University of Amsterdam

## About this Module

In this module, students will learn about design and systems thinking:

- Topics covered include introduction to systems thinking, system components, system analysis, and implementation.

## Learning Outcomes & Assessment

By the end of this course, students would be able to:

1. Understand the fundamentals and methods of design thinking and learn to apply design thinking methods to problems, especially to the global challenge presented in this programme.
2. Learn to visualise systems and understand how to apply design thinking to build suitable systems.
3. Understand how a system can be built and put together to solve the initial problem(s).

## Assignments

Students will finish their business plan and build on it before presenting at the end of this programme.



# INTERCULTURAL COMPETENCE

**Catherine Peyrols Wu**  
Nanyang Technological University, Singapore

**Guido de Wilde**  
University of Amsterdam

## About this Module

In this module, students will learn frameworks and tools to support their work in a global team using the cultural intelligence framework.

Topics covered include cultural intelligence, working in multicultural teams, managing conflict and diversity.

## Learning Outcomes & Assessment

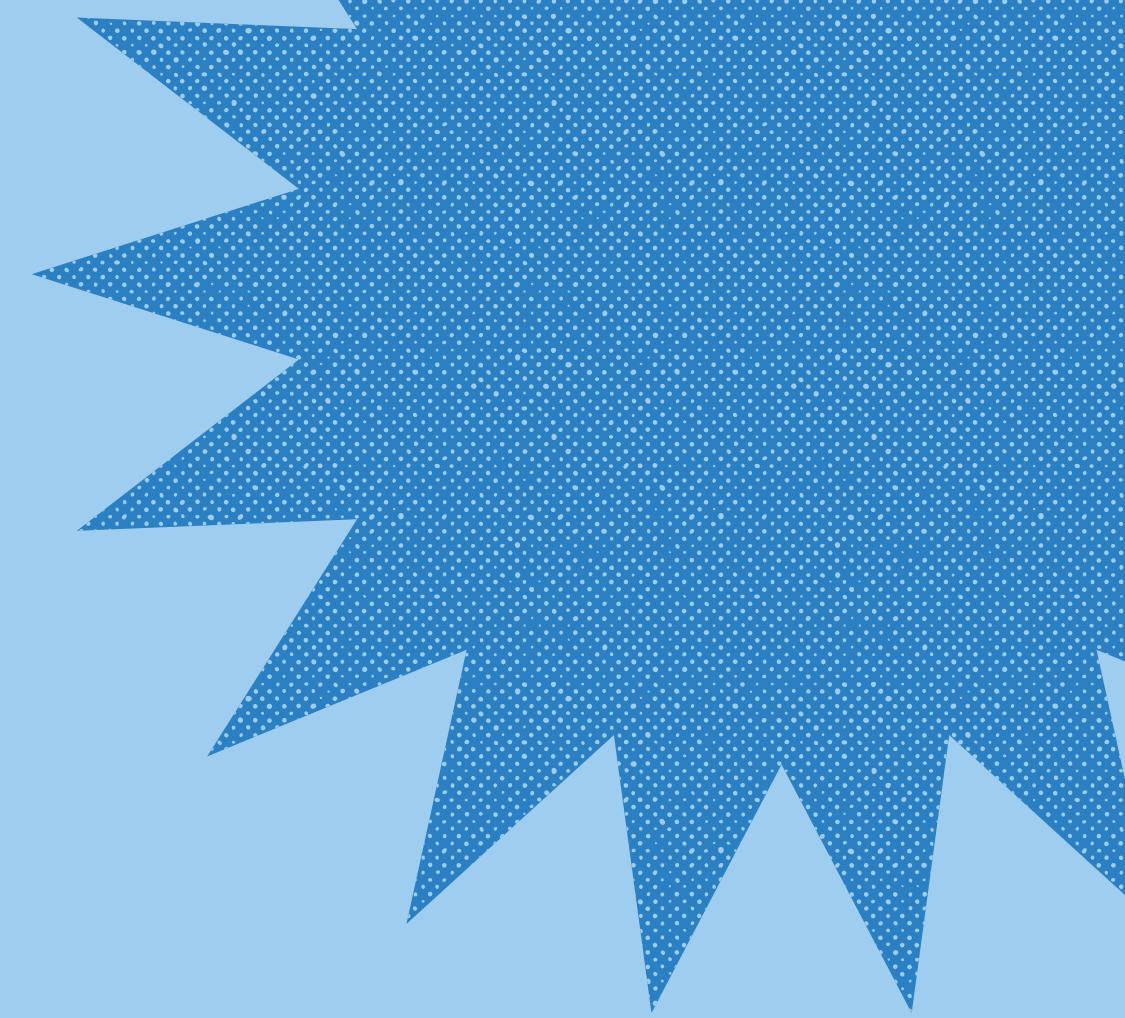
By the end of this course, students would be able to work effectively in a multidisciplinary and multicultural team.

## Assignments

Students will share their team journey in their final video pitch to demonstrate how they have worked with their multicultural team. At the end of the course, students will write a final reflection on their experience of working in a global team and submit to their respective home institution.



# Socio-cultural activities





## The INCiTE social and cultural activities designed are collaborative efforts by the network partner institutions and students.

Don't miss out on the opportunity to learn, experience and exchange with your peers from around the world by joining the activities organised by our INCiTE partner institutions or organising a fun activity yourself!

### Curated Socio-Cultural Activities

Socio-cultural activities have been thoughtfully included in the programme schedule for you. Prepare to embark on cultural experiences and gain greater insights into the host country's rich heritage. Engage in social activities and get to know fellow students within and outside your team.

Look out for these activities indicated in the schedule, and further details will be shared. Get ready for an enriching and immersive experience beyond the classroom!

### Industry Visits & Talks

As part of the programme, industry visit(s) and talk(s) have also been exclusively organised for you. It aims to offer valuable opportunities to interact with industry experts, unlock industry insights and gain a deeper understanding of thriving start-ups and/or companies in Vietnam. This is also an opportunity to expand your knowledge and enhance your understanding of Vietnam's dynamic business landscape.

The date and time for these activities can be found in the schedule. Additional information and details will also be shared within the MS Teams environment.



## Explore & Uncover Da Nang's Hidden Gems

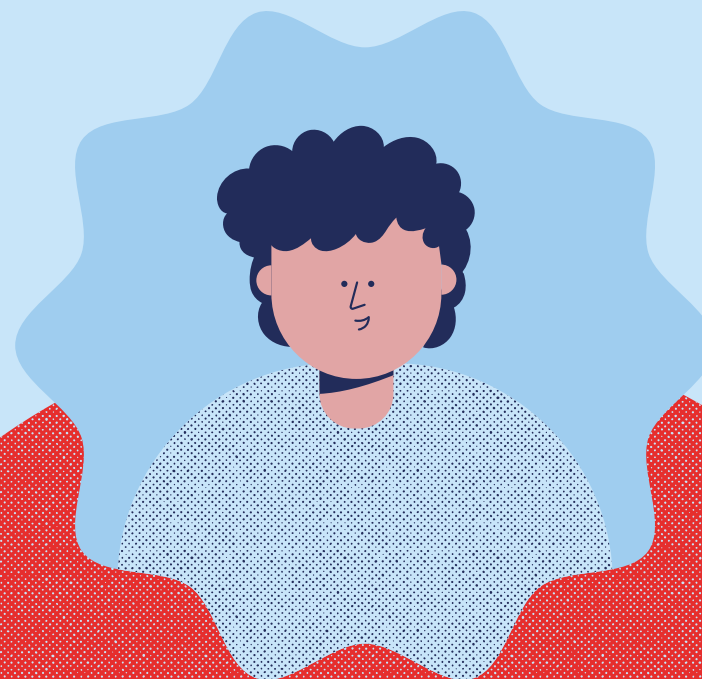
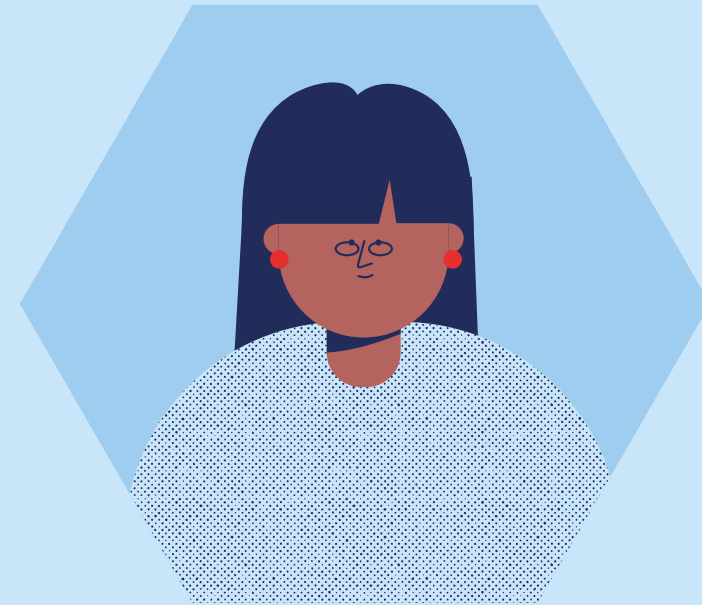
During the 2.5 weeks, ample opportunities await you to embark on exciting off-campus excursions and activities. Take charge of your evenings and weekends, organising unforgettable explorations and discovering the vibrant and culturally-rich city alongside your fellow students.

Share your plans on the Social channel within the MS Teams environment and find companions eager to join you on your journey. Let curiosity be your guide as you create lasting memories!





# Meet the people







DR.

**SAMUEL MWAURA**

Lecturer  
University of Edinburgh  
[Samuel.Mwaura@ed.ac.uk](mailto:Samuel.Mwaura@ed.ac.uk)

**Subject Expertise: Entrepreneurship and Innovation**

Dr Samuel Mwaura is Lecturer of Entrepreneurship and Innovation at the University of Edinburgh Business School and National Co-Lead of the Global Entrepreneurship Monitor (Scotland). His recent research has focused on entrepreneurial finance, inclusive (ethnicity/gender) entrepreneurship, and national/regional entrepreneurial ecosystems in Scotland and the UK. Sam is passionate about knowledge exchange, industry engagement, and policy and societal impact from his scholarship. He has contributed to executive/practitioner education and training, government policy working groups and expert panels, policy hackathons, as well as many community engagement events and media appearances.

When not academiaing, Sam can usually be found ferrying weans about in the indefatigable daddy's taxi, waiting at parking lots and reception areas, or pretending to not enjoy forced visits to ice-cream parlours.



DR.

**CATHERINE PEYROLS WU**

Lecturer, Leadership, Management and Organisation  
Nanyang Business School  
Nanyang Technological University, Singapore  
[Catherine.wu@ntu.edu.sg](mailto:Catherine.wu@ntu.edu.sg)

**Subject Expertise: Intercultural Competence**

Dr. Catherine has been fascinated by cultural differences since she was 13 years old. From then on, she never stopped exploring. After studying in the UK to learn English and completing a masters thesis on the training of expatriates, she took the plunge and moved from France to China at age 23 to experience a radically different culture. She stayed there for 5 years before moving to Singapore.

Today, Catherine combines a deep understanding of intercultural relations with first-hand experience of living and working in Asia with her multicultural family for more than 15 years. Catherine holds a PhD in Leadership and Cultural Intelligence from Nanyang Technological University, Singapore and a masters in management from KEDGE Business School in France.



DR.

**BONNIE STANWAY**

Lecturer  
University of Sydney  
[bonnie.stanway@sydney.edu.au](mailto:bonnie.stanway@sydney.edu.au)

**Subject Expertise: Entrepreneurship and Innovation**

Bonnie is a Lecturer and Postdoctoral Research Associate in the Discipline of Strategy, Innovation and Entrepreneurship at the University of Sydney. She collaborates with cutting-edge researchers to explore commercialisation opportunities for their inventions. In her research, and in her 13 years of global industry experience, she relishes the intersection of different skills and different perspectives to embrace the only constant, that is change! Hailing from New Zealand, Bonnie has a love for biking, hiking, swimming, and camping... in any old weather.



MR.

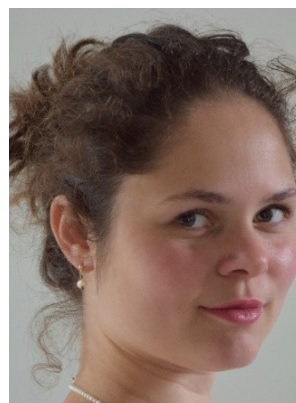
**GUIDO DE WILDE**

Manager, Global Student Experience & Engagement  
University of Amsterdam  
[g.c.q.deWilde@uva.nl](mailto:g.c.q.deWilde@uva.nl)

**Subject Expertise: Intercultural Competence**

Guido is a highly competent and respected trainer with a strong sense of social responsibility. As a manager for the Office of International Student Affairs at the University of Amsterdam, he is responsible for global student experience and engagement. He has an MSc in Communication Science, completed the School for Training, is a licensed Transnational Erasmus Plus Coordinator, and specializes in intercultural communication, student leadership, and building engaging student communities.

He created the UVA Cultural Exchange Ambassador Programme, a student leadership programme focused on equity, diversity, and inclusion, which has won numerous awards. Guido is the vice-chair of the supervisory board of ESN Amsterdam and an expert member of several multi-university EU-funded projects, including NICE, Digipass, and TICKET. In recognition of his contributions, he received the University of Amsterdam Honorary Medallion in June



Ms

**LOTUS ARIAN**

Lecturer  
University of Amsterdam  
[l.y.arian@uva.nl](mailto:l.y.arian@uva.nl)

**Subject Expertise: Systems Thinking**

Lotus Arian is a lecturer at the UVA for Future Planet Studies, specialized in finding sustainable solutions. She teaches Systems Thinking to analyse complex interdisciplinary problems and coaches project groups to find (stakeholder focused) solutions. In addition, she teaches students about water and food related topics connected to current challenges due to climate change.

In her spare time, she likes to read novels and play guitar and piano (hopefully without bothering others).



**MS. ISABELL MAJEWSKY**

Head of Study and Work Away (SWAY)  
University of Edinburgh  
[Isabell.Majewsky@ed.ac.uk](mailto:Isabell.Majewsky@ed.ac.uk)

Isabell Majewsky Anderson was born in Germany but raised in Malaysia and Singapore. She came to Scotland in 1988 to study at the University of Stirling and went on to receive a distinction for a Masters in Entrepreneurship. After leaving university, she took on a variety of roles mainly in higher education, both in internationalisation and innovation, most notably as Director of Connect Midlands at the University of Warwick.

She has worked for the University of Edinburgh since 2012, currently as the Head Service for Study and Work Away (SWAY) and has been responsible for a number of initiatives and projects, including the establishment of the University's Summer School programme and the roll-out of the Principal's Go Abroad Challenge, for which she received the EAIE Bo Gregerson Award for Best Practice in 2014. Under her leadership, the University has become the UK's largest beneficiary of Erasmus+ mobility funding.

She also created several EU Strategic Partnership projects such as the Network for Intercultural Competence to facilitate Entrepreneurship (NICE) and DIGIPASS, pioneering virtual exchange and designed to improve the impact of mobility experiences for students through innovative online resources. In 2020, she was awarded the University of Edinburgh's Principal's Medal for Exceptional Contribution for her role in building partnerships, alliances and research engagement across Europe.



**MR. JOHN BENNETT**

SWAY Projects Manager  
University of Edinburgh  
[JH.Bennett@ed.ac.uk](mailto:JH.Bennett@ed.ac.uk)

John has worked in international education for over a decade, from supporting international students as they adjust to life in Scotland to working with international partners on new collaborative Masters degree, John has covered a lot of ground in his career. He particularly enjoys developing virtual exchange opportunities and programmes that support the development of intercultural communication skills, and is really looking forward to this year's INCiTE Summer School as both sit at the heart of the curriculum.

In his personal life, he likes to follow international politics, explore the Scottish countryside and spend time with his two daughters, Juno and Coral.



**MS. CHELSEA FERGUSON**

SWAY Projects Advisor  
University of Edinburgh  
[chelsea.ferguson@ed.ac.uk](mailto:chelsea.ferguson@ed.ac.uk)

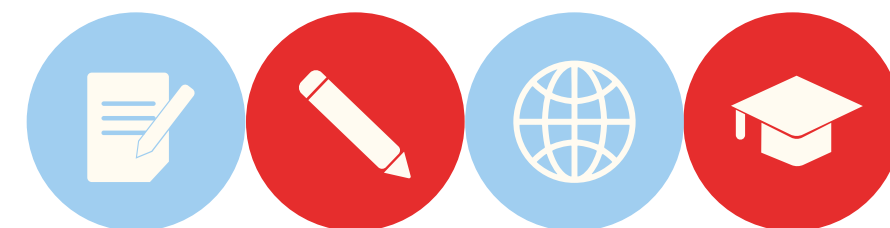
Chelsea grew up in Scottsdale, Arizona and graduated from Arizona State University in 2014 where she received a distinction for a BA in Anthropology. She then moved to Scotland, where she achieved an MSc in International Relations from the University of Edinburgh. She worked for multiple years within the Scottish charity sector, focusing on contract management and fundraising at The Prince's Trust. She then moved to higher education, where she currently works within the Study and Work Away Service at the University of Edinburgh as a Projects Advisor, focusing on Erasmus+ KA203 projects.



**MR. RANDALL REINHARD**

SWAY Projects Advisor  
University of Edinburgh  
[R.Reinhard@ed.ac.uk](mailto:R.Reinhard@ed.ac.uk)

Randall is originally from Texas, where he graduated in 2012 from the University of Texas at Austin with a degree in History and Philosophy. He soon moved to Scotland, where he completed an MSc in Intellectual History in 2014, and eventually a PhD in History in 2020, both from the University of Edinburgh. During his studies, Randall tutored on History courses and worked with SWAY running the Go Abroad Fund, a large-scale scholarship fund for students taking part in short-term international experiences during the summer holidays. He now works in SWAY as a Projects Advisor, being involved with programmes like INCITE and NICE, as well as other Erasmus+ international projects.







**DR. BUI LE ANH PHUONG (VIVI)**

Vice Dean, DTU Hospitality & Tourism School  
 Duy Tan University  
[anhphuong@duytan.edu.vn](mailto:anhphuong@duytan.edu.vn)

Dr. Vivi holds a Ph.D. in tourism and currently serves as the Vice Dean of Duy Tan University's Hospitality and Tourism Institute in Vietnam. In addition to her role as Vice Dean, she is also the research director of Passage to ASEAN Association. Her substantive experience is tourism. Dr. Phuong started her career in academia as a full-time staff since 2010, with her previous careers in hotel & customer service industries.



**MS. CARA BONNINGTON**

Associate Director, Global Mobility, Sydney Future Students  
 University of Sydney  
[cara.bonnington@sydney.edu.au](mailto:cara.bonnington@sydney.edu.au)

As Associate Director, Global Mobility Cara oversees Sydney Global Mobility – the teams that manage inbound and outbound student mobility and international agreements. Cara and her teams work collaboratively with faculties and schools to grow and develop opportunities for student mobility in line with the University's strategic 50% outbound student mobility target. She has a Master's degree in Intercultural Communication from the University of Pennsylvania and is a current PhD candidate in the Centre for Higher Education Internationalisation at Università Cattolica del Sacro Cuore.



**MS. LEOMI NGUYEN**

Global Exchange Office  
 Duy Tan University  
[leomi@passagetoasean.org](mailto:leomi@passagetoasean.org)

Leomi serves as a member of the P2A Secretariat and the Global Exchange Office at Duy Tan University. With a background in organising and planning online educational programmes, she brings valuable experience to her role. Additionally, Leomi has been involved in implementing scholarship exchange programmes and facilitating skill development opportunities for Vietnamese students. Through her work, she has had the privilege of organizing online and hybrid exchange programmes within the ASEAN student community, fostering cultural exchange and skill development among Duy Tan Vietnamese students and their international counterparts.



**MS. CASEY HAWES**

Short-term Mobility Advisor  
 University of Sydney  
[Casey.hawes@sydney.edu.au](mailto:Casey.hawes@sydney.edu.au)

Casey is responsible for advising students at the University of Sydney about participating in short-term mobility programs with our partner universities and providers including all winter and summer session opportunities. Casey assists with a range of institutional relationships abroad, as well as assisting with promotions and events related to study abroad and exchange. She is a strong advocate of studying abroad and the personal and professional development it fosters in students. She looks forward to being part of your support network as you embark on your international education journey at the INCiTE Summer School 2024 in Da Nang, Vietnam.



**MS. AÏSHA DAW**

Liaison Officer & INCiTE Project Administrator  
 University of Amsterdam  
[Otbt-sts@uva.nl](mailto:Otbt-sts@uva.nl)

At the University of Amsterdam, Aïsha is overseeing innovative and alternative study abroad experiences, such as virtual and blended programmes, summer schools, or student conferences. Outside of work, Aïsha lives and breathes dance. She performs on stage and occasionally teaches dance classes.

During the INCiTE Summer School, she will be students' contact person, to help with administrative questions, personal issues or anything in between. In short: she will help you not to worry, relax, and make the most of your experience!



**MR. ALEX VU**

Country Manager (Vietnam)  
 International, Sydney Future Students  
 University of Sydney

Alex Vu has 10 years of experience working in the international education. Alex is working for the University of Sydney as Country Manager (Vietnam), with key responsibilities in supporting students in the country with their admission to the University; establish and nurturing partnerships with the University's partners in Vietnam; and represent the University in different local and international events. Before that, Alex worked for Study Group Australia managing the student recruitment activities in Southeast Asia of partner institutions in Australia and New Zealand.





**MS. PAULINE HO**

Deputy Director  
Nanyang Technological University, Singapore  
[paulineho@ntu.edu.sg](mailto:paulineho@ntu.edu.sg)

Pauline Ho is the Deputy Director of Global Education and Mobility at the Nanyang Technological University, Singapore. She oversees and facilitates partnerships and agreements, new mobility programme development, study abroad and cultural programming. She has more than 20 years of experience in brand, product and programme development. Her areas of interest spans from global leadership and its impact in shifting the paradigm of students through internationalism policy development and encouraging student exposure to diverse cultures. Her international experience begins with her degrees in Australia and UK and subsequently worked in Germany and a few Asian cities prior to joining NTU Singapore. She enjoys reading thought-provoking books while listening to her collection of vinyl over a cup of aromatic tea.



**MS. ESTRELLA HO**

Assistant Director  
Nanyang Technological University, Singapore  
[estrella.ho@ntu.edu.sg](mailto:estrella.ho@ntu.edu.sg)

Having been born and raised in Singapore, a vibrant blend of cultures, Estrella has fostered a deep enthusiasm for global education. With more than ten years of experience in managing international programmes and partnerships in both public and private educational institutions in Singapore, she recognises the crucial significance of education in shaping students into global citizens, particularly in our interconnected world today.

During her leisure hours, Estrella takes pleasure in indulging in Netflix series, engaging in gym workouts, and embarking on leisurely nature walks or cycling with her friends.



**MS. SIM SOVICHA**

Vice Rector  
National University of Management  
[simsovicha@num.edu.kh](mailto:simsovicha@num.edu.kh)

Ms. Sim Sovicha is Vice Rector of the National University of Management (NUM) in charge of Internal Quality Assurance and Strategic Planning. Prior to the current position, Ms. Sovicha was the Dean of the Faculty of Economics, NUM since 2004 to 2016. She has more than 20 year-experience in lecturing Economics and Finance for undergraduate and graduate students at NUM.

Sovicha holds Master's Degree in Economics from the Australian National University, Australia in 2000 and hold Bachelor's Degree in Business from the National University of Management, Cambodia in 1994.



**MR. STEPHEN PATERSON**

Vice Rector and Chief Innovation & Entrepreneurship Officer  
National University of Management  
[spaterson@num.edu.kh](mailto:spaterson@num.edu.kh)

Stephen Paterson is currently serving as the Chief Innovation & Entrepreneurship Officer (CIEO) at the National University of Management in Phnom Penh.

Stephen is also the Co-Founder of the Mekong Challenge (2006 to Present), which is an entrepreneurship programme and competition involving universities from Bhutan, Cambodia, Laos, Myanmar, Thailand, and Vietnam. Stephen has been involved in entrepreneurship education in Cambodia and the Southeast Asia region for more than 25 years. In addition to teaching and conducting professional training seminars on entrepreneurship and innovation, Stephen also serves as the Programme Director for the National Business Model Competition (BMC) in Cambodia.

Stephen is a Canadian citizen and received his Master's Degree from the University of Toronto, and his Bachelor's Degree from Queen's University, Kingston, Ontario, Canada.

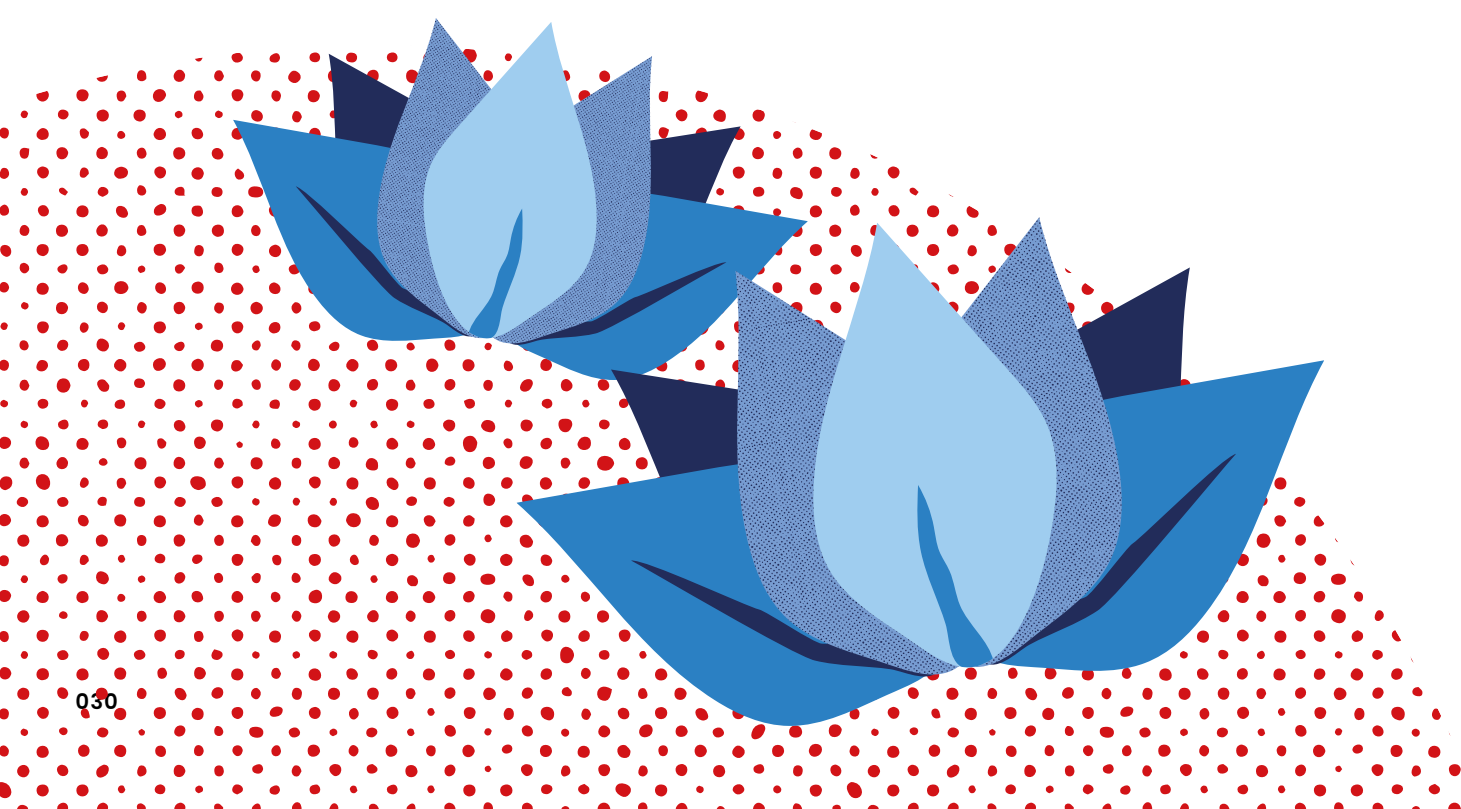


**MS. VISAKHA SAO**

Manager and Design Officer at Social Innovation Lab  
National University of Management

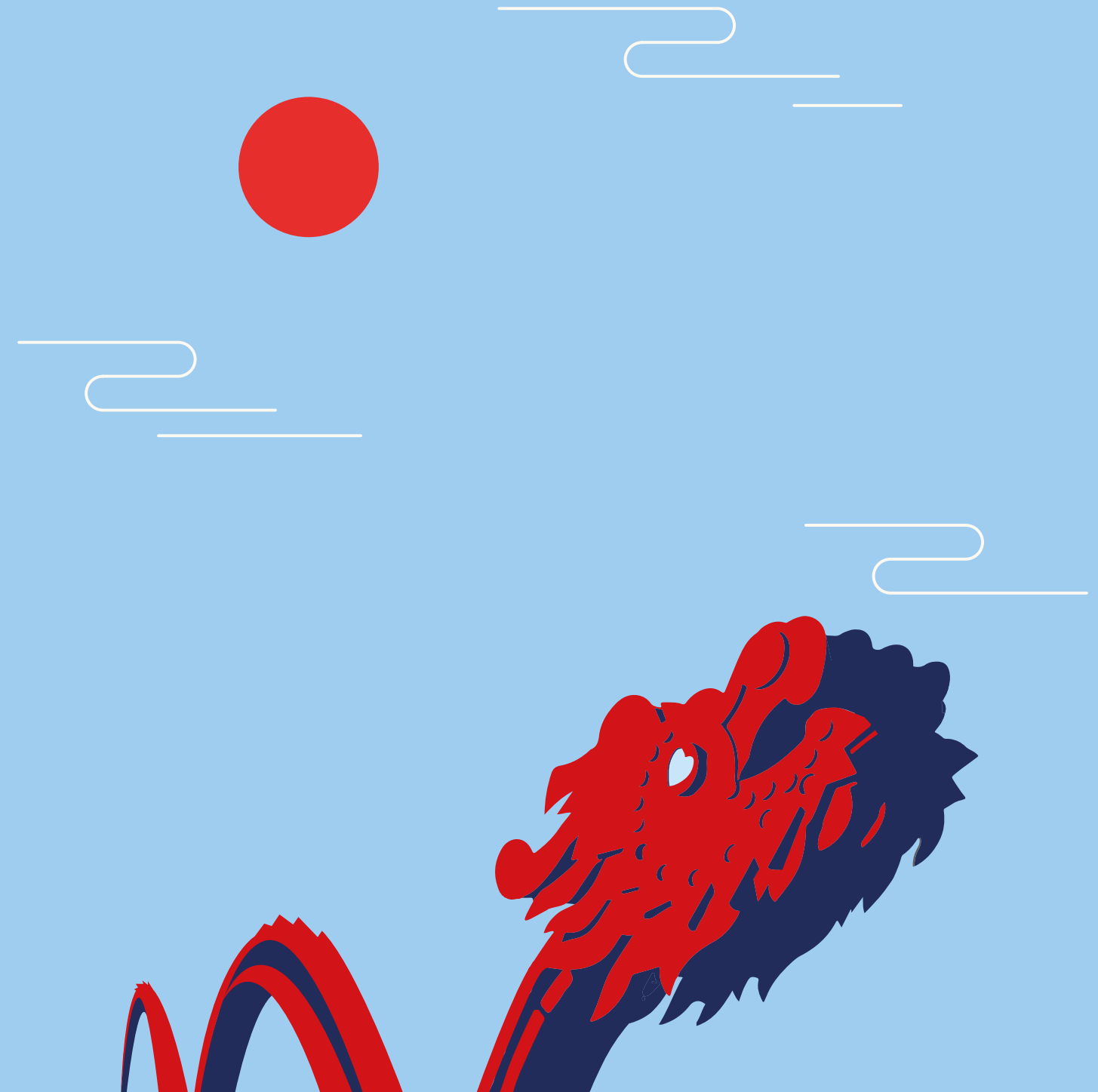
Ms. Visakha Sao is a Manager and Design Officer at Social Innovation Lab at the National University of Management (NUM). In addition, she also serves as a Programme Coordinator for the Bachelor of Global Entrepreneurship & Innovation Programme.

She received her dual bachelor's degrees in Business Administration from ICN Business School in Nancy, France, and the National University of Management (NUM). She is currently undertaking a master's degree in Global Innovation Management at NUM.





# Learning



## Programme Schedule

Dates	Events / Activities
Thu, 11 July	Arrival & Check-in to accommodation
.....	
Fri, 12 July	Welcome & Orientation
.....	
Sat, 13 July	Opening Ceremony
.....	
Mon, 15 July - Thu, 25 July	Academic Programme Socio-cultural Activities Industry Visits & Talks
.....	
Fri, 26 July	Final Presentation & Closing Ceremony, Farewell Lunch
.....	
Sat, 27 July	Check-out & Departure
.....	

Classes will be held on weekday mornings and afternoons. Most days will involve 4 hours of classes – 2 hours in the morning and 2 hours in the afternoon, with a 2-hour lunch break between the classes. Time will also be allocated for students to work in their teams or to participate in socio-cultural activities or industry visits/talks.

The detailed programme schedule will be circulated to all participants at least one week prior to the start of the INCITE Summer School. The most up-to-date schedule will be available in the “Files” tab of the General channel in MS Teams.



## Class Venue

Majority of the classes and activities will be held at the Duy Tan Tower of Duy Tan University (DTU). The specific location of your daily classes will be communicated to you closer to the date.

Please refer to page 47 for the campus map.

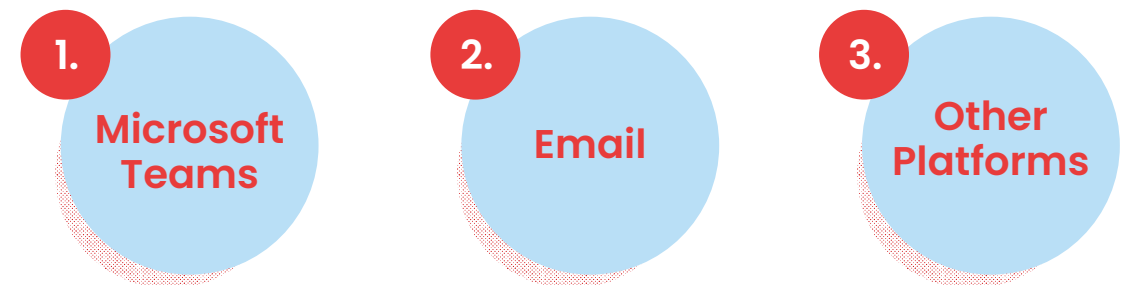
## Reading Materials and Learning Resources

The INCITE team has created folders in the “Files” tab of the Academic Matters channel in MS Teams for the faculty to store the reading materials and learning resources. You may refer to the course folders in MS Teams for your study and reference.

For your individual student team, you are also encouraged to store and share your work in the “Files” tab of your student team’s private channel.

## Communication Channels

The INCITE Summer School will use the following channels for daily communication with students, faculty and staff, hence you should have proficient knowledge on how to use these applications. This table describes how these systems will be used.



MS Teams for short, is a collaboration app that allows teams to have online meetings and share documents.

All official announcements and updates for the INCITE programme will be issued through this platform; it will be the primary method of communication between the faculty and participants and will also serve as storage space for shared resources.

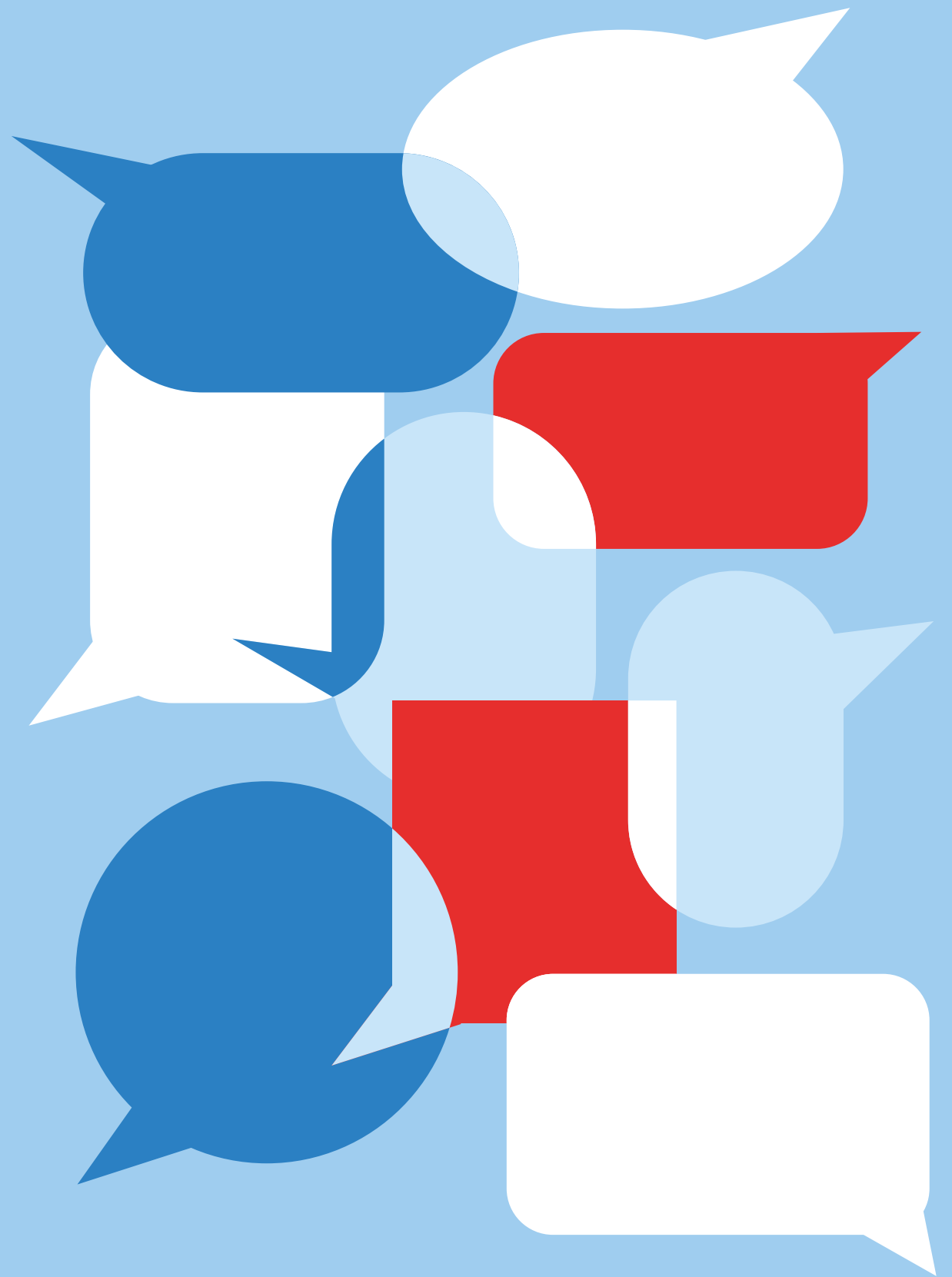
Your academic leader and faculty may also use email to communicate frequent updates to your institution email account so be sure to check it regularly.

Your team and other students are welcome to independently use other communication tools (eg. WhatsApp, Telegram, LINE, KakaoTalk etc.) for your group communication. Nevertheless, MS Teams will remain as the primary communication tool between the INCITE staff and participants for the purposes of the academic and social programmes.





# Roles and Responsibilities



Students enrolled in the INCiTE Summer School are held to a high standard of behaviour. While enrolled in the INCiTE Summer School, you are expected to **comply with behavioural expectations and the code of conduct as set out in the student charter.**



**Be respectful towards staff and other students**

All students are required to treat staff and other students with respect. The INCiTE team will not tolerate any discriminatory language or behaviour, harassment or bullying of other students. Treat others how you would like to be treated!

Additionally, you should not disclose personal information or the information of any other member of the INCiTE Summer School online.



**Be engaged and keep to time**

All students are required to practice good attendance, which includes attending all mandatory sessions on time and participate fully throughout the entirety of the summer school.

Students are expected to engage with their teammates and work on their global challenge solution outside of live teaching hours. Full engagement is crucial not only for your academic benefit but also for the progress and dynamics of your team. Please do your best to meet timelines, commitments and due dates. Your team is relying on you!



**Be punctual for class**

Students should arrive at least five minutes before the scheduled class time and prepare for the session. Please be reminded to be early so as not to disrupt the class.

As you will probably be on a different schedule than you are used to, do remember to do the proper time conversions so you can attend classes on time. Students can also consider using a calendar application to set additional alarm or other tools to help you be punctual.



**Respect the privacy of the class**

Students are not allowed to record the classes whether it be video recording, audio recording or screen recording. They are also not allowed to take a screenshot of the content, faculty or a peer without receiving prior consent.



**Practise good etiquette**

**MS Teams Etiquette**

The INCiTE team has set up a collaborative space in MS Teams as a single-point access for conversations, learning content and tasks for the Summer School. Apart from the three main public channels, there are private channels set up for the individual institutions and student teams.

To keep the site clean and information well-organised for everyone to have a productive MS Teams experience,

- Do not spam content and messages in any of the INCiTE Summer School channels.
- Do not forward or post any content not directly associated with your learning and discussions.
- Within your student team, you may want to take advantage of the ability to co-edit documents in the Files tab of your team's channel so everyone always has the most up-to-date version of your files.
- Do not video or audio call other members of the INCiTE Summer School without advance notice. You should pre-arrange meeting times with your teammates, other students and/or staff.



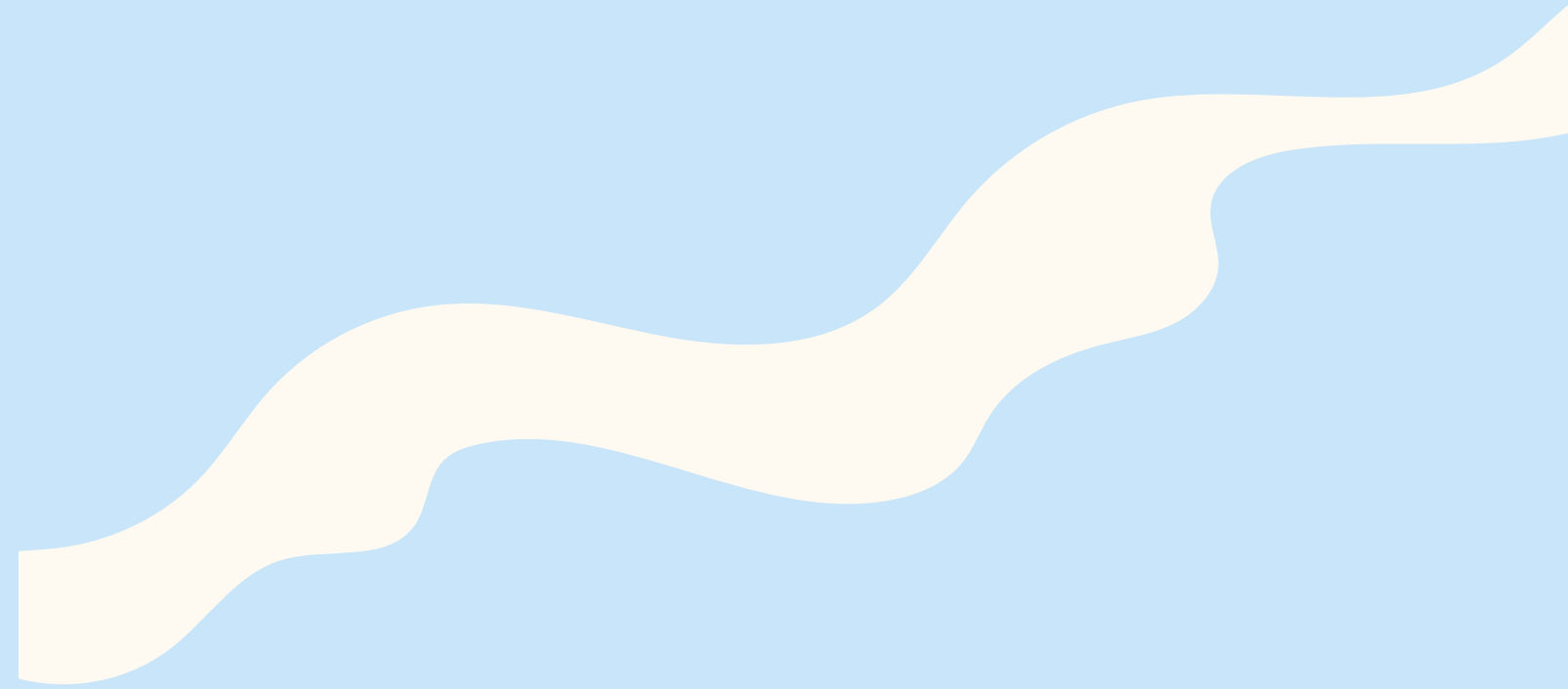
**Uphold academic integrity and honesty**

Students are expected to maintain and uphold academic integrity. If you face any doubt about using a resource or have trouble with the material, please seek clarification from a course instructor.

**In addition, students are also expected to adhere to the rules and regulations of the host institution.**



# Safety and wellbeing





The INCiTE Summer School presents an exciting opportunity to connect with new friends and learn new knowledge.

Yet, it can also be overwhelming...



Here are some tips to manage your safety and mental wellbeing!

**Self-care resources**

The INCiTE team has pulled together a range of useful resources from across the INCiTE Network which students are encouraged to refer to throughout the summer school. These resources, services and materials provide guidance on looking after your mental and physical wellbeing, and can be found in a document titled: 'Self-care Resources' found in the Files tab of the General channel in MS Teams.

**Speak to someone**

If you wish to speak to someone about any emotional or mental health issues, you may approach your institutional staff who will be able to offer more direct support options.

**3-min Relaxation**

Relax + Breathe:

1. Stand or sit in a comfortable position.
2. Drop your shoulders + let your jaw relax.
3. Breathe in slowly through your nose and hold your breath for 3s. Keep your shoulders down + allow your stomach to expand as you breathe in.
4. Now, exhale slowly through your mouth + relax your body.
5. Repeat Steps 3 + 4 for 3 times.

**Stay safe online**

Please be mindful that while it is easy to post personal information, including photographs, online, it will be extremely difficult to remove them. You should refrain from posting your information and that of your peers on any online platforms.







# Contact

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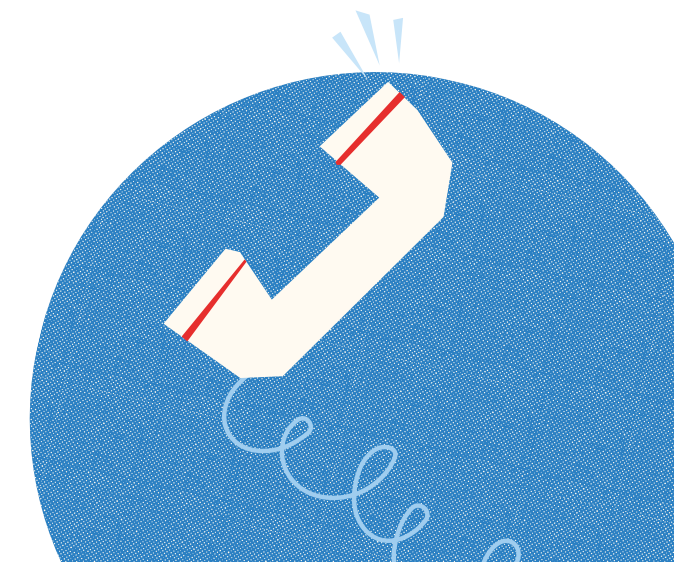
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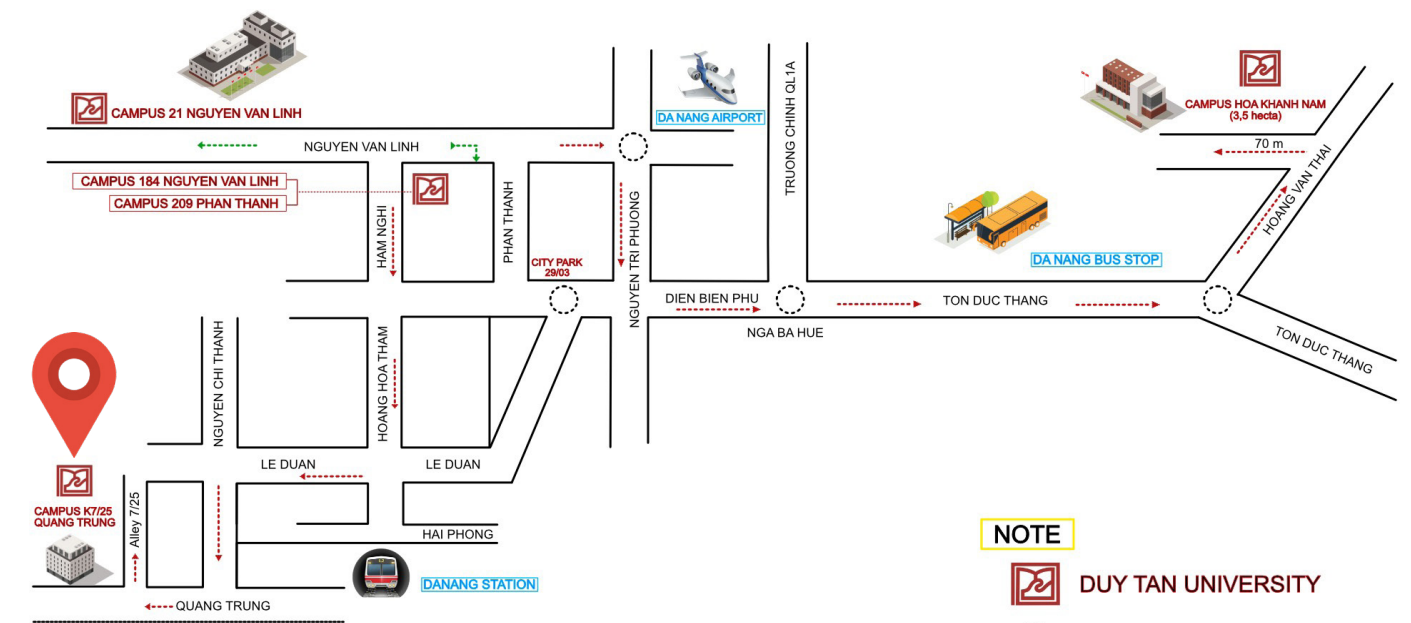






# DUY TAN UNIVERSITY

## CAMPUS MAP



- NOTE**
-  DUY TAN UNIVERSITY
  -  Roundabout
  -  Duy Tan Tower



# DUY TAN TOWER

03 Quang Trung Street

-  LEVEL 1: LOBBY
-  LEVEL 4: AUDITORIUM
-  LEVEL 6: CLASS ROOMS
-  LEVEL 7: LIBRARY
-  LEVEL 20: CATERING





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<https://fonts.google.com/specimen/Poppins>

Body text in 8pt.  
Display in Black, various sizes

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