



3rd SEAMEO POLYTECHNIC NETWORK MEETING
 Implementation for the 2nd Batch of
 SEA-TVET Student Internship Exchange and
 SEA-TVET 3-2-1 Dual Programme
 5-6 April 2018, Surabaya, Indonesia



NEXT STEPS for Implementing the 2nd Batch SEA-TVET Internship Exchange



Dr Gatot, Director
SEAMEO Secretariat



Next Steps

- 1) All information, presentations, Photos will be shared on SEAMEO website. The links of documents will be sent to all participants.
- 2) Preliminary signed LOA will be shared by email after the meeting.
- 3) SEAMEO will coordinate for updating signatures on LOA by email.
- 4) SEAMEO will send final LOA to all participating institutions by the end of April.
- 5) SEAMEO produces "Directory" with photos of participants".
- 6) SEAMEO produces "Guidelines for Industry Participation".



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Next Steps for 2nd Batch Preparation

- 1) **By 17 April**, SEAMEO will send the “**Institutional Confirmation Form**” to all institutions.
- 2) **Today – 15 May** : Institutions recruit students and coordinate with industrial partners.
- 3) **By 15 May**, institutions submit student profile, name of industrial partners, photos of facilities and accommodation to SEAMEO.
- 4) **By 1 June**, SEAMEO will send the 1st list of student mapping



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The Guidelines for Selecting **Industry Partners** (New by SEAMEO)

- 1) Closed connection with institutions
- 2) Can accept internship for 1-3 months
- 3) Have staff to supervise students in English
- 4) National or international recognition
- 5) Tasks should be more Project-based Assignment and matched to study areas and interest of students (Depend on study areas)
- 6) Students can not change the company/industry after the agreement at the online interview.



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Implementation Process for the 2nd Batch (4.5 months for preparation)

5 April 2018

- Signing the Letter of Agreements in Surabaya
- **"Confirmation Form"** will be sent after meeting

1-15 May 2018

- Submit confirmation from, submit student profile, name of industry partners to SEAMEO

June –July 2018

- Announcement of mapping list and confirmation with institutions

By 15 July 2018

- Student Online Interview , Blog Training
- Letter of Acceptance and Travel Preparation

August, September 2018

- Online Orientation
- Mobilising the students



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Thank You for Your Cooperation

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