

Summary Report and Guidelines for the 2nd Batch of SEA-TVET Student Internship Exchange: August-September-October 2018

(Web: <http://seatvet.seameo.org/>)

I. Background

The implementation process and commitment of participating institutions from Southeast Asian countries for the 2nd Batch of SEA-TVET Student Internship Exchange were agreed at the 3rd SEAMEO Polytechnic Network Meeting on 5-6 April 2018 at the Politeknik Elektronika Negeri Surabaya, Indonesia.

The meeting was to:

- 1) Share and learn the successful practices of student internship exchange from the participating institutions
- 2) Review and evaluate the implementation of the 1st batch of the SEA-TVET student internship exchange and identify the improvement and action plan for the *2nd batch of SEA-TVET student internship exchange to be implemented in August-September 2018.*
- 3) Explore the possible model and implementation process of SEA-TVET 3-2-1 Dual Programme.

The meeting was attended by approximately 140 participants who are management level (Directors, Deputy Directors, Heads of Programme, Heads of International Relations, and Heads of Academic Affairs) from TVET colleges, polytechnics, universities of technology in Indonesia, Philippines, Malaysia and Thailand.

The number of participating institutions by country was as follows:

Country	Number of Institutions	Number of Participants
Indonesia	59	109
Malaysia	1	1
Philippines	6	9
Thailand	7	11
SEAMEO	2	7
Total	75	137

The meeting on 5th April was focused on the implementation process and participating commitment of the 2nd batch of SEA-TVET Student Internship Exchange which was agreed to be implemented during August-September 2018. The meeting on 6th April was discussed on the possible model and implementation of the SEA-TVET 3-2-1 Dual Programme.

To improve the implementation process of the 2nd batch of SEA-TVET Student Internship Exchange, the SEAMEO Secretariat has proposed the followings suggestions at the meeting:

- Provide more time for preparation from 3 months for the 1st batch to be 4.5 months for the 2nd batch.
- Flexible exchange schedule and provide options for travel schedule
- Duration of internship can be flexible and extended from 1 month or 30 days up to 3 months or 90 days.
- Maximising IT to improve procedures, sharing information and communication
- Producing guidelines/criteria for selecting industry to join the programme
- Ensuring knowledge and skills of student to be matched with the internship experience
- Involvement of industry for interview process

At the end of the meeting, the following agreements were signed by the institutions.

- Signed on 5 April 2018 by 77 institutions from Indonesia, Philippines, and Thailand
 - Letter of Agreement for the 2nd batch of SEA-TVET Student Internship Exchange
- Signed on 6 April 2018
 - Framework of Cooperation for SEA-TVET 3-2-1 Dual Programme (Engineering: Mechatronics)
 - Framework of Cooperation for SEA-TVET 3-2-1 Dual Programme (Hospitality)
 - Framework of Cooperation for SEA-TVET 3-2-1 Dual Programme (Agriculture and Fisheries)
 - Framework of Cooperation for SEA-TVET 3-2-1 Dual Programme (ICT/Multimedia)
 - Framework of Cooperation for SEA-TVET 3-2-1 Dual Programme (Business)

II. Objectives of SEA-TVET Student Internship Exchange

The objectives of the SEA-TVET Student Internship Exchange are as follows:

1. To enhance global competitiveness, knowledge and technical skills of TVET students
2. To improve inter-cultural understanding, regional perspectives, and English communication of students
3. To provide employable opportunities for students
4. To create a sustainable partnership among polytechnics and TVET colleges/institutions in Southeast Asia

III. Agreements on the 2nd Batch of SEA-TVET Student Internship Exchange

To reach the objectives of the meeting, the following issues related to the implementation of TVET student internship exchange programme were intensively discussed and led to the following agreements among the participating institutions.

1) Study Areas of Participating Students

The meeting agreed that the institutions should select the qualified students to participate in the internship exchange with the following requirements.

1. Students should study at Diploma, Higher Diploma, or TVET Bachelor level
2. The major/specialization will be as follows, **but not limited to:**
 - Hospitality and Tourism
 - Mechatronics, Electronics, Electrical, Mechanical and Manufacturing
 - Industrial Technology
 - Automotive Technology

- Construction/Civil Engineering/ Architecture
 - Marine
 - Chemical Engineering
 - Informatics/ Computer Science
 - Multi-media and Animation
 - Creative Industry
 - Agriculture and Animal Production
 - Food Technology
 - Business, Commerce and Accounting
3. The qualified students should:
 - Be able to communicate in English well
 - Have good academic performance and technical skills in the area of major study
 - Maturity, good health and readiness to travel
 4. The eligibility of the students will be ensured by the sending and receiving institutions. The participation of industry in the interview process can be invited (optional).

2) Schedule and Duration of the 2nd Batch of SEA- TVET Student Internship Exchange

It was agreed that the 2st batch of SEA-TVET Student Internship Exchange can be started in August or September 2018 for 30 to 90 days (1-3 months).

The SEAMEO Secretariat will set the options of travel schedules in August, September and October for the students, however the schedule for traveling of a student is flexible and should be agreed between the Receiving and Sending Institutions during the student interview and up to the convenience of the students.

The travel schedules for 30 days of internship are as follows:

- Option A: Sat 11 August – Sun 9 September 2018
- Option B: Sat 15 September – Sun 4 October 2018
- Option C: Sat 20 October – 18 November 2018

3) TVET Student Internship Exchange Mechanisms

To implement the student internship exchange programme for the 2nd batch in August-September 2018, the meeting agreed as follows:

1. All participating institutions should be a member of SEA-TVET Consortium and SEAMEO's School Network.
2. The participation of students in the Internship Exchange Programme should be recognised as credits.
3. The agreement should be implemented in reciprocal way/equal agreement (Number of students for participating in the internship exchange in other countries should be the same number that the institution can host.)
4. The participating institutions should submit the following information in the application form to SEAMEO in advance.
 - Number of students for sending and receiving,
 - Name of students and study areas,
 - Details of student such as profile, transcript/resume
 - Name of international industrial partners for internship
5. The receiving institutions should screen the students by conducting the on-line interview for English language, and review the academic transcript. (The interview sessions will be facilitated by SEAMEO)

6. The industry partners can be invited to participate in the On-line Interview to ensure the eligibility of students (Optional).
7. The Receiving Institutions should send the pictures of facilities (dormitory/ housing) and details of institutions to SEAMEO Secretariat
8. The orientation should be conducted by
 - Pre-departure orientation by Sending Institution.
 - On-line Orientation for all students and institutions by SEAMEO Secretariat.
 - Institutional Orientation by Receiving Institutions after the arrival of students.

4) Coordination Mechanism

The SEAMEO Secretariat will serve as a **Coordinating Agency** among the participating institutions and ensure the understanding and communication through different channels such as email, whatsapp, line, and webex online meeting. The roles of SEAMEO Secretariat include:

- Communicate and coordinate the whole process
- Organise the Letter of Agreement and share all related documents to the participating institutions
- Conducting the online meeting
- Mapping the students with the Receiving Institutions
- Share guidelines, student profiles and other necessary documents among institutions
- Arrange the student on-line interview schedule
- Facilitate the student on-line interview
- Conduct the on-line orientation
- Ensure the travel arrangement of students and preparation of Letter of Acceptance by the Receiving Institutions
- Follow-up the reports to be submitted to SEAMEO

There is no management fee/registration fee for the SEA-TVET Student Internship Exchange Programme.

5) Programme Structure

It was agreed during the meeting that the 2nd batch of SEA-TVET Student Internship Exchange can be conducted for the **duration of 1 month or 30 days up to 3 months or 90 days**.

The **multi-country internship exchange** can be considered among the partners but the partners must be agreed in the multi-country internship exchange and understand the consequences.

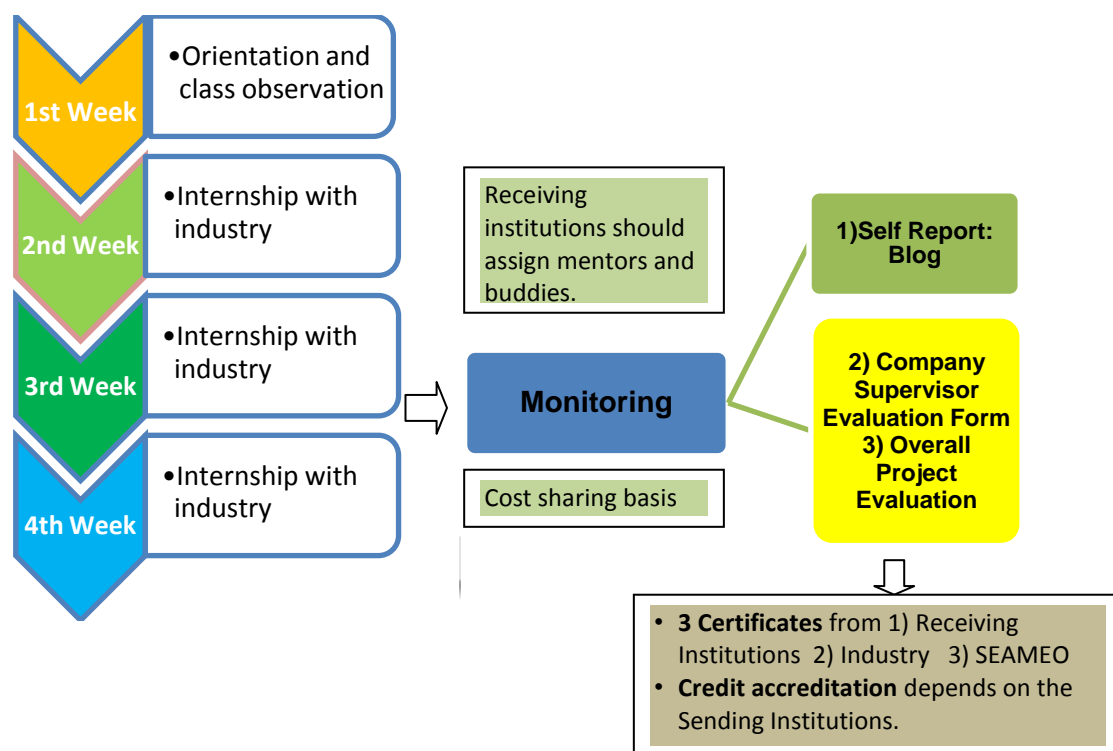
Within 1 month of internship period, the programme should consist of the following components:

- **1st week:** Orientation, observing class at the receiving institutions
- **2nd – 4th week:** Internship with industry
- Excursions/cultural visits should be organized during the weekend.

The Receiving Institutions should be responsible in arranging internship by finding the **matching industrial partners**, provides opportunities for students in classroom observation and prepare the followings:

- Orientation session
- Mentor teacher (s) to supervise students
- Buddy (ies) to take care the international students and join the internship at the same place.

Programme Structure for 1 Month (30 Days)



6) Credit Recognition

Since the required number of hours for TVET internships are varied according to the level of certification and country TVET education system, the meeting agreed that the credit recognition should be based on the Sending Institutions by considering number of hours that the students participate in the internship period.

7) Report and Certification

The meeting agreed as follows:

- The sending institutions shall ensure that the students are required to write the self-report using the Blog. The blog address of students should be provided to SEAMEO Secretariat at the end of the internship.
- The sending institutions shall ensure that the students submit the “**Company Supervisor Evaluation Form**” (by mentors and industries) to SEAMEO Secretariat.
- The students and coordinating teachers are required to give feedback in the **Online Overall Project Evaluation Form** at the end of the internship period.
- SEAMEO Secretariat will issue **e-Certificate of Completion** only for the students who completely submit their blog address and evaluation forms to the person in charge of SEAMEO Secretariat.
- Up on the completion of the programme and submission of all required reports, the e-Certificate from SEAMEO will be provided to 1) Coordinating Teachers, 2) Cooperating Teachers (Mentors), 3) Cooperating Students (Buddies), and 4) Participating Students in Internship Exchange.

8) Budget Responsibility

The implementation of the student internship exchange programme will be based on a **cost sharing basis**.

- The sending institutions in cooperation with parents shall provide support in arranging for the air-ticket, meals/daily allowance, international health insurance of the participating students.
- The receiving institutions shall be responsible for industry internship arrangement, programme, accommodation arrangement, transportation service from and to the nearest airport, and expenses of other learning activities.

The agreed details are as follows:

Expenses	Responsible by
1. Passport Fee	Parents
2. Visa (No need visa if students stay less than 30 days. If students stay over than 30 days, students must pay for visa fee)	Parents
3. Return Air ticket	Parents
4. Daily Allowance and Cost for Public Transportation	Parents
5. International Health and Travel insurance	Parents
6. Accommodation/dormitory	Receiving institutions
7. Airport transfer (pick-up/departure)	Receiving institutions
8. Tuition fee and expenses of student activity	Receiving institutions

9) Additional Guidelines to be Produced by SEAMEO

To facilitate the implementation process of the SEA-TVET Student Internship Exchange, the following guidelines were produced by the SEAMEO Secretariat and shared through on-line to all participating institutions since the 1st Batch.

- Guidelines for Implementing SEA-TVET Student Internship Exchange
- Guidelines for Student Interview
- Guidelines for Pre-departure
- Orientation Booklet for Students

According to the 3rd SEAMEO Polytechnic Network Meeting, the following document was proposed to produce:

- Guidelines for Industry Involvement

All documents, guidelines and forms are shared on the SEA-TVET Consortium Website: (Web: <http://seatvet.seameo.org/>)

10) Agreed Tentative Timeline for the 2nd Batch

The following timeline for the implementation of the 2nd batch of SEA-TVET Student Internship exchange was agreed by participating institutions at the 3rd Polytechnic Network Meeting on 5 April.

The total preparation timeline of the 2nd Batch is about **4.5 months** starting from 15 April to August/September 2018.

Activities	Agreed Schedule/Deadline
1. Signing LOA in Surabaya	5 April 2018
2. SEAMEO shares meeting documents and follow-up the signatory for the LOA	11 April 2018
3. SEAMEO sends the following document to all participating institutions <ul style="list-style-type: none"> • “Institution Confirmation Form(by 30 April)” • “Student Profile Form (by 15 May)” • “Guidelines for 2nd Batch SEA-TVET Student Internship Exchange” 	13 April 2018
4. Deadline for Institutions to submit “Institutional Confirmation Form” to SEAMEO	By 30 April 2018
5. Deadline for Institutions to submit “Students Profile” to SEAMEO	By 15 May 2018
6. 1 st Announcement of Student Mapping List	1 June 2018
7. Adjustment of Mapping List and Online Coordination Meeting	1-30 June 2018
8. Institutions confirm and finalise the mapping list with SEAMEO	By 30 June 2018
9. Receiving institutions submit the following information to SEAMEO <ul style="list-style-type: none"> • Photos of dormitory/apartment/homestay • Photos of institution’ s facilities • Details of International Industry Partners for internship placement • Recommended airport for arrival • Recommended pocket money/daily allowance for students • Name of Mentor Teachers and email 	By 30 June 2018
10. Announcement of online-interview session by SEAMEO and conducting the student online interview session	1 -15 July2018
11. Receiving Institutions send Letter of Acceptance to Sending institutions/students	By 20 July 2018
12. Student travel’s Preparation	20 July – Aug 2018
13. SEAMEO conduct “Blog Training” for students	2-3 hours training during 20 July-Aug 2018
14. Online Orientation by SEAMEO	Early Aug 2018

15. Actual 2 nd Batch Internship Period	August-September 2018
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11) Participating Institutions in the 2nd Batch of SEA-TVET Student Internship Exchange

According to the Letter of Agreement (LOA) signed during the 3rd SEAMEO Polytechnic Network Meeting on 5 April 2018 in Surabaya, Indonesia, the following institutions agreed to participate in the 2nd batch of SEA-TVET Student Internship Exchange Programme. The number of participating institutions may reduce after the confirmation process.

Indonesia:

1. Pharmacy Academy of Toraja
2. Astra Manufacturing Polytechnic
3. Atlas Nusantara Engineering Colleges (STTAR)
4. Bogor Agricultural University, Vocational College
5. Kopertip Indonesia
6. Perguruan Tinggi Bina Insani
7. Politeknik Elektronika Negeri Surabaya (PENS)
8. Polytechnic of LPP Yogyakarta
9. Manufacture Polytechnic of Bandung
10. State Manufacture Polytechnic of Bangka Belitung
11. State Polytechnic of Bali
12. State Polytechnic of Bandung
13. State Polytechnic of Batam
14. State Polytechnic of Bengkalis
15. State Polytechnic of Fakfak
16. State Polytechnic of Jakarta
17. State Polytechnic of Jember
18. State Polytechnic of Madiun
19. State Polytechnic of Medan
20. State Polytechnic of Creative Media
21. State Polytechnic of Padang
22. State Polytechnic of Samarinda
23. State Polytechnic of Semarang
24. State Polytechnic of Sriwijaya
25. State Polytechnic of Argiculture Pangkep
26. Polytechnic of Piksi Ganesha Bandung
27. Polytechnic of Raflesia
28. STIKOM InterStudi
29. STIK Imanuel Indonesia
30. STIKI Malang
31. STMIK Asia
32. STIE ASIA
33. STMIK Handayani
34. Trisakti School of Tourism
35. University of Dian Nuswantoro
36. University of Gadjah Mada, Vocational College
37. Kalimantan Islamic University, Banjarmasin
38. University of Kebangsaan
39. University of Kristen Indonesia Toraja, Faculty of Engineering.
40. Lambung Mangkurat University
41. University of Muhammadiyah Malang
42. University of Muhammadiyah Purwokerto

43. University of Muhammadiyah Surakarta
44. State University of Padang
45. Indonesia University of Education
46. PGRI Madiun University
47. Sebelas Maret University
48. Syiah Kuala University
49. Tadulako University
50. Jambi University
51. Lamongan Community College
52. University of Muhammadiyah Magelang
53. Marine and Fisheries Polytechnic of Sidoarjo
54. State Polytechnic of Tanah Laut
55. Sumenep Community College
56. State Polytechnic of Banyuwangi
57. State Polytechnic of Shipbuilding Surabaya
58. State Polytechnic of Fishery Tual
59. State Polytechnic Manufacture of Bandung
60. State Polytechnic of Malang
61. Ganesha University of Education
62. State Polytechnic of Pontianak
63. Shipbuilding Institute of Polytechnic Surabaya
64. STKIP Mega Rezky

Malaysia:

1. Politeknik Ungku Omar

Philippines:

1. Don Bosco One TVET Philippines, Inc.
2. Iloilo Science and Technology University
3. Mindoro State College of Agriculture and Technology
4. Pangasinan State University
5. Tarlac Agricultural University

Thailand:

1. Chiang Rai Rajabhat University
2. Thaiyothaya Business Administration Technological College
3. Thai Business Administration Technological College
4. Thaksina Business Technological College
5. Thepsatri Rajabhat University
6. Wimol Business Administration Technological College
7. Lampang Rajabhat University

12) Next 4th SEAMEO Polytechnic Network Meeting

The 4th SEAMEO Polytechnic Network Meeting will be conducted by **Pangasinan State University, Philippines in the 3rd week of October 2018** (tentative).

The purposes of the 4th meeting are to evaluate the 2nd batch of TVET student internship exchange programme and identify the implementation process of the next batch of SEA-TVET Student Internship Exchange Programme.

13) Coordinators at SEAMEO Secretariat

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