Preparation for International Collaboration Focusing on Student and Staff Exchange Programme

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Steps in executing students & Staff exchange

1. Complete & submit the form
2. Pre-departure
3. Discuss & make agreements
4. Identify partner/s
5. Implement students/staff exchange
6. Returning home programme
Step 1: Complete and submit the Application Form to SEAMEO Secretariat

- At piyapa@seameo.org
Step 2: Identify partners

- Identify relevant partners through meetings, visit SEA-TVET website, and other avenues.
- When selecting partner/s, consider the level (secondary, college, polytechnic) and program areas. Please visit the partner/s’ website and the poster on education system.
Step 3: Discuss and make agreements

- Agree on the number of exchange students or staff.
- Agree on enrolment and sponsorship conditions and commencement date. You may prepare a **Joint Action Plan** and **Framework of Cooperation** to formalize the agreements and if needed by your institution.
- Match programme areas and number of units to be undertaken (**curriculum mapping and harmonization**).
Curriculum mapping and harmonisation

1. Compare programmes (level and specialization)
   - Institution A
   - Institution B

2. Select the subject or area of focus during exchange programme
   - Institution A
   - Institution B

3. Look at the list of curriculum contents and objectives and decide the coverage during the exchange
   - Institution A
   - Institution B

Notes: Consider the contents that are relevant to industries nearby the receiving institution. If the duration is only 2-4 weeks (less than a term), perform matriculation of contents, but if it’s a term or more consider of having credit transfer. For staff exchange, do not require curriculum mapping, only programme planning.
Step 4: Pre-departure programme

**Sending Institution**
- Identify students and staff for exchange
- Prepare for air travel and insurance (discuss with parents or staff for funding arrangement)
- Discuss learning programme/study plan with partner institution
- Apply for visa
- Conduct pre-departure programme, including foreign language and cultural orientation

**Receiving Institution**
- Send invitation letter to the sending institution for visa application.
- Identify industry partners and discuss possible arrangements.
- Prepare learning programme/study plan in school/campus
- Prepare for local transport arrangement
- Arrange accommodation
Step 5: The conduct of student/staff exchange

**Sending Institution**
- Monitor programme implementation
- Inform parents the programme update
- Update SEA-TVET secretariat

**Receiving Institution**
- Arrange pick up from the airport
- Arrange accommodation
- Provide an orientation/welcome meeting
- Appoint mentor/s or liaison officer
- Deliver the attachment programme in school/campus (half of the duration)
- Send for industrial attachment (half of the duration)
- Perform monitoring and evaluation
- Update SEA-TVET secretariat
Step 6: Prepare Returning Home Programme

**Sending Institution**

- Arrange airport pick up
- Conduct welcome home meeting
- Make necessary follow up of the monitoring and evaluation report
- Update SEA-TVET secretariat

**Receiving Institution**

- Conduct wrap-up meeting with the participants
- Send the student to the airport
- Share the monitoring, evaluation report, & certification
- Update SEA-TVET secretariat
## COMMITMENTS

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