Background

 Fist in April 2016 as a part of SEA-TVET Consortium

Aiming at promoting cross-country student internship placement experiences among Diploma, Higher Diploma and TVET Bachelor students

Inception meeting was conducted in Bali in May 2016 and 1st Poly Technic Meeting was conducted in Brunei Darussalam in June 2016
Progress in exchange during June 2016-June 2017

- App 20 student exchange between Thailand and Malaysia in Hospitality and Tourism
- App 20 student exchange between Thailand and Malaysia in Electronics
- App 10 teacher exchange in hospitality, electronics, aquaculture between Thailand-Malaysia for 1 week

Observations of exchange during June 2016-June 2017

- All student and teacher exchange activities, focused on **study visit**, and **class observation**, not much on internship exchange
- The implementation, coordinated by **colleges** after signing agreements.
- Report and evaluation done among colleges
- Hard to evaluate impacts and benefits of students
- Most progress received by FB or line
Purposes of 2$^{nd}$ SEAMEO Polytechnic Meeting

- To discuss and plan for student internship exchange for Diploma, Higher Diploma and TVET Bachelor for 1 – 6 months
  - Hospitality and Tourism
  - Mechatronics/Electronics/Manufacturing
  - Creative Industry/IT

1. Proposed Mechanism and Programme Structure for Internship Exchange
CRITERIA
of Student Internship Exchange

- Diploma
- Higher Diploma
- TVET Bachelor

- Hospitality and Tourism
- Mechatronics/Electronics/Manufacturing
- Creative Industry/ IT

Mechanism 1
(Agreement from meeting)

- All participating institutions should log-in to be member of SEA-TVET Consortium Website and SEAMEO School Network
- Recognized as credits
- Equal agreement (Number of sending and receiving should be the same)
- Coordination and matching will be facilitated by SEAMEO
- Screening English and technical skills of students by both sides
- Sending institutions should submit the name of students + transcript + resume to SEAMEO

Coordinating and compiling data
Mechanism 2
(Agreement from meeting)

- Host Institutions send pic of facilities (dormitory/housing)
- Host institutions must inform the name of international industry partners for internship
- Orientation should be provided to students by webex (General + Institutional Orientation after arriving)
- Students and mentors must share blog and submit the report for certification

Programme Structure: 1 month (30 days)
(Agreement from meeting)

- 1st: Orientation and class observation
- 2nd: Internship with industry
- 3rd: Internship with industry
- 4th: Internship with industry

Each institution assigns mentors to supervise the students

Self Report: Blog

Evaluation Form by Mentor and industry

Cost Sharing basis

- Certificates from 1) Receiving Institutions
  2) Industry 3) SEAMEO
- Credit accreditation depends on the Sending Institutions.
2. Proposed Cost Sharing

**Proposed Cost Sharing (Agreement from meeting)**

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Responsible by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return Airfare</td>
<td>Parents/Sending Institutions</td>
</tr>
<tr>
<td>Daily Allowance</td>
<td>Parents/Sending Institutions</td>
</tr>
<tr>
<td>Accommodation/dormitory + pictures</td>
<td>Receiving institutions</td>
</tr>
<tr>
<td>Airport transfer (pick-up/departure)</td>
<td>Receiving institutions</td>
</tr>
<tr>
<td>Local transportation between institutions and college/industry</td>
<td>Students</td>
</tr>
<tr>
<td>International Health and Travel insurance</td>
<td>Parents/Sending institutions</td>
</tr>
<tr>
<td>Visa (No need visa if students stay less than 30 days. If students stay over than 1 month, students must pay for visa fee)</td>
<td>Parents/Sending institutions</td>
</tr>
<tr>
<td>Tuition fee and student activity expenses</td>
<td>Receiving institutions</td>
</tr>
</tbody>
</table>
3. Proposed Participating Process

Process of Participation (1)
(Agreement from meeting)

- Institutions
  - Sign Agreement / Framework on 10 Oct 2017
  - Institutions confirm number of students and industry partners for internship via Application Form
  - Webex Meeting in November 2017
  - SEAMES announces Partner Institutions in Nov-Dec 2017
Process of Participation (2)
(Agreement from meeting)

- Student Interview
- Orientation
- Student Internship Exchange starts in Jan/Feb 2017
- Students submit report
- Certification to students, mentors

Roles /duties of Institutions
(Agreement from meeting)

**Institutions**

**Sending Students (Home)**
- Selecting students with good English and technical skills
- SEAMEO informs partner
- Submit names to SEAMEO
- Students submit biodata to partner
- Travel arrangement

**Receiving Students (Host)**
- Prepare and coordinate with institution partners (invitation letter) and submit name of industrial partners
- Prepare/Assign mentor for students
- Prepare accommodation + transportation for students
- Coordinate for travel arrangement and internship with industry
- Provide students orientation - Health Insurance - etc
Proposed Activity Schedule for 1st Batch: starting from 8 January to 5 February 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Oct</td>
<td>Signing agreements at RMUTL</td>
</tr>
<tr>
<td>12 Oct</td>
<td>SEAMEO sending application form and info of consortium and school network</td>
</tr>
<tr>
<td>31 Oct</td>
<td>Deadline for Institutions to submit “Application Form (List of Students and Industrial Partners)” to SEAMEO</td>
</tr>
<tr>
<td>15 Nov</td>
<td>Announcement of Partner Institutions</td>
</tr>
<tr>
<td>15-20 Nov</td>
<td>Webex meeting for clarification and adjustment</td>
</tr>
<tr>
<td>20 Nov</td>
<td>Confirmation of Partner Institutions and Industrial Partners</td>
</tr>
<tr>
<td>20-30 Nov</td>
<td>Submission of student resume and transcript</td>
</tr>
<tr>
<td>1 – 10 Dec</td>
<td>Interview by receiving Institutions</td>
</tr>
<tr>
<td>10 Dec – 5 Jan</td>
<td>Student travel’s Preparation</td>
</tr>
<tr>
<td>4 Jan</td>
<td>Online Orientation by SEAMEO</td>
</tr>
<tr>
<td>8 Jan – 5 Feb 2018</td>
<td>Internship Period</td>
</tr>
</tbody>
</table>
Thank you
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