

Guidelines for 1st Batch of TVET Student Internship Exchange January – February 2018

I. Background

The 1st Batch of TVET Student Internship Exchange was agreed by the participating institutions at the 2nd SEAMEO Polytechnic Network on 10 October 2017 at the Rajamangala University of Technology Lanna, Chiang Mai, Thailand.

The meeting aimed to:

1. Share and learn the successful practices of student and teacher exchange from the participating institutions
2. Review and evaluate the implementation of the student and teacher exchange of SEAMEO Polytechnic Network
3. Discuss and plan for the student exchange to be implemented in January 2018.

The meeting was attended by 60 representatives 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, Vietnam and Thailand. This also included representatives from Ministry of Higher Education, Malaysia and Ministry of Research Technology and Higher Education, Indonesia.

It was expected that the participating TVET institutions should provide **Diploma**, and **Higher Diploma**, **TVET Bachelor** in the following 3 priority areas:

1. Hospitality and Tourism
2. Mechatronics/Electronics and Manufacturing
3. Creative Industry and IT

II. Agreements on 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 Bachelor level
2. The major/specialization will be as follows, **but not limited to**:
 - Hospitality and Tourism

- Mechatronics, Electronics and Manufacturing
 - Creative Industry and IT
3. Students should be able to communicate in English well and have good academic performance and technical skills in the area of major study.
 4. The eligibility of the students will be ensured by the sending and receiving institutions.

2) Schedule of the 1st Batch's TVET Student Internship Exchange

The institutions will start the 1st batch of internship exchange from **8 January to 5 February 2018 for 1 month (30 Days)** for internship period in the receiving institutions.

However, the internship schedule can be flexible but no later than 20 January 2018, depending on the agreement between the students and the receiving institutions. The duration should be fixed for 30 days, counting from the traveling date.

3) TVET Student Internship Exchange Mechanisms

To implement the student internship exchange programme for the 1st batch in January 2018, the meeting agreed as follows:

1. All participating institutions should apply to be a member of SEA-TVET Consortium Website and SEAMEO School Network.
2. The participation of students in the Internship Exchange Programme should be recognised as credits.
3. The agreement will 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 period
5. The receiving institutions should screen the students by conducting the online interview English test, and review the academic transcript of the students. (The interview schedule and session will be facilitated by SEAMEO)
6. The Receiving Institutions should send the pictures of facilities (dormitory/ housing) to SEAMEO Secretariat
7. The General Orientation should be provided to students by online meeting, facilitated by SEAMEO. The Institutional Orientation should be conduct after arriving of students at the receiving institutions.
8. Students and mentors must share blog and submit the evaluation reports for certification at the end of the programme.

4) Coordination Mechanism

The SEAMEO Secretariat will serve as the 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 matching between students and institutions will be facilitated by the SEAMEO Secretariat.

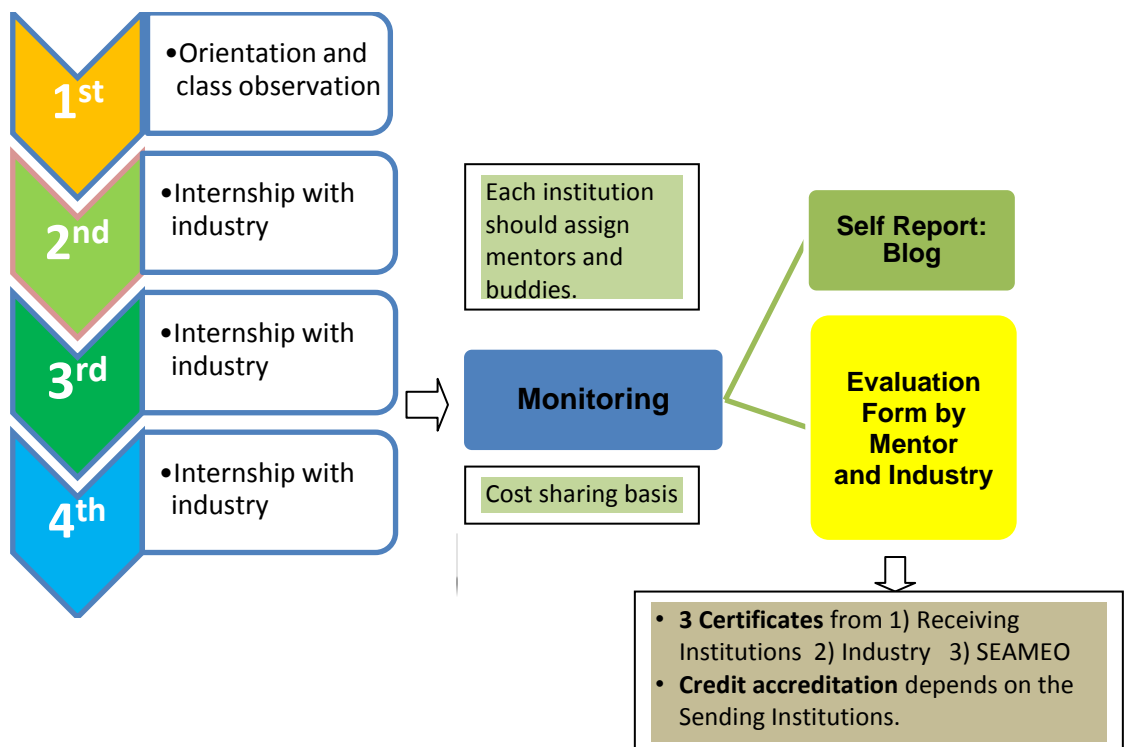
5) Programme Structure

It was agreed during the meeting that the 1st batch of Student Internship Exchange can be conducted for the duration of 1 month or 30 days. Within 1 month, 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.

It is recommended that the receiving institutions should be responsible in arranging internship with **international industrial partners** and provides opportunities for students in classroom observation and the following preparations.

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



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 sending institutions shall ensure that coordinators or mentors shall submit the evaluation form (by mentors and industries) to SEAMEO Secretariat.
- SEAMEO Secretariat will issue e-Certificate of Completion only for the students and mentors who completely submit their blog address and evaluation form to the person in charge of SEAMEO Secretariat.

8) Budget Responsibility

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

- The sending institutions shall provide support in arranging for the air fare, meals/daily allowance, international health/accident/travel insurance of the participating students.
- The receiving institutions will be responsible for accommodation and transportation service from and to the nearest airport, tuition fees and expenses of other learning activities.

The agreed details are as follows:

Expenses	Responsible by
1. Return Airfare	Parents/Sending Institutions
2. Daily Allowance	Parents/Sending Institutions
3. Accommodation/dormitory + pictures	Receiving institutions
4. Airport transfer (pick-up/departure)	Receiving institutions
5. Local transportation between institutions and college/industry	Students
6. International Health and Travel insurance	Parents/Sending institutions
7. Visa (No need visa if students stay less than 30 days. If students stay over than 1 month, students must pay for visa fee)	Parents/Sending institutions
8. Tuition fee and student activity expenses	Receiving institutions

9) Agreed Tentative Timeline for the 1st Batch

The following timeline for the implementation of the 1st batch student internship exchange was agreed by participating institutions at the 2nd Polytechnic Network on 10 Oct and at the 1st Online Coordination Meeting on 17 Nov.

Activities	Agreed Schedule/Deadline
1. Signing agreements at RMUTL	10 Oct 2017
2. SEAMEO sending application form and info of consortium and school network	12 Oct 2017

3. Deadline for Institutions to submit "Application Form (List of Students/profile of students and Industrial Partners)" to SEAMEO	By 31 Oct 2017
4. Webex meeting for clarification and adjustment	5-18 Nov 2017
5. 1 st Announcement of Partner Institutions	15 Nov 2017
6. 1st Online Coordination Meeting	17 Nov 2017
7. Institutions confirm the mapping with SEAMEO	Wed 22 Nov 2017
8. Last chance for institutions to confirm SEAMEO for sending more students in needed areas <ul style="list-style-type: none"> • Indonesian institutions can send more students in Hospitality and Tourism. • Institutions in Thailand, Philippines, Vietnam can send more students in electronics/mechatronics/engineering/IT. 	Wed 22 Nov 2017
9. SEAMEO send the 2 nd list of mapping (final) to all institutions to confirm	Mon 27 Nov 2017
10. All participating institutions reconfirm with SEAMEO	Fri 1 Dec 2017
11. <u>Sending institutions</u> submit the students profile, and transcripts to SEAMEO	Mon 4 Dec 2017
12. <u>Receiving institutions</u> submit the following information to SEAMEO <ul style="list-style-type: none"> • Photos of dormitory/apartment/homestay • Photos of institutions' facilities • Name of International Industry Partners for internship placement • Name of Mentor Teachers and email 	Mon 4 Dec 2017
13. Announcement of online-interview session by SEAMEO	Wed 6 Dec 2017
14. Conducting the student online interview session	Tue 12-Wed 13 Dec 17
15. 2nd Online Coordination Meeting	15 Dec 2017
16. <u>Receiving Institutions/SEAMEO</u> send invitation letters to Sending institutions/students	14-16 Dec 17
17. Student travel's Preparation	16-30 Dec 2017
18. Online Orientation by SEAMEO	4 Jan 2018
19. Actual 1 st Batch Internship Period	8 Jan-5 Feb 2018 or 20 Jan 18 Feb 2018

10) Participating Institutions in the 1st Batch of Internship Exchange

According to the 1st Online Coordination Meeting and email communication, the following institutions agreed to participate in the 1st batch TVET student internship exchange by confirming the number and name of students for the 1st batch internship programme.

Indonesia:

1. College of Informatics & Computer Indonesia (STIKI Malang)
2. Islamic University of Kalimantan Banjarmasin
3. Politeknik Elektronika Negeri Surabaya
4. Sebelas Maret University
5. STMIK Bina Insani
6. Universitas Muhammadiyah Purwokerto
7. Universitas Negeri Padang

Philippines:

1. Pangasinan State University, Pangasinan
2. Tarlac Agricultural University
3. Mindoro State College of Agriculture and Technology

Thailand:

1. Buriram Rajabhat University
2. Eastern Technological College (E-TECH)
3. Chiang Mai Polytechnic Community College

Vietnam:

1. Hoa Sen University and Hoa Sen College

The following institutions reconsidered declining the implementation of the 1st batch and would like to join the later batches in 2018.

1. Universitas Negeri Makassar, Indonesia
2. University of Jember, Indonesia
3. Universitas Negeri Yogyakarta, Indonesia
4. Universitas Negeri Semarang, Indonesia
5. Ateneo De Naga University, Naga City, Philippines
6. Mindanao State University – Iligan Institute of Technology, Philippines
7. Don Mariano Marcos Memorial State University, Philippines
8. Chiang Mai Technical College, Thailand
9. Rajamangala University of Technology Lanna, Thailand

11) Next 3rd SEAMEO Polytechnic Network Meeting

The 3rd SEAMEO Polytechnic Network Meeting will be conducted by **Politeknik Elektronika Negeri Surabaya, Indonesia on 5-6 April 2018.**

The purposes of the 3rd meeting are to evaluate the 1st batch student internship exchange programme conducted by participating institutions and identify the next batch of student internship exchange programme.

12) Coordinator at SEAMEO Secretariat

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