



## Implementation Process of SEA-TVET Student Internship Exchange Programme (as of 14 September 2018)

### I. Background

In response to the Southeast Asian regional directions agreed at the 1<sup>st</sup> High Officials Meeting (HOM) on SEA-TVET in Thailand, May 2015 for promoting the internationalisation of TVET institutions, improving the student mobility, and leveraging global competitiveness and 21<sup>st</sup> century skills of TVET students in Southeast Asian countries, the Southeast Asian Ministers of Education Organization (SEAMEO) has spearheaded to develop the **SEAMEO Polytechnic Network** in April 2016 as a part of SEA-TVET Consortium.

The SEAMEO Polytechnic Network aims to enhance internationalisation and partnership of TVET institutions (colleges, polytechnics and university of technologies) in the Southeast Asian region through **cross-country student exchange programme and other collaborations**.

In addition, the High Officials Round Table Meeting of the 3<sup>rd</sup> HOM on SEA-TVET hosted by the Ministry of Education of Malaysia in May 2017 also recommended to improve the student mobility by suggesting the SEAMEO Secretariat to serve as a **Coordinating Agency (One Stop Service Unit)** to facilitate the implementation process of TVET student exchange through internship programme.

In 2018, the SEA-TVET Student Internship Exchange Programme has been implemented for **2** batches with the total number of **289** TVET students exchanged through internship programme for 30 days. The implementation is based on a cost sharing basis among the participating institutions and parents.

As agreed at the 2<sup>nd</sup> SEAMEO Polytechnic Meeting in October 2017, hosted by Rajamangala University of Technology Lanna, Chiangmai, the 1<sup>st</sup> Batch of TVET Student Internship Exchange programme was participated by 55 students from 12 institutions in Indonesia, Philippines, Thailand and Vietnam. The programme was successfully implemented in January and February 2018 for 30 days.

The 3<sup>rd</sup> SEAMEO Polytechnic Meeting was organized in April 2018 by Polytechnic Electronic Surabaya in April 2018, the 2<sup>nd</sup> Batch of SEA-TVET Student Internship Exchange Programme was agreed with the exchange of 234 students from 49 institutions in Indonesia, Philippines, Thailand, Malaysia and Vietnam during August-September-October for 30 days.

SEA-TVET Internship Exchange	Agreed and Committed at	Number of Participating Institutions	Number of Student Exchange	Exchange Period
1 <sup>st</sup> Batch	2 <sup>nd</sup> SEAMEO Polytechnic Network Meeting, Chiangmai, Oct 2017	<b>12</b> institutions from <b>4</b> countries: Indonesia, Philippines, Thailand, Vietnam	<b>55</b>	Jan- Feb 2018 for 30 days
2 <sup>nd</sup> Batch	3 <sup>rd</sup> SEAMEO Polytechnic Network Meeting, Surabaya, Apr 2018	<b>49</b> institutions from <b>5</b> countries: Indonesia, Philippines, Thailand, Malaysia, Vietnam	<b>234</b> (As of 30 Aug 18)	Aug-Sept-Oct 2018 for 30 days

**Total Number of Sending Students of  
1<sup>st</sup> Batch and 2<sup>nd</sup> Batch SEA-TVET Student Internship Exchange Programme**

	<b>1<sup>st</sup> Batch: January – February 2018</b>				<b>2<sup>nd</sup> Batch: August – October 2018</b>			
	<b>Number of Sending Students</b>							
	Confirmed Institutions	Engineering	Business/ Hospitality	Agriculture	Confirmed Institutions	Engineering	Business/ Hospitality	Agriculture
<b>ID</b>	7	17	5	2	33	53	57	16
<b>MY</b>	-	-	-	-	2	9	-	-
<b>PH</b>	2	7	13	6	6	31	24	8
<b>TH</b>	2	-	3	-	7	7	27	-
<b>VN</b>	1	-	2	-	1	2	-	-
<b>Total</b>	12	24	23	8	49	102	108	24
	<b>55</b>				<b>234*</b>			

\*As of 30 Aug 18

## 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 Implementation Process of the 2nd Batch

75 Participating TVET institutions or 137 participants from Indonesia, Thailand, Philippines and Malaysia at the 3<sup>rd</sup> SEAMEO Polytechnic Meeting hosted by Polytechnic Surabaya, Indonesia in April 2018 reached to the following agreements for the implementation mechanism.

### 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 2<sup>nd</sup> Batch of SEA- TVET Student Internship Exchange**

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

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

However, the schedule for traveling of a student is flexible and should be agreed between the Receiving and Sending Institution during the student interview and up to the convenience of the students and the Receiving Institution.

## **3) TVET Student Internship Exchange Mechanisms**

To implement the student internship exchange programme for the 2<sup>nd</sup> batch the meeting agreed on the following mechanisms:

1. All participating institutions should be a member of SEA-TVET Consortium and SEAMEO's Schools' 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)

an 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 2<sup>nd</sup> 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:

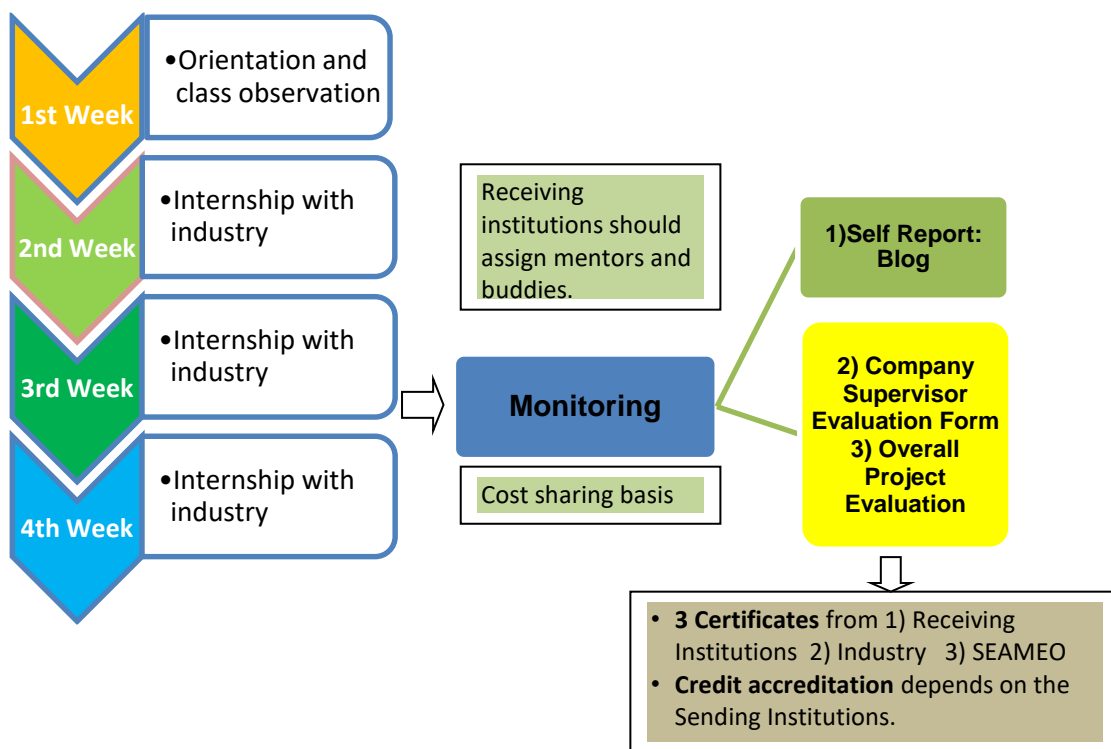
- **1<sup>st</sup> week:** Orientation, observing class at the receiving institutions
- **2<sup>nd</sup> – 4<sup>th</sup> week:** Internship with industry
- Excursions/cultural visits should be organized during the weekend.

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) 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.

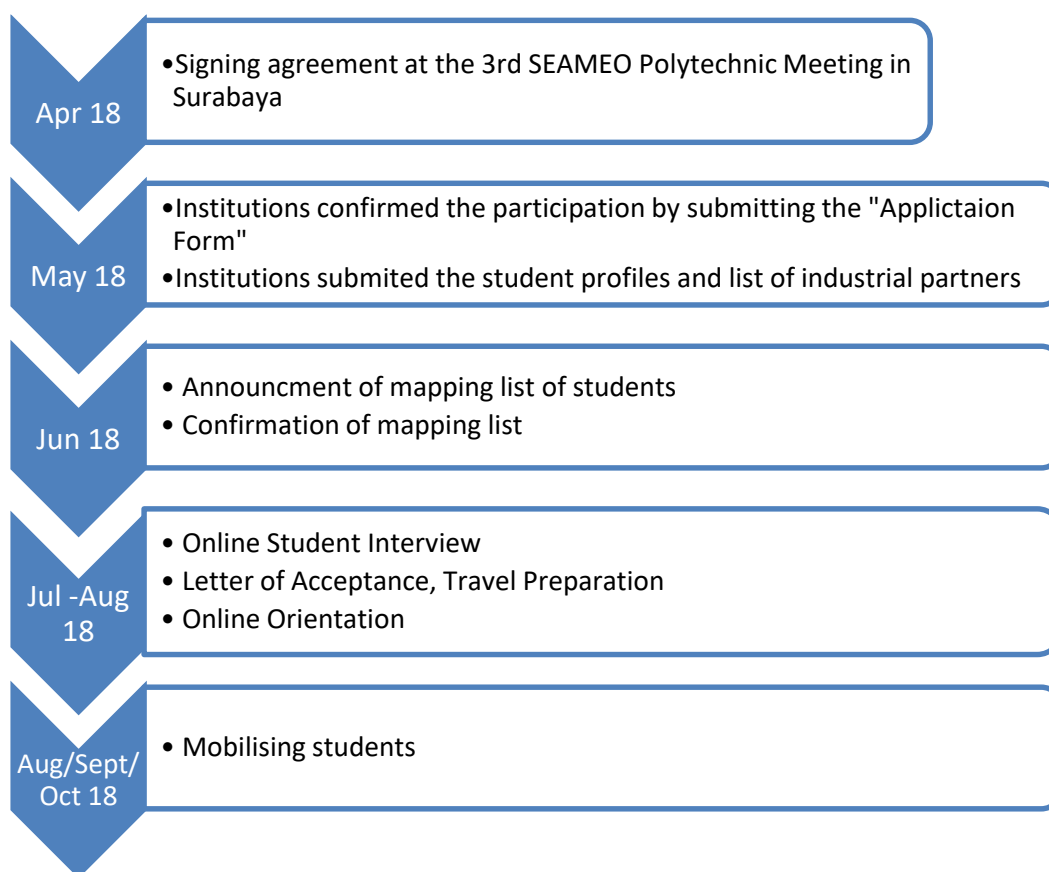
The agreed details are as follows:

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

## 8) Timeline for Preparation

The total time frame for coordination and implementation before the exchange period of the 2<sup>nd</sup> batch was about 4-5 months. The implementation steps can be summarised as follows:



## 9) 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.

## 10) Participating Institutions in the 1<sup>st</sup> Batch and 2<sup>nd</sup> Batch of SEA-TVET Student Internship Exchange Programme

### Indonesia:

1. Astra Manufacturing Polytechnic
2. Atlas Nusantara Engineering Colleges (STTAR)
3. Bogor Agricultural University, Vocational College
4. Perguruan Tinggi Bina Insani
5. Politeknik Elektronika Negeri Surabaya (PENS)
6. Polytechnic of LPP Yogyakarta
7. Manufacture Polytechnic of Bandung
8. State Polytechnic of Bandung
9. State Polytechnic of Batam
10. State Polytechnic of Bengkalis
11. State Polytechnic of Madiun
12. State Polytechnic of Medan
13. State Polytechnic of Padang
14. State Polytechnic of Samarinda
15. State Polytechnic of Semarang
16. State Polytechnic of Sriwijaya
17. State Polytechnic of Argiculture Pangkep
18. Polytechnic of Piksi Ganesha Bandung
19. STIKOM InterStudi
20. STIKI Malang
21. STMIC Asia
22. STIE ASIA
23. Kalimantan Islamic University, Banjarmasin
24. University of Kebangsaan
25. Lambung Mangkurat University
26. University of Muhammadiyah Purwokerto
27. State University of Padang
28. Indonesia University of Education
29. PGRI Madiun University
30. Sebelas Maret University
31. Jambi University
32. Ganesha University of Education
33. University Airlangga

### Malaysia:

1. Politeknik Ungku Omar
2. Politeknik Sultan Azlan Shah

Philippines:

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

Thailand:

1. Buriram Rajabhat University
2. Chiang Rai Rajabhat University
3. Eastern Technology College (E-TECH)
4. Thaiyothaya Business Administration Technological College
5. Thai Business Administration Technological College
6. Thaksina Business Technological College
7. Thepsatri Rajabhat University
8. Wimol Business Administration Technological College
9. Lampang Rajabhat University
10. Phuket Technology College

Vietnam:

1. Duy Tan University
2. Hoa Sen University (Ho Chi Minh City)

## 11) Additional Information

- **SEAMEO Website:**  
[www.seameo.org](http://www.seameo.org)
- **SEA-TVET Programme:**  
<http://seatvet.seameo.org/>
- **1<sup>st</sup> Batch of SEA-TVET Student Internship Exchange:**  
<http://seatvet.seameo.org/news/19>
- **2<sup>nd</sup> Batch of SEA-TVET Student Internship Exchange:**  
<http://seatvet.seameo.org/news/21>
- **4<sup>th</sup> SEAMEO Polytechnic Network Meeting, 18-19 Oct 2018, Philippines:**  
<http://seatvet.seameo.org/news/24>

## 12) Coordinators at SEAMEO Secretariat

For additional information, please contact:

**Ms Montita (Jean) Ounpuk**

Project Assistant

Email: [tvvet@seameo.org](mailto:tvvet@seameo.org); [montita@seameo.org](mailto:montita@seameo.org)

**Ms Piyapa Su-angavatin**

Project Officer/ SEA-TVET Programme Coordinator

Email: [piyapa@seameo.org](mailto:piyapa@seameo.org)

Mobile: +6695 165 5002

Line ID: tuktar2410 | Facebook Account: Piyapa Su-angavatin