

**How to Improve the Mechanism for
3rd Batch of SEA-TVET Student Internship Exchange**
(Agreed at 4th SEAMEO Polytechnic Network Meeting on 18 Oct 2018)

From the sharing experiences of participating institutions and SEAMEO's observations, the following challenges/issues should be solved for the 3rd batch implementation.

1) Student Issues	Solutions
<ul style="list-style-type: none"> • Too different study areas and difficult for mapping 	<ul style="list-style-type: none"> • Deciding limited study areas and quota for minimum of 2 students (same gender), maximum of 6 students per study area
<ul style="list-style-type: none"> • Selection of qualified and ready students 	<ul style="list-style-type: none"> • Indicate strict criteria of student selection: (1) Academic Performance, (2) Attitude, Readiness, Maturity, Flexibility (3) English proficiency, (4) Health • Strict deadline to submit the list of students and profile to SEAMEO on time • Note: Students have enough pocket money when travel for exchange or inquiring additional funding support to students provided by companies, ministry, SEAMEO
<ul style="list-style-type: none"> • Cancellation last minutes 	<ul style="list-style-type: none"> • Setting up Policy for Cancellation • For any cancellation of students after interview, the sending institutions must be responsible for finding "replacement". • Punishment for institution who can not find replacement – the sending institution will be excluded in the next 1 batch. • Official letter to inform the cancellation is needed.
<ul style="list-style-type: none"> • Health problem 	<ul style="list-style-type: none"> • Health check-up certification must be required and checked by receiving institutions. • International health insurance must be required for ALL students. <ol style="list-style-type: none"> a. Option 1: Individual international health insurance is required for individual student. The group health insurance is not recommended as it is too limited. b. Option 2: If the students cannot proceed international health insurance due to availability in their home town, all incurred medical expenses in another country must be paid by sending institutions/parents. The expenses can be reimbursable.

<ul style="list-style-type: none"> English Language 	<ul style="list-style-type: none"> Intensive English Training by sending institutions prior to the departure should be organised (Need cooperation with all institutions to ensure the English ability of outbound students). Intensive Online Interview for ensuring English efficiency must be conducted by Receiving Institutions.
<ul style="list-style-type: none"> Student's misbehavior during internship 	<ul style="list-style-type: none"> Including in "Attitude Evaluation Criteria" in Company Supervisor Evaluation Form
<ul style="list-style-type: none"> Student Permit Visa 	<ul style="list-style-type: none"> Receiving Institutions are advised to consult with authorities responsible for immigration to support visa of inbound students. SEAMEO Secretariat can provide support in term of "Official Project Letter" to the Embassies of the participating institutions in order to officially inform the Embassy regarding the SEA-TVET programme. SEAMEO Secretariat would not be able to interfere the Immigration Office's decision. Avoid to use the term "Internship" (Sensitive with Ministry of Labour/ immigration at airport)– please use "Student Exchange" or "Cooperative Education"
<ul style="list-style-type: none"> Accommodation 	<ul style="list-style-type: none"> Receiving institutions must send the pictures of actual accommodation to Sending institutions. Criteria to select accommodation: Clean, Safe, Accessibility, Available area for Self-cooking.
2) Internship Period	Solutions
<ul style="list-style-type: none"> 30 days including arrival and departure traveling days 	<ul style="list-style-type: none"> No visa required for basic 30 days including arrival and departure traveling day (Tourist Visa).
<ul style="list-style-type: none"> 2-3 month internship period 	<ul style="list-style-type: none"> Student/Education Visa Permission is required for the student exchange over 30 days. Institutions must check the visa procedures and duration for approval. (Approval period is about 2 to 4 weeks)

	<ul style="list-style-type: none"> Exchange of 2-3 months should be started with a small group – Institutions can find agreed partners in this meeting and inform SEAMEO – who is yr partner, when to start, study area
3) Coordination Issues	Solutions
<ul style="list-style-type: none"> Understanding of mechanism 	<ul style="list-style-type: none"> Regular online coordination meetings with coordinating teachers. The meeting note and Utube record will be circulated after the online meeting.
<ul style="list-style-type: none"> Different inter-culture communication 	<ul style="list-style-type: none"> Different channel of communication such as WhatsApp, Line, Email group Sharing the List of Coordinator
<ul style="list-style-type: none"> Delay for submission of student list and profile 	<ul style="list-style-type: none"> Strict deadline- after deadline will not accept (Pls understand).
<ul style="list-style-type: none"> Individual agreements on student placement and not informing SEAMEO about changes 	<ul style="list-style-type: none"> Personal negotiations between institutions are permitted, but <u>must inform to SEAMEO.</u> The institution must understand supply and demand. SEAMEO can not map the study area which has no partner.
4) Mapping Student Issues	Solutions
<ul style="list-style-type: none"> Different of sending VS receiving number 	<ul style="list-style-type: none"> Reciprocal number between sending and receiving Institutions can receive more number than sending number
5) Online Interview Issues	Solutions
<ul style="list-style-type: none"> Communication and coordination issues among institutions 	<ul style="list-style-type: none"> Self-arrangement by using their own platform: Whatsapp, skype, line, etc Results of interview must inform to SEAMEO.
6) Industry Issues	
<ul style="list-style-type: none"> Too short internship period and difficult to find industry partners 	<ul style="list-style-type: none"> Institutions should utilize existing and close connection with industry partners Providing Job Scope to industry partners and students (Example PUO)

7) Administrative Issues	
<ul style="list-style-type: none"> • Overwhelming administration 	<ul style="list-style-type: none"> • Provided guidelines and regular meeting with coordinators
<ul style="list-style-type: none"> • Tight timeline 	<ul style="list-style-type: none"> • Strict deadline
8) Pre-departure Orientation	
<ul style="list-style-type: none"> • Limited pre-departure orientation to students 	<ul style="list-style-type: none"> • Sending Institutions should provide sufficient information about the SEA-TVET Programme, including the programme objectives and student's expectations. • Sending and Receiving Institutions must conduct "Pre-Departure Orientation" to students, covering content of: <ul style="list-style-type: none"> ➢ Travel preparation ➢ Manner and behaviors ➢ Work ethics ➢ Do's and Dont's, etc. • Receiving Institutions must conduct "On-Arrival Orientation" to students, covering content of: <ul style="list-style-type: none"> ➢ Facilities ➢ Traveling and food ➢ Do's and Dont's ➢ Safety and security ➢ Work ethics, industry internship ➢ In-campus Medical Service ➢ Jobs cope
9) Force Unforeseen Situation	
<ul style="list-style-type: none"> • Natural Disaster, Disease, Political Violence 	<ul style="list-style-type: none"> • Extra expenses related to the inbound students who face the natural disaster should be shouldered by the Sending University. • Unaffected institutions nearby the affected area of the Receiving Institutions should try to suggest plans to facilitate students who are influenced by the situation of emergencies. • Avoid pushing additional burdens to the affected Receiving Institution as they need to manage and handle with the risk situation as well

10)Other issues	
<ul style="list-style-type: none"> • Internship Implementation Schedule between SEA Teacher and SEA-TVET 	<ul style="list-style-type: none"> • Matching the implementation schedule of SEA-TVET with SEA Teacher may not be practical for SEA-TVET due to the mapping of SEA-TVET is more difficult and take longer time as it must consider matching study area and certificate level of student with the partner institutions. • Firmed internship schedule of exchange – For institutions who can exchange the students beyond the provided schedule → The institution must find their own partner for “bilateral” implementation.
<ul style="list-style-type: none"> • Assigned Coordinator for SEA-TVET 	<ul style="list-style-type: none"> • Institutions should nominate a Coordinator who are responsive, proficiency in English communication, cooperative, and active. • Recommending that the Coordinator of SEA TVET should be the different person of SEA TVET (preferably).

Agreed at 4th SEAMEO Polytechnic Network Meeting
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