GUIDELINES:
3rd Batch of SEA-TVET Student Internship Exchange:
January-February 2019
(Web: http://seatvet.seameo.org/)

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I. Background

The implementation process and commitment of participating institutions from Southeast Asian countries for the 3rd Batch of SEA-TVET Student Internship Exchange were agreed at the 4th SEAMEO Polytechnic Network Meeting on 18-19 October 2018 at the Pangasinan State University, Philippines.

The meeting aimed to review and evaluate the implementation process of the 2nd batch of SEA-TVET Student Internship, and identify the solutions to address the challenges. The meeting was attended by approximately 120 participants 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, Malaysia, Thailand and Vietnam.

To improve the implementation process of the 3rd batch of SEA-TVET Student Internship Exchange, the following issues were addressed at the meeting.

- Selection and problems of students
- Internship period and visa issues
- Coordination at institutions and administrative issues
- Student mapping
- Online student interview preparation
- Selection of industry partners
- Pre-departure orientation arrangement
- Force unforeseen situation

At the end of the meeting, 71 TVET institutions (Indonesia: 44, Malaysia: 3, Thailand: 4, Philippines: 20, and Vietnam:1) agreed to sign the Letter of Agreement (LOA) of the 3rd batch of TVET Student Exchange to be implemented in January-February 2019.

The 5th SEAMEO Polytechnic Network Meeting will be hosted by the Department of Polytechnic and Communication College Education, Ministry of Education of Malaysia in March 2019. The 4th batch of TVET Student Internship Exchange Program will be discussed at the meeting.

The 6th SEAMEO Polytechnic Network Meeting will be hosted by Duy Tan University, Vietnam tentatively in Oct 2019. The 5th batch of TVET Student Internship Exchange Program will be discussed at the meeting.
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. Implementation Process of the 3rd Batch of SEA-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) Nomination of Coordinators from Participating Institutions

Since the intensive cooperation and closed communication is needed between SEAMEO and participating institutions and among the receiving and sending institutions, it is recommended that the participating institutions should nominate at least two (2) main “Coordinators” who are working at the International Relations, or Student Affairs office.

The Coordinators should:
- Communicate well in English
- Be responsible, dedicated, and caring to students
- Always check and respond to emails and other communication channel such as whatsapp, line
- Understand or have experience in managing student/teacher exchange or international cooperation
- Have sense of emergency, and respect to the deadline and consequences
- Following the deadline for submitting the required documents to SEAMEO and partner institutions.

2) Quotas and Selection Criteria of Participating Students

The meeting agreed that the institutions should strictly select the qualified students to participate in the internship exchange with the following requirements.

1. Quotas of Student Number for Each Institution
   Participating institution will submit the list of eligible students for at least 2 students with the same gender in equal number, but not more than 6 students of each study area to the SEAMEO Secretariat for mapping.

2. Qualification Level of Students
   Students should study at Diploma, Higher Diploma, or TVET Bachelor level.

3. Age of Students
   The students should be at least 18 years old.

4. Study Areas
The major/specialisation of students will be as follows:

- Mechatronics, Electronics, Electrical, Mechanical and Manufacturing
- Industrial Technology
- Informatics/Computer Science
- Hospitality and Tourism
- Agriculture and Animal Science
- Business, Commerce and Accounting
- Creative Industry, Multimedia
- Civil Engineering
- Health Science/Nursing/Public Health

5. Important Requirements about Students:

It is agreed that the qualified students should:

- Voluntary basis and determine
- Be able to communicate in English well
- Have good academic performance and technical skills in the area of major study
- Good attitude, friendly, flexible, good problem-solving
- Maturity, and readiness
- Have enough financial support from parents
- Good health (no disease or personal health disorder)
- Be able to travel abroad during the internship schedule

6. Document Requirement for Students

The qualified student should have the following documents for ensuring the travel preparation

- Student profile and transcript
- Valid passport longer than 8 months
- Visa (For the student who will have exchange for over 30 days)
- Health certification
- International Health and Travel Insurance

Notes:

- Option 1: Individual international health insurance is required for individual student. The group health insurance is not recommended as it is too limited.
- 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.

7. The student must pass the “Online Interview” by the Receiving Institutions

- It is compulsory that all participating students should pass the online interview process conducted by the Receiving Institutions. Therefore 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).
3) Cancellation of Students after Passing the Online Interview

The meeting agreed to create the cancellation policy of students to avoid the problems with industry partners:

- The cancellation of students must be informed to the SEAMEO Secretariat or receiving institution BEFORE the student online interview. An official letter to SEAMEO and receiving institution to inform the cancellation and reasons is needed.

- For any cancellation after the online interview or receiving of the Letter of Acceptance, the Sending Institution must find the “REPLACEMENT” for the cancelled student.

- In the case of no replacement, that institution will be excluded in the following one batch.

4) Schedule and Duration of the Internship Exchange

The meeting agreed that the 3rd batch of SEA-TVET Student Internship Exchange can be started in January or February 2019 for 30 to 90 days (1-3 months).

- Traveling schedule of option I: Starting Sat. 26 January - 24 February 2019 (30 days), including travel day (both arrival and departure)

- Traveling schedule of option II: Starting Sat. 9 February 2019 - 10 March 2019 (30 days), including travel day (both arrival and departure)

Notes:

- The schedule for traveling of a student is flexible and should be agreed between the receiving and sending institutions during the student interview and up to the convenience of the students and receiving institution.

- For the institutions who can exchange the students beyond the above provided schedule, the institution must find their own partner for “bilateral” implementation. For this case, SEAMEO will not involve in the exchange process.

5) Implementation Mechanisms

To implement the student internship exchange programme for the 3rd batch in January-February 2018, the meeting agreed as follows:

1. All participating institutions should be a member of SEA-TVET Consortium and SEAMEO’s School Network.

2. The participation of students in the Internship Exchange Programme should be recognised as credits. (Depends on the sending institutions)

3. The agreement should be implemented in reciprocal way/equal agreement (Number of outbound students should be at least the same number of inbound students). However, the institutions can receive more number of inbound students than the number of outbound students.

4. After the signing of Letter of Agreement (LOA), the participating institutions must
reconfirm the participation by submitting the following documents to SEAMEO by the deadline.

- **The Confirmation Form:**
  - Name and contact details of at least 2 coordinators
  - Number and study areas of students for sending
  - Details about sending institutions
- **Student Profile and Transcript**

5. SEAMEO Secretariat will map the students according to study areas and educational level.

- Personal negotiations between institutions are permitted, but must inform to SEAMEO in advance before the announcement of mapping list.
- The institutions must understand supply and demand as the SEAMEO Secretariat can not map the study area which has no partner.

6. After agreeing on the mapping list offered by SEAMEO, the receiving and sending institution must conduct the “**Online Interview**” to screen and ensure eligibility of students by self-arrangement and using their own platform such as whatsapp, skype, line.

**Notes:**

- The intensive communication and coordination between the coordinators of receiving and sending institutions is needed.
- The results from the interview should be informed to SEAMEO.

7. Once the student passes the Online Interview, the receiving institutions must immediately prepare “**Letter of Acceptance**” and send to the sending institutions, and cc to SEAMEO. The template of Letter of Acceptance is provided by SEAMEO.

8. The student orientation should be conducted by

- Pre-departure orientation by Sending Institution.
- On-line Orientation for all students and institutions by SEAMEO Secretariat.
- On-arrival Orientation by Receiving Institutions after the arrival of students.

6) **Programme Structure**

It was agreed during the meeting that the 3rd 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.**

**Within 1 month of internship period,** 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.

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:

- On-Arrival 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)**

1st Week
- Orientation and class observation

2nd Week
- Internship with industry

3rd Week
- Internship with industry

4th Week
- Internship with industry

Receiving institutions should assign mentors and buddies.

1) Self Report: Blog

2) Company Supervisor Evaluation Form

3) Overall Project Evaluation

Cost sharing basis

7) **Selection of Industry Partners**

Due to the difficulty to find the industry partner to accept a short period of 30 day-internship, the recommended **criteria for selecting the industry partners** are as follows:

a) TVET Institution should utilise the existing and close connection industry partners,

b) Industry partner can offer jobs related to the study areas and interest of the inbound students,

c) Industry partner can assign a supervisor who can communicate in English with the inbound students,

d) Industry partner can be a well recognised company at provincial, or national or international level.

e) Industry partner can be the local governmental office if the job is related to the study areas of students,

f) Industry partner should have distance nearby the accommodation of students or receiving institutions. Student can reach the company/organisation for internship within 1 hour by a public transportation,

g) Providing meals and transportation allowance is optional, but not necessary.

Note:

• If the institutions need a Certified Project Letter from SEAMEO to discuss with the Industry Partner, please contact the Coordinator of SEAMEO Secretariat.

• The receiving institutions may prepare “Job Scope” to brief the Industry Partners and Receiving Students.
8) **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.

9) **Pre-departure Preparation**

To prepare the students before departure, it is necessary that the Institutions should ensure and provide the followings to the students:

- **Intensive English Training**
  - Intensive English Training should be provided to the outbound students by the sending institutions prior to the departure. SEAMEO needs cooperation of all institutions to ensure the English ability of outbound students.

- **Student Permit Visa (For the case of stay over 30 days)**
  - 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)
  
  - 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”

- **Orientation by Institutions**
  - Sending Institutions should provide sufficient information about the SEA-TVET Programme, including the programme objectives and student’s expectations.
  
  - Sending Institutions must conduct “Pre-Departure Orientation” to students, covering contents of:
    - Travel preparation
    - Manner and behaviors
    - Work ethics
    - Do’s and Don’ts, etc.
  
  - Receiving Institutions must conduct “On-Arrival Orientation” to students, covering contents of:
    - Facilities
    - Traveling and food
- Do’s and Don’t’s
- Safety and security
- Work ethics, industry internship
- In-campus Medical Service
- Jobs cope

10) **Timeline for the 3rd Batch**

Due to limited time of preparation of the 3rd batch (only 2.5 months), SEAMEO Secretariat would like to propose the following timeline:

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<th>Activities</th>
<th>Agreed Schedule/Deadline</th>
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<tr>
<td>1. Signing LOA in Pangasinan, Philippines</td>
<td>18 Oct 2018</td>
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<td>2. SEAMEO shares meeting documents and follow-up the signatory for the LOA</td>
<td>22-29 Oct 2018</td>
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<td>3. <strong>1st Coordination Meeting</strong></td>
<td>30 Oct 2018</td>
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<td>4. All institutions reconfirm the participation by submitting “<strong>Institutional Confirmation Form</strong> (DL by 15 Nov)” with details of a. Contact details of coordinators (2 persons), b. Number of sending/receiving students and study areas, c. Recommended period for internship, d. Photos of accommodation, e. Photos of colleges/universities, f. Airport for arrival, g. Recommended pocket money for 1 month</td>
<td><strong>By 15 Nov 2018 (Strict Deadline)</strong></td>
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<td>5. SEAMEO send the 1st Mapping List to all institutions.</td>
<td>By 30 Nov 2018</td>
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<td>6. <strong>2nd Coordination Meeting</strong></td>
<td>3 Dec 2018 (Revised as suggested by Philippines)</td>
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<tr>
<td>7. Deadline for institutions to submit “<strong>Students Profile</strong>” to SEAMEO and receiving institutions</td>
<td><strong>By 10 Dec 2018 (Strict Deadline)</strong></td>
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<td>8. Confirmation of Mapping List</td>
<td>By 20 Dec 2018</td>
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<tr>
<td>9. <strong>3rd Coordination Meeting</strong></td>
<td>15-20 Dec 2018</td>
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<tr>
<td>10. <strong>Online Interview</strong> conducted by receiving and sending institutions (Self-arrangement)</td>
<td>1 - 30 Dec 2018</td>
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<tr>
<td>11. <strong>Travel arrangement</strong></td>
<td>Jan 2019</td>
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<tr>
<td>a. <strong>Receiving institutions</strong> send Letter of Acceptance to SEAMEO, Sending institutions/students</td>
<td></td>
</tr>
<tr>
<td>b. Student travel’s preparation</td>
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<tr>
<td>12. <strong>4th Coordination Meeting</strong></td>
<td>Jan 2019</td>
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11) **Report and Certification**

The meeting agreed as follows:

- The Coordinating Teachers of sending institutions shall ensure that the students will submit the following report to SEAMEO at the end of internship.
  1. **Self-report by Blog.**
     The blog address of students should be provided to SEAMEO Secretariat at the end of the internship.
  2. **Company Supervisor Evaluation Form**
  3. **Online Overall Project Evaluation Form for Students.**

  Note: The meeting recommened to include the “**Attitude and Behavior Evaluation**” in the “Company Supervisor Evaluation Form”

- The coordinating teachers are required to submit the following information at the end of the internship period.
  1. **Online Overall Project Evaluation Form for Coordinating Teachers**
  2. **Certificate Form**

- 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) Participating Institutions,
  2) Coordinating Teachers,
  3) Cooperating Teachers (Mentors),
  4) Cooperating Students (Buddies),
  5) Participating Students in Internship Exchange,
  6) Industry Partners.

### IV. Roles and Responsibilities of Institutions and SEAMEO

1) **Roles and Responsibility of Receiving and Sending Institutions**

The meeting agreed that the receiving and sending institutions have the following roles and responsibilities:
1. **The Sending Institutions will be responsible for:**

a. Recruiting eligible students (Good academic performance, proficiency English communication, attitude, maturity, good health),
b. Coordinating with SEAMEO for the student mapping list,
c. Coordinating with Receiving Institutions for arrangement of online interview, letter of acceptance, travel schedule, and travel preparation,
d. Preparing travel arrangement for outbound students,
e. Conducting Pre-departure Orientation for outbound students,
f. Ensuring the important travel documents which the outbound students must have: 1) Valid passport, 2) Student/education visa (if needed), 3) International health insurance, 4) Health certificate.
g. Ensuring that the students will submit 1) Self-Report Blog during internship, 2) Company Supervisor Evaluation Form and 3) Overall Project Evaluation to SEAMEO at the end of internship period

2. **The Receiving Institutions will be responsible for:**

a. Partnering with industries according to the study areas and agreed internship period of inbound students,
b. Coordinating with SEAMEO for the student mapping list,
c. Arranging internship programme according to the agreed period, including on-arrival orientation, class room observation, internship with industry, and other excursion/student activities,
d. Coordinating with Sending Institutions for arrangement of online interview, letter of acceptance, travel schedule, and travel preparation,
e. Preparing accommodations for inbound students and submitting photos of accommodation and institutional facilities to SEAMEO and sending institutions,  
Note: Criteria for selecting accommodation – clean, safe, accessibility, available area for self-cooking.
f. Providing mentor (s) and buddy (ies) for inbound students,
g. Preparing airport transfer for inbound students,
h. Ensuring the important travel documents which the inbound students must submit: 1) Valid passport, 2) Student/education visa, 3) International health insurance, 4) Health certificate

2) **Budget Responsibilities**

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

- **Outbound Students/Parents** shall be responsible for 1) passport/visa fee, 2) health check-up cost, 3) International health and travel insurance, 4) returned air-ticket, 5) daily meals, 6) daily public transportation for internship, and 7) pocket money.

- **Receiving institutions** shall be responsible for 1) accommodation including electricity and water bill, 2) transportation for airport transfer, 3) Student extra activities required by Receiving Institutions for the inbound students to join.
The agreed details are as follows:

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Responsible by</th>
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<tbody>
<tr>
<td>1. Passport Fee</td>
<td>Parents/Outbound Students</td>
</tr>
<tr>
<td>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)</td>
<td>Parents/Outbound Students</td>
</tr>
<tr>
<td>3. Return Air ticket</td>
<td>Parents/Outbound Students</td>
</tr>
<tr>
<td>4. Daily Allowance and Cost for Public Transportation</td>
<td>Parents/Outbound Students</td>
</tr>
<tr>
<td>5. International Health and Travel Insurance</td>
<td>Parents/Outbound Students</td>
</tr>
<tr>
<td>6. Accommodation/dormitory, including electricity and water bill</td>
<td>Receiving institutions</td>
</tr>
<tr>
<td>7. Airport transfer (pick-up/departure)</td>
<td>Receiving institutions</td>
</tr>
<tr>
<td>8. Tuition fee and expenses of student activity organized by receiving institutions</td>
<td>Receiving institutions</td>
</tr>
</tbody>
</table>

3) **Force Unforeseen Situation**

For the unforeseen situation such as natural disaster, political violence and disease, the meeting agreed on the following practices to provide the assistance to the students and receiving institution:

- Extra expenses related to the inbound students who face the natural disaster should be shouldered by the sending institution.
- 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 effected receiving institution as they need to manage and handle with the risk situation as well

4) **Roles and Responsibilities of SEAMEO Secretariat**

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:

- Communicating and coordinating with institutions for the whole process
- Organising the Letter of Agreement and sharing all related documents to the participating institutions
- Conducting the online coordination meeting with participating institutions
- Mapping the students between sending and receiving institutions
- Sharing guidelines, student profiles and other necessary documents among institutions
- Ensuring the travel arrangement among sending and receiving institutions
o Conducting the on-line orientation
o Following-up the reports to be submitted to SEAMEO
o Issuing Certificates to participating institutions

There is no management fee/registration fee for the SEA-TVET Student Internship Exchange Programme.

**Guidelines and Template by SEAMEO**

To facilitate the implementation process of the SEA-TVET Student Internship Exchange, the following guidelines are produced and updated by the SEAMEO Secretariat and shared through on-line to all participating institutions

- **Certified Letter:**
  1. Certified Project Letter from SEAMEO (In-process)

- **Guidelines:**
  1. Guidelines for Implementing 3rd Batch of SEA-TVET Student Internship Exchange
  2. Guidelines for Student Interview
  3. Guidelines for Pre-departure
  4. Orientation Booklet for Students
  5. Guidelines for Selecting Industry Partners (See page 7)

- **Template and Forms:**
  1. Confirmation Form
  2. Student Profile
  3. Letter of Acceptance
  4. Company Supervisor Evaluation Form
  5. Overall Project Evaluation Form by Students
  6. Overall Project Evaluation Form by Coordinating Teachers
  7. Certification Form

All documents, guidelines and forms are shared on the SEA-TVET Consortium Website: (Web: http://seatvet.seameo.org/)