

How to Improve the Mechanism for 4th Batch of SEA-TVET Student Exchange

(Agreed at 5th SEAMEO Polytechnic Network Meeting on 26 March 2019, Ipoh)

From the sharing experiences of participating institutions and SEAMEO's observations, the following challenges/issues should be solved for the 4th batch implementation.

4 Main Issues:

- Students issues
- Coordination issues
- Industry issues
- Pre-departure Orientation/preparation

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 according to LOA. • Other study areas beyond the LOA will not be accepted/mapped. • SEA-TVET allows the institutions to find their potential partners before submitting the list of students – but need to make sure that your partners agreed before sending the number to SEAMEO. • Institutions can receive more number of students than sending number
<ul style="list-style-type: none"> • No International Health Insurance • Sickness of students during internship – Flu is the most popular sickness. • Accident 	<ul style="list-style-type: none"> • International health insurance must be required for ALL students and ensured by sending and receiving institutions. • The group health insurance is not recommended as it is too limited. • Must strictly check by Receiving Institutions before traveling of students • “NO Health Insurance, NO Letter of Acceptance” or No Health Insurance, No Travel • Singing of “Parent Consent” by the parents of inbound and outbound students • Flu vaccination should be considered before traveling.

	<ul style="list-style-type: none"> • For any eventualities which may happen or occur to the interns during the internship period who did not apply the international health insurance, the parents and sending institutions should be held responsible for all hospitalisation/clinical expenses incurred of those students. • Develop Guidelines
<ul style="list-style-type: none"> • Visa issues – over 30 days 	<ul style="list-style-type: none"> • Follow the regulations of each country – PH suggested ‘Special Non Migrant Visa’ • 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 Dept of Immigration/Embassy facilitate the approval process. • 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"> • Selection of qualified and ready students 	<ul style="list-style-type: none"> • Indicate strict criteria for student selection: (1) Academic Performance, (2) Attitude, Readiness, Maturity, Flexibility (3) English proficiency, (4) Health and so on • Strict deadline to submit the list of students and profile to SEAMEO and partner on time • Note: Students have enough pocket money when travel for exchange or inquiring additional funding support to students provided by companies
<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 of inbound students must be conducted by Receiving Institutions.

<ul style="list-style-type: none"> • Student’s misbehavior during internship with staff of receiving institutions 	<ul style="list-style-type: none"> • In 3rd batch, SEAMEO has included “Attitude Evaluation Criteria” in Company Supervisor Evaluation Form – but this is not enough as some inbound students had poor manner with university staff. • SEAMEO creates another evaluation form “Student Performance Evaluation by Receiving Institutions” – or including in “Company Supervisor Evaluation Form”
2) 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"> • Communication channel 	<ul style="list-style-type: none"> • Different channel of communication such as WhatsApp, Email group • Sharing the List of Coordinator • Please download “Whatsapp” on mobile • SEA-TVET will use only “Whatsapp”, no “Line”
<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 the results to SEAMEO.</u> • The institution must understand supply and demand. • SEAMEO can not map the study area which has no partner.
<ul style="list-style-type: none"> • 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. • Coordinator of SEA TVET should be the different person of SEA Teacher at inter office
<ul style="list-style-type: none"> • Online interview issues and coordination issues among institutions 	<ul style="list-style-type: none"> • Self-arrangement by using their own platform: Whatsapp, skype, line, etc • Report of Inbound and Outbound Students must be submitted to SEAMEO after finishing all interviews.

3) 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 • SEAMEO provides “Guidelines for Selecting Industry” • SEAMEO provides a “Certified Project Letter for Industry Partners” • Providing Job Scope to industry partners and students
4) Pre-departure Orientation	
<ul style="list-style-type: none"> • Limited pre-departure orientation to students/ Mis-expectation by 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. ➤ Expectations ➤ Required Reports ➤ Others • Receiving Institutions must conduct “On-Arrival Orientation” to students, covering content of: <ul style="list-style-type: none"> ➤ Expectations ➤ Required Reports ➤ Facilities ➤ Traveling and food ➤ Do’s and Dont’s ➤ Safety and security ➤ Work ethics, industry internship ➤ In-campus Medical Service ➤ Jobs cope ➤ Others

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