



Southeast Asian
Ministers of Education
Organization

D-R-A-F-T

GUIDELINES FOR 4th BATCH SEA-TVET STUDENT EXCHANGE

(Web: <http://seatvet.seameo.org/>)

Contents		Page
I.	Background	2
II.	Objective of SEA-TVET Student Exchange	3
III.	Implementation Process of 4 th Batch of SEA-TVET Student Exchange Programme <ol style="list-style-type: none"> 1) Nomination of Coordinators 2) Quotas and Selection Criteria of Students 3) Student Online Interview Arrangement 4) Important Documents for Students 5) Cancellation of Students 6) Schedule and Duration of the Internship Exchange 7) Implementation Mechanisms 8) Programme Structure 9) Selection of Industry Partners 10) Credit Recognition 11) Pre-departure Preparation 12) Timeline 13) Report and Certification 	3
IV.	Roles and Responsibilities of Institutions and SEAMEO <ol style="list-style-type: none"> 1) Roles and Responsibility of Receiving and Sending Institutions 2) Budget Responsibilities 3) Force Unforeseen Situation 4) Roles and Responsibilities of SEAMEO Secretariat 	
V.	List of Participating Institutions in the 4 th Batch	

GUIDELINES: **4th Batch of SEA-TVET Student Exchange**

(Web: <http://seatvet.seameo.org/>)

I. Background

The implementation process and commitment of participating institutions from Southeast Asian countries for the 4th Batch of SEA-TVET Student Exchange were agreed at the 5th SEAMEO Polytechnic Network Meeting on 26-27 March 2019 at Ipoh, Malaysia

The meeting was hosted by the Department of Polytechnic and Community College Education, Ministry of Education, Malaysia.

The meeting aimed to review and evaluate the implementation process of the 3rd batch of SEA-TVET Student Exchange, and identify the solutions to address the challenges. The meeting was attended by approximately 200 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 4th Batch of SEA-TVET Student Exchange, the following issues were addressed at the meeting.

- Improvement for student recruitment procedures
- Period/programme for industry placement (18 days or 15 days)
- Pre-departure Orientation by Sending Institutions (manner, attitude, inter-cultural understanding)
- Visa issues for 1-3 months exchange and other necessary documents of students
- Air-ticket purchasing/ transition flight
- Issues of international health insurance.
- Manner protocol of students after arriving the receiving institution
- Student evaluation by Receiving Institutions
- Improvement of coordination mechanism
- Implementation timeline and strict deadline of each step

At the end of the meeting,TVET institutions (Indonesia:, Malaysia:, Thailand:, Philippines:, and Vietnam:.....) agreed to sign the Letter of Agreement (LOA) of the 4th batch of TVET Student Exchange to be implemented in August 2019 onwards.

The 6th SEAMEO Polytechnic Network Meeting will be hosted by Duy Tan University, Vietnam on

16-19 Oct 2019, Danang, Vietnam. The 6th batch of TVET Student Internship Exchange Program will be discussed at the meeting.

II. Objectives of SEA-TVET Student 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 4th Batch of SEA-TVET Student 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 (To be agreed from the meeting)

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

3) Student Online Interview Arrangement

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).

4) **Important Documents for Students before Traveling (A MUST)**

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 (A MUST)**

Important Notes

- **Individual international health insurance** is required for individual student. The group health insurance is not recommended as it is too limited.
- The sending and receiving institutions **must ensure** that the students must have "***International Health Insurance***" before traveling. It is the responsibility of receiving Institutions to ensure that the copy of International Health Insurance of the students must be provided to the receiving institutions before/after providing the "Letter of Acceptance" to the students.
- For any **accident and illness** happen to the students during the internship period who do not apply the international health insurance, the **parents and sending institutions** must be responsible for all hospitalisation/clinical expenses incurred of that students. The expenses can be reimbursable.

5) **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.

6) Schedule and Duration of the Exchange

The meeting agreed that the 4th batch of SEA-TVET Student Exchange can be started in August 2019 onwards for 30 to 90 days (1-3 months).

- Traveling schedule of option I (30 Days): **Starting Saturday 17 August to Sunday 15 September 2019** (within 30 days, including traveling day of arrival/ departure and transit flights)
- Traveling schedule of option II (30 Days): **Starting Saturday 21 September to Sunday 20 October 2019** (within 30 days, including traveling day of arrival/ departure and transit flights)
- Traveling schedule of option III (90 Days): **Starting in September onwards – the exact schedule can be agreed among the parties.**

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.

7) Implementation Mechanisms

To implement the student internship exchange programme for the 4th batch, 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. Necessary Document that the Student must have. Both Sending and Receiving institutions should ensure that the students must have the following necessary documents/actions before traveling
- Valid Passport
 - Student Visa (for student who will exchange for over 30 days)
 - **International Health Insurance (A MUST)**
 - Health Certification
 - Flu Vaccination (Optional)
9. 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.

8) 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.**

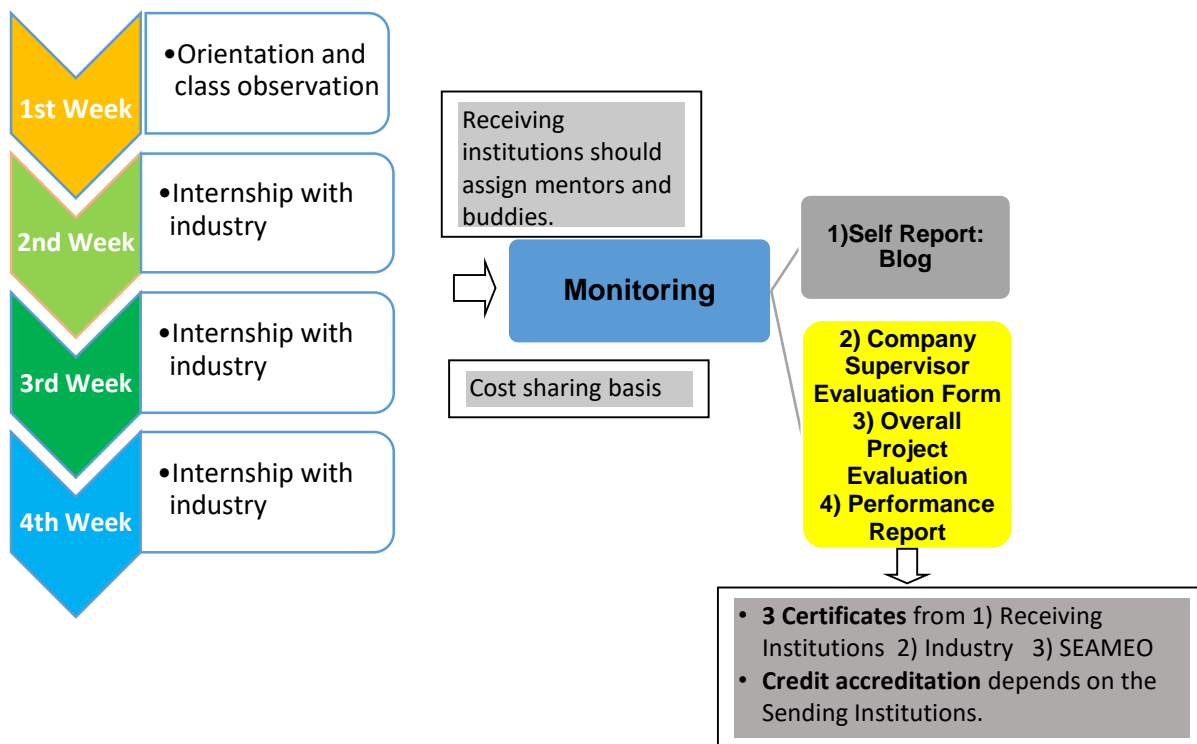
Within 1 month of internship period, the programme should consist of the following components:

- **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)



9) 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

10) 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.

11) 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
 - Expectations
 - Manner and behaviors
 - Work ethics
 - Do’s and Dont’s, etc.
 - Required reports to submit after returning
 - Receiving Institutions must conduct “**On-Arrival Orientation**” to students, covering contents of:
 - Facilities
 - Traveling and food
 - Do’s and Dont’s
 - Safety and security
 - Work ethics, industry internship
 - In-campus Medical Service
 - Jobs cope

12) Timeline for the 4th Batch

Due to limited time of preparation of the 4th batch (only 4 month-preparation), SEAMEO Secretariat would like to propose the following timeline:

Stages	Activities	Agreed Schedule/Deadline
A) Confirmation by Institutions (April)	1. Signing LOA in Ipoh, Malaysia	26 March 2019
	2. SEAMEO shares meeting documents and follow-up the signatory for the LOA SEAMEO send “Institutional Confirmation Form” to all participating institutions to confirm the exchange number by 30 April.	1-5 April 2019
	3. 1st Online Coordination Meeting	Wed 3 April 2019 at 14.00-15.00 hrs
	4. All institutions reconfirm the participation by submitting “Institutional Confirmation Form(DL by 30 April)” with details of <ol style="list-style-type: none"> Contact details of coordinators (2 persons) , Number of sending/receiving students and study areas, Recommended period for internship Photos of accommodation, Photos of colleges/universities Airport for arrival Recommended pocket money for 1 month 	By 30 April 2019 (Strict Deadline)
B) Mapping Students by SEAMEO (May)	5. SEAMEO send the 1 st Mapping List to all institutions.	By 20 May 2018
	6. 2nd Coordination Online Meeting (Negotiation of mapping list)	Wed 22 May 2019 at 14.00-15.00 hrs
	7. Institutions confirm the mapping list with SEAMEO and submit “Students Profile” to SEAMEO and receiving partners	By 10 June 2019 (Strict Deadline)
	8. 3rd Online Coordination Meeting (Negotiation of mapping list)	June 2019 (TBC)

C) Screening/Online Interview by Partner Institutions (June)	9. Online Interview conducted by receiving and sending institutions (Self-arrangement)	June 2019
	10. Informing interview results to SEAMEO and partners After all interview, all institutions must submit “Report of Inbound and Outbound Students” to SEAMEO	June 2019
D) Travel Arrangement (July)	11. Confirming the results of interview by Receiving Institutions send <u>Letter of Acceptance</u> to sending institutions/ students (cc SEAMEO)	June 2019
	12. Student’s travel preparation: passport, health check-up, roundtrip air-ticket, health insurance, flu vaccination Coordinators must provide the necessary documents to the partners institutions.	June 2019
	13. 4th Coordination Online Meeting	June 2019
	14. Intensive English Training and Pre-Departure Orientation by Sending Institutions	July 2019
	15. Online Training on “Blog Development for Students” by SEAMEO	July 2019
	16. Online Orientation by SEAMEO	End of July 2019
E) Student Exchange (Aug-Oct)	17. Mobilising Students	Aug 2019 Sept 2019 Oct 2019
F) Report and Certification (Sept-Oct)	18. Sending Institutions submit the following reports to SEAMEO. 1) Student’s Blog, 2) Company Supervisor Form 3) Online Overall Project Evaluation 4) Student Performance Evaluation Form by Receiving Institution	Sept- Oct 2019

	19. Sending Institutions submit "Certificate Form" to SEAMEO	Sept-Oct 2019
	20. Issuing Certificate	Sept- Oct 2019

13) 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**
 4. **Student Performance Evaluation by Receiving Institutions (additional in 4th batch)**

Note: The meeting recommended 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:

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

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
- Conducting the on-line orientation
- Following-up the reports to be submitted to SEAMEO
- Issuing Certificates to participating institutions

There is no management fee/registration fee for the SEA-TVET Student 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 to Immigration
 2. Certified project Letter from SEAMEO to Industry
- **Guidelines:**
 1. Guidelines for Implementing 4th Batch of SEA-TVET Student 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. Institutional 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. Student Performance Evaluation Form by Receiving Institution (additional)
 8. Certification Form

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