

GUIDELINES FOR IMPLEMENTATION



5th Batch of SEA-TVET Student Exchange Programme in 2020

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Additional Information:

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GUIDELINES FOR IMPLEMENTATION: 5th Batch of SEA-TVET Student Exchange in 2020

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

I. Background

Technical Education and Vocational Training (TVET) has been identified as one of the seven priority areas of SEAMEO Education Agenda for development in Southeast Asia, which were agreed at the Strategic Dialogue of Education Ministers (SDEM) meeting in September 2014.

To promote the internationalisation of TVET institutions, and leverage the global competitiveness and 21st century skills of TVET students in Southeast Asian countries, the Southeast Asian Ministers of Education Organization (SEAMEO) in collaboration with Ministries of Education and related Ministries and TVET institutions developed a network of TVET institutions called SEAMEO Polytechnic Network for enhancing internationalisation and partnership of TVET institutions (colleges, polytechnics and university of technologies) in the Southeast Asian region through **cross-country exchange programme and other collaboration.**

In addition, the 3rd High Officials Meeting on SEA-TVET hosted by the Ministry of Education of Malaysia in May 2017 also recommended to improve the student mobility and suggested that the SEAMEO Secretariat serve as a Coordinator to facilitate the implementation process of TVET Student Exchange Programme.

Since 2018, the SEAMEO Secretariat in collaboration with TVET institutions, and relevant Ministries of Education and Technical Education has organised the “SEAMEO Polytechnic Meeting” twice a year as a “Meeting Platform” to discuss the implementation process and seek commitments from the participating institutions for SEA-TVET Student Exchange Programme. As a result, the SEA-TVET Student Exchange Programme has been implemented for **4 batches** with the total number of **1,143 TVET students exchanged in 2018-2019.**

SEAMEO Polytechnic Network Meeting	Outputs	Number of Participating Institutions	Number of Student Exchange	Exchange Period
1 st SEAMEO Polytechnic Network Meeting, Brunei Darussalam, June 2016	6 Frameworks of Cooperation were signed.	62 participants from 6 Brunei Darussalam, Cambodia, Indonesia, Malaysia, Philippines and Thailand	The exchange was implemented by bilateral agreements	2017
2 nd SEAMEO Polytechnic Network Meeting, Chiangmai, Oct 2017	Letter of Agreement for 1 st Batch of SEA-TVET Student Exchange Programme	12 institutions from 4 countries: Indonesia, Philippines, Thailand, Vietnam	55	Jan- Feb 2018 for 30 days
3 rd SEAMEO Polytechnic Network Meeting, Oct 2018	Letter of Agreement for 2 nd Batch of	49 institutions from 5 countries: Indonesia,	233	Aug-Sept- Oct 2018

SEAMEO Polytechnic Network Meeting	Outputs	Number of Participating Institutions	Number of Student Exchange	Exchange Period
Meeting, Surabaya, Apr 2018	SEA-TVET Student Exchange Programme	Philippines, Thailand, Malaysia, Vietnam		for 30 days
4 th SEAMEO Polytechnic Network Meeting, Pangasinan, Oct 2018	Letter of Agreement for 3 rd Batch of SEA-TVET Student Exchange Programme	50 institutions from 5 countries: Indonesia, Philippines, Thailand, Malaysia, Vietnam	313	Jan-Feb-Mar-April 2019 for 30-90 days
5 th SEAMEO Polytechnic Network Meeting, Ipoh, Malaysia, 26-27 March 2019	Letter of Agreement for 4 th Batch of SEA-TVET Student Exchange Programme	90 institutions from 5 countries: Indonesia, Philippines, Thailand, Malaysia, Vietnam	542 (On-going)	Aug-Nov 2019 for 30-90 days
6 th SEAMEO Network Meeting, Danang, Vietnam, October 2019	Letter of Agreement for 5 th Batch of SEA-TVET Student Exchange Programme	140 institutions from 5 countries: Indonesia, Philippines, Thailand, Malaysia, Vietnam	Estimation of 600 students to be exchanged in 2020	Mar- Aug 2020

II. 5th Batch of SEA-TVET Student Exchange Programme in 2020

The implementation process and commitments of participating institutions from Southeast Asian countries for joining the 5th Batch of SEA-TVET Student Exchange in 2020 were agreed at the 6th SEAMEO Polytechnic Network Meeting on 17-18 October 2019 in Da Nang City, Vietnam. The meeting was hosted by Duy Tan University of Vietnam.

In response to the recommendations from the 5th High Officials Meeting on SEA-TVET, held on 9-10 September 2019 in Brunei Darussalam, the High Officials Round Table suggested to optimise the collaboration of TVET institutions from the student mobility to the areas of Teacher Development/ Exchange; and Research and Development. In addition to the discussion for the 5th batch of SEA-TVET Student Exchange programme, the 6th SEAMEO Polytechnic Meeting will expand the collaborative discussion to the areas of Teacher Capacity Development, Teacher Mobility, and Research and Development.

The 6th SEAMEO Polytechnic Network Meeting aimed to share and learn the successful practices of cross-country collaboration and identify the SEA-TVET Network Action Plan and seek commitments from participating TVET institutions in the implementation of a) 5th batch of SEA-TVET Student Exchange Programme in 2020, b) 1st batch of SEA-TVET Teacher Exchange Programme in 2020, c) SEA-TVET Teacher Development Action Plan for 2020-2023, and d) SEA TVET Research Development Action Plan for 2020-2023.

The meeting was attended by approximately 150 participants who are at the management level from 74 TVET Institutions/Polytechnics/Universities in 5 countries, namely, Indonesia, Malaysia, Philippines, Thailand, and Vietnam.

At the end of the meeting, TVET institutions agreed to sign the Letter of Agreement (LOA) of the 5th batch of TVET Student Exchange to be implemented in 2020.

The 7th SEAMEO Polytechnic Network Meeting will be hosted by SMK Metland, University Brawijaya, and Ministry of Education and Culture of Indonesia in June 2020.

III. Objectives of SEA-TVET Student Exchange

The objectives of the SEA-TVET Student 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

IV. Adjustment of Implementation Process in 5th Batch

Due to the number of institutions in the 5th batch increasing to 140 institutions (4th Bath was 90 institutions), the SEAMEO Secretariat needs to adjust the implementation process to be more efficiency.

The 5th batch implementation will involve less paperwork and administration, and focus on the active coordination and partnership among institutions for the long-term partnership sustainability.

The adjustments in 5th Batch are as follows:

Steps	Proposed Adjustment
1. SEA-TVET Evaluation Meeting	<ul style="list-style-type: none"> ➤ 1 meeting in 2019 but the travel options of students will cover for 3 schedules in 2020. <ul style="list-style-type: none"> Travel Option A.2020: 6 March to 4 April 2020 Travel Option B.2020: 5 June to 3 July 2020 Travel Option C: 2020: 7 August to 4 September 2020 Travel Option D: 2020: Any schedule as agreed by partners. ➤ Institutions can join more than 1 travel schedule.

	<ul style="list-style-type: none"> ➤ All implementation agreement with your partners under SEA-TVET should inform to SEAMEO for our record.
2. Confirming Participation	<ul style="list-style-type: none"> ➤ To confirm the participation, institutions must submit the following documents according to the deadline of each travel schedule. <ul style="list-style-type: none"> a. Form1_Institutional Confirmation (List of coordinators and number of outbound/inbound students in each travel schedule) b. Form2_Institutional Profile (Do only 1 time)
3. Deadline to Submit Student Number for each Travel Schedule	<ul style="list-style-type: none"> ➤ There are 3 deadlines to submit number of inbound/outbound students according to each travel schedule. <p>Travel Option A.2020: 6 March to 4 April 2020 Deadline → 15 January 2020</p> <p>Travel Option B.2020: 5 June to 3 July 2020 Deadline → 15 February 2020</p> <p>Travel Option C: 2020: 7 August to 4 September 2020 Deadline→ 15 April 2020</p> <p>Travel Option D: 2020: Any schedule as agreed by partners Deadline -> 2 months before the travel schedule</p>
4. Mapping Partners	<ul style="list-style-type: none"> ➤ The mapping announcement will be based on the information submitted in the “Form1_Institutional Confirmation” ➤ SEAMEO Secretariat will minimise the mapping process but institutions should submit the number of inbound/outbound students with the name of AGREED PARTNERS in “Form1_Institutional Confirmation”. ➤ For institutions who do not have AGREED PARTNERS, SEAMEO Secretariat will help mapping the students by conducting the Online Meeting and announce the list of “Non-Mapped Students” at the online meeting and invite institutions which can accept more students to join. ➤ Institutions needs to inform SEAMEO for the remaining students who do not have the Receiving Institutions for finding the partners.
5. Confirmation of mapping list and	<ul style="list-style-type: none"> ➤ Institutions must contact your AGREED PARTNERS to confirm the number of inbound and outbound students.

submission of student profile	<ul style="list-style-type: none"> ➤ After the mapping agreed, Institutions must directly submit the Student Profile to your partner (Do not need to submit to SEAMEO).
6. Checking your partner profile	<ul style="list-style-type: none"> ➤ “Form2_ Institutional Profile” will be uploaded on the SEAMEO Webpage. ➤ Institution should download and share the profile of Receiving Institutions to the students.
7. Online Interview, and Travel Arrangement	<ul style="list-style-type: none"> ➤ Institutions will arrange the online interview and proceed Letter of Acceptance to the partners directly. ➤ Before the interview, Receiving Institution must ensure that the inbound students will submit: <ul style="list-style-type: none"> a. “Form3_Student Profile” (attached with transcript) ➤ If the online interview is successful, the Receiving Institutions must send the “Letter of Acceptance” to the Sending Institution. ➤ The Institutions must coordinate each other for travel arrangement and other required documents of students (passport / visa/ international health insurance / Parent Consent Form and Student Waiver Form)
8. Online Blog Training and Online Orientation	<ul style="list-style-type: none"> ➤ SEAMEO will recruit the Volunteer Institutions for conducting Online Blog Training and Online Orientation ➤ The Online Blog Training and Online Orientation will be conducted before each travel schedule
9. Evaluation	<ul style="list-style-type: none"> ➤ After internship, there will be 4 reports that the Outbound Students should submit to Coordinating Teachers at Home Institution. <ul style="list-style-type: none"> a. Form4_Company Supervisor Evaluation Form (Do not need to submit to SEAMEO, but must submit to Home institution) b. Form5_Receiving Institution Evaluation Form (Do not need to submit to SEAMEO, but must submit to Home institution) c. Form6_Student Overall Project Evaluation Form (Online) d. Form7_Self-Evaluation Report (By Blog or Report Template) – Submit to SEAMEO ➤ After internship, there will be 2 reports for Coordinating Teacher <ul style="list-style-type: none"> a. Form8_Teacher Overall Project Evaluation (Online)

	<p>b. Form9_Certificate and Performance Feedback</p> <ul style="list-style-type: none"> ➤ Home Institutions need to summarise the Outbound Student's Performance from Company Supervisor Evaluation Form and Receiving Institution Evaluation Form in the "Form9_Certificate and Evaluation Form". ➤ The Company Supervisor Evaluation Form and Receiving Institution Evaluation Form will be revised to be shorter.
10. Certification	<ul style="list-style-type: none"> ➤ "Form9_Certificate and Performance Feedback" with summary results of outbound student performance must be submitted to SEAMEO within 2 months after the completion of internship.

III. Implementation Process of the 5th Batch of SEA-TVET Student Exchange

1) Nomination of Coordinators from Participating Institutions

Since the intensive cooperation and 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.
- Different person of SEA-Teacher Exchange Programme

2) Schedule and Duration of the Exchange

The meeting agreed that the 5th batch of SEA-TVET Student Exchange in 2020 will be exchanged for 30 days through industry internship. The travel schedules which can be selected by institutions are as follows: (1 institutions can select more than 1 travel schedule)

- **Option A.2020** (30 Days): **Starting 6 March to 4 April 2020** (within 30 days, including

traveling day of arrival/ departure and transit flights)

- **Option B.2020** (30 Days): **Starting 5 June to 3 July 2020** (within 30 days, including traveling day of arrival/ departure and transit flights)
- **Option C.2020** (30 Days): **Starting 7 August to 4 September 2020** (within 30 days, including traveling day of arrival/ departure and transit flights)
- **Option D.2020** (30 Days-90 Days): The travel schedule of the students can be discussed and agreed among institutions.

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.

3) Finding Agreed Partners

The Institutions should find and discuss with the Agreed Partners for outbound/inbound students and submit the name of Agreed Partners and number of outbound and inbound students and study area to SEAMEO in the “Institutional Confirmation Form”

4) Quotas and Selection Criteria of Participating Students

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** for each travel schedule.

2. Qualification Level of Students

Students should study at Certificate, 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 as agreed in 5th Batch LOA are as follows:

- Mechatronics, Electronics, Electrical, Mechanical and Manufacturing
- Industrial Technology
- Informatics/ Computer Science
- Hospitality and Tourism
- Agriculture, Aquaculture, Animal Science, Fisheries

- Agro Technology/Agro Business
- Food Technology
- 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

5) 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).

6) 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)
- Parent Consent Form and Inbound Student Waiver Form

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 should apply “**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 providing the “Letter of Acceptance” to the students.
- For any eventualities which may happen or occur to the interns during the internship period, the receiving institutions may advance expenses for hospitalisation subject to the reimbursement by parents.

7) 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 receiving institution BEFORE the student online interview. An official letter to the 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.

8) Implementation Mechanisms

To implement the student internship exchange programme for the 5th batch are as follows:

- A. The participation of students in the exchange programme should be recognised as credits. (Depends on the sending institutions)
- B. 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.

Note:

If the institutions is not ready for sending the outbound students, they can participate in the programme by receiving the students from other countries only. But

accommodation to the inbound students must be provided.

- C. After the signing of Letter of Agreement (LOA), the participating institutions should find the institutional partners for exchanging students.

The institution should submit the following documents to SEAMEO by the deadline.

- Institutional Confirmation Form:
 - Name and contact details of at least 2 coordinators
 - Number and study areas of students for sending/receiving for each travel schedule
 - Institutional Profile Form
 - Student Profile and Transcript should be submitted to the partners directly.
- D. SEAMEO Secretariat will minimise the mapping process, but institutions should find their partner and submit the number of students in the “Institutional Confirmation Form” with the name of AGREED PARTNERS.
- For institutions who do not have AGREED PARTNERS, SEAMEO Secretariat will help mapping the students by conducting the Online Meeting and announce the list of “Non-Mapped Students” in the online meeting and invite institutions which can accept more students to join.

- E. After agreeing on the number of inbound and outbound with partners, 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.
- F. Once the student passes the Online Interview, the receiving institutions must immediately prepare “**Letter of Acceptance**” and send to the sending institutions. The template of Letter of Acceptance is provided by SEAMEO.
- G. 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)**

- **Inbound/Outbound Parent Consent Form**
- **Inbound/Outbound Student Waiver Form**
- Health Certification
- Flu Vaccination (Optional)

H. 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.

9) Programme Structure

It was agreed during the meeting that the SEA-TVET Student Exchange can be conducted for the **duration of 1 month or 30 days up to 3 months or 90 days.**

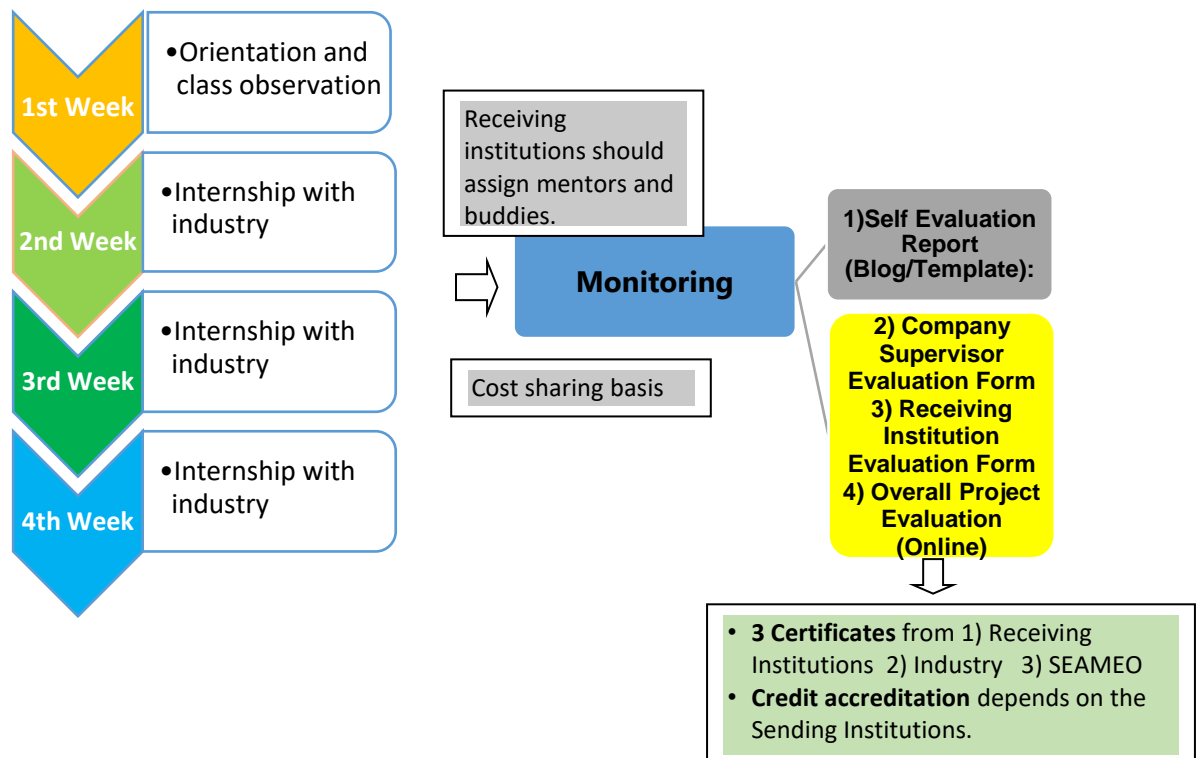
Within 1 month of internship period, the programme should consist of the following components:

- **1st week or 2-3 days:** Orientation, observing class at the receiving institutions
- **2nd – 4th week:** Internship with industry.
The Receiving Institutions should ensure that the students should be placed at the industry for at least 15 days or maximum 25 days.
- Excursions/cultural visits should be organized during the weekend as appropriate.

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)



10) 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

- TVET Institution should utilise the existing and close connection industry partners,
- Industry partner can offer jobs related to the study areas and interest of the inbound students,
- Industry partner can assign a supervisor who can communicate in English with the inbound students,
- Industry partner can be a well recognised company at provincial, or national or international level.
- Industry partner can be the local governmental office if the job is related to the study areas of students,
- 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,
- 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

11) 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.

12) 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

13) **Student's Misbehavior**

In case of student's misbehavior, the students will be transferred back to their home country. The travel expenses will be shouldered by the parents/student.

14) Timeline and Implementation Process for the 5th Batch

The SEAMEO Secretariat would like to propose the following timeline for implementing the 5th Batch of SEA-TVET Student Exchange:

	Exchange Schedule in 2020				
Activities	A.2020 6 Mar- 4Apr	B.2020 5 Jun – 3 Jul	C.2020 7 Aug – 4 Sept	D.2020 Others as agreed with partners	Required Document by SEAMEO
A) CONFIRMATION					
1. Follow-up e-signature for LOA	Nov-Dec 2019				
2. Sending official letter to submit “Institutional Confirmation Form” by SEAMEO	16-20 Dec 2019				
3. Recruiting students, finding partners, discussing with industry	Dec - Jan	Dec - Feb	Dec - Mar	Dec onwards	
4. Institutions submit Confirmation Form and Institutional Profile Form to SEAMEO	15 Jan	15 Feb	15 April	At least 2 months before the travel schedule of students	<ul style="list-style-type: none"> • Form1_ Confirmation Form • Form2_ Institutional Profile Form
B) FINDING/MAPPING PARTNERS					
1. Sharing Mapping List by SEAMEO	20 Jan	1 March	1 May	Not necessary	
2. Online Meeting for Remaining Students	25 Jan	1 March; 10 March 20 March	1 May 10 May 20 May	Not necessary	
3. Submitting Student Profile of Outbound Students to partners	25 Jan onwards	March-April	May-June	As requested by the partner	<ul style="list-style-type: none"> • Form3_ Student Profile Form
C) ONLINE INTERVIEW					
1. Online Interview	Feb	March-April	May-June	As agreed with the partner	
2. Receiving Institution provide “Letter of Acceptance” to Sending Institution	After the interview	After the interview	After the interview	After the completion of interview	

D) TRAVEL ARRANGEMENT					
1. Passport, air-ticket, health insurance, vaccination and other travel arrangement	Feb	April-May	June-July	n/a	
2. Online Blog Training	End of Feb by STIKI Malang	2 nd Week of May by ...	2 nd Week of July by	Participating in any Blog training	
3. Online Orientation	End of Feb by ...<<Open for volunteer>>	2 nd Week of May by<<Open for volunteer>>.	2 nd Week of July by	Participating in any online orientation	
E) MOBILISING STUDENTS					
	6 March	5 June	7 Aug	As agreed	
F) EVALUATION AND CERTIFICATION					
1. Students submit evaluation forms to Coordinating Teachers at Home Institution	After internship	After internship	After internship	After internship	<ul style="list-style-type: none"> • Form4_Company Supervisor Evaluation • Form5_Receiving Institution Evaluation • Form6_Overall Project Evaluation for Students • Form 7_Self-Evaluation Template
2. Coordinators submit "Online Evaluation Form"	After internship	After internship	After internship	After internship	<ul style="list-style-type: none"> • Form8_Overall Project Evaluation for Coordinators
3. Coordinator submit "Certificate Request Form" to SEAMEO with summary results of students' internship performance	April-May	July-Aug	Sept-Oct	Within 2 months after internship completed	<ul style="list-style-type: none"> • Form9_Certificate and Performance Feedback

15) Report by Students

The required reports of the 5th batch are 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. **Company Supervisor Evaluation Form**
(Do not need to submit to SEAMEO, but must submit to Home institution)
 2. **Receiving Institution Evaluation Form**
(Do not need to submit to SEAMEO, but must submit to Home institution)
 3. **Student Project Online Evaluation**
(The link will be provided.)
 4. **Self-report by Blog or SEAMEO Template**
(The Coordinating Teachers of Home Institution should submit the blog address or report of students to SEAMEO Secretariat at the end of the internship.)

16) Report by Coordinating Teachers

- 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**
(The link will be provided)
 2. **Certificate and Performance Feedback Form with summary results of student's performance**

17) Certification

- SEAMEO Secretariat will issue **e-Certificate of Completion** only for the institutions who submit the completed **Certificate Form** with the summary results of students' performance.
- Up on the completion of the programme and submission of all required reports, the e-Certificate from SEAMEO will be provided to:
 - 1) Certificate of Appreciation for Participating Institutions,
 - 2) Certificate of Appreciation for Coordinating Teachers,
 - 3) Certificate of Appreciation for Cooperating Teachers (Mentors),
 - 4) Certificate of Appreciation for Cooperating Students (Buddies),
 - 5) Certificate of Accomplishment for Participating Students in the Exchange Programme,

6) Certificate of Appreciation for Industry Partners.



V. 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:

- i. Recruiting eligible students (with good academic performance, proficiency English communication, attitude, maturity. and good health),
- ii. Coordinating with SEAMEO and the partners for the arrangement,
- iii. Preparing travel arrangement for outbound students,
- iv. Conducting pre-departure orientation for outbound students,
- v. Coordinating with Receiving Institutions for arrangement of online interview, letter of acceptance, travel schedule, and travel preparation,
- vi. 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, and
- vii. Ensuring that the students will submit the following 3 reports to SEAMEO at the end of internship: 1) International Internship Evaluation Form, 2) Self-Report Blog during internship, 3) Student Overall Project Evaluation.

2. The Receiving Institutions will be responsible for:

- i. Partnering with industries according to the study areas and agreed internship period of inbound students,
- ii. Arranging internship programme according to the agreed period, including orientation, internship with industry, class room observation, and other excursion/student activities,
- iii. Coordinating with SEAMEO and partners for arrangement,
- iv. Preparing accommodations for inbound students,
- v. Providing mentor (s) and buddy (ies) for inbound students,
- vi. Preparing airport transfer for inbound students,
- vii. Coordinating with Sending Institutions for arrangement of online interview, Letter of Acceptance, travel schedule, and travel preparation,
- viii. 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, and
- ix. Ensuring that the students will submit the following 3 reports to SEAMEO at the end of internship: 1) International Internship Evaluation Form, 2) Self-Report Blog during internship, 3) Student Overall Project Evaluation.

2) Budget Responsibilities

The implementation of the student 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 during 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 (Please check the current visa regulation with your partner)	Parents/Outbound Students Or Partial support by Sending Institution and/or Receiving Institution
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
- Facilitating the institutions to find the partners and receiving remaining students
- 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.

5) 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 Department
 2. Certified Project Letter from SEAMEO to Industry
 3. Project Letter for Requesting Partial Scholarship/Visa Fee Support (NEW)
- **Guidelines:**
 1. Guidelines for Implementing 5th Batch of SEA-TVET Student Exchange
 2. Timeline and Implementation Process of 5th Batch
 3. Guidelines for Student Interview
 4. Guidelines for Pre-departure
 5. Orientation Booklet for Students
 6. Guidelines for Selecting Industry Partners
 7. Visa Guidelines
- **SEAMEO Forms:**
 1. Form1_Institutional Confirmation
 2. Form2_Institutional Profile
 3. Form3_Student Profile
 4. Form4_Company Supervisor Evaluation
 5. Form5_Receiving Institutional Evaluation
 6. Form6_Overall Project Evaluation Form by Students (Online)
 7. Form7_Student Self-Evaluation Template
 8. Form8_Overall Project Evaluation by Coordinating Teachers (Online)
 9. Form9_Certification and Performance Feedback Form (with summary of outbound students' performance)
- **Template for Institutions:**
 1. Letter of Acceptance
 2. Parent Consent Form
 3. Student Waiver Form

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

File Name	Date and Time
1_Letter of Agreement	2018-01-08 15:50:55
2_Exchange Guidelines and Timeline	2017-12-26 10:25:04
3_List of Coordinators	2017-12-26 10:25:04
4_Forms	2017-12-26 10:25:04
5_Student Interview Schedule and Results	2017-12-26 10:26:30
6_Template Letters	2017-12-26 10:25:06
7_Information of Receiving Institutions	2017-12-26 10:26:56
8_Travel Arrangement Documents	2017-12-26 10:25:11
9_Master Mapping List	2018-01-05 15:52:36
10_Student Online Orientation on 4 Jan 2018	2018-01-08 16:18:34
11_Student Profile	2018-01-09 11:51:04
12_Certificate Template	2018-02-22 13:21:14
13_Evaluation Forms	2018-02-22 13:21:14

VI. List of Participating Institutions in the 5th Batch

Indonesia Institutions:

Current Members

1. Astra Manufacturing Polytechnic
2. Bina Insani University
3. IPB University, College of Vocational Studies
4. Indonesia University of Education
5. Ganesha University of Education
6. Islamic University of Indonesia
7. Islamic University of Kalimantan Muhammad Arsyad Al Banjari Banjarmasin
8. Manufacture Polytechnic of Bandung
9. Pangkep State Polytechnic of Agriculture
10. PGRI Madiun University
11. PGRI University of Semarang
12. Politeknik Elektronika Negeri Surabaya
13. Politeknik Informatika Nasional
14. Polytechnic LPP Yogyakarta
15. Polytechnic Piksi Ganesha Bandung
16. Universitas Sebelas Maret

17. Institut Teknologi Sepuluh Nopember Surabaya
18. Bali State Polytechnic
19. State Polytechnic of Bandung
20. Politeknik Negeri Banyuwangi
21. State Polytechnic of Batam
22. State Polytechnic of Bengkalis
23. State Polytechnic of Jakarta
24. State Polytechnic of Jember
25. State Polytechnic of Ketapang
26. State Polytechnic of Madiun
27. Politeknik Negeri Malang
28. State Polytechnic of Medan
29. Politeknik Negeri Padang
30. State Polytechnic of Pontianak
31. State Polytechnic of Samarinda
32. State Polytechnic of Semarang
33. State Polytechnic of Sriwijaya
34. Universitas Negeri Padang
35. State University of Surabaya
36. Technology and Business Institute of Asia Malang
37. STIKI Malang
38. Tidar University
39. Toraja Christian University of Indonesia
40. Tunas Pembangunan University Surakarta
41. Universitas Muhammadiyah Malang
42. Universitas Muhammadiyah Parepare
43. Universitas Muhammadiyah Pontianak
44. Universitas Muhammadiyah Prof Dr Hamka
45. Universitas Muhammadiyah Purwokerto
46. Universitas Ahmad Dahlan
47. University of Airlangga
48. Universitas Negeri Gorontalo
49. University of Jambi
50. Universitas Muria Kudus
51. Universitas Pembangunan Nasional "Veteran" Yogyakarta
52. Universitas Muhammadiyah Ponorogo
53. Universitas Sarjanawiyata Tamansiswa

New Members

1. Politeknik Manugaktur Negeri Bangka Belitung
2. SMKN 5 Banjarmasin

3. SMK Pariswisata Metland Bekasi
4. Universitas Brawijaya
5. Univesitas Katolik Widya Mandala Surabaya
6. Universitas Kristen Indonesia
7. Universitas Muhammadiyah Buton
8. Universitas Muhammadiyah Kendari
9. Universitas Muhammadiyah Riau
10. Univesitas Pakuan
11. Universitas Muhammadiyah Sumatera Utara

Malaysia Institutions

Current Members

1. Kolej Komuniti Baling
2. Kolej Komuniti Kepala Batas
3. Kolej Komuniti Kuala Langat
4. Kolej Komuniti Sungai Petani
5. Kolej Komuniti Selayang
6. Politeknik Balik Pulau
7. Politeknik Banting Selangor
8. Politeknik Ibrahim Sultan
9. Politeknik Jeli Kelantan
10. Politeknik Melaka
11. Politeknik Merlimau Melaka
12. Politeknik Mersing Johor
13. Politeknik METrO Tasek Gelugor
14. Politeknik Port Dickson
15. Politeknik Seberang Perai
16. Politeknik Sultan Azlan Shah
17. Politeknik Sultan Haji Ahmad Shah
18. Politeknik Sultan Mizan Zainal Abidin
19. Politeknik Tuanku Sultanah Bahiyah
20. Politeknik Tuanku Syed Sirajuddin
21. Politeknik Ungku Omar
22. Politeknika Sultan Abdul Halim Muadzam Shah, Kedah

New Members

1. Kolej Komuniti Arau
2. Kolej Komuniti Bayan Baru
3. Kolej Komuniti Kota Melaka

4. Langkawi Tourism Academy @ Kolej Komuniti Langkawi
5. Politeknik Hulu Terengganu
6. Politeknik Kuching Sarawak
7. Politeknik Metro Kuantan
8. Politeknik Muadzam Shah
9. Politeknik Mukah
10. Politeknik Sultan Salahuddin Abdul Aziz Shah
11. Politeknik Tawau Sabah

Philippines Institutions:

Current Members

1. Bulacan State University
2. Central Luzon State University
3. Central Mindanao University
4. Don Mariano Marcos Memorial State University
5. Guimaras State College
6. Iloilo Science and Technology University
7. Lyceum Northwestern University
8. Mariano Marcos State University
9. Nueva Ecija University of Science and Technology
10. Pangasinan State University
11. President Ramon Magsaysay State University
12. Saint Louis University
13. Tarlac Agricultural University
14. Trimex Colleges Inc
15. University of Mindanao
16. University of the Immaculate Conception
17. Capiz State University
18. Lyceum of the Philippines University Batangas
19. Mindoro State College of Agricultural and Technology
20. Remnant Institute Inc

New Members

1. Benguet State University
2. Cavite State University
3. Central Bicol State University of Agriculture
4. Central Luzon State University
5. Dr. Emilio B. Espinosa Sr. Memorial State College of Agriculture and Technology
6. Northern Iloilo Polytechnic State College

7. Ilocos Sur Polytechnic State College
8. Technological Institute of the Philippines
9. Bataan Peninsula State University
10. Cantanduanes State University
11. Nueva Viscaya state University
12. Tarlac State University
13. University of Southern Philippines
14. De La Salle University – Damarinas
15. Mountain Province State Polytechnic College
16. Camariens College Norte State College

Thailand Institutions:

Current Members

1. Chiang Mai Rajabhat University
2. Lampang Rajabhat University
3. Nakhon Si Thammarat Vocational College
4. Nakhon Si Thammarat Rajabhat University
5. Pattani Technical College
6. Phuket Technology College
7. Thai Ayothaya Business Administration Technological College
8. Thai Business Administration Technological College
9. Taksina Business Administration Technological College
10. Wimol Business Administration Technological College
11. Chiang Rai Rajabhat University

New Members

1. Nakhon Pathom Rajabhat University
2. Sungaikolok Industrial and Community Education College
3. Satun Community College

Vietnam Institutions:

Current Members

1. Duy Tan University
2. Hoa Sen University

New Members

1. Academy of Finance
2. Hue Industrial College
3. Van Lang University
4. Ho Chi Minh City University of Technology and Education

VII. Contact Details

SEAMEO Secretariat

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