**5th Batch SEA-TVET Student Exchange in 2020**

**Proposed 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 efficient.

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:

<table>
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<tr>
<th>Steps</th>
<th>Proposed Adjustment</th>
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| SEA-TVET Evaluation Meeting | ➢ 1 meeting in 2019 but the travel options of students will cover for 3 schedules in 2020.  
  Travel Option 2020.A: 6 March to 4 April 2020  
  Travel Option 2020.B: 5 June to 3 July 2020  
  Travel Option 2020.C: 7 August to 4 September 2020  
  Travel Option 2020.D: Any schedule as agreed by partners.  
  ➢ Institutions can join more than 1 travel schedule.  
  ➢ All student mobility agreement with your partners under SEA-TVET in 2020 should inform to SEAMEO for our record. |
| 2. Confirming Participation | ➢ To confirm the participation, institutions must submit the following documents according to the deadline of each travel schedule.  
  a. **Form1_Institutional Confirmation** (List of coordinators and number of outbound/inbound students in each travel schedule, and name of agreed partner)  
  b. **Form2_Institutional Profile** (Do only 1 time) |
| 3. Deadline to Submit Student Number for each Travel Schedule | ➢ There are 3 deadlines to submit number of inbound/outbound students according to each travel schedule.  
  Travel Option 2020.A: 6 March to 4 April 2020  
  Deadline ➔ 15 January 2020  
  Travel Option 2020.B: 5 June to 3 July 2020  
  Deadline ➔ 15 February 2020  
  Travel Option 2020.C: 7 August to 4 September 2020  
  Deadline ➔ 15 April 2020  
  Travel Option 2020.D: Any schedule as agreed by partners  
  Deadline ➔ 2 months before the travel schedule and MUST INFORM to SEAMEO for record |
4. Mapping Partners
- 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 submission of student profile
- Institutions must contact your AGREED PARTNERS to confirm the number of inbound and outbound students.
  - 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
- “Form2_ Institutional Profile” will be uploaded on the SEAMEO Webpage.
  - Home Institution should download and share the profile of Receiving Institutions to the students.

7. Online Interview, and Travel Arrangement
- 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:
    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
- SEAMEO will recruit the Volunteer Institutions for conducting Online Blog Training and Online Pre-departure Orientation.
  - The Online Blog Training and Online Orientation will be conducted before each travel schedule by volunteered institution.
| 9. Evaluation | For Mechanism Briefing as of 12 Dec 19

- There will be **4 reports** that the Outbound Students should submit to Coordinating Teachers at Home Institution. *(FOR DISCUSSION)*
  - 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
  - a. **Form8_Teacher Overall Project Evaluation** *(Online)*
  - b. **Form9_Certificate and Performance Feedback**

- 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 | “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.