

REPORT OF THE THIRD EXPERT MEETING OF ASEM WORK PLACEMENT PILOT PROGRAM

27-28 May 2016
Bali, Indonesia

I. INTRODUCTION

1. The Third Expert Meeting of ASEM Work Placement Pilot Program was conducted in 27-28 May 2016 in Bali, Indonesia.
2. The meeting was attended by representatives from 4 Countries: Belgium, Germany, Indonesia, and Thailand.

II. OPENING SESSION

Welcome Messages and Opening Remarks

3. The meeting was preceded by Prof. Intan Ahmad, the Director General of Learning and Student Affairs, Ministry of Research, Technology, and Higher Education Republic of Indonesia. In his remarks, he reminded the process of the establishment of AWP Program and Joint Curriculum Program. Also, he stressed the importance on preceding the successful preparations of both programs and expected that the benefit of programs may soon be bestowed to all participating members. Speech appears as **Annex 1**.

II. FOCUS GROUP DISCUSSION

Presentation of ASEM Workplacement Pilot Program Country Preparations

This session was chaired Dr. Illah Sailah, ASEM Education Expert Indonesia. Dr. Illah Sailah reported the progress of establishment of UBNs in ASEM member countries and continued by introducing universities from Indonesia that will participate in the program. She also reiterated the objectives of the program is to establish, promote, and sustain the mutual exchange of interns between the regions Europe and Asia on the basis of balance and mutual benefits. The steps of pilot program implementation are to firstly identify a suitable UBN, Compile and provide relevant information for ongoing and incoming students, as well

as receiving companies. She highlighted the Challenges need be concerned are financial support for each country scheme, matching student fields with receiving companies, and time schedule of project implementation. Presentation appears as **Annex 2**.

5. UBN Belgium - Patricia Burssens

She presented what has been initiated since the former meeting in Belgium and what has been achieved so far to construct a qualitative framework. She reported that pending issues that probably occur are roles of local ASEM Contact, training agreement, best practices for involving companies, identification of challenges, and country information. Up to now from the Belgian side selection criteria for candidates consist of student motivation, degree of intercultural and professional experience, career goals, social background, academic merits, and language knowledge /proficiencies. There are 32 applications submitted to the UBN ;10 applications have been shortlisted and sent out to the ASEM partners by the end of 2015. Thailand proposed 3 internship possibilities; 2 candidates withdrew. Finally one student is going to do an internship in Thailand this summer.

Brunei Darussalam has submitted one student application looking for internship in Belgium.Brunei Darussalam has sent a concrete internship proposal to the Belgian UBN; up till now there is no matching candidate. In the view of matching students and companies, the UBN needs on the one hand student profiles; of students looking for internship in Belgium. On the other hand Belgian companies will be asked for the profiles they are particularly looking for. In the Belgian scheme incoming interns cannot be registered at a university as a student. Presentation appears as **Annex 3**.

6. UBN Germany - Brian Trenaman

Germany has established website of UBN covering all information. Incoming students can look through the list of companies in UBN website. 65 companies involved in the program offer internship opportunities for foreign students. These companies have already prepared internship opportunities information within their websites, so it simplifies Asian students to find out their internship opportunity. In Germany scheme, international interns do not enroll in Germany universities and there is minimum wage that students need to cover. Presentation appears as **Annex 4**.

7. UBN Thailand - Nongnuch C.

For Thailand students, Ministry has appointed six (6) universities to be involved and requirements for students to apply the AWP have been determined. Students need to cover their own expense and they will spend one (1) semester abroad. The Ministry has created the application timeline, however, it still needs to be discussed within all members, especially the European members: Germany and Belgium. The Ministry also has appointed 7 companies in Thailand that will involve in the program. Presentation appears as **Annex 5**.

8. UBN Indonesia - Sandra Fikawati

Indonesia has established a UBN which is coordinated by University of Indonesia. There are 5 universities involved in AWP and each university has linked with up to three (3) or four (4) companies. The UBN website has also been established and covers information about internship within the scheme of AWP for both foreign and Indonesian students. Up to now, Indonesian UBN has selected Indonesian students to participate in the program. Presentation appears as **Annex 6**.

9. Discussion

- a. Language requirement: For the language proficiency, companies may conduct a video call or Skype meeting with participants to assess their language proficiency or else the UBN could decide a standard of English proficiency scores.
- b. UBN Websites: The link of UBN attached in the website of ASEM Education Secretariat has been almost finalised. Belgium, Germany, Indonesia, and Thailand have submitted their UBN links.
- c. Country UBN: Each UBN may have varies roles, condition, and criteria for students. Therefore, students are obliged to examine the company profiles that they will apply to, since some countries required students to directly submit their application to the intended company.
- d. Information System: During the meeting, the necessity to establish information system in AWP was emphasized. This system plays important role as a data base of applicants. It also will be very much useful to evaluate the running of pilot program.

- e. The role of University was highlighted. Universities, having links with the companies and gate for internship students, play a supportive role in the pilot programme. Participating universities remain responsible for the (academic) monitoring of the internship of the own outgoing students In Belgium nor Germany the intern will be registered as a student during the ASEM internship.
- f. Action Plans: 1) Germany will initiate to build a system that acts as database for applicants data which need to be controlled by each country; 2) Each country needs to complete comprehensive information in each UBN; 3) Promote the pilot program of AWP in each country; and 3) The call for students are expected to be opened in July 2016.

III. FOCUS GROUP DISCUSSION II

Evaluation of the Administrative Documents

This session was chaired by Dr. Illah Sailah. The session was preceded in discussing format of student application form, training agreement, and post internship certificate.

- 10. The meeting agree the following amendments on Students Application Form:
 - a. It is necessary to put each university logo in the application form in line with ASEM logo.
 - b. Clearly indicate the explication in 'mandatory internship' column. Thus, it should be added with *number of working hour per week*. The minimum total of working hour per week is 30 hours.
 - c. Students need to indicate the clarity of their objective in applying the internship: mandatory or not. The AWP internship program is prioritizing students who are obliged to have internship by their home universities and information about credit is the authority of sending institution.
 - d. Minimum/standard of language proficiency level is B2 for English. Please refer to https://en.wikipedia.org/wiki/Common_European_Framework_of_Reference_for_Languages.

- e. Put emphasize on the words *can you offer* (word You in capital letter) in sentence of ‘what kind of knowledge, competences, and professional experience can you offer to the host company?’
- f. Sustain the consistency of each question by converting all questions into interrogative sentences. Therefore, it is necessary to add question word *Do you have* to initiate the question of ‘Former practical experience relevant for the desired internship’.
- g. Put the thick boxes for each country in question box ‘Preferred country’ and ‘why’ column to figure out the motivation of choosing such country.
- h. Make a change on question orders. The question ‘What are you personal career goals?’ should come first.
- i. The internal selection flow will be:
 - a. Student applications will be sorted by the internal members in the faculty/head of program. Once it is passed, it will be stamped and approved by the Dean. The application will then be submitted to ASEM Coordinator in each University/Country to be signed and stamped. ASEM Coordinator will forward the application to the country UBN.
- j. CV format as attached in Annex 1.
- k. For Indonesian scheme, the applicants are required to submit their applications to their study program coordinator. It will proceed to the University and University will send to UBN afterward. UBN will finally sort the applications based on the requirement standards and will return the final result to study program coordinator.

11. Training Agreement

- a. Within the training agreement, the replacement of word *trainee* or *traineeship* into *intern* or *internship* was required.
- b. It is necessary to put more detail information of the subject of their study and to clearly categorize their study level (Bachelor, Master and Advanced Master).
- c. Need to put the contact person who is responsible for the intern in receiving organization as well as company supervisor/mentor information (function, email, and phone number).

- d. In term of insurance, students are mandated to inform their insurance during their internship abroad. The insurance may come from the students themselves, sending institution, or receiving organization.

12. Assessment sheet

- a. The assessment point consists of competencies skills of students during their internship. It will be filled out by the company at least 3 weeks after the internship.
- b. The students need to know the skills that are required for the company to assess. Therefore, the assessment sheet should be sent to the students for their perusal.

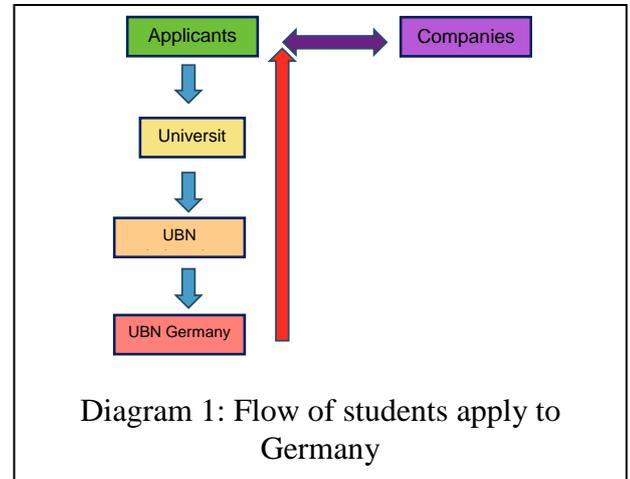
13. If there is something happen (trouble) during the internship, student can be in touch with the sending organization. Yet, if it is not solved, the ASEM PIC needs to contact UBN representative.

14. Mechanism of students going to apply internship aboard was explained by Mr. Ahmad Syafiq, UBN Indonesia.

- a. The Asian UBN informs the Belgian UBN contact of the concrete profiles of preselected students interested in internship in Belgium;
The Belgian UBN actively promotes the ASEM WP pilot programme with companies in relevant sectors, according the interest of candidates being preselected by the Asian universities.
- b. The Belgian UBN identifies companies looking for particular profiles and communicates this to the Asian UBN contacts. Candidates apply directly to the companies; the Belgian UBN is informed by the ASEM UBN if the application was successful.

Active internship search and direct application by the students is strongly encouraged too; the Belgian UBN is informed by the local ASEM UBN involved if the application was successful. The Belgian company and the incoming intern may contact the Belgian UBN for further information and support.

- c. Going to Germany, the mechanism is initiated by Student can apply through the University and University will forward the application to UBN in home country. The information will then be sent to UBN Germany; therefore UBN Germany could be in touch with the applicant and suggest them to apply the company.



- d. For students who are going to Indonesia, they need to find out which company they would like to apply. After that, students need to contact University (ASEM Coordinator) which link to the company. The University will then communicate with the related company.

15. Due to different session in each country, each UBN in Asia needs to submit the list of applicant not later than 15 June 2016.
16. Report is compulsory to monitor this pilot project and to review how students experience international working environment in different culture. Therefore, students need to make report which contains their internship experience from different perspectives: professional point of view (experience working in the company), practical organizational point of view, intercultural point of view, and personal point of view. The report is minimum 1 page and maximum 2 pages. The students also need to give some testimonials, their personal stories, to be posted in ASEM website or the local website. On the other hand, students may also be obliged to submit report to their university with some applicable provisions.
17. The 4th expert meeting in Germany probably in November 2016 (preferred day: Thursday and Friday).



IV. CLOSING SESSION

18. Prof. Aris Junaidi expressed his greatest appreciation to all participants for their valuable contribution to the meeting. He closed the meeting.
