



SOUTHEAST ASIAN MINISTERS OF EDUCATION SECRETARIAT

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25 December 2019

Ms Nur Rahmawaty Arma , Ph.D
Vice Director of Institutional Collaboration
Pangkep State Polytechnic of Agriculture
Jalan Poros Makassar – Parepare, Km. 83
Kec. Mandalle, Kab. Pangkep, 90655
South Sulawesi, Indonesia

Dear Ms Nur Rahmawaty Arma , Ph.D,

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

With reference to the interest of your institution in joining the 5th batch of SEA-TVET Student Exchange Programme, the SEAMEO Secretariat would like to share you the Letter of Agreement which your institution and other participating institutions in Indonesia, Malaysia, Philippines, Thailand and Vietnam agreed at the 6th SEAMEO Polytechnic Network Meeting on 17-18 October 2019 in Da Nang City, Vietnam. The framework for implementation can be found in the attached Letter of Agreement.

In this regard, the SEAMEO Secretariat would like to request your kind cooperation to reconfirm the participation in the 5th batch of SEA-TVET Student Exchange Programme which will start the exchange in the following schedule in 2020.

- Travel schedule of Option A: 6 March - 4 April 2020
- Travel schedule of Option B: 5 June - 3 July 2020
- Travel schedule of Option C: 7 August - 4 September 2020
- Travel schedule of Option D: Other schedule as agreed by your partners.

It would be appreciated if your institution could reconfirm the participation in the 5th batch by submitting the following information:

1) Form1_Institutional Conformation

- The institution is able to select more than one travel schedule based on the convenience of students and the agreement with your partners.
- The number of outbound and inbound students should be submitted with the name of Agreed Partners as requested in the Form.
- If you have the students to join the exchange in the 1st travel schedule (Option A) starting on 6 March 2020, we would like to request your urgent cooperation to submit the Institutional Confirmation Form and the number of outbound/inbound students who will travel on 6 March with the name of your agreed partner to the email: tvet@seameo.org before **15 January 2020**.

- The deadline for submitting the number of inbound and outbound students with the name of agreed partners for travel schedule B, C, D are as follows:

Travel Schedule of Students	Deadline to Submit the Outbound/Inbound Number of Students to SEAMEO
Option A: 6 March – 4 April 2020	15 January 2020
Option B: 5 June – 3 July 2020	15 February 2020
Option C: 7 August – 4 September 2020	15 April 2020
Option D: As agreed with the partners	2 months before the travel schedule of the students

1) **Form2_Institutional Profile**

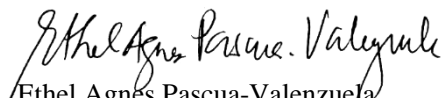
- The form requires the basic information of your institution and photos such as brief introduction, educational level, number of teacher and students, and photos of facilities and dormitory/accommodation.
- We would like to request the kind cooperation of **all participating institutions** to submit the Institutional Profile Form to the email: tvet@seameo.org before **15 January 2020**.

In addition, the details of outbound students could be provided in the attached “**Form3_Student Profile**”. The Student Profile together with the student’s transcript should be submitted to your agreed partners directly.

For additional information, please contact Ms Piyapa Su-angavatin, Project Officer at her email: tvet@seameo.org (cc: piyapa@seameo.org) or whatsapp +6695 165 5002.

Your kind cooperation is greatly appreciated.

Yours sincerely,


Ethel Agnes Pascua-Valenzuela
Director

- Encl:
1. Letter of Agreement of 5th Batch SEA-TVET Student Exchange (as of 19Dec)
 2. Directory of 5th Batch
 3. Form1_5B Institutional Confirmation
 4. Form1 (Sample)
 5. Form2_5B Institutional Profile Form
 6. Form3_ 5B Student Profile Form