

4th Expert Meeting on ASEM Work Placement Programme

25th November 2016, Regent Hotel Berlin

Introduction

- a. DAAD opens the Expert Meeting by thanking all participants for their engagement in the programme and the conference on “Bridging the Continents- Fostering international cooperation for ASEM Higher Education”. It is with pleasure to welcome the participants from Belgium, Germany, Indonesian and Thailand. Additionally, three representatives from Romania (Ministry of National Education and Scientific Research, University Politehnica of Bucharest) joined the Meeting for the first time.
- b. The conference will be moderated by Brian Trenaman, Karlsruhe University of Applied Sciences and German coordinator of the ASEM Work Placement Programme.

SOP

- a. Mr. Mauberger from SOP presented the advantages of a mobility online tool to collect all data from interns participating at the ASEM WPP. SOP develops and standardizes individual software since 1996. Since 2007, SOP is used for Erasmus at 150 universities in 20 countries (wide experience in international exchange and mobility). This fully web based and vendor independent operating system is used for placement and all kinds of internships (Erasmus+, oversea internships...). Through tools like workflow (interactive to-do list for applicants), pipeline (organization tool for IO employees) and data management (master data, import/export) it has a high functional level for ASEM WPP. The content of each online form can be defined individually such as number and type of fields. Also job portals could be added.
- b. Belgium is already using the tool and offers the ASEM WPP to conduct a certain amount of online places. Respecting this generous offer, a sum of € 6500,00 for all partners should be paid. All participants agreed on presenting this offer at their home countries and the responsible ministries. An amount of € 2000,00 per country should be paid to guarantee financial sustainability and a buffer for future actions. Countries joining the programme will be asked to contribute the same amount.

Country reports

Belgium

- a. Currently two Belgian outgoings; the matching was done by ASEM contacts.
- b. One incoming is in Brussels at the German Marshal Fund.
- c. Difficulties can be seen with regard to the short-term attainment of the internships which is hard to handle regarding e.g. visa issues. Language barriers are still a challenge, especially with regard to small and medium sized enterprises (SME). International businesses are more open for international interns, also in terms of internal language use (as English). Due to the current situation in Belgium, preparation time of 3-4 months and more has to be respected, especially in the summer period.
- d. In Belgium and the Flanders region, it is a challenge to enter international interns, even European ones. The University of Gent is working on this issue together with the *National Chamber of Commerce and Flanders Investment and Trade*.

- e. A new call on promoting the programme has been launched. Support with regard on the labour market of the hosting country is still needed (e.g. through publishing information on website).

Indonesia

- a. On invitation of the ministry currently five universities are participating at the programme: Universitas Indonesia, Depok; Universitas Bina Nusantara, Jakarta; Universitas Brawijaya, Malang; Institut Teknologi Sepuluh November, Surabaya; Universitas Sebalas Maret, Solo
- b. A high interest at the programme has been expressed as 16 applicants are willing to do an internship in Germany.
- c. Difficulties can be seen with regard to the financial situation as Germany and Belgium do not always grant an allowance or remuneration for interns; the students get a support of around € 700,00 paid by the Ministry.
- d. Students applying for an internship in Germany are supported by Martina Link in terms of Cover Letters and CV construction.

Thailand

- a. At the moment, one outgoing student and one Belgian incoming.
- b. Doing an internship in Europe (Belgium and Germany) implies high costs which is a challenge for young students.
- c. Respecting the list provided by Karlsruhe University of Applied Science, a high amount of engineering companies is represented. Other fields like humanities and social sciences should be respected, too. This situation is a common challenge in whole Europe. The variety of industries also depends on the region (Baden-Württemberg hosts a lot of companies in the engineering sector).

Germany

- a. Two students are currently abroad (Indonesia and Thailand). They applied successfully for the programme but already had the post in advance. The internship abroad is mandatory in their study programme. Both students will get a lump sum for travel allowance from DAAD.
- b. In the future, UBN should be informed about stays of students in Asia.

Briefing on application procedure

- a. Martina Link, Karlsruhe University of Applied Sciences gave a briefing on the application procedure. The different situation of application procedures and job markets in all participating countries should be taken into account. Students willing to go to Germany should start at least six months in advance with their application. Students who want to come to Indonesia should send their application in June at the latest. Therefore, all participants agreed on circulating necessary information at the beginning of the year as to start as soon as possible with the preparation.
- b. The list of German enterprises which are open to international interns is no guarantee for an internship position as candidates are in high competition with international and national applicants. Language barriers could cause a problem as many announcements are published in German (in case of Germany the highest possibility to find job descriptions in English would be in automotive and computer science). DAAD proposed to contact DAAD offices in Thailand and Indonesia to build a contact point for future interns and provide help for German classes and Alumni experience.
- c. Templates on how to write an application and CV will be uploaded on ASEM Website. Additionally, the ASEM WPP could be described in the application but should not exceed important information. During the Gent Meeting, arguments and

information had been collected to persuade companies of the value of the programme. The participants agreed on using them in the future.

Documents

- a. Germany is going to circulate necessary documents in [dropbox](#): application form, internship agreement, questionnaire, evaluation, grant agreement, competence forms, minutes, certificate.
- b. Reminders according to deadlines will be sent. If no changes occur, it will be seen as silent agreement.

Sustainability

- a. The sustainability of the programme is of central interest, especially in terms of automatizing the process. Online tools like preparatory webinars and MOOCs could be suitable.
- b. In order to provide coherent consulting situations, the responsible staff will do an exchange. Martina Link will visit Asia in March 2017.
- c. Erasmus+ staff mobility could be used to exchange staff (Deadline for the upcoming call is February 2nd 2016; <https://eu.daad.de/infos-fuer-hochschulen/programmlinien/foerderung-von-mobilitaet/de/45632-mobilitaet-mit-partnerlaendern-ka10/>)

Miscellaneous

Coordinator of ASEM WPP

Germany will take the coordinating role for the next six months. According to the function the coordinator will remind the consortia of the progress in between the meetings such as milestones, remembrance of deadlines and proposal of suitable dates.

Next Meeting

ASEM Education Secretariat will be contacted in order to coordinate the next meeting date. Respecting the rotating meetings, Brunei would be the next host. Thailand proposed to host 5th Expert Meeting on ASEM WPP if Brunei won't accept.