



Work Placement Programme (WPP) Meeting - Jakarta, 6 June 2018

Report

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Participants

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- **Germany:** Alexandra Angress, Saskia Weissenbach
- **Belgium (Flanders):** Magalie Soenen
- **ASEM Education Secretariat:** Nadia Reynders, David Urban

1. Progress Report: presentations by partners

Belgium (Flanders)

- 1 student from University of Ghent went to Thailand. Scholarship and Internship went well.
- The Minister approved a budget for setting up a WPP-secretariat with support from the agency as well as more budget for scholarships (in total 50 000 € for the first year).
- After this meeting, the agency will send out a call to all Higher Education Institutions in Flanders to participate in the WPP.
- Flanders expects that students will apply for Thailand and Indonesia. Expected is that around 15 students can apply, mainly from university colleges. Internships are part of the curriculum for students (health, tourism, business administration,...). Flanders focuses on the academic year '18-'19, most probably for the spring semester (average of 3 months).
- Budget: 50 000€ is for scholarship and 10% of it (5000 €) for the agency to support the programme. The scholarship is the same as students receive for other scholarship programmes to avoid competition between the programs (1100 € for travel expenses to Asia, and 650euro/month for living expenses).
- Belgian Embassy in Indonesia can support to find accommodation or to contact Belgian companies and expats to support in identifying work placement places.

Germany

- 2 German interns went to Thailand and Indonesia. Students found the Internships themselves and they received lump sums for travelling.
- Furthermore nothing happened as there is no budget available for scholarships and without financial support, students won't apply.



Indonesia

- Cf. PowerPoint presentation
- There were quite some challenges: costs are too high, language requirements of German companies are too high, there were some problems with the administration processes, students have to apply directly to the company but in most cases they don't receive an answer.
- Recently, ASEM WPP Indonesia changed the strategy. The WPP is promoted amongst Indonesian students, especially from the Faculty of Engineering University of Indonesia (FTUI) which has an academic cooperation program (including student exchange programs) with University of Duisburg-Essen (UDE) Germany since 2003. The Indonesian liaison office (Liaison Office of UDE in Faculty of Engineering UI called Mercator Office) supports the WPP programme from Indonesia in Germany.

There are different advantages of this approach: students can experience from Germany outside campus life, easier for visa application (part of study visa), costs are lower as the student is already in Germany, WPP contributes to better career paths of the student thanks to the work placement experience,...).

- Still difficult to find work places in Germany;
- Time is needed to evaluate this approach;
- Advise from Belgium (Flanders): Indonesian students who study in Germany, can also do a Work Placement in Belgium.

Thailand

- Received 1 Belgian and 1 German student
- In 2018 16 scholarships were allocated to go to Germany and Belgium, but so far only 1 applicant went to Germany. 1500 € (partial) scholarship is provided (they have to find other funding sources). It is part of the university's programme to go abroad.
- Previously, there were applicants from another university (a study in Spa Management) but the Embassy didn't want to provide visa as Spa Management wasn't considered as a university education by the Embassy.

2. Structuring the ASEM-Work Placement Programme after the pilot phase

1 Overview of the student mobility in a clear table (coordinated by Thailand)

A systematic overview of all students in the WPP should be made and regularly updated. WPP Secretariat Thailand will develop a small template for the information needed in that overview. All WPP countries send the input by the end of July to the WPP Secretariat Thailand. The overview will include: student, period, institutions involved and host company.

2 Developing a letter for companies and flyer (coordinated by Thailand)

An official letter format should be developed to send to companies to have formal and consistent communication on the WPP to the companies. An existing format will be used to adapt to the WPP. The letter should explain the WPP shortly and emphasize that it is about work placement of students as part of their curriculum and should also provide some short information on the ASEM Education process. The letter should be sent by the involved ministries but participating countries can decide who needs to sign: university or ministry. The WPP information Flyer will also be sent with the letter.

3 Testimonial of student or company for flyer and website (coordinated by Thailand)

A positive and motivating testimonial of a student and/or a company about their WPP experience would be helpful. The flyer from Erasmus+ of DAAD can serve as an example. Alexandra will send this to Nongnuch. All WPP partners will think already of a good testimonial that could be further developed/collected for this purpose.

4 Use of 'Reconfirm' database

Re-confirm is a database where companies can offer work places and students can find them. But it was considered by the reconfirm partners that the database is too labor intensive to keep it in further use. This means that the Reconfirm database cannot be used by WPP in the future. It was also decided to not set up a new database for WPP.

5 Use of SOP (coordinated by Flanders)

The SOP system (= web-based software for International Mobility) could be used in WPP in the future. We could assign 1 person per country to have access to the system and maintain the data. But new modules will have to be developed and each country should provide budget for that system.



First we will have to further examine the costs and the consequences (work load etc.). This will be further discussed on the next meeting.

6 WPP Information website (coordinated by Flanders)

The ASEM Education Secretariat will provide additional pages on the ASEM Education website (www.asem-education.org) for the WPP. There will be a direct URL (www.ASEMasemWPP.org) to the general information page of WPP. There will be a subpage per country including focal points for each country and other country specific information.

This information website will include: introduction to the WPP programme, Workflow on how to apply, testimonials, etc.

The WPP secretariat Flanders will provide an introduction text to the AES for the website. All participating countries will complete the country page (based on a small format including: introduction, workflow (how to apply), testimonials, Facebook and LinkedIn profile, input text per country (format to be provided by the WPP Secretariat Flanders to the participating countries).

7 WPP Document drive (coordinated by Flanders)

All documents of WPP will be stored and be accessible by the participating countries on a [ASEM WPP Folder on Google Drive](#).

3. Standardization of documents

All documents were discussed and adjustments were made in the documents during the meeting.

The updated documents are available on the [WPP google Drive Folder](#)

4. Suggestion for the future WPP that resulted from the discussions

- One of the biggest challenges in the programme is to **identify work places**. Companies receive many letters from students for internships, most students never get replies.



Different options to cope with this challenge or to easier find work places were discussed. For example **university affiliated companies** (economic **spin offs** of universities) could be a better options: the university can support the student in finding a place. Also **embassy's, Ministries involved in ASEM/ASEM Education secretariat,**

Another interesting option seems to be to find for example **branches of companies from the sending country in the host country**, for example a German student does an work placement in a branch of a German company in Indonesia (this could lower the language barrier both for the student as for the mentor),... Embassies could support a student in a sending country in the host country to find companies with a link to the sending country.


- ✘ It can be considered to find **companies that can provide some accommodation or meals** (for example work placement in hotels for students in Tourism, Hotel Management,...).
- ✘ We should focus on disciplines and sectors where work placement is part of the curriculum and where work placements can more easily be found (cf. the examples above).
- ✘ Ministries should play an important role in **approaching embassies** (e.g. by official letters) to inform them about the visa application of a student and about the WPP programme in order to facilitate the visa application process.
- ✘ Students should make a good **LinkedIn** Account: companies often recruit on LinkedIn.
- ✘ The Work Placement should be **an integral part of the curriculum** to avoid a working contract (to work under a student visa), but also because it motivates companies to accept students as they don't have to pay them in most cases. The other side is however that some companies don't accept short work placements as they don't get return on the investment in the student.
- ✘ Student can **directly apply at the company or through the university** (we need flexible options but inform the student and university about the options and all parties should inform each other. Work Placement Agreement is always signed by the company but the university can support (for example in language courses, accommodation, etc.)
- ✘ The **ASEM network** should be used for contacts to facilitate the WPP (finding work placements, students, funding for scholarships, etc.)
- ✘ If we focus on **interregional work placement mobility** (for example Indonesian students who are already studying in Europe), the scholarships could be less.

5. Expansion of ASEM WPP to further countries

- On the SOM1 in Austria, the WPP can be presented and a call for participation to other ASEM partner countries will be launched. Therefore everything should be ready by October to show at the SOM1.

- Malaysia has shown interest to participate but they are waiting until the program is more structured.
- We need an expansion in Europe to keep the balance (now: 3 Asian countries, 2 European).

6. To do list: overview

<p> Website</p> <p>ASEM Education Secretariat</p> <p>Input: WPP Secretariat and Participating countries</p>	<ul style="list-style-type: none"> - Developing pages: ASEM Education Secretariat → SEPTEMBER 2018 - Providing input for general webpage: WPP Secretariat Flanders → SEPTEMBER 2018 - Developing a format for country page: WPP Secretariat Flanders → SEPTEMBER 2018 - Providing input for the country webpages: Thailand, Indonesia, Brunei, Germany and Belgium (Flanders). → OCTOBER 2018
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<p>Update documents and uploading Google drive</p>	<p>WPP Secretariat Thailand → AUGUST 2018</p> <ul style="list-style-type: none"> - Formal information letter for Companies - Formal information letter for Embassies (Visa Application) <p>WPP Secretariat Flanders → SEPTEMBER 2018</p> <p>Overview of documents for exchanges:</p> <ul style="list-style-type: none"> - General Description - Application Form - Work Placement Agreement - Letter of Acceptance - Request for Transfer - Evaluation - Eligibility criteria and guidelines: general criteria and country criteria
<p>Overview table with all Work placements in WPP</p>	<ul style="list-style-type: none"> - WPP Secretariat Thailand will develop template to provide input → AUGUST 2018 - Participating countries provide input in document on Google Drive → SEPTEMBER 2018
<p>Developing LinkedIn Profile, Facebook Profile</p>	<ul style="list-style-type: none"> - WPP Secretariat Flanders (European part) and Thailand (Asian part) → AUGUST 2018
<p>Developing information Flyer</p>	<ul style="list-style-type: none"> - WPP Secretariat Thailand → draft end AUGUST 2018
<p>Collect testimonials of students</p>	<ul style="list-style-type: none"> - WPP Secretariat Thailand will coordinate the collection of testimonials from the different WPP countries → SEPTEMBER 2018
<p>Investigate use of SOP for WPP</p>	<ul style="list-style-type: none"> - WPP Secretariat Flanders will examine costs for use within WPP → OCTOBER 2018