Ref. No.:

MEMORANDUM FROM THE OFFICE OF THE CHAIRPERSON

FOR : **ALL HIGHER EDUCATION INSTITUTIONS**

SUBJECT : **ASEAN PLUS THREE GUIDELINES ON STUDENT EXCHANGES AND MOBILITY AND GUIDELINES ON TRANSCRIPT AND SUPPLEMENTAL DOCUMENTS FOR ACADEMIC RECORD OF EXCHANGE STUDENTS**

DATE : 11 June 2020

Against the backdrop of increasing internationalization and growing mobility in the ASEAN region, the Commission has been actively participating in academic cooperation platforms, one of which is the Working Group on Student Mobility and Quality Assurance of Higher Education among ASEAN Plus Three[1] Countries. Among the APT Working Group's areas of focus are credit transfer and the harmonization of academic standards in the region. Consistent with its mandate, the working group developed the following guidelines:

Guidelines on Student Exchanges and Mobility	This aims to provide a basic framework for student exchanges and mobility with quality assurance.
Guidelines on Transcripts and Supplemental Documents for Academic Record of Exchange Students	This aims to promote transparency and mutual understanding, encourage institutional accountability and mutual trust, ensure safe mobility for our students, and contribute to the larger goal of creating a harmonized higher education area. It is important to note that this will not revoke/supersede existing credit transfer schemes used by other mobility programs

The aforesaid guidelines have been adopted by the ASEAN Education Ministers Meeting and thereafter requested to be widely utilized by ASEAN Plus Three higher education institutions (HEIs).

Along this line, the Commission hereby disseminates the foregoing guidelines for the guidance of Philippine HEIs engaged, or planning to engage, in inbound or outbound academic mobility including, but not limited to:
* Short-term programs with or without credit
* On-the-job trainings

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[1] The ASEAN Plus Three regional grouping is composed of the 10 ASEAN Member States plus Japan, Republic of Korea, and People's Republic of China. Cooperation among these 13 countries began in 1997 and now covers a wide range of concerns, education being one of them.

- Community immersions
- Research internships

The APT guidelines can be used by Philippine HEIs for the following purposes:
- Development and improvement of their academic mobility programs towards the realization of institutional outcomes;
- Development of policies for the implementation of their academic mobility programs; and
- Understanding credit transfer systems and standardization of credit transfer.

The use of the APT guidelines shall be properly reported and monitored through an online feedback form to enable the Commission to collect data, information, and best practices to aid in the development of policies, plans, and programs. The reports will further support the sector's efforts to improve quality of teaching and to expand and diversify opportunities for students.

The feedback form can be accessed at **https://forms.gle/CFDCfLy2Kuim2jye8**. Queries and concerns may be directed to the CHED International Affairs Staff through ias@ched.gov.ph and (02) 8441 0750.

Dissemination of this memorandum is desired.

J. PROSPERO E. DE VERA III, DPA
Chairman

ASEAN Plus Three Guidelines on Student Exchanges and Mobility

1. VISION

The ASEAN Plus Three countries aspire to achieve mutual understanding, peace and development in the region through the greater promotion of student exchanges and balanced mobility for future generations.

2. OBJECTIVE

The ASEAN Plus Three Guidelines on Student Exchanges and Mobility (hereafter "the Guidelines") are intended to provide a basic framework for student exchanges and mobility with quality assurance and to promote the development of higher education in each of the ASEAN Plus Three countries.

The Guidelines are a reference for relevant programmes to promote student exchanges and balanced mobility in the ASEAN Plus Three countries (hereafter "programmes").

Each country is encouraged to explore possible ways of support to promote the utilization of the Guidelines for the programmes.

3. PARTICIPATION

Each country should make the Guidelines known to the universities and other related institutions in its country.

When an ASEAN Plus Three country participates in the student exchanges framework under the Guidelines, a "focal point" within the government and/or other entity designated by the government should be appointed in each country.

When a university or other higher education institutions participate in the student exchange framework under the Guidelines, the focal point should endorse the institution.

Both the government (and/or other entity designated by the government) and the participating institutions in the country are encouraged to comply with all the terms of the Guidelines.

4. STUDENT EXCHANGES AND MOBILITY

The following items should be taken into consideration when making and managing programmes in the ASEAN Plus Three countries.

4.1 LENGTH OF STUDY AND PROGRAMMES TYPES

The length of student exchange study and programme types under the Guidelines are classified into the following categories:

4.1.1 Length of Study

(a) shorter than three months

(b) three months to less than six months

(c) six months to twelve months

(d) longer than twelve months

4.1.2 Programmes Types

(a) degree awarding

(b) credit awarding

(c) others

4.2 STUDENT LEVEL

Graduate or undergraduate levels.

4.3 LANGUAGES

The preferred medium of instruction is English, but other languages are not excluded.

4.4 ACADEMIC FIELDS

The academic fields should be decided by the partner institutions in accordance with their willingness and in consideration of their own situation and agreements. The fields are not limited, but for the sake of convenience, are classified into the following categories:

(a) Education

(b) Humanities, arts

(c) Health and welfare

(d) Social sciences, business and law

(e) Service

(f) Engineering, manufacturing and construction

(g) Life sciences

(h) Physical sciences

(i) Mathematics and statistics

(j) Computing

(k) Agriculture

(l) Others

4.5 SELECTION OF PARTICIPATING STUDENTS

The criteria for the selection of students have to be worked out and agreed upon between the home and the host universities. Balanced mobility is ideal.

5. CREDITS AND CREDIT TRANSFER SYSTEM

In accordance with the agreements between the member countries and universities, the home university is encouraged to develop a system for accepting the transfer of credits in conformity with internationally recognized credit transfer systems such as the University Mobility in Asia and the Pacific (UMAP) Credit Transfer System (UCTS) and ASEAN Credit Transfer Systems (ACTS) and European Credit Transfer System (ECTS). Home institutions are encouraged to recognize earned credits from the host institutions.

6. QUALITY ASSURANCE
6.1 GOVERNMENT

Under the policy framework of the participating country, its government should promote student mobility with quality assurance and encourage its quality assurance bodies to communicate and collaborate with relevant bodies across the ASEAN Plus Three countries.

6.2 UNIVERSITIES/ PROGRAMMES OF STUDY

Universities and/or programmes of study for student exchanges are encouraged to be officially accredited and evaluated by relevant accreditation bodies and evaluation agencies.

7. FINANCIAL COSTS AND OTHER RESPONSIBILITIES

Financial and other support are considered across stakeholders, government, universities and other related institutions, under the following principles.

7.1 FINANCE

Financial support for participating students, which includes but is not limited to the items below, should be considered based on the type of the student exchange programmes (e.g. government sponsored vs. institutional-level voluntary student exchange programmes) and the capacity and conditions of the stakeholders. Governments should encourage universities and relevant institutions to provide the

following support in accordance with the policies of the country:

Home country (government, universities and other related institutions):
· Support travel to host country
· Provide international health insurance
· Allot living allowance to students

Host country (government, universities and other related institutions):
· Waive tuition fees
· Provide scholarships and/or research grants

7.2 STUDENT SUPPORT

Student support, which includes but is not limited to the items below, should be considered based on the capacity and conditions on the stakeholders. Governments should encourage universities and relevant institutions to provide the following support in accordance with the policies of the country:

Home country (government, universities and other related institutions):
· Provide information on scholarships and/or research grants
· Provide orientation for students before departure

Host country (government, universities and other related institutions):
· Post necessary information such as programmes of study, enrollment requirements and registration procedures, and academic calendar in English on a website
· Develop an international student handbook
· Support to obtain visas
· Arrange pick up on arrival and departure
· Provide orientation for students after arrival
· Support to find accommodations
· Provide basic medical care
· Establish a "buddy"/tutoring and international advisor system for international students

8. MONITORING

An annual steering meeting is to be held back-to-back with the ASEAN Plus Three Senior Officials Meeting on Education.

Each country is encouraged to monitor programmes in its country, and collect relevant information on them, including statistical data, good practices and student reports.

The above-mentioned information is reported, in accordance with the regulations of each country and depending on the situation, to the biennial Education Ministers Meeting of the ASEAN Plus Three countries, and be provided through websites such as the National Information Center, which is supposed to be established in each country based on the articles in the UNESCO "Asia - Pacific Regional Convention on the Recognition of Qualifications in Higher Education", and/or other websites designated by the governments.

REMARKS

The following outcomes can be further expected:

· Guidelines on transcripts for exchange students, including a comparison table of the credit transfer systems, will be developed among the ASEAN Plus Three countries.

· Comparison tables for different systems such as academic records and academic calendars will also be developed among the ASEAN Plus Three countries.

· Each country is encouraged to promote further international exchanges among researchers, faculty members and staffs in addition to the student exchanges.

ASEAN Plus Three Guidelines on Transcripts and Supplemental Documents for Academic Records of Exchange Students

1. VISION

The ASEAN Plus Three countries aspire to achieve mutual understanding, peace and sustainable development in the region through the greater promotion of quality assured student exchanges and balanced mobility of higher education for future generations.

2. INTRODUCTION

ASEAN Plus Three Guidelines on Transcripts and Supplemental Documents for Academic Records of Exchange Students (hereinafter, "Guidelines") are intended to recommend information to be provided in transcripts and/or supplemental documents for exchange students (hereinafter, "Transcripts") studying under relevant programmes which are designed to promote balanced and quality assured student exchange in the ASEAN Plus Three countries (hereinafter, "programmes").

The development of Guidelines was suggested in the "ASEAN Plus Three Guidelines on Student Exchanges and Mobility" approved at the 3rd ASEAN Plus Three Education Ministers Meeting as a further outcome of the "Working Group on Student Mobility and Quality Assurance of Higher Education among ASEAN Plus Three Countries".

"Exchange student" in these Guidelines is generally defined as a student who studies at a university abroad for the purpose of acquisition of academic credits for a period of less than one academic year. Although the Guidelines are non-binding, each country is encouraged to explore possible ways of support to promote the utilization of the Guidelines for the Transcripts.

3. OBJECTIVES AND EXPECTED OUTCOMES

Host universities should issue the transcripts to all exchange students promptly. Host universities are encouraged to issue the Transcripts in accordance with the *Recommended information for the Transcripts* of the Guidelines, so that:

· the Transcripts will serve to provide relevant and transparent information on students' learning experiences at their host universities.

· the Transcripts will allow home universities to decide on recognition of students' academic records and probable recognition of

credit transfer more smoothly.

• in so doing, the Transcripts will allow students to be fairly assessed and have their academic records abroad recognised, as well as protect them from the unreasonable loss of credits. This will also contribute to decision making regarding prospective exchange students.

For these purposes, host universities are encouraged to include the following items in their Transcripts and ensure the transparency and quality of their course/subject contents.

4. RECOMMENDED INFORMATION AND DESCRIPTION OF TRANSCRIPTS AND SUPPLEMENTAL DOCUMENTS

It is preferable that the Transcripts, including the supplemental documents, are written in English, or in the language(s) agreed upon between the host university(s) and the home university. These may contain the following information, which can be customised depending on the situation of the host country. Attachment of syllabi containing relevant information can substitute for other documents.

No	Recommended information for the Transcripts	Description of the contents
Section 1. Information identifying the holder of the Transcripts		
1.1	Name(s)	Provide the student's given name(s) with full family or surname (as per passport/identification card).
1.2	Date of birth	Indicate day, month and year of birth
1.3	Student level	Indicate the level of study, whether the student is a graduate or undergraduate student.
1.4	Name and country of the home university	Provide the name of the home university which the student was sent from, and the country where the university is located.
Section 2: Information identifying the study programme at host university		
2.1	Name and country of the host university	Provide the name of the host university and the country where the university is located.

2.2	Name of the host faculty/ department/ major	Provide the name of the host faculty/ department/ major.
2.3	Student number/code of the host university	Provide the student number/code. This should identify the individual as a student enrolled in the particular programme by the host university.
2.4	Name of the study programme	Provide the full name of the study programme. If the programme is based on any agreement between universities, add the name of the agreement.
2.5	Period of the programme	Provide the official duration of the programme in weeks or months This can be expressed just by using the dates of the beginning and end of the program with information on midterm vacation if applicable.
2.6	Language(s) of instruction	Indicate the language(s) that the programme and student assessment were conducted in.
Section 3: Information on the contents and results obtained		
3.1	Names of the courses/subjects	Provide the names of the courses/subjects undertaken with semester structure information.
3.2	Types of courses/subjects	Provide the types of the courses/subjects undertaken, e.g., lecture, laboratory, fieldwork.
3.3	Grades	Provide a list of the actual grades obtained in each course/ subject of the programme. When relevant, it should also be stated whether the courses are compulsory or optional.
3.4	Credits	Provide the number of credits the obtained courses/subjects offer.
Section 4. Credit mechanism and grading scheme		
4.1	Student workload (if applicable)	Provide the amount of student workload, i.e., the number of teaching/contact hours in class and the duration of self-study time students spend outside of the classroom, such as for homework, preparation for exams and writing reports. *If there is a relevant national regulation, please mention it here.

4.2	Teaching hours/contact hours	Provide the precise number of teaching hours/contact hours, i.e., the number of hours of class sessions students attend. Please exclude contact hours of reading week and final exam week. *If there is a relevant national regulation, please mention it here.
4.3	Grading scheme and clear criteria for pass/fail	Provide information on the grading scheme and pass marks relating to the qualification, e.g., marks out of a possible 100% for each grade and the minimum pass mark, e.g., 50%.
4.4	Credit transfer system (if applicable)	If applicable, stipulate international credit transfer system in use such as AUN-ACTS, UCTS, ECTS etc.
4.5	Other relevant information	Provide other information related to credit mechanism or grading scheme if there is any, e.g. meaning of the marks, relative or absolute evaluation system.
Section 5. Additional information (if applicable)		
5.1	Learning outcomes	Provide learning outcomes of courses/subjects that student has accomplished. If achieved syllabi include this written information, which is highly encouraged, this section can be omitted.
5.2	Internship experience	Provide the name of the organization, type, duration and frequency of activity if applicable (provided the university has such information).
5.3	Scholarship awards	Provide the name of scholarships and the donors/founders of the awards if applicable (provided the university has such information).
5.4	Type of the host university	Provide the type of university, such as private or national.
5.5	Information on accreditation status of the host university	Provide month/year of latest accreditation and name of the responsible quality assurance agency.
5.6	Other relevant information	If there is any, additional information can be written here. E.g., campus information, awarding of degrees, student's language ability
Section 6: Certification of the Transcripts		

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6.1	Date	Provide the date when the Transcripts were issued. This would not necessarily be the same date the study programme was finished.
6.2	Signature	Provide the name and signature of the official certifying the Transcripts, such as registrar, dean, or head of administration office.
6.3	Official stamp/seal	Provide the official stamp/seal of the host university authenticating the Transcripts.
6.4	Contact address	Provide contact address of the host university.

Annex:

It is strongly recommended to attach syllabi that outline the courses/subjects taken at the host university. Either paper copies or links are acceptable. Syllabi information may be complemented by other means such as letters from those responsible for the course/ subject.

BIBLIOGRAPHY:

- UNESCO (1997), Diploma Supplement.
- Malaysian Qualification Agency (2007), GUIDELINES: Malaysian Qualification Statement (MQS),
- ASEAN University Network, ASEAN University Network Student Mobility Transcript of Record

ANNEX1: Conversion Table for the Credit Transfer Systems

There are various kinds of credit transfer systems such as AUN-ACTS (Asian Credit Transfer System by ASEAN University Network), UCTS (UMAP (University Mobility in Asia and the Pacific) Credit Transfer Scheme), ECTS (European Credit Transfer and Accumulation System), CLAR (Latin American Reference Credit) and CATS (Credit for Accumulation and Transfer Scheme). In addition, credit transfer frameworks are also being developed to accommodate among the existing systems such as ACTFA (Academic Credit Transfer Framework for Asia). The following conversion table can be used as a reference to compare these different credit transfer systems.

[Countries / Regions] Systems	[Asia (AACs*1)], ACD-ACTS, AUN-ACTS *2, UCTS	[USA]	[Europe] ECTS *4	[Latin America] CLAR *4	[UK] CATS
Credit Conversion	1 credit point	≒ 1credit	≒ 1.5 ECTS	≒ 1.5 CLAR	≒ 3 credits
Student Workload	38-48 hours *3	≒ 45 hours *3	37.5-45 hours	37.5-45 hours	Converted from ECTS (30 CATS hours)
Teaching/Contact Hours (in units of academic/credit hours)	13-16 *3	≒ 15-16 *3	-----------	-----------	-----------

*1: AACs (Asian Academic Credits) is a temporary conceptual term to holistically understand the credit (transfer) systems existing in Asian academia, based on the research projects conducted by Hotta et al (2010) "Study on the ACTS (ASEAN Credit Transfer System) and Credit Transfer Systems in Asian Nations".

*2: Within the ACTS scheme by AUN, partner universities transfer students' credits based on agreed "learning outcomes of all proposed courses/subjects" and the Learning Agreement Document.

*3: The amount of *Student workload* includes *Teaching/contact hours* in class and the duration of self-study.

*4: 1ECTS=1CLAR=25~30 hours of student workload

Annex 2: Sample of Transcript for Exchange Student

Section 1 : Information identifying the holder of the transcript

1. Name(s)	2. Date of birth
Asia Anne GREEN	23/Jul/2000
3. Student level	**4.Name and country of the home university**
Undergraduate	Southeast Asia University, Thailand

Section 2 : Information identifying the study programme at host university

1.Name and country of the host university	2. Name of the host faculty/ department/ major
University of APT, the Philippines	Department of Economics
3. Student number/ code of the host university	**4. Name of the study programme**
AG1122023	Student Exchange Programme based on the MOU between University of APT and Southeast Asia University
5. Period of the programme	**6. Language(s) of instruction**
One semester study from 14 June to 14 October 2016	English

Section 3 : Information on the contents and results obtained

1. Names of the courses	2. Type	3. Grades	4. Credits	Semester/Term
Micro Economics (compulsory)	lecture	A+	3	
Economic history of Asia (compulsory)	lecture	B	3	1st semester
Globalization and education (optional)	lecture	A	3	

※ 2016/2017 Academic Year 1st Semester 14 Jun 2016 to 14 Oct 2016
2016/2017 Academic Year 2nd Semester 14 Dec 2016 to 14

> Information in this section can be changed according to the laws and ordinances of each country

Section 4 : Credit mechanism and grading scheme

1. Student workload	2. Teaching hours/ contact hours
Student workload is 48 hours per credit. (Ratio: Lecture 1: Self-study 2) *This is established by the national ordinance.	Teaching hours are 16 hours per credit. *This is established by the national ordinance.

3. Grading scheme and clear criteria for pass/fail
A Excellent 90-100% , B+ Very Good 80-89% , B Good 70-79% , C+ Satisfactory 60-69% , C Pass 50-59% , F Fail Less than 50%

4. Credit transfer system
UMAP Credit Transfer Scheme

5. Other relevant information
None

University of APT Since 2012

Section 5 : Additional information (if applicable)

1. Learning outcomes
Please refer to the annex, syllabi of courses/subjects. *In case those syllabi are not available: [Economic history of Asia] Understanding the trajectory of Asian economic development. Applying economic theory to understand the sources of Asian economic growth.
2. Internship experience
Worked for the Micro Finance Organization once a week from July 2016 for two months.
3. Scholarship awards
Awarded the Student of the Semester Scholarship in October 2016 by University of APT, which offers 300 USD.
4. Type of the host university
Private university
5. Information on accreditation status of the host university
University of APT was accredited by the National Organization for Accreditation in the Philippines in April 2015.
6. Other relevant information
Volunteer work with an NGO called International Aid for Children once a week in September 2016.

Section 6 : Certification of the Transcript

Date

Signature

Plums Asean

15/Aug/2017

Plums Asean

Dean of the Department of Economics

Official stamp/seal

University of APT

Office : 20 Angela Blvd.Metro, Manila, Philippines

Tel : +63(0)2-567-8910

*This document is not valid without the signature of the registrar/ dean/ head of administration office and the official seal of the institution.

University of APT

Since 2012

Course : Globalization and Education / John GREEN

Course Objectives / Overview

This course aims at helping students better understand current situations of school education both inside and outside Philippines, particularly under the influence of globalization in education sector. We will discuss theoretical, institutional and practical dimensions of school education, with particular interests of how education could contribute to the promotion and realization of more sustainable society.

*Keywords: globalization, education for sustainable development(ESD), school education

Globalization and Education

Semester	1st semester
Period	Tue 1st, Fri 2nd
Credits	3
Year of Grade	Sophomore, junior
Open to other faculties	Yes
Classroom	Building A / 201room
Language in Lecture	English
Type of instruction?	Lecture
Schedule	1. Introduction to the course 2. Globalization and education 3. Global education networks and discourses 4. Global model of education and international agencies 5. Education for Sustainable Development(ESD) 6. Local contexts of education and global mobility of the people 7. Concluding session
Teaching Methods	Each student will assign one of the reading materials and make presentation on it in the class. Based on the presentation, we will discuss various issues raised in the reading material. Also, students will write a short essay for each reading material to prepare for the class.
Method of Evaluation	Final term paper (30%), In-class presentation (30%), Short essays for reading materials (20%), Participation and contribution to discussion in classes (20%)
Required Textbook	Chris Smith (2011) Globalization of Education. Kuala Lumpur: Future
Reference Books	To be instructed in the class
Notes on Taking the Course	Active participation in the discussion is expected.
Course-Related Websites	https://u-apt.ac.ph//en/index.html
Others	Check the course-related websites before taking this class
Laboratory room phone No	+63-90-1234-5678
E-mail address	johngreen@u-apt.ac.ph

University of APT Since 2012