MAPÚA UNIVERSITY

STUDENT GLOBAL EXPERIENCE

GUIDELINES FOR STUDENTS

A.Y 2020-2021



Office of International Career and Exchange Programs

In consideration of the current situation and as part of our effort to maintain our internationalization efforts, the Student Global Experience (SGE) requirements and guidelines are revised accordingly.

While there is travel restriction and physical participation in any iPrograms is not possible, the following virtual iPrograms shall be accepted in lieu of the previously agreed international programs/activities:

Virtual International Internship Program (Vi² P) – online internship program with any international partner university or company.

Virtual Exchange Program (VEP) – students enroll and take online courses at participating partner university.

Collaborative Online International Learning (COIL) – students participate in courses under COIL as agreed by Mapua and the partner university.

Virtual Short Programs (VSP) – students participate in any virtual short-term programs (similar to summer schools) offered by partner universities.

Virtual International Scientific Conference (VISC) – are events organized by associations or groups of independent researchers under a scientific or technical committee wherein students participate either as attendee or presenter.

Virtual Research Enrichment Program (VREP) – students participate in any virtual research enrichment programs offered by partner universities.

In consideration of the current situation and as part of our effort to maintain our internationalization efforts, the Student Global Experience (SGE) requirements and guidelines are revised accordingly.

While there is travel restriction and physical participation in any iPrograms is not possible, the following virtual iPrograms shall be accepted in lieu of the previously agreed international programs/activities:

Virtual International Conference (VIC) - are academic or non-academic conferences including webinars defined as either of the following:

1. Organized by Mapua and partner university with International participants
2. Organized by international groups or associations with international participants
3. Organized by local groups or associations with international participants

Students participate in any VIC for required minimum of 10 hours duration.

Virtual International Academic Competitions (VIAC) - students participate in any virtual international academic competition with approval from his respective Dean or Program Chair.

School approved Coursera and LinkedIn courses (apart from required curriculum courses)

Completing a Basic Foreign Language Training such as but not limited to Japanese, Mandarin, and Korean.

VIRTUAL INTERNATIONAL INTERNSHIP PROGRAM (Vi²P)

APPLICATION PROCEDURE

1 **OICEP will post internship opportunities in the Mapua international programs webpage and social media pages (Mapua career services and Mapua international programs)**



2 **Eligibility of students:**

- Must have completed the required modules in Accenture Skills to Succeed Academy
- Must have passed the English Proficiency Certification (TOEIC)
- Must be eligible to enroll the OJT course



Interested students must submit the following documents to OICEP through international.programs@mapua.edu.ph

3

- Accomplished endorsement form (FM-IP-04-04: International Programs Endorsement Form for Outbound Students) upto Prefect of Discipline signatory
- Resume
- Copy of grades
- Other documents as required by the partner company or university



***form can be downloaded at www.mapua.edu.ph/Downloads/forStudents**

4 **OICEP will nominate the student-applicant to the partner company.**



5 **Initial qualifiers will be notified via email and will be advised of any further instructions from the company or university (e.g. final interview or exams)**



6 **Final qualifiers will be notified via email and requested to submit the following documents to OICEP.**

- Certificate of Acceptance
- Terms and Conditions for VIP in lieu of the waiver
- Training Plan



VIRTUAL EXCHANGE PROGRAM (VEP)

APPLICATION PROCEDURE

1 **OICEP will post virtual exchange opportunities in the Mapua international programs webpage and social media pages (Mapua career services and Mapua international programs)**



2 **Interested students must submit the following documents to OICEP through international.programs@mapua.edu.ph**

- Accomplished endorsement form (FM-IP-04-04: International Programs Endorsement Form for Outbound Students) upto Prefect of Discipline signatory
- Resume
- Copy of grades
- Any other documents as required by the partner university



***form can be downloaded at www.mapua.edu.ph/Downloads/forStudents**

3 **OICEP will nominate the student/s to the partner university.**



4 **Accepted student/s will be notified via email and will be required to discuss the courses to be enrolled for credit with their respective Dean and/or Program Chair using the Learning Agreement Form.**



5 **OICEP will assist the student in the enrollment process at the Host university.**



COLLABORATIVE ONLINE INTERNATIONAL LEARNING (COIL)

APPLICATION PROCEDURE

1. **OICEP will announce the Call for Application under the COIL program.**



2. **The Dean and or Program Chair shall evaluate the applicants and forward their endorsement to OICEP.**



3. **Endorsed student/s will be nominated to the partner university.**



4. **Accepted student/s will be notified via email.**



VIRTUAL SHORT PROGRAM (VSP)

APPLICATION PROCEDURE

1 **OICEP will post virtual short program opportunities in the Mapua international programs webpage and social media pages (Mapua career services and Mapua international programs)**



2 **Interested students must submit the following documents to OICEP through international.programs@mapua.edu.ph**

- Accomplished endorsement form (FM-IP-04-04: International Programs Endorsement Form for Outbound Students) upto Prefect of Discipline signatory
- Resume
- Copy of grades
- Any other documents as required by the partner university



***form can be downloaded at**
www.mapua.edu.ph/Downloads/forStudents

3 **OICEP will nominate the student/s to the partner university.**



4 **Accepted student/s will be notified and will be required to discuss the equivalent course in Mapua (if any) for credit with their respective Dean and/or Program Chair.**



VIRTUAL INTERNATIONAL CONFERENCE (VIC)

APPLICATION PROCEDURE

1. **Acceptable Virtual International Conferences/Webinars will be posted in the Mapua international programs webpage and social media pages (Mapua career services and Mapua international programs)**



2. **The Dean and/or Program Chair can also endorse virtual international conference/webinars to the students.**



3. **Student interested to participate or present in any relevant virtual international conference/webinar must seek the approval of his respective Dean and/or Program Chair prior to participation using the Virtual International Program Approval Form.**



VIRTUAL INTERNATIONAL ACADEMIC COMPETITION (VIAC)

APPLICATION PROCEDURE

1. **Student interested to participate or represent Mapua in any relevant virtual international academic competition must seek the approval of his respective Dean and/or Program Chair prior to contest proper using the Virtual International Program Approval Form.**



***forms can be downloaded at**

www.mapua.edu.ph/Downloads/forStudents

VIRTUAL RESEARCH ENRICHMENT PROGRAM (VREP)

APPLICATION PROCEDURE

1 **Student interested to participate in any research-related activities listed below must seek the approval of ILRAD Director.**



- Research-internship - International Sandwich Program (ISP) and International Field Study Research Program (IFSR)
- International Scientific Conference
- Scientific Paper Publication



2 **Call for Applications are posted in the Mapua website.**



www.mapua.edu.ph/Research/ILRAD

VIRTUAL INTERNATIONAL SCIENTIFIC CONFERENCE (VISC)

APPLICATION PROCEDURE

1. **Visit**

   www.worldconferencealerts.com

   www.academicworldresearch.org



2. **The Dean and/or Program Chair can also endorse virtual international scientific conference to the students.**



3. **Students interested to participate must seek the approval of his respective Dean and/or Program Chair prior to participation using the Virtual International Program Approval Form.**



SCHOOL APPROVED COURSERA AND LINKEDIN COURSES

1. **School approved Coursera courses are language training.**

2. **Student interested to enroll in a course other than the language training shall seek approval of his respective Dean and/or Program Chair prior to enrollment using the Virtual International Program Approval Form.**

***form can be downloaded at**

www.mapua.edu.ph/Downloads/forStudents

3. **If the student has no access yet to Coursera and LinkedIn courses, he can log in to his MyMapua account and select services tab. The student can subscribe to either Coursera or LinkedIn courses.**

4. **When confirmed, the student will then be automatically billed.**

5. **Once payment has been made, the student will receive a notification of his account access details for Coursera or LinkedIn courses.**

STUDENT GLOBAL EXPERIENCE APPLICATION FOR CREDIT

Applicable only until Virtual International Programs are accepted

1. **The student shall apply for crediting of SGE100X after obtaining his international experience by submitting the fully accomplished form FM-IP-36-00 along with the required submittals as described below to international.programs@mapua.edu.ph for crediting.**

2. **Virtual international programs such as Vi²P, VEP, VSP, and COIL shall be validated by the director of OICEP. No additional proof required.**

3. **For Research-internship, International Scientific Conference and Scientific Paper Publication Required Submittals:**

   - **Any Proof of participation as listed below.**

     Proof of evidence:

     a. ILRAD Certificate of Completion
     b. Certificate of Participation signed by conference organizer
     c. Paper Acceptance Notification by a Scopus Indexed Journal or Publisher
     d. Proof from Scopus database
     e. Other similar evidences

   - **Copy of fully accomplished ILRAD approval form.**

4. **Virtual International Conference, Virtual International Scientific Conference, and Virtual International Academic Competition Required Submittals:**
   - Copy of fully accomplished Virtual International Programs Approval Form
   - Certificate of Participation signed by the organizer or similar evidence

5. **For School-Approved Coursera and LinkedIn Courses Required Submittals:**
   - Certificate of Completion
   - Copy of fully accomplished Virtual International Programs Approval Form (for courses not included in the list of identified accepted courses)

6. **Basic Foreign Language Training Required Submittals:**
   - Certificate of Completion and/or Language Training Certification

7. **Once validated and credited, this will be automatically reflected in the MyMapua account of the student as "Taken".**

***forms can be downloaded at**

www.mapua.edu.ph/Downloads/forStudents

Student Global Experience Application for Credit

Procedure

1

START

2

Download and fill-out **FM-IP-36-00**

3

Submit filled-out form along with evidences to ICEP

4

ICEP Director to validate and encode

5

Student can check in **MyMapua**

6

END