



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED MEMORANDUM ORDER (CMO)

No. 11

Series of 2014

SUBJECT: GUIDELINES FOR PARTICIPATION OF SELECTED HIGHER EDUCATION INSTITUTIONS (HEIs) IN THE ASEAN INTERNATIONAL MOBILITY FOR STUDENTS (AIMS) PROGRAM

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994," Republic Act (RA) No. 8292, otherwise known as the "Higher Education Modernization Act of 1997," and for the purpose of promoting mobility of students among higher education institutions through the ASEAN International Mobility for Students (AIMS) Program, the Commission on Higher Education (CHED) hereby adopts and promulgates the following guidelines.

**Article I
GUIDING PRINCIPLES**

The Commission on Higher Education is responsible for formulating and implementing plans, policies, and programs for the development and improvement of the Philippine higher education system. Further, it is within the mandate of the Commission to oversee and guide Higher Education Institutions (HEIs) in participating in the internationalization process, with the goal of improving the quality of education, developing human resources, and establishing a Filipino knowledge-based society.

It is within the mandate of the Commission to guide HEIs, students, and academic personnel in capitalizing on prospects presented by internationalization and ensure that further opportunities brought about by the impending ASEAN integration will help in improving the Philippine higher education system.

The ASEAN International Mobility for Students (AIMS) promotes regional integration through student mobility. Student mobility is recognized as an essential element in fostering academic cooperation which shall lead to the development of a viable Southeast Asia regional higher education area.

The Commission, as one of the agencies responsible under the Education area of the ASEAN Socio-Cultural Community—one of the three pillars of the ASEAN Community 2015, reaffirms its role in contributing to regional integration. Academic and cultural sharing—an effective generator of rich intercultural experiences—is recognized as an essential tool not only in promoting the ASEAN identity but also in readying the ASEAN peoples for the challenges of globalization and regionalization.

To ensure the efficient implementation of the program, the Commission hereby issues these Guidelines for Participation of Selected Higher Education Institutions (HEIs) in the ASEAN International Mobility for Students (AIMS) Program.

Article II DEFINITION OF TERMS

Agreed mobility program – comprises of subjects to be undertaken at the host university, as agreed between home and host universities.

AIMS Program – a flagship program of the Southeast Asian Ministers of Education Organization (SEAMEO) Regional Institute of Higher Education and Development (SEAMEO-RIHED) which aims to create a vibrant student mobility system for citizens of all SEAMEO member states.

Credit - refers to academic credit(s) for individual subjects taken and completed at the Host University.

Home Government – the national government of the country in which a participating student undertaking a mobility program comes from.

Home University – the HEI in the home country in which a participating student is enrolled under his/her main academic program.

Host Government - the national government of the country in which a participating student goes to.

Host University – the HEI in the host country in which a participating student will undertake the mobility program.

International Relations Office (IRO) - the body facilitating, managing, and overseeing the flow of inbound and outbound students under the Program. The body may not necessarily be named IRO.

UMAP Credit Transfer System (UCTS) - the standard credit and grading system used for AIMS to effectively facilitate student mobility by ensuring that academic credits are transferred and received by participating students.

Article III GENERAL OBJECTIVES

1. Define, describe, and identify elements and stakeholders of the AIMS Program and related mechanisms;
2. Provide policies and guidelines for the participation of HEIs and students in the Program to accordingly improve their quality of education and expand academic cooperation among AIMS member states;
3. Present and outline the requirements to be complied with by the stakeholders, as well as detail the protocol and procedures to be followed by these stakeholders;
4. Encourage adherence to quality assurance, credit transfer, monitoring, and assessment processes as well as other pertinent rules and regulations to ensure efficient management of the Program; and



5. Promote a policy environment suitable to the facilitation of the Program as a student mobility scheme.

Article IV IMPLEMENTING GUIDELINES AND PROCEDURES

Section 1 REQUIREMENTS FOR PARTIES INVOLVED

1.1 Requirements for participating HEIs:

The Host University/Home University participating in the AIMS Program (see ANNEX A) shall agree to comply and conform with the following conditions:

- 1.1.1 Accept the fixed mobility placements of only one semester whose duration shall not exceed four months;
- 1.1.2 Employ flexibility in adjusting their respective academic calendar and curriculum as may be agreed and required among the universities willing to participate in the Program;
- 1.1.3 Understand and agree to transfer credits using the UMAP Credit Transfer System (UCTS) and the Record of Study Program, and Transcript of Study Program Results forms (see ANNEX B);
- 1.1.4 Ensure suggested curriculum for mobility program is taught in English;
- 1.1.5 Ensure the English language proficiency of participating students;
- 1.1.6 Understand the particular items to be funded by the government, HEIs, and students;
- 1.1.7 Has a functioning International Relations Office and shall nominate an International Relations Officer as the contact person for each HEI participating in the Program;
- 1.1.8 HEI representatives (responsible heads and IRO staff) must attend and participate in the regular review meetings, and develop a framework for the reciprocal exchange of students with HEI partners in other countries;
- 1.1.9 Costs incurred by adding students will be absorbed either by the Home and/or Host University, based on their bilateral agreements; and,
- 1.1.10 Undertake bilateral agreements with AIMS participating HEIs.

1.2 Requirements for participating students:

- 1.2.1 Undergraduate students from selected HEIs participating in the AIMS Mobility Program must have the following qualifications:
 - Must be a natural-born Filipino;
 - At least 18 years of age at the time of application;
 - Enrolled in a participating HEI under any of the seven disciplines endorsed by SEAMEO RIHED at the time of application (see ANNEX C);
 - Must have attended at least four (4) semesters/trimesters of coursework in the Home University;



- Must have at least one (1) semester/trimester residency in the Home University upon return from the Program, as an equivalent of return service;
- With at least general weighted average of 85% or its equivalent; with no failing grade;
- Communicates well in both oral and written English;
- Of good moral character;
- Physically and mentally fit as duly certified;
- With written approval or consent from parents/guardians; and,
- With endorsement letter from the HEI President/School Head

1.2.2 Participating students shall comply with the following:

- Cover visa costs;
- Complete tests at Home University to ensure English language proficiency, as required by the Host University;
- Undergo medical check-ups, as required by Host University (Host University must accept diagnosis from Home University medical clinics);
- Cover living expenses above the monthly allowance provided; and,
- Complete the Program and pass all courses enrolled in, as agreed in the study program. Non-completion of the program, failure, and/or any violation of disciplinary policies at the Host University shall be subject to sanctions by both the Host and Home University

1.3 Requirements for the Commission on Higher Education:

The CHED shall, among others:

- 1.3.1 Attend the AIMS Review Meetings and participate in policy-makers working group discussions on inclusion of new members;
- 1.3.2 Assign an official country contact person for the program to facilitate communication between the agency and other stakeholders;
- 1.3.3 Acknowledge and honor the “reciprocity principle” aiming for an equal number of students to be exchanged between and among HEIs subject to availability of funds;
- 1.3.4 Identify and select HEIs that meet the program’s requirements and criteria to participate in the program;
- 1.3.5 Advise HEIs on the number of students provided with funding support;
- 1.3.6 Disseminate essential program information among HEIs;
- 1.3.7 Hold a quarterly meeting with International Relations Officer;
- 1.3.8 Consult with immigration authorities to provide simple and non-costly immigration regulations for incoming mobility student, and if possible, develop short-term student visa;
- 1.3.9 Advise participating HEIs on the visa requirements of other member states; and,
- 1.3.10 Assist the Home University in processing and providing the student with an adequate and suitable health insurance.



Section 2 PROCEDURE FOR THE STUDENT PLACEMENT PROCESS

The following steps are to be observed by stakeholders wishing to participate in the AIMS mobility program:

Stakeholders Actions for Mobility Placement

Action	Details	Stakeholder
1. Find and agree on partnership	<p>Both Home and Host Universities shall identify and agree on pertinent details such as required enrolment conditions, commencement date, matching of study programs, and number of units to be undertaken by student, among others.</p> <p>Agreements between Home and Host HEIs shall detail priority disciplines/subjects to be undertaken at the Host University; the subjects should essentially match subjects at Home University for credit transfer purposes.</p> <p>Said agreements are to be reached at the Review Meetings, attendance of which is required. Formal Records of Proposed Study Programs should be filled out for each student (see Annex B).</p>	Home and Host Universities
2. Provide enrolment procedures	Host University must provide comprehensive enrolment procedures to facilitate student mobility.	Host University
3. Announce placements	Home University shall, after agreements are reached with Host University, announce placements detailing disciplines and enrolment requirements of partner Host University.	Home University
4. Apply for placement	Students shall apply for placements, as announced by their Home University.	Student
5. Select students	Home University shall select and match student in accordance with Host University's requirements.	Home University
6. Develop study plan	Selected student shall develop a study plan of at least 18 credits, in consultation with faculty members at Home and Host Universities.	Student (with support from Home and Host Universities)
7. Agree on credit transfer	Home and Host Universities shall agree on a credit transfer arrangement by mapping units from the student study plan.	Home and Host Universities



8. Process student application	<p>a. Host University shall process student applications in a timely manner and provide necessary information and documents to support student visa application.</p> <p>b. A <i>Letter of Acceptance</i> shall be issued beforehand to help in visa application. This document is provided ideally several weeks before start of the program.</p>	Host University
9. Visa' application	Student shall apply for a visa in home country and complete other necessary requirements.	Student
	Host University shall provide details of appropriate visa type and process to the Home University.	Host University
	The International Relations Office (IRO) shall assist students in applying for a visa.	Home University
10. Enroll student	After a student successfully submits and completes pertinent requirements, Host University shall waive tuition and fees and enrolls students in subjects as specified in their respective study plans.	Host University
11. Prepare outbound student	<p>a. Student must be prepared for departure through pre-departure orientations regarding logistical arrangements as well as language and culture preparedness.</p> <p>b. A student must be covered by an international health and travel insurance that is adequate and valid for the entire duration of the program.</p> <p>c. A return flight for the student must be ensured and monthly allowance and accommodation costs should be sufficiently covered by payment to Host HEI or as agreed between Home and Host HEIs.</p>	Home University
12. Welcome inbound student	<p>a. Upon student's arrival at Host country, student shall be picked up from airport and brought to his/her accommodation or Host University by an IRO representative from Host University. Student shall under no circumstances be allowed to travel on their own from the airport.</p> <p>b. Student shall be provided with suitable accommodation and basic medical provisions. Accommodation is ideally located inside the campus and should be safe, clean, and convenient for student.</p>	Host University

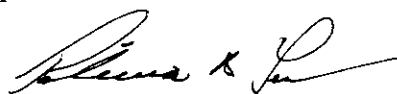


	<p>c. Host University must also provide orientation and advice. Student must be given all required information and be oriented with whom they should go to for further questions or help.</p> <p>d. A staff shall be assigned to look after the exchange students' welfare throughout the duration of the exchange. A contact person at the University is also essential.</p>	
13. Undertake mobility program	Student undertake agreed mobility program at Host University for one semester within a period not exceeding four months.	Student
14. Provide transcript for credit transfer	<p>a. Upon successful completion of the program, Host University shall provide an academic transcript to student and Home University to facilitate credit transfer.</p> <p>b. A <i>Certificate of Participation</i> shall also be given to student containing details of the exchange program undertaken and dates. This is provided together with a record of academic achievement.</p>	Host University
15. Request credit transfer	<p>Student shall request for credit transfer from Host University and provide academic transfer to Home University.</p> <p>Student shall write a report on the concluded mobility program.</p>	Student
16. Process credit transfer	Upon the completion of the program, Home University shall add credits to the student academic record.	Home University
17. Report to Ministry	Upon the completion of the program, Home University shall report and send student study records to home country's responsible ministry.	Home University

**ARTICLE V
APPROVAL AND EFFECTIVITY**

The implementing guidelines shall take effect 15 days from publication in the Official Gazette.

Issued this February 13, 2014, Quezon City, Philippines.


PATRICIA B. LICUANAN
 Chairperson



ANNEX A

List of Participating Higher Education Institutions

Region	HEIs	Discipline
II	St. Paul University of the Philippines	Business Administration
III	Central Luzon State University	Agriculture
IV	Lyceum of the Philippines University	Hotel and Restaurant Management
V	Central Bicol State University of Agriculture	Food Science
VI	University of St. La Salle	Business Administration
X	Central Mindanao University	Agriculture
XI	University of Mindanao	Engineering
CAR	St. Louis University	Engineering
NCR	Ateneo de Manila University	Language and Culture Economics
NCR	De La Salle University	Engineering Business Administration Economics
NCR	University of the Philippines	Food Technology Engineering Economics Language and Culture Business Administration Hospitality and Management
NCR	University of Santo Tomas	Language and Culture



Record of Study Program

1. Student Personal Data

To be completed by the student and kept private by Home and Host University

First Name	
Family Name	
Date of Birth (dd/mm/yyyy)	
Nationality	
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female

	Home Institution	Host Institution
University		
Faculty		
Major/Minor		
Year of study		
Country		
Student ID:		

	Home University	Host University
University Address		
University contact person		
Contact number		
Email		

Student contact number	
E-mail address	
Home address	
Home contact number	



ANNEX B

Name		
Relationship		
Address		
E-mail:		
Tel:		
Mobile Phone:		
Fax:		

2. Details of the Proposed Study Program

To be completed by the home and host university

Host institution	Home institution	Host institution	Home institution	Host institution	UCTS / SEA-CTS (host institution to fill out)	Home institution

Student's signature	Date: / /
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We confirm that the proposed program of study is approved:

Name: Position: (signature)	Name: Position: (signature)
Date	Date



Study Program Results

1. Transcript of Study Program Results

Note: Using the grading scale is not mandatory but recommended in order to properly recognize the achievements of student on mobility program. It is particularly important where grades affect the eventual academic outcome for the student.

Code	Title	Exchange duration (dd-mm-yyyy to dd-mm-yyyy)	Grade	Credits	Grade	Credits	Grade	Credits

2. Certification of Study Program

Signed <i>(Signature of registrar/dean/administrative officer)</i> Name: Position:	Signed <i>(Signature of registrar/dean/administrative officer)</i> Name: Position:
Date	Date
INSTITUTION STAMP	INSTITUTION STAMP

Note: This document is not valid without the signatures of the registrars/deans/administration officers and stamps of the home and host institutions.



ANNEX C

The AIMS Program endorses the following fields of study; interested students may apply under any of the listed priority disciplines:

1. Agriculture
2. Hospitality and Tourism
3. Language and Culture
4. International Business
5. Food Science and Technology
6. Engineering; and
7. Economics

Aside from aiming to increase participation from seven to 10 countries, the listed priority disciplines above are also targeted to expand to 10 fields of study by 2015.



Flowchart of Individual Mobility Placement Actions

