

## **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 3<sup>rd</sup> 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
<b>Section 1. Information identifying the holder of the Transcripts</b>		
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.
<b>Section 2: Information identifying the study programme at host university</b>		
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.
<b>Section 3: Information on the contents and results obtained</b>		
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.
<b>Section 4. Credit mechanism and grading scheme</b>		
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.
<b>Section 5. Additional information (if applicable)</b>		
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
<b>Section 6: Certification of the Transcripts</b>		

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.
<b>Annex:</b>		
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
<b>Credit Conversion</b>	1 credit point	≅ 1 credit	≅ 1.5 ECTS	≅ 1.5 CLAR	≅ 3 credits
<b>Student Workload</b>	38-48 hours *3	≅ 45 hours *3	37.5-45 hours	37.5-45 hours	Converted from ECTS (30 CATS hours)
<b>Teaching/Contact Hours</b> (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	1st semester
Economic history of Asia (compulsory)	lecture	B	3	
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 Feb 2017

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	

**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

15/Aug/2017

Signature

*Plums Asean*

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.



Course : Globalization and Education / John GREEN	
Course Objectives / Overview	
<p>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.</p> <p>*Keywords: globalization, education for sustainable development(ESD), school education</p>	
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	<ol style="list-style-type: none"> <li>1. Introduction to the course</li> <li>2. Globalization and education</li> <li>3. Global education networks and discourses</li> <li>4. Global model of education and international agencies</li> <li>5. Education for Sustainable Development(ESD)</li> <li>6. Local contexts of education and global mobility of the people</li> <li>7. Concluding session</li> </ol>
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	<a href="https://u-apt.ac.ph/en/index.html">https://u-apt.ac.ph/en/index.html</a>
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