AGENDA

- Mobility Programme Application Process
- Funding Categorization
- Feedbacks on issues regarding mobility
- Discussion for future improvement
WHY DO WE HAVE MOBILITY PROGRAMME?

To provide opportunities for UNIMAS students to be exposed to the learning experiences outside of UNIMAS – either internationally or in other universities in Malaysia.

To broaden the student’s vision by giving them opportunity to improve their thinking skills, to increase their self-confidence, and to form networks and collaborations.

To promote UNIMAS’s students involvement in Higher Education system that is more global, competitive and challenging.
Why Should I Join the Student Exchange Programme?

• “Once In A Lifetime’ Opportunity To Experience Global Education
• Experience Studying At Universities/Institutions Of Your Choice
• A Platform For Students To Network And Form Collaboration
• To Learn About Diverse Cultures Of The World
Applications must be submitted to the Faculty Office (Deputy Dean of Academic) for approval before the due date of the nearest intake of the partner university.

Vice Chancellor will approve the application. Upon approval, UNIMAS Global (International Relations) will nominate to host university before the deadline.

Offer letter to the successful applicants will be issued by the partner university.

UNIMAS Global will facilitate the pre-departure arrangements for the successful students by giving pre-departure briefing, assist with matters such as visa application, and health insurance.
APPLICATION PROCESS

• Fill up the application form
  Student Exchange Programme (Outbound Exchange/Industrial Training/Internship/Elective programme)
  Applicants may be required to fill up the application form of the partner university.

• Checklist:
  ✓ Student Exchange Programme Application (Outgoing) form
  ✓ International: A photocopy of passport’s front page
  ✓ Local: A photocopy of identity card (MyKad)
  ✓ Latest academic transcript (complete)
  ✓ Passport size photo (recent)
  ✓ Brief curriculum vitae (CV)
  ✓ Evidence of English proficiency or a Letter from the Faculty as well as (certified copy of IELTS/TOEFL/MUET/SPM 1119 paper)
  ✓ A photocopy of SPM/STPM/Diploma / Foundation / Matriculation result
  ✓ Any other relevant documents, if requested by the host university i.e. Reference Letter from student’s Academic Adviser supporting the application
a) Students can participate in exchange programmes with universities/institution that has agreement on exchange programmes with UNIMAS (Memorandum of Understanding/Memorandum of Agreement/Letter of Intent).

b) Student also can participate in exchange programmes with non-partner universities/institution, but fees are to be paid to both UNIMAS and host university.

c) The choice and selection of university/institution will be guided and approved by his/her Dean/Director of faculty/center/institute based on the respective faculty’s requirement.

d) Students must be aware of the credit transfer requirements before selecting the subjects in the host university/institution.
a) To help you keep track of everything you need and do throughout the outbound mobility process, we’ve prepared the UNIMAS Study Abroad Programme (Outbound) Application Guide.

b) You should have a folder containing all the information and progress of your study abroad application. Each application that you submit, make sure you photocopy and keep it as a reference for your own use.
i) BEFORE YOU TURN IN YOUR UNIMAS STUDY ABROAD PROGRAMME (OUTBOUND) APPLICATION

Download application and checklist forms (www.global.unimas.my/) and select ONE university that are of interest to you.

Conduct research on study abroad options.

Consult the Dean or Deputy Dean of your faculty and your programme coordinator.

Discuss your participation with your family, friends and former study abroad participants.

Complete the application.

Submit your application.
ii) Selection / Interview

You will probably be asked questions concerning the various aspects of your study abroad plans. You have a chance to ask questions.

As a representative from UNIMAS and Malaysia, you will need to equip yourself with:

- General knowledge, facts about Malaysia
- General knowledge about UNIMAS
- Malaysian culture, e.g. music, food, history, way of life
- Cultural differences between Malaysia and the country that you intend to study

Called via email or telephone call (If successful)
iv) Acceptance into the host university

a) We will contact you immediately once we have received notification from the host university.

b) If the host university contacts you directly, please inform us immediately and provide us with a copy of the acceptance letter.

**Note:** You may be required to pay certain fees and/or deposits to complete the application.
v) After your acceptance into the host university (but before you leave!)

Once accepted by the host university, concurrently, you should:
- Book your flights
- Apply for your visa (at least 3 months before leaving)
- Confirm your accommodation with the host university
- Purchase insurance (if required)

Complete host university application for on-campus housing, meal plans, etc. (pay any required deposits)

Fill in the Drop Course Form

Sign and return the Learning Agreement within 1 week of receipt.

Consult your coordinator

Pay all tuition / fees / deposits (of room and board if appropriate) to respective university

Do bring some souvenirs or gifts for your host family and friends if applicable.
vi) During your study abroad

- Notify the host coordinator when you arrive at the campus.
- Attend your orientation program.
- Arrange payment of housing or any fees (as appropriate).
- Forward your host university address to your home coordinator.
- Notify your home coordinator and academic advisor of any adding / dropping of courses in the host university.
vii) Preparation to return to Malaysia

1. Complete home university course registration procedures.
2. Contact your home coordinator to apply for on-campus housing (if needed).
3. Complete Academic Registration Record.
4. Visit your host coordinator to evaluate.
5. Check that your personal record at the host university is up-to-date.
After you return

**Notify** your home coordinator of **your return as soon as you arrive in Malaysia.**

**Report back** to your home coordinator to evaluate the study abroad experience and submit the **Academic Registration Records**.

Once your overseas transcript has been received by home university (in approximately 8 weeks), visit your home coordinator to discuss credit transfer procedures.

**Participation in the international activities.**

*Please follow up to make sure this is done before completing your final semester in UNIMAS.*
ADMISSION REQUIREMENTS

✓ Active Undergraduate Student
✓ Full Time Undergraduate
✓ Not in the final year of study
✓ completed at least 2 semesters
✓ minimum CGPA of 2.75
✓ Has a good discipline record
✓ Must be a good ambassador for UNIMAS and Malaysia
✓ Meet the host country visa’s requirement
✓ Excel in curriculum, unity, sport and community service activities will be priorities
✓ Possess good language skills and understanding of cultural
✓ Acquire approval letter from sponsor (if applicable)
✓ Has a good financial standing to support yourself (FINANCIAL AID IS NOT A SPONSORSHIP. IT DEPENDS ON DECISION OF THE VICE CHANCELLOR)
Approval of your applications depends on a number of factors:

- **No. of exchange intake** depends on the MoA between UNIMAS and the partner university.
- Approval and other related matters will be made by the UNIMAS Management.

Once approved by vice chancellor, **NOMINATED NAMES** will be sent to the partner university.
WHAT SHOULD YOU AS A PROGRAM COORDINATOR DO?

• Find out more information on the process of application from the partner university website;

• Consult your faculty programme coordinator for academic advice (especially on credit transfer)

• Download the student mobility guidebook (outbound)
OUTBOUND MOBILITY WORK PROCESS (WITH FINANCIAL AID)

Advertisement on Program by the host University
UG received and sent related advertisements to the Faculty Deputy Deans.

Mobility Program Application
- Student to meet Program Co-ordinator to discuss on courses.
- Faculty Deputy Deans (Academic) will approve or not approved applications.
- Memo sent (for approved application) to UG by respective deputy deans.

Approval by the Vice Chancellor
- UG to prepare Memo with information on applicants as well as other supported documents based on signed MoU/MoA and category of countries.

Confirmation On Successful Applicants to The Senate Council.
- UG to prepare working paper on the successful applicants

Selection by the host University
- UG to sent successful applicants form to the respective university.
- Offer letter prepared by UG.
- Memo and Acceptance Form sent to Bursary office for preparation of financial aid.
OUTBOUND MOBILITY WORK PROCESS (WITHOUT FINANCIAL AID)

1. Advertisement on Program by the host University

2. Mobility Outbound Application Process
   - UG received and sent related advertisements to the Faculty Deputy Deans.
   - Faculty Deputy Deans (Academic) will approve or not approved applications.
   - Memo sent (for approved application) to UG by respective deputy deans.

3. Approval by the Vice-Chancellor
   - UG to prepare Memo with information on applicants as well as other supported documents based on signed MoU/MoA and category of countries.

4. Confirmation On Successful Applicants to The Senate Council
   - UG to prepare working paper on the successful applicants.
   - UG to sent successful applicants form to the respective university.
   - Offer letter prepared by Host University.

5. Selection by the host University
INBOUND MOBILITY WORK PROCESS (STUDENT EXCHANGE)

Advertisement on Program by UNIMAS

- UG sent related advertisements to the Host University.

Mobility Program Application

- Students from respective Host University will contact UG Coordinator through their respective International office.

Student Nomination To The Faculty

- UG Coordinator sent student’s application to the Deputy Dean (Academic) of the Faculty chosen by the student.
- The Faculty will approve or not approved the student application. (please refer Checklist).

Approval of Application

- UG Coordinator will prepare offer letter signed by the Registrar.
- The offer letter will be sent to the successful applicants.
INBOUND MOBILITY WORK PROCESS
(SUMMER PROGRAMME, INTERNSHIP & FIELD WORK)

1. Application to join Short Term Mobility Program
   • Students from respective Host University will contact UG Coordinator through their respective International office

2. Student Nomination To The Faculty
   • UG Coordinator sent student’s application to the Deputy Dean (Academic) of the Faculty chosen by the student.
   • The Faculty will approve or not approved the student application. (please refer Checklist).

3. Approval of Application
TYPES OF MOBILITY

Mobility with Credit

- Exchange programme
- Industrial / Internship programme
- Academic/ Elective Clinical attachment
- Short-term programme

- Minimum 12 credits hours
- Student exchange: 1 – 2 semesters
- Industrial Training: 12 weeks

Mobility without Credit

- Short-term programme
- Field study
- Social work programme approved by UNIMAS

- No credit hours
- 7 – 30 days
FUNDINGS FOR MOBILITY WITH CREDIT

Industrial Training / Clinical Elective
RM 1,000.00

Exchange Programme Outbound
RM 1,000.00 to RM 4,000.00
Sookmyung Women’s University, South Korea
Nadzirah Mustafa, FACA
(UNIMAS International Affairs, PKP FB)
“I enjoyed it very much .. a great exposure for me.”

Coshin ak Chusin; FCSHD;
Lectures and tutorials have been wonderfully interesting and eye-opening. We are having a wonderful time here in a different country; experiencing winter, being exposed to diverse cultures, and meeting new friends from various countries!"

Ms. Rehanna Rachel Vergis, International Studies (FSS)

Ms. Lily Koh, Social Work (FSS)
SOOKMYUNG SUMMER SCHOOL PROGRAMME 2016

Ms Besmin Toh, Ms Yvonne Ng, Ms Chuan Xin Vee of FEB, Ms. Lia Nazia Nazira, Ms Siti NurKhairunnisa, and Ms. Nur Afiqah Amdan of FCSHD
BRINGING THE WORLD TO UNIMAS
KYUNGPOOK NATIONAL UNIVERSITY
Language, Cultural and Volunteer Programme
UNIVERSITY OF COLOMBO,
SRI LANKA

Exchange students
Programme
Feedbacks On Issues Regarding Mobility
Discussion for Future Improvement
THANK YOU