



## **STUDENT MOBILITY PROGRAM (SMP) POLICY**

**UNIVERSITI TENAGA NASIONAL**

## **Introduction**

Internationalization of higher education has made study abroad program an essential part of university learning process. UNITEN, in its effort to internationalize its brand and identity has made the commitment to embark into student mobility program (SMP).

## **Definitions**

SMP Office herewith refers to International Relations office supported by colleges.

Three categories of SMP program:

1. Students Exchange - students from universities/institutions, which have an agreement and mutual students exchange agreement with UNITEN. The programs may include academic courses and academic research that will involve credit transfer. Exchange program are reciprocal program with partner universities.
2. Study Abroad - self-funded or sponsored students from universities that may or may not have any mutual agreement with UNITEN. Courses taken under study abroad are academic courses which will involve credit transfer. Study Abroad also refers to UNITEN students who wish to study abroad and student from another university studying at UNITEN in a non-reciprocal arrangement.
3. Visiting Students - self-funded or sponsored students from universities that may or may not have any mutual agreement with UNITEN. Courses taken under study abroad are non-academic courses such as short courses and social cultural visit which can be reciprocal or non-reciprocal arrangement.

The Student Mobility Program (SMP) herewith includes international and local mobility. In other words, student may wish to have an exchange or study abroad or study visit to another institution located out of Malaysia or within Malaysia.

## **Preamble**

This policy served as a general guideline for Student Mobility Program (SMP). The policy stipulates the eligibility of students to apply to undertake an international exchange, the selection process and financial implication and certification and accreditation for both outbound and inbound students. However, if a separate agreement with a specific institution stipulated a different terms & conditions from this policy, then the agreement shall prevail.

UNITEN encourages its students to participate in Student Mobility Program (SMP) as it offers a unique opportunity for students both undergraduates and postgraduates to undergo a process of interaction which will broaden their educational and life experiences. The program also plays an important role of enhancing the international branding and identity of UNITEN.

The purposes of the program are, among many others:

- To provide an affordable opportunity to study in another country or another institution within Malaysia.
- To provide an opportunity for students to experience living abroad and learn about a different country and institution.
- To learn about another culture and gain a broader understanding of their area of study in a different surroundings and global issues.
- To increase networking and make new friends, especially in the context of national and international connections.
- To give experiences of traveling while studying which can be very enriching experience.
- To enhance future job prospects globally.
- To increase foreign language proficiency.

The Student Mobility Program (SMP) for academic study is open to UNITEN students (outbound) as well as incoming foreign and non-UNITEN local students (inbound). UNITEN has established partnerships with several foreign institutes or universities to conduct SMP through a formal exchange agreement. This is to ensure cooperation in registering subject, transferring credit, admission procedure, immigration documentation and financial matters has achieved mutual agreement between both parties.

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### **Outbound Students**

Exchange students can only participate with institution that has exchange agreements between UNITEN and the partner university. Students must read the profiles of partner institutions carefully. Some student exchange agreements are restricted to undergraduate or postgraduate courses or to students in specific faculties. The choice of institution will be guided by student's study program needs. Some institutional agreements are limited to students from a particular Faculty or School.

Student should identify his/her course outline to determine what subjects he/she needs to complete whilst overseas. To determine suitable subjects at the host university/institution, consult the websites of partner institutions and reference material at the SMP office. Deputy Dean (Academic) of respective colleges must approve student's study program.

Besides that, a student must be aware of credits transfer requirements before choosing subjects in the host university/institution. Deputy Dean (Academic) of respective colleges ultimately decides on how much credit students will receive for each subject they take overseas; based on his/her review of the course content and assessment.

### **1. Eligibility**

To be eligible to participate in UNITEN Student Mobility Program, student **MUST**:

- 1.1 Be enrolled at UNITEN as a local student.
- 1.2 Have completed at least one year of study including at least 30 credit hours in UNITEN at the time of applying.
- 1.3 Have a minimum cumulative average point (CGPA) of 2.75 for undergraduate and 3.0 for postgraduate on the 4-point scale.
- 1.4 Must have good disciplinary record.
- 1.5 Must have good financial standing/status, no debts with UNITEN.
- 1.6 Demonstrate financial ability to support his/her stay in host country.
- 1.7 Satisfy the host university/institution's entry and study requirements.
- 1.8 Meet the host country's visa requirements.
- 1.9 Must secure consent from sponsorship bodies.
- 1.10 Be a good ambassador for UNITEN.

### **2. Application**

Students who wish to join SMP must fill in and submit the UNITEN SMP Application form and other supporting documents to SMP office. The information required in UNITEN SMP Application Form includes the below:

- 2.1 **Personal Information.** Student must provide information on personal details, education background, preference destinations and course of study.
- 2.2 **Financial Plan.** Student must submit evidence of sufficient fund to support his/her study in the host university/institution, i.e. Letter from Sponsor.

- 2.3 **Two Academic References.** Student must obtain two academic references from a lecturer in UNITEN that has taught him/her before. The reference should be written on university letterhead, signed by the academic staff member; and shall mention student' academic performance, contribution in class and suitability for study abroad/exchange.
- 2.4 **Academic Transcript.** The most recent version of original official transcript or certified copy.
- 2.5 **Approved Study Plan.** Student must list all the subjects that he/she would like to take while at host university/institution, together with alternative subjects should his/her first subject choices be unavailable.
- 2.6 **Short Essay.** Student must submit 1 page in length essay, where he/she is required to state the reasons and objectives for applying SMP and why he/she is qualified to be selected.
- 2.7 **Resume.** Student must submit a summary of relevant personal, academic and employment history.
- 2.8 **Passport Detail.** Student must submit a certified copy of passport details page. The passport must be valid for at least six month, starting from the date of arrival in host university/institution.
- 2.9 **Photograph.** Student must submit a recent passport-size photo with his/her name and student ID number on the back.
- 2.10 **Consent from Parents/Guardian.** Student must seek consent from their parents/guardian on their intention to participate in student mobility program.

### 3. Selection Process

#### 3.1 Interview

Once the application deadline is closed, all students who meet the minimum eligibility criteria will be interviewed by a committee organized by SMP office. Applicants will be asked a standard set of interview questions covering; academic, cultural, financial, accommodation and ambassadorial aspects of the proposed student mobility program.

Approval is based on the program (exchange/study abroad) eligibility requirements and selection criteria with emphasis given to applicant's academic record and, in the opinion of referees, applicant's ability to be a good ambassador for UNITEN. Consideration may also be given to choice of course, institution, language, where appropriate, and general communication and interpersonal skills. Selected students to be nominated will be notified by official letter, e-mail and phone calls.

#### 3.2 Nomination by UNITEN

Following the interview, successful applicants (approved by UNITEN) will be notified. UNITEN SMP will consult the applicants' first preference institution. The applicant will be informed to fill up form and prepare documents required by host university/institution. Applicant's host university/institution application will be sent by courier overseas or local for consideration by the partner institution via SMP Office. It is generally the case that partner institutions will accept UNITEN nominations. However, the host university/institution reserves the right to determine the final admission eligibility of each student nominated by UNITEN. Therefore, applicant should not confirm any travel arrangements until acceptance documentation from the host university/institution is received (via post, fax or e-mail).

### 3.3 Acceptance by Host university/institution

Applicants will be notified by SMP office once letter of acceptance from host university/institution is received. This letter of acceptance and documents such as letter of eligibility are essential for applicant to apply for visa in the host country.

Applicants must report to SMP office immediately on the acceptance by the host university/institution. This may apply to application via online submission by applicants. SMP office will reply and confirm the acceptance to host university/institution.

Once accepted, applicant must complete the following:

- Present the acceptance documents to SMP office and ensure your enrolment is updated
- Confirm his/her study plan has been approved by UNITEN Register for subjects at the host university/institution
- Apply for accommodation in host university/institution
- Purchase a plane ticket
- Obtain appropriate health and travel insurance
- If required, photocopy and use the acceptance documents to apply for a student visa. Attend UNITEN pre-departure session

### **4. Duration of Stay**

The duration of exchange and study abroad program for outbound students is for a minimum of one semester or maximum of two semesters; however, it is subject to the final mutual decision of the host universities and UNITEN. While the period for visiting students may vary depending on the agreement between UNITEN and the host university/institution.

### **5. Students with Special Needs**

Disabled students or students with special need may apply subject to suitability and endorsement from UNITEN and host university/institutions.

### **6. Costs and Expenses**

Students need to show evidence of financial ability to support the program and undertake health and travel insurance coverage for the duration of the program.

Certified copy of financial evidence, for

- example: bank statement
- a letter signed by an official of a financial institution attesting to the availability of funds
- a letter from Sponsor

Exchange Students will get a tuition fee waiver at the host university/institution as students are required to pay their tuition fees to UNITEN. Fees are based on the number of credits taken in the host university/institution. Study Abroad students (non-exchange) shall pay all fees in full at the host university/institution.

For Visiting Students, payment of fee shall be based to the terms and conditions of the agreement between UNITEN and partner universities/institution. In general, reciprocal visiting students will get a fee waiver at the host university/institution. This fee refers to short courses fees for example language courses, Art & Culture, Music and Dance etc. Cost incurred for extra activities for example social and cultural visits, home stay program and sightseeing shall be borne by the Visiting Students. For non-reciprocal Visiting Students, students shall bare all cost incurred throughout the Visiting program.

Students participating in SMP are required to pay for their own:

- Accommodation (if accommodation is not provided by host university/institution) Administrative fees
- Daily living expenses including books
- Travel Expenses
- Passport and visa costs
- Any additional insurance coverage
- Any other incidental costs
- Student Mobility Program administrative fees

## **7. Certification and accreditation**

Coordination between UNITEN and the partner universities need to be established. The appropriate program advisor at UNITEN and the host university/institution needs to communicate to ensure that courses taken at the host university/institution will be credited towards a degree program in UNITEN. At the end of the mobility program, students receive a certificate of completion. The official academic transcript is given to student by the host university/institution and forwarded to UNITEN, this applied to Exchange and Study Abroad student. The student's profile and portfolio is also recorded in SMP office database.

## **8. Schedule**

Students will be able to obtain the schedule for the mobility program from the host university/institution. Information about the mobility program may be found at the university's websites or its international exchange office. However, detail schedule will be worked out with the host universities before departure.

## **9. Medical**

Students are advised to have adequate international medical insurance coverage especially for hospitalization cases. Nonetheless, treatment for minor illnesses with minimal fees charged normally can be obtained at Students' Health Clinic at host universities.

## **10. Pre-Departure Guidelines**

After students have been nominated by UNITEN to go on mobility program, the SMP office holds a compulsory Pre-Departure Briefing Session. All mobility students are required to attend the pre-departure session. The briefing is designed to cover the next stage of the exchange process. Topics include credit transfer, enrolment, health and safety, insurance, student visas, and settling in to the new environment.

### **10.1 Overseas accommodation**

Unless provided by the host university/institution via the student exchange agreement, applicants are responsible for their own accommodation in the host university/institution. SMP office will furnish information or guidelines on the available facilities and cost from the host university. Student should contact host university/institution and apply for on/off-campus accommodation once placement is confirmed.

10.2 Obtaining your student visa

Every country has different procedures for obtaining a student visa. As soon as applicants are approved for the SMP and accepted by their host university/institution, they must obtain a student visa application package from the nearest consulate of their destination country.

10.3 Enrolment at UNITEN

Applicant must remain enrolled at UNITEN for the duration of overseas study. He/she will be enrolled in a special mobility unit, and this unit description will appear on his/her UNITEN academic record as 'Mobility Program'.

10.4 Payment of fees

Before leaving to host university/institution, applicant must pay the tuition fees to UNITEN for their study in the host university and clear all debts with UNITEN, including previous tuition and accommodation fees. Any failure in doing that may cause the student to be terminated from SMP program.

10.5 Health Insurance

International health and travel insurance is mandatory for students going on overseas mobility program.

10.6 Airline tickets

Applicants should only book traveling air ticket once the placement in host university/institution is confirmed.

**11. Returning to Home / End of SMP**

Once students have returned to UNITEN from SMP, they should visit SMP office as soon as possible.

11.1 Finalizing credit

One of the most important steps to take upon returning to UNITEN after SMP is finalizing credit/transferring credit. Students must submit the following items to the SMP officer:

1. Original or certified copy of transcript from the host university/institution
2. Deputy Dean (Academic) approval for each grade of subject studied
3. A certificate from host university/institution

11.2 SMP students have to fill up and submit a survey form at SMP office.

11.3 Upon return, students are encouraged to assist the SMP office in promoting Student Mobility Program (SMP) - this may include speaking at lectures, information sessions, the pre-departure session, or to enquiring students.

As a precaution, students who are in the final semester on mobility program and are planning to graduate after their returned may expect delay with receipt of the transcript from the host university/institution. This can mean that the graduation may be later in the year than they had anticipated.

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## INBOUND STUDENTS

UNITEN accepts enrolment from international students to study in UNITEN under Student Mobility Program (SMP). This will provide international students with academic challenges, diverse cultural experiences and the opportunity for adventure and travel in Malaysia, which is truly representing Asia – an exciting and geographically unique country. International students can experience two uniquely different campus locations; the Putrajaya campus and Sultan Haji Ahmad Shah campus.

Students must apply through their home institution, which is UNITEN's partner universities/institutions. Only selected students from their home university will be considered and accepted by UNITEN for SMP. The selected students must remain enrolled with their home institution during his/her participation of SMP in UNITEN.

Before the arrival of students at UNITEN, coordination between the home university and the appropriate program advisor at UNITEN need to be made to ensure that wherever possible, courses taken at UNITEN will be credited towards a degree program in the home university. At the end of the mobility program, students will receive a certificate of completion and an official academic transcript is forwarded to the student's home university.

### 1. Eligibility

To be eligible to participate in UNITEN Student Mobility Program, student must:

- 1.1 Be a full time student at one of UNITEN's partner universities.
- 1.2 Completed at least one year of full-time tertiary study.
- 1.3 Obtained above average results in his/her university studies to date (an overall CGPA of 2.75 for UG, 3.0 for PG or better on a 4-point scale, or its equivalent);
- 1.4 Must be nominated for the SMP by his/her institution's Exchange Coordinator (by providing a covering letter nominating him/her).
- 1.5 Meet UNITEN's minimum English entry requirements (i.e. IELTS band 5.5 or TOEFL score of 520 for undergraduates and IELTS band 6.0 or TOEFL score of 550 for postgraduates) for students whose mother tongue are not English, or have not completed secondary or tertiary study via the medium of English.
- 1.6 Demonstrate financial ability to support his/her stay in UNITEN.
- 1.7 Satisfy UNITEN's entry and study requirements.
- 1.8 Meet Malaysia's visa requirements.

### 2. Application

To apply for SMP as an inbound student, he/she must be nominated by his/her institution or university. Detail procedure for nomination can be obtained at his/her institution's SMP office. Once a student has been nominated by his/her home institution for SMP, he/she must fill in and submit the UNITEN SMP Application form and other supporting documents and send them to UNITEN (by post) before the given deadline. The information required in UNITEN SMP Application Form includes the below:

- 2.1 **Personal Information.** Student must provide information on personal details, education background, subjects to be registered in UNITEN according to the pre-requisites and course outline.
- 2.2 **Financial Plan.** Student must submit evidence of sufficient fund to support his/her study in UNITEN.
- 2.3 **Two Academic References.** Student must obtain two academic references by a member from home University's academic staff who has taught the student. The reference should be written on university letterhead, signed by the academic staff member; and shall



- mention student' academic performance, contribution in class and suitability for study abroad/exchange.
- 2.4 **Academic Transcript.** The most recent version of original official transcript or certified copy. A certified translation and the original transcript if the original language is not English.
  - 2.5 **Approved Study Plan.** Student must list all the subjects that he/she would like to take while at UNITEN, together with alternative subjects should his/her first subject choices be unavailable.
  - 2.6 **Short Essay.** Student must submit 1 page in length essay, where he/she is required to state the reasons and objectives to participate in mobility program in UNITEN and why he/she is qualified to be selected.
  - 2.7 **Resume.** Student must submit a summary of relevant personal, academic and employment history.
  - 3.7 **Passport Detail.** Student must submit a certified copy of passport details page. The passport must be valid for at least six month, starting from the date of arrival in UNITEN.
  - 2.9 **Photograph.** Student must submit a recent passport-size photo with his/her name, home university and student ID number on the back.
  - 2.10 **Consent from Parents/Guardian.** Student must seek consent from their parents/guardian on their intention to participate in student mobility program.

### 3. Selection Process

#### 3.1 Assessment

Once the application deadline is closed, all applicants will be reviewed and assessed by a committee organized by SMP office. Assessment is based on the program (exchange/study abroad) eligibility requirements and selection criteria with emphasis given to applicant's academic record, the opinion of referees, financial capabilities, choice of course, essay and outstanding achievements. Committee may interview via phone or web-cam if need arises.

#### 3.2 Offer by UNITEN

Following the assessment, successful applicants will be notified. An Offer Letter will be issued to successful applicants that can be used to apply visa document.

1. Registrar will issue the Offer Letter through SMP office to the successful Exchange/Study Abroad undergraduate student.
2. College of Graduate Studies will issue the Offer Letter through SMP office to the successful Exchange/Study Abroad postgraduate student.
3. SMP office will issue the Offer Letter to the visiting student.

#### 3.3 Acceptance by Student

The successful student needs to reply and confirm their acceptance of offer to SMP office before the deadline stipulated in the offer letter.

Once accepted, applicant must complete the following:

- Ensure his/her enrolment with the home institution is updated.
- Confirm his/her study plan has been approved by home institution.
- Register for subjects at UNITEN.
- Apply for accommodation in UNITEN.
- Purchase a plane ticket.
- Obtain appropriate health and travel insurance.
- If required, photocopy and use the acceptance documents to apply for a student visa.

#### **4. Immigration Documentation**

Upon receiving confirmation from the incoming student, SMP office shall be responsible to check the validity of the student's immigration documentation such as passport, visa and certificate of eligibility. Besides that, SMP office should provide guideline to incoming student on how to travel to UNITEN.

#### **5. Certification and accreditation**

Coordination between UNITEN and the partner universities need to be established specifically for an inbound student. The appropriate program advisor at home university and UNITEN need to communicate to ensure that courses taken at UNITEN will be credited towards a degree program in the home university. At the end of the mobility program, students receive a certificate of completion. The official academic transcript is given to student and forwarded to the student's home university. The student's profile and portfolio is also recorded in SMP office database.

#### **6. Duration of Stay**

The duration of exchange and study abroad program for inbound students is for a minimum of one semester or maximum of two semesters depending on the nature of the program. While the period for visiting students may vary depending on the agreement between UNITEN and the home university/institution.

#### **7. Students with Special Needs**

Disabled students or students with special need may apply subject to suitability and endorsement from UNITEN and home institutions.

#### **8. Costs and Expenses**

Inbound students need to show evidence of financial ability to support the program and undertake health and travel insurance coverage for the duration of the program in UNITEN.

Certified copy of financial evidence, for

- example: bank statement
- a letter signed by an official of a financial institution attesting to the availability of funds
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Exchange Students will get a tuition fee waiver at UNITEN as students are required to pay their tuition fees to their home university. Fees are based on the number of credits taken in UNITEN. Study Abroad students (non-exchange) shall pay all fees in full to UNITEN.

For Visiting Students, payment of fee shall be based to the terms and conditions of the agreement between UNITEN and partner universities/institution. In general, reciprocal visiting students will get a fee waiver at UNITEN. This fee refers to short courses fee for example Malay and/or English language courses, Presentation Skills, Basic Computing Skills, Music and Dance etc. Cost incurred for extra activities for example social and cultural visits, home stay program and sightseeing shall be borne by the Visiting Students. For non-reciprocal Visiting Students, students shall bare all cost incurred throughout the Visiting program.

Students participating in SMP are required to pay for their own:

- Accommodation (unless agreed by mutual agreement between UNITEN and home institution)
- Administrative fees (unless agreed by mutual agreement between UNITEN and home institution)
- Daily living expenses including books
- Travel Expenses
- Passport and visa costs
- Any additional insurance coverage
- Any other incidental costs
- Student Mobility Program administrative fees

### **9. Transportation Services**

Since UNITEN campus is large and the distance between administrative buildings, library and colleges are quite distanced, free internal transportation in the form of regular buses are provided.

### **10. Arrival Note for Inbound Students**

Transportation will be provided by UNITEN for inbound students based on request. Should they require transport from Kuala Lumpur International Airport (KLIA) to UNITEN, students need to complete the International student's arrival form as in Appendix 2. The form needs to be faxed together with flight ticket to SMP office at least 2 weeks prior to arrival.

If there is a last minute change in flight schedule, students need to inform SMP office via email before departing. UNITEN representative will be meeting the students at the International Arrival Hall in KLIA.

### **11. Arrival of Incoming Student**

SMP office should provide an academic calendar for accepted students regarding on the recommended date of arrival and welcoming events. SMP office will make arrangement with Student Affairs Department for the mobility students to attend UNITEN's briefing session that will guide incoming mobility students in registering and adapting with new environment in UNITEN. SMP office will organize the followings for the incoming students to :

- Complete Pre-Orientation Check-in.
- Attend briefing stipulated by UNITEN.
- Meet with academic advisor. Confirm
- UNITEN registration.
- Obtain a student identity card.
- Activate UNITEN email/online system account.

Once a mobility student is officially admitted to UNITEN, the student's file is forwarded to an academic advisor, who will register the mobility student for classes. If there is a conflict with the student's requested courses or class schedule, the student will be notified by e-mail.

## **12. Accommodation**

### On-campus housing:

As soon as the mobility student is admitted, the SMP office together with Accommodation Office of Student Affairs Department will assign the designated apartment for the students. Note the following:

- Male and female students will be placed at the assigned apartments.
- All mobility students must comply with UNITEN's rules and regulation.

### Off-campus housing:

The SMP office will not be assisting mobility students to locate accommodation outside the campus. However, details of housing area and transportation around UNITEN shall be provided by SMP office to the students.

## **13. End of Exchange**

The list of documents below will be given to inbound student after completing the mobility program.

1. Official transcript (result slip) from UNITEN. The official transcript will be released as per the schedule of release stipulated by the university. This is applicable to Exchange and Study Abroad program.
2. A certificate to acknowledge his/her involvement in UNITEN's academic, sports or cultural activities.