



اونيورسيتي مليسيا قهڻ
UNIVERSITI MALAYSIA PAHANG

**UNIVERSITI MALAYSIA PAHANG
STUDENT MOBILITY PROGRAMME GUIDELINES
AND PROCEDURES
(ABROAD)**

Inbound/ Outbound

APPROVAL BY:

1ST EDITION: THE 59TH SENATE MEETING NO. 7/2009 ON 9 SEPTEMBER 2009

2ND EDITION: THE 176TH SENATE MEETING NO. 3/2021 ON 15 FEBRUARY 2021

UNIVERSITI MALAYSIA PAHANG (UMP) STUDENT MOBILITY PROGRAMME GUIDELINES AND PROCEDURES

1. OBJECTIVES

The mobility programme provides an opportunity for students to participate in learning activities at institutions other than the institution in which they enroll. This exposure to different environments can broaden and enrich their learning experience as well as their perspective at an international level to complement their global potential. In addition, it allows students to expand their friendship network with students from other institutions.

2. DEFINITION

Student mobility is an important element in producing dynamic and holistic students. It is one of the Strategic Objectives (also known as OS) in the UMP Strategic Plan 2021-2025 (UMP25) which is OS 6: Internationalisation and Graduate Entrepreneurship. One of the cores in this objective is to produce internationally competitive graduates.

Credit Mobility Programme is a student exchange programme that involves the academic learning process in the form of either inbound from or outbound to a recognised institution abroad within one or two semesters of study at most.

2.1 Institution – Any higher education institution abroad that offers equivalent programmes and is recognised by the UMP Senate.

2.2 Credit Transfer- The number of credits obtained by a student from an external institution after attending a particular course within the permitted period of study. The credits earned at the external institution is recognised by UMP as meeting the requirements of the programme at UMP.

2.3 Inbound Mobility– Students from institutions abroad who enroll at UMP.

2.4 Outbound Mobility– Registered UMP students who leave for institutions abroad.

2.5 Credit Mobility – Academic courses that involve credit transfer and will be awarded Counted Credit.

3. MOBILITY PROGRAMME IMPLEMENTATION

3.1 Student Selection

During the study period, students are only allowed to register in the mobility programme once.

3.1.1 Inbound Mobility

Students from registered institutions abroad must fill in the **Inbound Mobility Programme Application Form** together with the **Learning Agreement Form** (please refer to **Appendix 1**) coordinated by the Centre for International Relations (CIR), UMP and meet the following criteria:

- Currently pursuing an equivalent programme at the home institution.
- The exchange period is for one semester. However, students can undertake this programme for a maximum of two semesters with a written permission from UMP and the home institution subject to the rules of the Malaysian Immigration Department.
- Good academic performance and obtain recommendation from the home institution.
- Satisfactory command of English.
- Good health record as prescribed by the visa application requirements and mobility student pass.

3.1.2 Outbound Mobility

UMP students must apply at the College/Faculty/Centre by filling in the **Outbound Mobility Programme Application Form** together with the **Learning Agreement Form** (please refer to **Appendix 2**) coordinated by CIR, UMP and meet the following criteria:

- Active status and have completed at least one semester at UMP.
- The exchange period is for one semester. However, students can undertake this programme for two semesters with a written permission from UMP and the host institution subject to immigration regulations of that country.
- Obtain a current CGPA of at least 2.5.
- Good conduct record (never convicted of a disciplinary offense).
- Good and satisfactory health record (no pregnancy, no chronic illness, etc.).

- Obtain recommendation from the College/Faculty/Centre (subject to additional conditions, if any).
- Participated programmes have been approved by UMP.

3.2 **Mobility Programme Approval**

3.2.1 **Inbound Mobility**

The approval process for selecting students eligible to undergo the Inbound Mobility Programme is as follows:

- CIR accepts students' application from partner institutions abroad.
- CIR submits application to the College/Faculty/Centre for the Dean's approval.
- Inbound Mobility participation offer letter is issued by CIR to successful students.
- Please refer to **Appendix 3** for the UMP Inbound Mobility (with Credit) Flowchart.
-

3.2.1 **Outbound Mobility**

The approval process for selecting students eligible for the outbound mobility programme is as follows:

- After the application form is filled in and submitted by students, the College/Faculty/Centre is to provide a recommendation for the application based on the course equivalence approval at their respective College/Faculty/Centre Council level.
- Next, students obtain the final approval from the Deputy Vice Chancellor for Academic and International Affairs.
- The Outbound Mobility Participation offer letter is then issued by the Centre for Academic Management (CAM) to successful students.
- Please refer to **Appendix 4** for the UMP Outbound Mobility (with Credit) Flowchart.

3.3 **Admission and Registration**

3.3.1 Students' admission and registration in courses will be managed by the host institution.

3.3.2 Students can also follow any course that interest them at the

institution without involving credit transfer, subject to the permission of the Dean of the College/ Faculty/ Centre from both institutions.

- 3.3.3 Students whose registration have been approved and are following the course are not allowed to withdraw or drop the course unless approved by the Dean of the College/Faculty/Centre from both institutions.

3.4 **Payment of Fees and Accommodation**

- 3.4.1 Students are required to pay tuition fees as usual to the home institution for the period of the programme. Host institutions do not charge tuition fees to students if a Memorandum of Understanding (MOU) has been agreed upon. However, this is subject to agreement between the two institutions.
- 3.4.2 All students must be covered by medical insurance in case any medical care cost might incur. The insurance cost must be borne by the students themselves.
- 3.4.3 Students must bear the accommodation fee for the duration of the programme. For institutions that have a Memorandum of Agreement (MOA) with the home institution, accommodation fees are subject to mutual agreement, whether exemption or reduction is to be granted. However, the host institution will help students to get accommodation at an appropriate rate.
- 3.4.4 Transportation, textbooks, and other personal items are to be self-funded by students.

3.5 **Additional Information**

- 3.5.1 Maximum Credit Loads for students on a mobility programme is subject to the academic rules of the home institutions.
- 3.5.2 Students are allowed to defer their studies while following the mobility programme subject to the academic rules of the home institutions.
- 3.5.3 Students who undertake mobility courses are subject to the academic and non-academic conditions and rules set by the host institution.

- 3.5.4 The host institution reserves the right to terminate the programme period on any student found to be in violation of the rules set by the institution.

4. COURSE EQUIVALENCE

- 4.1 Course equivalence must be approved before students follow a mobility programme at the host institution.
- 4.2 Each new course to be equated must be approved by the College/Faculty/Centre Council and subsequently notified to the Academic Planning and Development Council (MPPA).
- 4.3 Courses to be equated are subject to the UMP Academic Guidelines Handbook and the UMP Academic Regulations Handbook (Latest Edition):
- The course is from a programme equivalent to the programme to be joined; and
 - Equivalence between course contents or learning outcomes should not be less than 80%; and
 - The credit value of the course taken must be at least equivalent to the credit value of the course being applied. Two (2) or more courses may be combined to obtain an equivalent credit score;

5. CREDIT TRANSFER POLICY

- 5.1.1 Each course for which credit transfer is to be made is based on the approval of the course equivalence.
- 5.2 The Credit Transfer Policy for this mobility programme is subject to the UMP Academic Guidelines Handbook and the UMP Academic Regulations Handbook (Latest Edition).
- 5.3 All courses taken by UMP Students at the host institution while undergoing a mobility programme must be transferred to credit with an equivalent grade.

- 5.4 For courses from the host institution that only involves the Attend and Pass (HL) grade, it cannot be equated with the grade in UMP unless the course also offers the Attend and Pass (HL) grade in UMP.
- 5.5 The maximum amount of credit transfer shall be subject to the ruling of the relevant accreditation body.
- 5.6 Approved Horizontal Credit Transfer will be taken into account in the calculation of GPA and CGPA;
- 5.7 If a student obtains an equivalent Grade of F (Fail), the student must repeat the course at UMP.

6. CREDIT TRANSFER METHOD

- 6.1 The host institution must send the examination results to the home institution once the results have been endorsed.
- 6.2 Credit transfer will be given to students who make a formal application to UMP. Credit transfer application can be made by filling in the Credit Transfer Form (please refer to **Appendix 5**), accompanied by examination results and original copy of transcript from the host institution.
- 6.3 Approved credit transfer will be recorded in the Student Information System and included in the academic transcript for that particular change of semester according to the course name and code registered at UMP.
- 6.4 Information regarding the change of semester is included in the transcript.

Example: All courses for this semester were taken at Ningxia University, China.

6.5 The following is an example of the calculation of an equivalent grade:

Example 1:

| | Host University | | | UMP | | | Notes |
|----------|-----------------|----------------|-------|-------|----------------|--------------|--------------------------|
| | Grade | Range of Marks | Marks | Grade | Range of Marks | Median Marks | |
| Course X | B+ | 82-84 | 82 | B+ | 70-74 | 72 | Student gets a B+ in UMP |
| Course Y | C+ | 72-74 | 74 | C+ | 55-59 | 57 | Student gets a C+ in UMP |

Credit transfer with a grade equivalent to the median mark for that grade.

Example 2:

If the university does not use a grade system, then equivalent points will be considered for credit transfer.

| | Host University | | | UMP | | | Notes |
|----------|-----------------|----------------|-------|-----------|----------------|--------------|--------------------------|
| | Point Value | Range of Marks | Marks | Grade | Range of Marks | Median Marks | |
| Course X | 2.3 | 72-74 | 82 | 2.33 (C+) | 50-59 | 57 | Student gets a C+ in UMP |
| Course Y | 2.7 | - | - | 2.67 (B-) | 60-64 | 62 | Student gets a B- in UMP |
| Course Z | 1,30 | - | - | 3.67 (A-) | 75-79 | 77 | *HKA |

* Refer to the related institution grading system.

Example 3:

If the university does not use a grade and grade point system, then the marks for the course will be considered for credit transfer.

| | Host University | | | UMP | | | Notes |
|----------|-----------------|----------------|-------|-------|----------------|-------|--------------------------|
| | Grade | Range of Marks | Marks | Grade | Range of Marks | Marks | |
| Course X | - | - | 82 | A | 80-100 | 82 | Student gets an A in UMP |
| Course Y | - | - | 64 | B- | 60-64 | 64 | Student gets a B- in UMP |

Example 4:

If the credit transfer involves 2 or more courses combined to obtain an equivalent credit score, then an average grade will be awarded based on the load of each course.

| | Host University | | | UMP | | | | Notes |
|-------------------------|-----------------|----------------|-------|------------------------|-------|----------------|--------------|--------------------------|
| | Grade | Range of Marks | Marks | | Grade | Range of Marks | Median Marks | |
| Course X (2 credits) | B+ | 82-84 | 82 | Course Z (3 credit) | B+ | 70-74 | 72 | Student gets a B in UMP* |
| Course Y (1 credit) | C+ | 72-74 | 74 | | C+ | 55-59 | 57 | |

* Note: The calculation of the average grade,

Average Grade = ((72 x 2 credits) + (57 x 1 credit)) / 3 credits = 67 marks (grade B)

Student gets a total score of 67 which is equivalent to grade B.

7. ADDITIONAL ASSISTANCE AND PROCEDURES OF INTERNATIONAL MOBILITY

7.1 Financial Assistance

7.1.1 UMP provides a financial assistance scheme to students to assist in their studies and travelling abroad. However, the amount of financial assistance depends on the current allocation of the scheme.

7.1.2 Students may be considered for financial assistance and other support from the host institution such as meal, accommodation, and transportation allowances based on a Memorandum of Understanding (MOA) between both institutions.

7.2 Visa and Transportation Management

7.2.1 Students are responsible to obtain an appropriate visa and entry documents before they leave. CIR will assist the students in preparing the documents and in the process of obtaining the visa.

7.2.2 The Centre for International Relations at the host institution will assist students upon arrival including airport transportation, accommodation, registration, orientation, banking and other arrangements based on the agreement between the two institutions.

Prepared by:

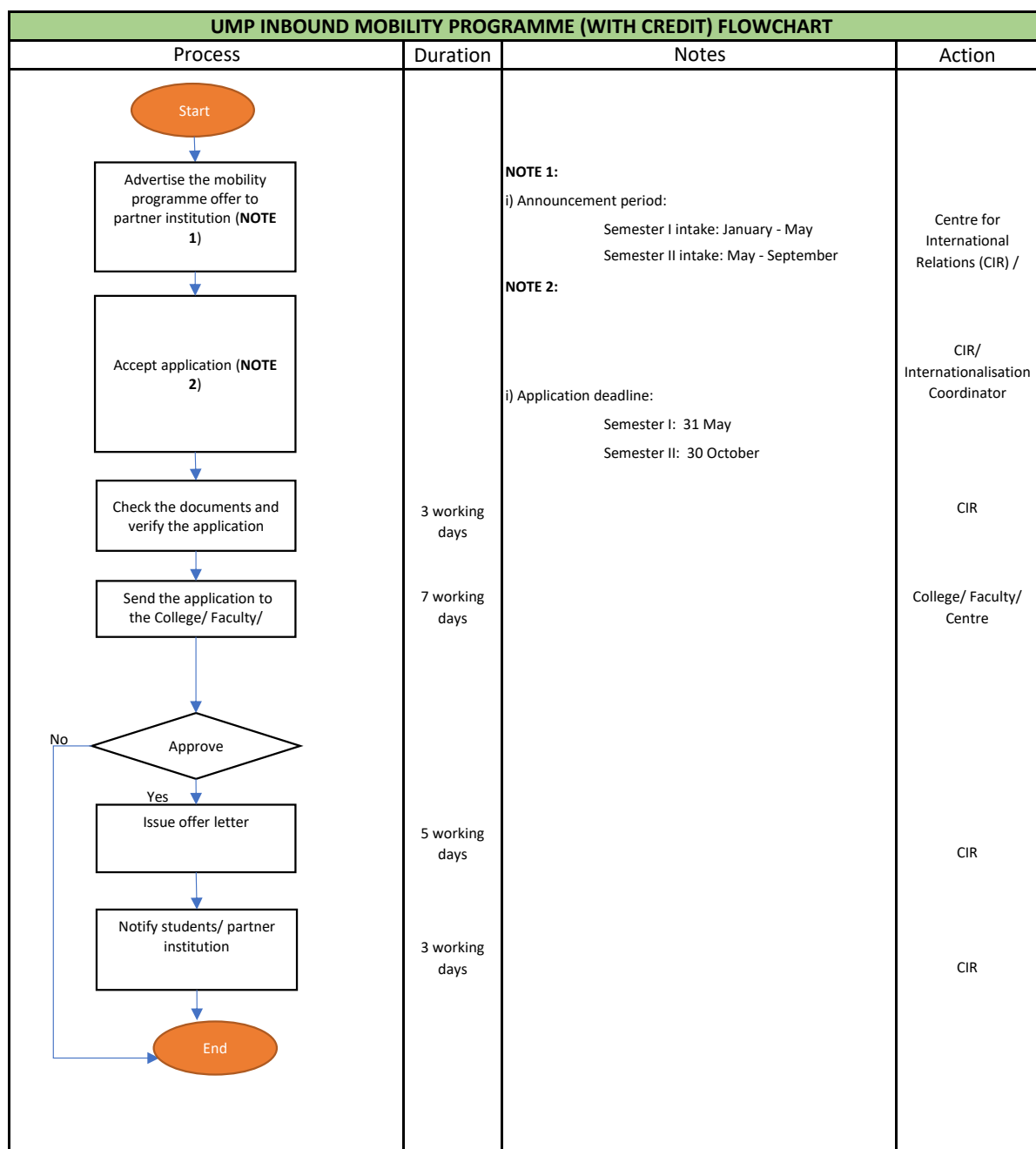
Centre for International Relations

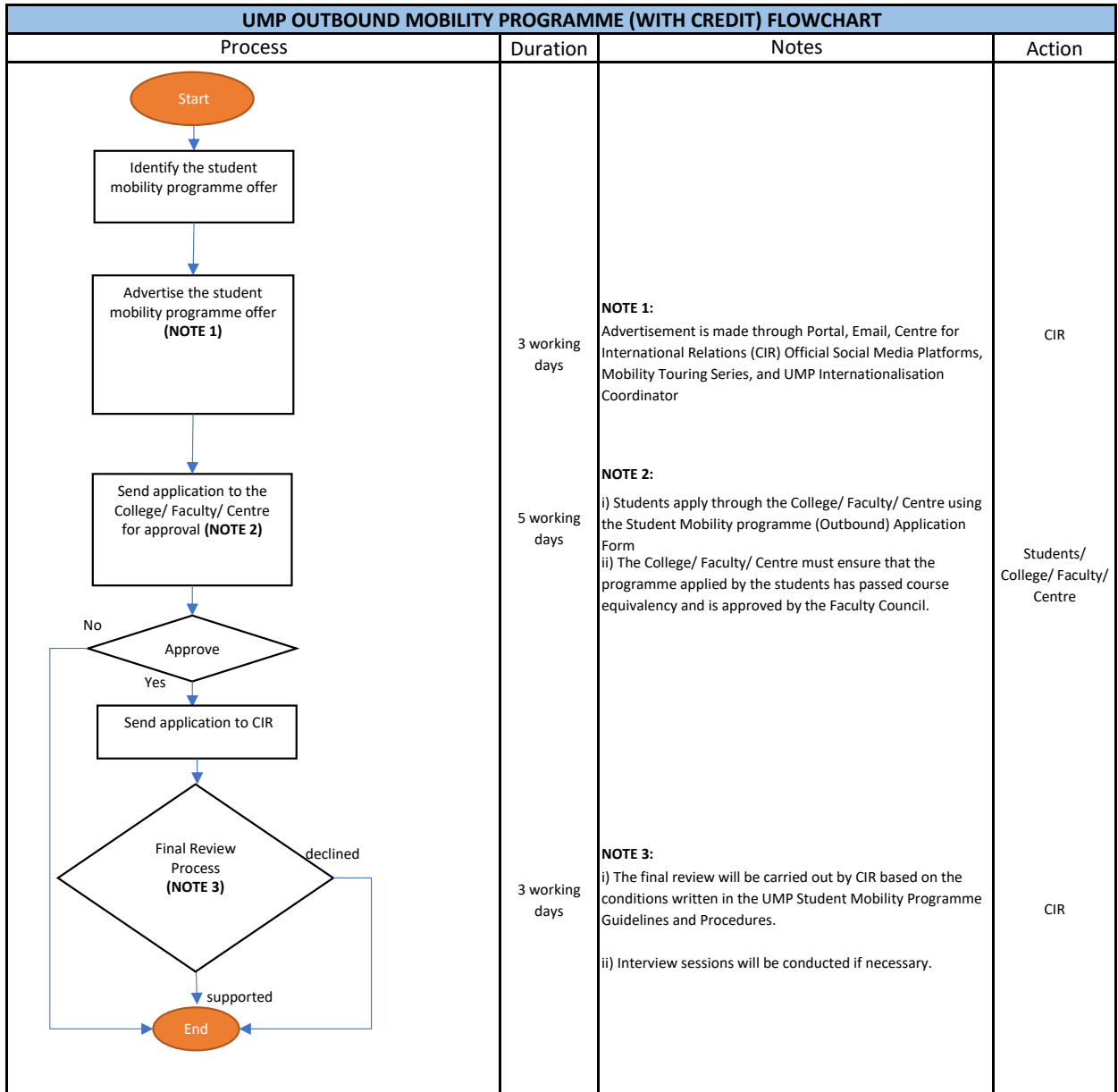
Universiti Malaysia Pahang

Email: mobility@ump.edu.my


Attachments:

- 1) UMP Inbound Mobility Application Flowchart
- 2) UMP Outbound Mobility Application Flowchart
- 3) Inbound Mobility Application Form
- 4) Outbound Mobility Application Form
- 5) Learning Agreement Form





| Process | Duration | Notes | Action |
|--|----------|---|--|
| <pre> graph TD Start([Start]) --> Step1[Send nominated students to the host institution] Step1 --> Step2[Accept the offer letter (NOTE 4)] Step2 --> Decision{Submit mobility paperwork to the Deputy Vice-Chancellor (Academic & International) (NOTE 5)} Decision -- Rejected --> Start Decision -- Accepted --> Step3[Notify Centre for Academic Management (CAM) to issue UMP approval letter to students (NOTE 6)] Step3 --> Step4[Prepare students to leave for the host institution (NOTE 7)] Step4 --> Step5[Attend academic sessions at the host institution] Step5 --> Step6[Graduate from the host institution and return to Malaysia (NOTE 8)] Step6 --> Step7[Process credit transfer (NOTE 9)] Step7 --> End([End]) </pre> | | <p>NOTE 4: Offer letters from the host institution will only be given to successful students.</p> <p>NOTE 5: CIR will prepare a paperwork containing details of students who have successfully secured offers including the financial implications involved.</p> <p>NOTE 6: Approved paperwork will be brought to CAM for the purpose of issuing UMP approval letters for students to join mobility programmes at the host institution. Action: CAM</p> <p>NOTE 7: i) Assist in visa matters. ii) Assist in managing the purchase of one-way flight tickets for students. iii) Help students obtain appropriate insurance. iv) Book UMP vehicle for the trip to Kuala Lumpur International Airport (KLIA) (subject to vehicle availability)</p> <p>NOTE 8: i) Students manage their own graduation and return to Malaysia. ii) Students need to prepare a report with pictures/ videos. Time frame: The following semester.</p> <p>NOTE 9: Students need to fill in the credit transfer form and send it to the College/ Faculty/ Centre once their examination results are received from the host institution.</p> | <p>Host institution</p> <p>CIR/Deputy Vice-Chancellor (Academic & International)</p> <p>CIR</p> <p>CIR</p> <p>Students</p> <p>Students/ College/ Faculty/ Centre</p> |

| | |
|--|---|
|  اونیورسیتی ملیسیا قهغ UNIVERSITI MALAYSIA PAHANG | CENTRE FOR INTERNATIONAL RELATIONS Universiti Malaysia Pahang Lebuhraya Tun Razak 26300 Kuantan Pahang Darul Makmur Tel: +609 549 2727 Fax: +609 549 2729 Email: mobility@ump.edu.my Website: www.ump.edu.my |
| APPLICATION FORM INBOUND MOBILITY PROGRAMME (This form is to be filled by the applicant 3 months before the programme commences) | |

PART I: To be completed by the applicant

A. PERSONAL DETAILS (COMPULSORY)

| | | | | | | |
|-----------------|-------------------------------|---------------------------------|----------------|---------------------------------|----------------------------------|----------------------------------|
| Name | | | | | | Recent Passport-Sized Photograph |
| Passport No. | | Mobile Number | | | | |
| Date of Birth | | Age | | | | |
| Place of Birth | | Ethnicity | | | | |
| Gender | <input type="checkbox"/> Male | <input type="checkbox"/> Female | Marital Status | <input type="checkbox"/> Single | <input type="checkbox"/> Married | |
| Nationality | | | Religion | | | |
| Email Address | | | | | | |
| Next of Kin | | | Contact Number | | | |
| Home Address | | | | | | |
| State & Country | | | Postcode | | | |

B. ACADEMIC INFORMATION (COMPULSORY)

| | | | | | |
|--|----------------------------------|-----------------------------------|-----------------------------|--|--|
| Current Home Institution (Name & Full Address) | | | | | |
| Phone Number | | Fax Number | | | |
| E-mail Address | | Institution Website | | | |
| Faculty | | | | | |
| Programme of Study | | | | | |
| Level of Study | <input type="checkbox"/> Diploma | <input type="checkbox"/> Bachelor | Current Semester | | |
| | <input type="checkbox"/> Master | <input type="checkbox"/> PhD | | | |
| Current CGPA | | | Expected Year of Graduation | | |
| Academic Award(s) Obtained (Please specify the award title(s), organiser(s) & date(s) received): | | | | | |
| | | | | | |

C. ADDITIONAL INFORMATION (CO-CURRICULAR ACTIVITIES/SPECIAL SKILLS)

| | |
|---------------------------|--|
| Co-Curricular Activities: | |
| Special Skills: | |

D. INBOUND MOBILITY PROGRAMME INFORMATION (COMPULSORY)

| | |
|---|---|
| College/Faculty/Centre Applied to in UMP | |
| Does your institution have any MoU with UMP? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Type of Mobility Programme | <input type="checkbox"/> Exchange Programme (1 to 2 semesters) <input type="checkbox"/> Short-Term Programme (less than 1 month) <input type="checkbox"/> Industrial Training <input type="checkbox"/> Research Attachment <input type="checkbox"/> Other, please specify _____ |
| Period of Study in UMP | <input type="checkbox"/> 2 semesters <input type="checkbox"/> 1 semester <input type="checkbox"/> Other From _____ to _____ |
| Research Project Description (If relevant) | _____ _____ _____ Proposed Site Supervisor in UMP: _____ |
| Transfer of Credits (If yes, please fill in the Learning Agreement form attached) | <input type="checkbox"/> Yes <input type="checkbox"/> No |

E. LANGUAGE

| | | | | |
|----------------------|--|--|--|--|
| Native Language | | | | |
| Language Proficiency | English: <input type="checkbox"/> Advanced <input type="checkbox"/> Intermediate <input type="checkbox"/> Novice Malay: <input type="checkbox"/> Advanced <input type="checkbox"/> Intermediate <input type="checkbox"/> Novice Other(s), please specify: <input type="checkbox"/> Advanced <input type="checkbox"/> Intermediate <input type="checkbox"/> Novice _____ | | | |

F. INTER-OFFICE COMMUNICATION (COMPULSORY)

Details of the contact person from your **home institution** (International Affairs Officer/Coordinator of Student Exchange/Mobility)

| | | | |
|------------------------|--|------------|--|
| Name (Mr./Mrs./Ms.) | | | |
| Position | | | |
| Office/Department | | | |
| Correspondence Address | | | |
| Phone Number | | Fax Number | |
| E-mail Address | | | |

I hereby declare that the information provided in this form is true and correct.

Signature: _____

Name: _____

Date: _____

NOTE: Please enclose one (1) recent passport-sized colour photograph and a copy of your passport data page. For credit transfer purposes, please also enclose a copy of your academic transcript.

PART II: To be completed by UMP Officials

APPROVAL FROM THE DEAN OF COLLEGE/FACULTY/CENTRE:

Comment:

☐ Approved ☐ Not Approved

Name:

Signature & Stamp:

Date:

VERIFICATION BY THE DIRECTOR OF CENTRE FOR INTERNATIONAL RELATIONS:

Comment:

Name:

Signature & Stamp:

Date:

FOR CIR OFFICE USE ONLY:

Application
Reference
Number: _____

Processed by: _____

Checked by: _____

Date: _____

Date: _____



CENTRE FOR INTERNATIONAL RELATIONS

Universiti Malaysia Pahang

Lebuhraya Tun Razak

26300 Kuantan

Pahang Darul Makmur

Tel: +609 549 2727

Fax: +609 549 2729

Email: mobility@ump.edu.my

Website: www.ump.edu.my

APPLICATION FORM

OUTBOUND MOBILITY PROGRAMME

(This form is to be filled by the applicant 3 months before the programme commences)

PART I: To be completed by the applicant

A. PERSONAL DETAILS (COMPULSORY)

| | | | | | |
|-----------------|-------------------------------|---------------------------------|----------------|---------------------------------|----------------------------------|
| Name | | | | | Recent Passport-Sized Photograph |
| Passport No. | | Mobile Number | | | |
| Date of Birth | | | Age | | |
| Place of Birth | | | Ethnicity | | |
| Gender | <input type="checkbox"/> Male | <input type="checkbox"/> Female | Marital Status | <input type="checkbox"/> Single | <input type="checkbox"/> Married |
| Nationality | | | Religion | | |
| Email Address | | | | | |
| Next of Kin | | | Contact Number | | |
| Home Address | | | | | |
| State & Country | | | Postcode | | |

B. UMP ACADEMIC INFORMATION (COMPULSORY)

| | | | | | |
|--|----------------------------------|-----------------------------------|-----------------------------|--|--|
| College/Faculty/Centre | | | | | |
| Programme of Study | | | Matric No. | | |
| Level of Study | <input type="checkbox"/> Diploma | <input type="checkbox"/> Bachelor | Current Semester | | |
| | <input type="checkbox"/> Master | <input type="checkbox"/> PhD | | | |
| Current CGPA | | | Expected Year of Graduation | | |
| Academic Award(s) Obtained (Please specify the award title(s), organiser(s) & date(s) received): | | | | | |
| | | | | | |

C. ADDITIONAL INFORMATION (CO-CURRICULUR ACTIVITIES/SPECIAL SKILLS)

| | |
|---------------------------|--|
| Co-Curricular Activities: | |
| Special Skills: | |

D. OUTBOUND MOBILITY PROGRAMME INFORMATION (COMPULSORY)

| | |
|---|---|
| Host Institution Applied to | |
| Does the host institution have any MoU with UMP? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Type of Mobility Programme | <input type="checkbox"/> Exchange Programme (1 to 2 semesters) <input type="checkbox"/> Short-Term Programme (less than 1 month) <input type="checkbox"/> Industrial Training <input type="checkbox"/> Research Attachment <input type="checkbox"/> Other, please specify _____ |
| Period of Study in UMP | <input type="checkbox"/> 2 semesters <input type="checkbox"/> 1 semester <input type="checkbox"/> Other From _____ to _____ |
| Research Project Description (If relevant) | _____ _____ _____ |
| Transfer of Credits (If yes, please fill in the Learning Agreement form attached) | <input type="checkbox"/> Yes <input type="checkbox"/> No |

E. FINANCIAL SUPPORT INFORMATION (COMPULSORY)

How do you intend to finance this mobility programme?

☐

Self-Sponsored

☐

Home Institution

☐

Sponsor

Please specify sponsorship details (Sponsoring Body/Institution/Association):

F. LANGUAGE

| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------|--|----------|--------------------------|--------------|--------------------------|--------|----------|--------------------------|----------|--------------------------|--------------|--------------------------|--------|--------|--------------------------|----------|--------------------------|--------------|--------------------------|--------|---------------------------|--------------------------|----------|--------------------------|--------------|--------------------------|--------|
| Native Language | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Language Proficiency | <table><tr><td>English:</td><td><input type="checkbox"/></td><td>Advanced</td><td><input type="checkbox"/></td><td>Intermediate</td><td><input type="checkbox"/></td><td>Novice</td></tr><tr><td>Malay:</td><td><input type="checkbox"/></td><td>Advanced</td><td><input type="checkbox"/></td><td>Intermediate</td><td><input type="checkbox"/></td><td>Novice</td></tr><tr><td>Other(s), please specify:</td><td><input type="checkbox"/></td><td>Advanced</td><td><input type="checkbox"/></td><td>Intermediate</td><td><input type="checkbox"/></td><td>Novice</td></tr></table> <hr/> | | | | | | English: | <input type="checkbox"/> | Advanced | <input type="checkbox"/> | Intermediate | <input type="checkbox"/> | Novice | Malay: | <input type="checkbox"/> | Advanced | <input type="checkbox"/> | Intermediate | <input type="checkbox"/> | Novice | Other(s), please specify: | <input type="checkbox"/> | Advanced | <input type="checkbox"/> | Intermediate | <input type="checkbox"/> | Novice |
| English: | <input type="checkbox"/> | Advanced | <input type="checkbox"/> | Intermediate | <input type="checkbox"/> | Novice | | | | | | | | | | | | | | | | | | | | | |
| Malay: | <input type="checkbox"/> | Advanced | <input type="checkbox"/> | Intermediate | <input type="checkbox"/> | Novice | | | | | | | | | | | | | | | | | | | | | |
| Other(s), please specify: | <input type="checkbox"/> | Advanced | <input type="checkbox"/> | Intermediate | <input type="checkbox"/> | Novice | | | | | | | | | | | | | | | | | | | | | |

F. INTER-OFFICE COMMUNICATION (COMPULSORY)

Details of the contact person from the **host institution** (International Affairs Officer/Coordinator of Student Exchange/Mobility)

| | | | |
|------------------------|--|------------|--|
| Name (Mr./Mrs./Ms.) | | | |
| Position | | | |
| Office/Department | | | |
| Correspondence Address | | | |
| Phone Number | | Fax Number | |
| E-mail Address | | | |

G. APPROVAL FROM THE DEAN OF COLLEGE/FACULTY/CENTRE

Comment:

☐ Approved ☐ Not Approved

Name:

Signature & Stamp:

Date:

I hereby declare that as a full-time registered student of Universiti Malaysia Pahang, I am still bound by the university rules and regulations during the whole period of exchange/mobility programme.

I hereby declare that all information provided in this form is true and correct. I acknowledge that Universiti Malaysia Pahang reserves the right to reject the application, withdraw the offer, vary or reserve any decision if any information given is found to be false or incorrect. I also agree to follow the rules and regulations of the host institution and pay all fees as stipulated.

Signature: _____

Date: _____

Name: _____

NOTE: Please enclose four (4) recent passport-sized colour photographs, a copy of your passport data page. For credit transfer purposes, please also enclose a copy of academic transcript.

PART II: To be completed by related departments in UMP

VERIFICATION BY THE DIRECTOR OF CENTRE FOR INTERNATIONAL RELATIONS:

Comment:

Name:

Signature & Stamp:

Date:

VERIFICATION BY THE DEAN OF INSTITUTE OF POSTGRADUATE STUDIES (PG):

Comment:

Name:

Signature & Stamp:

Date:

FOR CIR OFFICE USE ONLY:

Paperwork Preparation Date:

Paperwork Submission Date:

Note/Feedback:

Checked by:



CENTRE FOR INTERNATIONAL RELATIONS

Universiti Malaysia Pahang
Lebuhraya Tun Razak
26300 Kuantan
Pahang Darul Makmur
Tel: +609 549 2727
Email: mobility@ump.edu.my

Fax: +609 549 2729
Website: www.ump.edu.my

LEARNING AGREEMENT

[illegible]

| NAME OF HOME INSTITUTION _____ | | | | | NAME OF HOST INSTITUTION _____ | | | | |
|-----------------------------------|-------------|-------------|-------|--------------|-----------------------------------|-------------|-------------|-------|--------------|
| NO. | COURSE NAME | CREDIT HOUR | TOPIC | CONTACT HOUR | NO. | COURSE NAME | CREDIT HOUR | TOPIC | CONTACT HOUR |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

I hereby declare that the information provided in this form is true and correct.

Student's Signature :

Date:

Name:

| | |
|---|---|
| <p>HOME INSTITUTION:</p> <p>We confirm that the proposed programme of study/learning agreement is approved</p> <p>Dean's signature: _____ Institutional coordinator's signature: _____</p> <p>Date: _____ Date: _____</p> | <p>HOST INSTITUTION:</p> <p>We confirm that the proposed programme of study/learning agreement is approved</p> <p>Dean's signature: _____ Institutional coordinator's signature: _____</p> <p>Date: _____ Date: _____</p> |
|---|---|

IT IS RECOMMENDED TO SUBMIT THIS DOCUMENT WITH PROVISIONAL MODULES BEFORE YOU LEAVE.

THIS LEARNING AGREEMENT MUST BE COMPLETED WITHIN 2 WEEKS UPON ARRIVAL.