

Mobility Flow Chart OUTBOUND (*Exchange/Study Abroad Programme)

*Note: Exchange / Study Abroad Programme is a Mobility Programme which USM students participate at USM's partner **OR** non-partner institutions. It's a non-graduating programme with credit bearing for 1-2 semesters.

Student seeks info on Exchange/ Study
Abroad Programme
(Location, institutions, fund, credit
systems etc.)

Student can visit IMCC for consultation or gain info from IMCC website : imcc.usm.my

Fill in the (1)Mobility Form CT-SOP01, (2)CT-SOP02 and (3)EPA007 (UG) or BORANG KE LUAR NEGARA IPS (PG)

- Student must select potential courses
- Student must decide on durations (1-2 semesters)

Approval from PTJ for student to participate in Exchange Programme

IMCC will nominate student to USM's partner institutions

Application forms can be downloaded from IMCC website: imcc.usm.my

Student must submit EPA007
Form/ BORANG KE LUAR
NEGARA IPS from BHEPA to
IMCC which can be
downloaded from IMCC
website.

- *For **Postgraduate student**, the HOD must sign the **BORANG KE LUAR NEGARA IPS** for approval.
- *For **Undergraduate students** on the other hand, approval from HOD is based on **CTSOP01 Form**.

* Note:

Acronym

HOD – Head of Department either Dean or Director

PTJ – Pusat Tanggungjawab which is School or Centre

UG – Undergraduate

PG – postgraduate

IPS – Institute of Postgraduate Studies

BHEPA – Bahagian Hal Ehwal Pelajar dan Alumni/ Student Affairs and Alumni Division Successful candidate will receive acceptance letter from host institution and offer letter from IMCC

Student will be **interviewed for scholarship** and attended the predeparture briefing

Successful candidates will receive scholarship prior to their departure

Student departs to host institution and completes the programme

Student returns and hands in transcript of records to IMCC for credit transfer

IMCC will process the documentation of credit transfer for PTJ's approval

USM Record & Exam Unit will update credits on student's academic record

Programme end

PTJ will finalise the approved credits/grades to be transferred