

Mobility Flow Chart OUTBOUND (*Short-term / Summer Programme)

*Note: Short-term/ Summer Programme which **USM** students participate at USM's partner or non-partner institutions. It's a non-graduating programme where students experience edutourism programmes or expose on a brief culture and academic programmes. It can be a credit or non-credit bearing programme.

* 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 Student seeks info on short-term or summer programme at our partner or non-partner institutions abroad

For group:

A proposal has to be prepared by programme's coordinator for HOD's approval

For individual:

A letter of participation has to be written by students to HOD for approval

For group/individual:

HOD's approval letter must be submitted to HEPA for DVC's approval together with EPA007 Form or BORANG KE LUAR NEGARA IPS

*Separate letter can be attached for

Application for financial assistance can also be submitted to IMCC (Financial Aid Depends on Availability)

Successful candidate/ programme will receive funding prior to the departure

Students depart to host institution/country and complete the programme

Students return and hand in transcript of records to IMCC for credit transfer (for a credit-bearing programme only)

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

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

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.

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

Students are accountable for their own VISA, insurance and other travel arrangements

PTJ will finalise the approved credits/grades to be transferred