



## GUIDELINES ON UNIVERSITY OF MALAYA STUDENT EXCHANGE PROGRAMME (UMSEP)

### 1. INTRODUCTION

The increasing focus on internationalization of higher education has made study abroad program an essential part of a university learning process. This significant aspect of learning is made possible at the University of Malaya through its Study Abroad - Student Exchange program. UM Student Exchange program (UMSEP) is designed for international students who wish to acquire the experience of living and studying in a Malaysian campus through a short-term study program. It aims at fostering international understanding among students of different nationalities by providing an excellent learning environment.

Through the program, students from overseas can pursue studies through taught courses or research in their field of interest and gain broad perspectives on different cultures and background of their peers.

### 2. DEFINITION

The UMSEP is a short-term study program offered to local and international students. The International Student Centre (ISC) will handle the intake of international undergraduate students only.

Categories of UMSEP are listed as follows:

#### I. Student Exchange Programme

UMSEP applies to students who are interested to spend **at least one semester and NOT MORE than one academic session** at University of Malaya. Students enrolling under this program will be permitted to register in courses or research areas of their choice (subject to the rules and regulations governing the program). UMSEP is opened to all undergraduate students from foreign universities.

#### II. Visiting Student Program

Visiting Student Program is a **short term study or attachment program with a minimum period of at least four (4) weeks** to expose students to the aspects of Malaysian culture and traditions. The program has been designed to be fun and educational and carries three (3) credit hours each course.

## Participation in UMSEP

Students participating in the program may choose to enrol in one or more of the courses offered during the semester or session as listed below:

- (a) Regular academic undergraduate or postgraduate courses.
- (b) Co-curriculum courses (practical courses in the areas of culture, arts and sports).
- (c) Supervised independent research. Students may identify their own choice of faculty members to be the supervisor.

Having basic **Malay Language** proficiency is an added advantage to students who wish to enrol in undergraduate courses, as the medium of instruction for most of the courses is the Malay Language, especially in Arts based Faculties. For the benefit of students who are not proficient in the language they may register for courses taught in English only. For science based Faculties, the medium of instruction is English Language.

### 3. ELIGIBILITY AND CONDITIONS OF ADMISSION

- (a) A student must be a registered undergraduate or postgraduate student of another university, local or abroad.
- (b) A student must be academically suitable for the undergraduate course/s or research topic he is applying to take.
- (c) A student who is interested in taking undergraduate courses in the arts based faculties must be proficient in the Malay Language in order to benefit from his studies since the medium of instruction for Arts based faculties in UM is the **Malay Language**.
- (d) A UMSEP student shall be admitted for a period as stipulated in 2(I) and 2(II) of this guideline. The total number of courses/credit hours registered by a UMSEP student may not exceed two third of the total credit hours of the graduating student.
- (e) If a UMSEP student is admitted on an audit basis, he/she can only attend lectures and not allowed to sit for an examination.

### 4. APPLICATION FOR ADMISSION

- (a) Application for admission as a UMSEP student must be submitted to the **International Student Centre (ISC), University of Malaya at least three (3) months** prior to the beginning of each semester or date of attachment.
- (b) The student is responsible to obtain from the respective faculties, the information on the course/s that the student is interested in. The course/s chosen need not be relevant to the student's educational background and field of studies.
- (c) Application form for admission as a UMSEP student/researcher can be obtained from the University of Malaya website at:  
[http://www.um.edu.my/undergraduates/student\\_exchange/exchange\\_unit.php?intPrefLangID=1&](http://www.um.edu.my/undergraduates/student_exchange/exchange_unit.php?intPrefLangID=1&)
- (d) Completed application form must be submitted in two (2) copies together with the following documents before the deadlines stipulated below:

#### Deadlines

Admission in 1 <sup>st</sup> and Special Semester (July intake)	-	30 April
Admission in 2 <sup>nd</sup> Semester (December intake)	-	30 October

Supporting documents:

- (i) Two (2) copies of academic transcript/record
- (ii) Supporting document from the Registrar or Dean or appropriate authority of student's home university.

Application form must be sent to:

**University of Malaya Student Exchange Program  
International Student Centre (ISC)  
Level 1, Block D, Perdana Siswa Complex  
University of Malaya  
50603 Kuala Lumpur  
MALAYSIA**

## 5. ACADEMIC CALENDAR

2010/2011 Academic Session			
Details	Semester 1	Semester 2	Semester 3
Introduction	4 July – 11 July 2010	-	
Lectures	12 July – 3 Sept 2010	3 Jan – 28 Jan 2011	
Mid-Semester Break	4 Sept – 19 Sept 2010	29 Jan – 6 Feb 2011	
Lectures	20 Sept – 29 Oct 2010	7 Feb – 15 Apr 2011	
Break	30 Oct – 7 Nov 2010	-	
Revision	8 Nov – 21 Nov 2010	16 Apr – 24 Apr 2011	
Examination	22 Nov – 10 Dec 2010	25 Apr – 13 May 2011	
Break	11 Dec – 2 Jan 2011	14 May – 24 July 2011	
Lectures and Exam			30 May 2011 – 24 July 2011

## 6. APPLICATION APPROVAL

- (a) Each application is evaluated and considered individually.
- (b) The Dean of a Faculty or the Head of an Institution (not being a department of a Faculty) shall be empowered to admit a person as a UMSEP student subject to the following conditions:
  - (i) No UMSEP student shall be admitted for a period exceeding one calendar year if he is undertaking research or one academic year if he is following courses; and
  - (ii) The total number of courses that may be taken by a UMSEP student shall not exceed two third of the total credit hours of the graduating student.
- (c) If for any particular reason, an approved course is not available upon registration as a UMSEP student at the University, a student may be allowed to register for another course which is equivalent or whichever course recommended by the Dean of the Faculty.
- (d) The letter of acceptance will be mailed to a successful student together with registration documents to the mailing address given on the application form. Please ensure the address is stated.

## **7. EXAMINATIONS AND CREDIT TRANSFER**

Credits accumulated at UM are usually transferable to student's home university as part of the requirements for the graduation. UMSEP students are required to enrol between 9 to 12 credit hours per semester, subject to availability of courses and university approval.

A UMSEP student shall not be permitted to take any examination of the University except with the prior written permission of the Registrar. Permission shall only be granted if such student is already a student of another university or institution and is applying for transfer of credits to his university or institution. Application to take any examination shall be made in writing to the Registrar within three (3) months from the date of registration as a UMSEP. The application shall be accompanied by a letter from the Registrar or any authorized officer from the home university or institution requesting for such arrangements to be made.

- (1) Permission to take any examination of the University under this subsection is granted subject to the following conditions:
  - (a) the student shall have followed the courses leading to the said examination to the satisfaction of the Dean of the Faculty or the Head of the Institution concerned; and
  - (b) the results of any examinations taken shall not be released to the student but shall be sent direct to his university or institution.

## **8. FEES**

UMSEP students will get a tuition fee waiver, limited to a specific number of students if stipulated in an agreement between their home university and University of Malaya. Other expenses such as airfare, administrative fees, visa charges and other costs will be borne by the applicants or their home university.

Visiting students shall pay all fees upon registration.

## **9. VISA & STUDENT PASS APPLICATION**

The offer of admission to international students does not come with an entry Visa and a Student Pass, which are required by the Malaysian government. Students admitted to UM must have an entry visa and a Student Pass before entering Malaysia. The University will apply for these documents on behalf of the students and notice of the approval will be sent to students prior to their departure or upon arrival in Malaysia.

## **10. IMMIGRATION PROCEDURE**

Upon receiving the acceptance letter from the International Student Centre (ISC), University of Malaya, students should make arrangement with the nearest Malaysian Embassy/Consulate in their home country to obtain **entry visa**. At the same time, the ISC will assist successful students in securing their student pass from the immigration office in Kuala Lumpur. To facilitate the application for student pass, students must submit a copy of passport and 3 passport-sized photos to the ISC.

## 11. GENERAL MATTERS

### (a) Library facilities

UMSEP students are ONLY permitted to use the University Library facilities. A student identification card must be produced upon registration at the library's Student Service Counter. Information about the UM Library can be obtained at [www.umlib.um.edu.my](http://www.umlib.um.edu.my)

### (b) Accommodation

On-campus housing with double or triple-sharing rooms and communal facilities are provided for UMSEP students. Students may also choose other private housing best suited to their lifestyle and location on their own.

### (c) Extracurricular Activities and International Exchange Activities

For the full benefit of their stay at UM, UMSEP students are encouraged to participate in activities organized by student clubs or associations. A wide range of student activities are organized at the residential hall and university levels. The Student Affairs Division of the university oversees all activities by student organizations and societies. By participating in the activities, students will have the opportunities to learn about Malaysian culture and the experience of studying in a Malaysian campus.

### (d) Health Insurance

Students are advised to have adequate medical insurance coverage especially for hospitalization cases. Nonetheless, treatment for minor illnesses with minimal fees charged can be obtained at the Students' Health Clinic. There are also several types of health insurance made available by local insurance companies.

### (e) Discipline

All students are bounded by the Rules and Regulations as stipulated in the Universities and University College Act 1971.

## 12. FURTHER DETAILS

Further details about UM can be obtained at <http://www.um.edu.my>