



**STUDENT MOBILITY PROGRAMME GUIDELINES  
(LOCAL AND INTERNATIONAL)**

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## **PART 1 – INTRODUCTION**

### **1.1 Background**

Student mobility programme (SMP) is an activity promoted by the Ministry of Higher Education. In line with the Ministry's aspiration to enhance internationalisation of higher education, Universiti Malaysia Sabah (UMS) will increase its efforts in Student Mobility Programme (SMP). Through these programmes, UMS will be able to internationalise its identity and create an enhance visibility in the global area.

This UMS Student Mobility Programme Guidelines will outline the eligibility of students to apply or undertake an international exchange, selection process and financial implications. In addition, it includes the accreditation of students for both inbound and outbound. Nonetheless, in case where the agreement with the specific university/institution stipulates a different terms and conditions from this guidelines the agreement shall prevail.

### **1.2 Purpose**

To provide a guideline in executing mobility programmes, either inbound or outbound, for the reference of the faculties, centres, and institutes of UMS.

### **1.3 Definition**

A mobility programme involves the emplacement of exchange of a student outside the country or in a university/institution within the country. Therefore, the SMP includes international and local mobility where students may wish to embark on a student exchange or study abroad or study visit to another university/institution abroad or located within Malaysia.

The programme duration depends on the course undertaken, and at times will involve transfer of study credit hours.

## 1.4 Mobility Criteria

No.	Mobility	With Credit Transfer	Non-Credit Transfer
1	<b>Types of Mobility</b>	Exchange Programme	Short Term Programme/Field Work
		Industrial/Internship Programme	Academic/Elective Clinical Attachment
2	<b>Mobility Category</b>	Inbound / Outbound	Inbound / Outbound
	<b>Duration</b>	1 – 2 Semester	Minimum of 3 days up to 30 days
	<b>Justification</b>	<ul style="list-style-type: none"> <li>Inbound/outbound students will participate in the mobility programme which involves credit transfer and must take classes/tutorial</li> <li><b>Industrial training</b> students will involve in credit transfer mobility session</li> </ul>	<ul style="list-style-type: none"> <li>Inbound/outbound students will participate in summer camp programmes/short term activities organised by host university/institution</li> <li>Activities: International seminars, International Research Presentation, Cultural Exchange, Society Service Programme, etc.</li> </ul>
4	<b>Budgetary Allocation</b>	<ul style="list-style-type: none"> <li>Inbound : Home university/institution Host (UMS)</li> <li>Outbound : UMS Student Mobility Fund               <ul style="list-style-type: none"> <li>➤ Air Tickets</li> <li>➤ Insurance</li> <li>➤ Daily Allowance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Inbound : Home university/institution Host (UMS)</li> <li>Outbound : UMS Student Mobility Fund               <ul style="list-style-type: none"> <li>➤ Air Tickets</li> <li>➤ Insurance</li> <li>➤ Daily Allowance</li> </ul> </li> </ul>

## 1.5 General Guidelines

### UMS Academic Accreditation

Marks	Grade	Grade Value	Status
80-100	A	4.00	Excellent Pass
75-79	A-	3.67	
70-74	B+	3.33	
65-69	B	3.00	Credit Pass
60-64	B-	2.67	
55-59	C+	2.33	
50-54	C	2.00	Pass
45-49	C-	1.67	
40-44	D+	1.33	
35-39	D	1.00	
0-34	E	0.00	
			Fail

## 1.6 Financial Implications

- Financial allocations for any credit or non credit mobility programmes are constructed accordingly to the place or country of its programme. The financial implications for UMS mobility programmes are country-based constructed according to the subsistence allowance rates aboard [Pekelliling Perbendaharaan Bil. 1 Tahun 2011] by the Public Service Department of Malaysia.
- Students are entitled to apply for seed money if it is applicable under the UMS Mobility Fund.
- Students are encouraged to get their own funding from the government or non-government institutions and industries.

### 1.6.1 Outbound Mobility Programme (One-Off)

#### 1<sup>ST</sup> Category

No.	Country	Price (RM)
1	Malaysia	1,000
	<b>TOTAL</b>	<b>1,000</b>

#### 2<sup>nd</sup> Category

No.	Country	Price (RM)
1	Afghanistan, Bangladesh, Bolivia, Cambodia, Chile, Colombia, Ecuador, Fiji, India, Kiribati, Laos, Maldives, Mauritius, Myanmar, Nepal, North Korea, Pakistan, Peru, Philippines, Portugal, Samoa, Sri Lanka, Tanzania, Tonga, Tuvalu, Vietnam	8,000
	<b>TOTAL</b>	<b>8,000</b>

### 3<sup>rd</sup> Category

No.	Country	Price (RM)
1	Angola, Argentina, Botswana, Republic Czech, Ethiopia, Ghana, Greece, Guinea, Hungary, Indonesia*, Lesotho, Madagascar, Malawi, Mali, Malta, Morocco, Mozambique, Namibia, Nauru, New Zealand, Papua New Guinea, Paraguay, Poland, Senegal, Seychelles, Republic Slovak, Solomon Island, South Africa, Swaziland, Taiwan, Thailand, Tunisia, Uganda, Uruguay, Vanuatu, Zimbabwe	9,000
<b>TOTAL</b>		<b>9,000</b>

### 4<sup>th</sup> Category

No.	Country	Price (RM)
1	Albania, Algeria, Armenia, Australia, Austria, Azerbaijan, Bahrain, Belarus, Brunei Darussalam, China, Cuba, Cyprus, Egypt, Georgia, Gibraltar, Iraq, Ireland, Jamaica, Jordan, Kazakhstan, Kenya, Kuwait, Kyrgyzstan, Lebanon, Libya, Luxemburg, Moldova, Mongolia, Netherlands, Norway, Qatar, Romania, Russia, Spain, Sudan, Tajikistan, Turkmenistan, Ukraine, Uzbekistan	10,000
<b>TOTAL</b>		<b>10,000</b>

### 5<sup>th</sup> Category

No.	Country	Price (RM)
1	Belgium, Benin, Bosnia Herzegovina, Brazil, Canada, Croatia, Denmark, France, Gambia, Germany, Guyana, Montenegro, Niger, Nigeria, Saudi Arabia, Serbia, Singapore, Surinam, Switzerland, Syria, Venezuela, Yemen, Zambia	11,000
<b>TOTAL</b>		<b>11,000</b>

### 6<sup>th</sup> Category

No.	Country	Price (RM)
1	Barbados, Dubai, Finland, Hong Kong, Iran, Italy, Japan, Macau, Mexico, Oman, South Korea, St. Lucia, Sweden, Trinidad & Tobago, Turkey, United Arab Emirates, United Kingdom, USA	12,000
<b>TOTAL</b>		<b>12,000</b>

**Note:**

- Excess costs will be incurred by students
- All financial allocations for any form of mobility programmes are subjected to the approval of the UMS Mobility Committee

## **PART 2 - INBOUND**

### **2.1 Inbound Mobility**

#### **2.1.1 General Information**

Students must apply through their home university/institution. Only students selected by their home university/institution will be considered and accepted by UMS for the SMP. Students selected for credit transfer programmes must remain enrolled with their home universities/institution during their mobility programme at UMS.

Prior to arrival at UMS, coordination between the home universities/institution and the Dean of the appropriate programme in UMS must be in place to ensure that courses taken at UMS will be credited towards a degree programme in the home universities/institution. At the end of SMP, student will receive a certificate of completion, and an academic transcript will be forwarded to the home universities/institution.

#### **2.1.2 Eligibility**

To participate in UMS SMP, students must fulfil the criteria below;

- a) Full time student at one of a university/institution recognised by UMS;
- b) Have completed at least one (1) year of full-time tertiary education;
- c) Have obtained above average results in his/her university/institution studies to date with an overall CGPA of 3.0;
- d) Nominated by his/her university/institution to participate in the SMP (approval and nomination in the relevant section of the UMS Student Mobility Programme Application Form);
- e) Have evidence of financial support for his/her stay at UMS;
- f) Have satisfied UMS entry and study requirements; and
- g) Have meet Malaysia's visa requirements.

#### **2.1.3 Application**

An inbound student must be nominated by her/his university/institution. Procedure for nomination should be obtained at his/her university/institution. Nominated student must fill in and submit the UMS SMP Application Form (inbound) together with other supporting documents and submit them to UMS (by post) before the given dateline. The information required in the said application form must include the following:

- a) Personal details such as education background, subjects to be registered at UMS;
- b) Financial evidence to support his/her studies in the host university/institution such as letter from sponsor;

- c) Two academic references from academic members in the home university/institutions who has taught the student;
- d) An original, or certified, copy of most recent transcript in English
- e) A list of all the subjects to be taken at UMS, together with alternative subjects should his/her first choice of subject is unavailable;
- f) A resume outlining personal, academic achievements and employment history (if any);
- g) A certified copy of passport details. International passport must be valid at least six (6) month, starting from the date of arrival in UMS;
- h) A recent passport size-photograph with his/her name, home university/institution ID number on the back; and
- i) A consent letter from parent/guardian on his/her intention to participate in SMP in UMS.

#### **2.1.4 Selection Process**

##### **i) Assessment**

All applications received will be reviewed and processed after the given deadline. Assessment of the application will be based on the programme eligibility requirements and selection criteria of the Faculty/Institute concerned.

##### **ii) Offer**

Successful applicants will be notified through an offer letter which could be used to apply visa, if required:-

- a) Centre/Faculty/Institute will issue an offer letter to the successful Student Exchange (undergraduate).
- b) Centre for Postgraduate Studies will issue the offer letter to the successful Student Exchange programme (postgraduate).
- c) PHI will issue the offer letter to visiting students wanting to do his/her industrial training and short-courses in UMS.

##### **iii) Acceptance**

Successful students are required to reply and confirm their acceptance before the stipulated deadline. Upon acceptance, students must complete the following:

- a) Ensure his/her enrolment with home university/institution is updated
- b) Confirm his/her study plan has been approved by the home university/institution
- c) Register for subjects at UMS
- d) Apply for accommodation at UMS, if required



- e) Purchase a plane ticket
- f) Obtain appropriate health and travel insurance
- g) Used the acceptance document to apply for a student Visa

### **2.1.5 Certificate and Accreditation**

Coordination and communication between the respective programme advisors at home university/institution and UMS to be established to ensure that the courses taken at UMS will be credited towards a degree in the home university/institution. Upon completion of the SMP, students will receive a certificate of completion. In addition, an official transcript will be given to the student and a copy will be sent to the student home university/institution.

### **2.1.6 Students with special needs**

Student with special needs may apply suitable subjects upon approval from UMS and the home university/institution.

### **2.1.7 Cost and Expenses**

Inbound students are required to show evidence of financial ability in the form of a bank statement, a letter signed by an official of financial institution attesting to the availability of funds, or a letter from a sponsor, to support the programme. It is compulsory for them to take up health and travel insurance for coverage during the programme at UMS. All expenses on travel arrangements including visa and passport shall be borne by the students.

Exchange students will get tuition fee waiver at UMS since they are required to pay their tuition fees to their home university/institution.

For students on a visiting student programme, payment of fees will be based on the terms and conditions of the agreement between UMS and its partner universities/institutions. Costs incurred for additional activities such as cultural visits, homestay, etc. will be borne by visiting students. Non-reciprocal visiting students will bear all costs incurred throughout the programme.

For these students applying for the Mobility Packages offered by the Faculty/Institution they have to apply through the contact person stated in the Mobility Packages programme books.

### **2.1.8 Accommodation**

CFIA will assist in obtaining on and off campus accommodation for the mobility students. All mobility students are required to comply with UMS rules and regulations.

### **2.1.9 Completion of Mobility Programme**

All inbound students will be given an official transcript from UMS upon completion of the SMP (Exchange Students).

A certificate of acknowledgement of his/her involvement in UMS activities will be given (Visiting Students).

## **PART 3 – OUTBOUND**

### **3.1 Outbound Mobility**

#### **3.1.1 General Information**

Students can only participate in exchange programmes with universities/institution that have agreed on exchange programmes with UMS (Memorandum of Understanding/Memorandum of Agreement/ Letter of Intent). The choice and selection of university/institution will be guided by the students study programme and the approval of his/her dean/director of each faculty/centre/institute based on the respective faculty requirement.

Student wishing to participate in the exchange programme should determine the courses he/she needs to complete overseas. In addition, the student must be aware of the credit transfer requirements before selecting the subjects in the host university/institution. The dean/director of his/her faculty/centre/institute will the decide on how much credit the student will receive for each subject he/she takes in accordance to the review of the course content and assessment.

#### **3.1.2 Eligibility**

To participate in UMS SMP, student must fulfil the criteria below:

- a) enrolled at UMS as a student;
- b) Have completed at least one year of study including at least 30 credits hours in UMS at the time of applying;
- c) Have attained a minimum cumulative average point (CGPA) of 3.0;
- d) Have a good disciplinary record;
- e) Have a good financial standing and no debts with UMS;
- f) Be able to show financial ability to support his/her stay at host university/institution;
- g) Acquire approval letter from sponsor (if applicable);
- h) Meet the host country's visa requirement; and
- i) Must be a good ambassador for UMS.

### 3.1.3 Application Procedure

Application should be made at least six (6) months before the intended date of study at the host University/Institution. Student must fill in and submit the Application Form (SMP-outbound) and other supporting documents to the respective faculty/centre/institute for approval. The information required as stipulated by the Application Form (SMP-outbound) includes the following:

- i. Personal details such as education background, destination and course of study selected;
- ii. Financial evidence to support his/her studies in the host university/institution such as letter from sponsor;
- iii. Recommendation and approval letter from his/her faculty dean;
  - a) An original, or certified, copy of most recent transcript;
  - b) A list of all the subjects to be taken at the host university/institution;
  - c) A resume outlining personal and academic achievements;
  - d) A certified copy of passport details. International passport must be valid for at least six (6) months, starting from the date of arrival in host university/institution;
  - e) A recent passport-size photograph with his/her name and student number on the back; and
  - f) A consent letter from parent/guardian on his/her intention to participate in SMP.

### 3.1.4 Selection Process

Selection of candidate will be carried out as follows:

#### i. **Nomination by UMS**

The students who meet the minimum eligibility criteria will be nominated by the Dean/Director of each faculty/centre/institutes. However, the host university/institution reserves the right to accept or reject the application of each students nominated by UMS. Therefore, candidate should not confirm any travel arrangements until the acceptance letter from the host universities/institution is received.

#### ii. **Acceptance by host university/institution**

Candidates will be notified by the faculty/centre/institute once the letter of acceptance from the host university/institution is received. Candidates, with the assistance of CFIA, may then

apply for Visa. CFIA will send out a confirmation and acceptance letter to the host universities/institution.

Upon acceptance of the offer, student must do the following:

- Confirm his/her study plan has been supported by the faculty and approved by UMS
- Register for subjects at the host universities/institution
- Apply accommodation in host universities/institution
- Purchase plane tickets
- Obtain appropriate health and travel insurance
- Use the acceptance documents to apply for student Visa

### **3.1.5 Duration of stay**

The duration of exchange study is for a minimum of one (1) semester or a maximum of two (2) semesters (for credit transfer programmes) or a minimum of three (3) days to thirty (30) days (for non-credit transfer programmes), or subject to the mutual agreement of the host university/institution and UMS.

### **3.1.6 Cost and Expenses**

Evidence of financial support for example, a bank statement, a letter signed by an official of financial institution to attest to the availability of funds, or a letter from a sponsor, is necessary. Students need to undertake health and travel insurance for the duration of the programme (borne by the student). Students have to bear the cost of her/his international passport and visa when necessary.

Student undergoing exchange programme will get a tuition fee waiver at the Host university/institution since they are required to pay the tuition fees to UMS.

In the case of visiting students, fees due shall be based on the agreement between UMS and the partner university/institution. In most cases, reciprocal students will get a fee waiver at the host university/institution. Such fees refer to short courses fees e.g. language course, etc. Costs on any other activities such as homestay programme, social and cultural visits and sightseeing shall be borne by the Visiting students. Non reciprocal visiting students shall bear all costs involved in the activities undertaken throughout the visiting programme.

### **3.1.7 Certification and Accreditation**

The deputy dean/program Head of the relevant faculty/centre/institute in UMS and the host university/institution needs to communicate to ensure that courses to be taken at the host university/institution will be credited towards a degree in UMS. Upon completion of the Mobility Programme, student will be given the official academic transcript by the host universities/institution to be forwarded to UMS.

### **3.1.8 Students with special needs**

Students with special needs may apply suitable subject upon approval from UMS and the home university/institution.

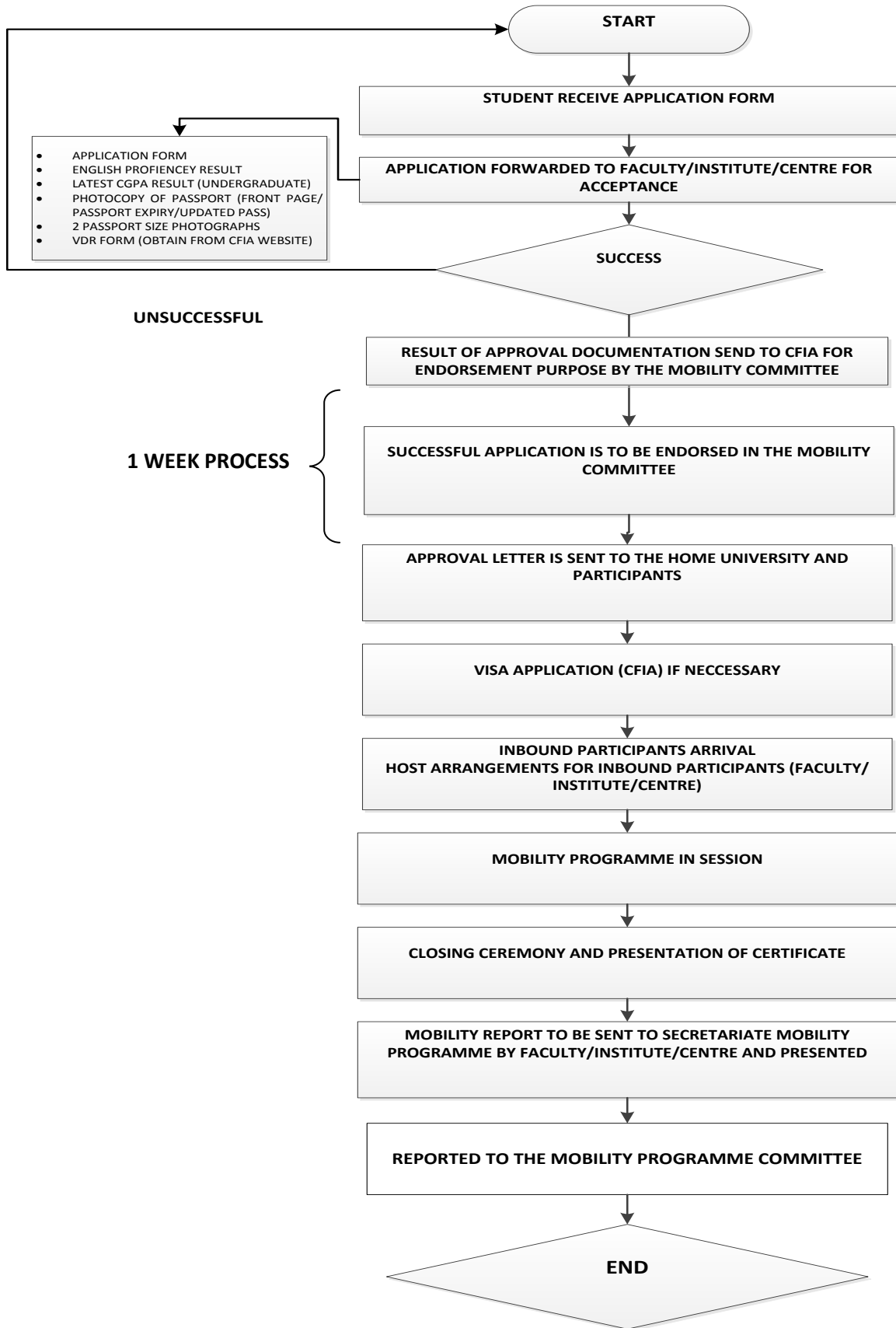
### **3.1.9 Completion of SMP**

Upon return, student must submit to CFIA the following:

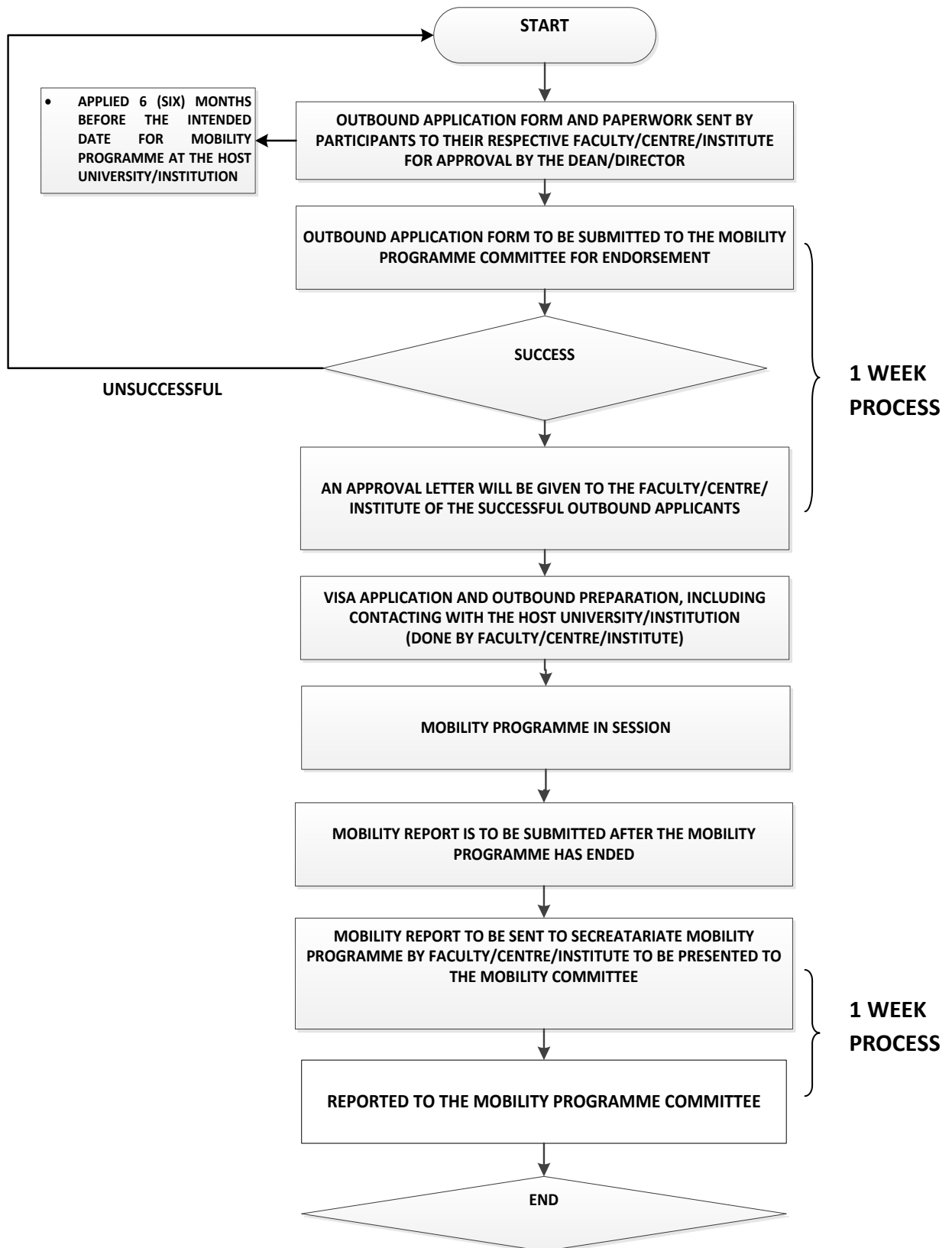
- a) Original or certified copy of transcript from the host university/institution;
- b) Approval by the dean/deputy dean (Academic) for each grade studied;
- c) Certificate from the host university/institution (if any);and
- d) Mobility Report form

## **PART 4 – ATTACHMENTS**

### **4.1 Inbound Flow Chart**



## 4.2 Outbound Flow Chart





### 4.3 Inbound Forms

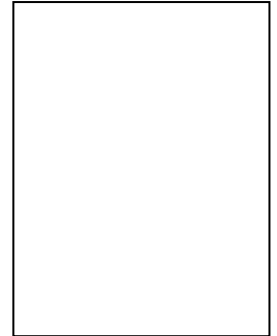
#### a) Inbound Application Form



### **INTERNATIONAL STUDENT MANAGEMENT UNIT CENTRE FOR INTERNATIONAL AFFAIRS**

Please return this form to International Student Management Unit, Centre for International Affairs, Level 5 South Block, Chancellery Building, UMS Road, 88400 Kota Kinabalu, Sabah, MALAYSIA

Phone : +6088 320 000 ext. 1385 / 1057  
Fax : +6088 320 126  
E-mail : intl@ums.edu.my



### **MOBILITY PROGRAMME APPLICATION FORM**

<b>PERSONAL DETAILS</b> <i>[Please type or print clearly]</i>	
<b>Full Name</b> (Mr./ Ms.) As stated in your passport	
<b>Other Name</b> (If any)	
<b>Date of Birth</b> (DD/MM/YY)	<b>Marital Status</b>
<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Single <input type="checkbox"/> Married
<b>Passport Particulars</b>	
1. <b>Passport Number</b> :	
2. <b>Valid until</b> :	
3. <b>Place &amp; Date of Issue</b> :	
4. <b>Citizenship</b> :	

### **SUBMISSION REQUIREMENT CHECKLIST**

1. **Mobility Offer letter** from UMS
2. **Verification letter** from Home University
3. Current examination results
4. **A whole photocopy of passport holder**
5. **Health Examination Report**  
(To be conducted in Kota Kinabalu, Sabah)
6. **Four (4) passport size photographs**
7. **VDR Form**

ADDRESS INFORMATION	
<b>Current Mailing Address</b>	<b>Postcode :</b> _____ <b>Country :</b> _____
<b>Permanent Address</b>	<b>Postcode :</b> _____ <b>Country :</b> _____
<b>Phone Number</b>	_____
<b>Fax Number</b>	_____
<b>E-Mail Address</b>	_____
<b>Address of Parent / Next – of – Kin</b>	_____

MEDICAL DISCLOSURE	
<b>Do you have any disability, impairment, or long-term medical condition which may affect your studies?</b>	
<input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Yes</b> (please provide specific details) :
EMERGENCY CONTACT DETAILS	
<b>Name</b>	_____
<b>Relationship</b>	_____
<b>Address</b>	_____

<b>Phone Number</b>		<b>Mobile Number</b>	
<b>E-Mail Address</b>			

<b>EDUCATION</b>
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<b>Current Home University</b>			
<b>Faculty</b>			
<b>Field of Study &amp; Specialisation</b>		<b>Level of Study</b>	<input type="checkbox"/> Degree <input type="checkbox"/> Master <input type="checkbox"/> Ph.D
<b>Student Number</b>		<b>Current Semester</b>	
<b>Current CGPA</b>		<b>Expected Year of Graduation</b>	

**Academic Awards**

(please specify name of award, organiser, & date received)

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<b>OTHERS ( CO-CURRICULUM ACTIVITIES / SPECIAL SKILLS )</b>
---

<b>Co-curriculum Activities :</b>

<b>Special Skills :</b>

STUDENT MOBILITY PROGRAMME			
<b>Host University / Institution Applied</b>	Universiti Malaysia Sabah		
<b>Name of Mobility Programme</b>			
<b>Name of Hosting Faculty/Centre/Institute (including programme coordinator)</b>			
<b>Host Contact Details</b>			
<b>Period of Mobility Programme (choose one)</b>	<input type="radio"/> <b>With Credit Transfer:</b> _____ <span style="margin-left: 150px;">(state the period of programme)</span> <p style="text-align: center;"><i>-or-</i></p> <input type="radio"/> <b>Without Credit Transfer:</b> _____ <span style="margin-left: 150px;">(state the period of programme)</span>		
INTER OFFICE COMMUNICATION			
[please include the contact person from the home faculty / institute (student exchange coordinator) who is responsible for the correspondence]			
<b>Name</b> (Prof. / Dr. /Mr. / Mrs / Ms.)			
<b>Office / Department</b>			
<b>Position</b>			
<b>Correspondence Address</b>			
<b>Phone Number</b>		<b>Mobile Number</b>	
<b>E-Mail Address</b>			

## CONSENT & DECLARATION

### Consent (Parents / Guardian)

I \_\_\_\_\_, parents / guardian to \_\_\_\_\_, giving a grant and agreed upon his / her participation in Universiti Malaysia Sabah International Mobility Programme. I hereby acknowledge and agree that Universiti Malaysia Sabah will not be liable in any way for any loss, injury, sickness, or damages may suffer by him / her whilst participating in the programme, or which results in any way from his / her participation in the program, other than arising from or as a consequence of any negligent act or omission of Universiti Malaysia Sabah or its officers, employees, or agents.

Parent / Guardian Signature :

Parent / Guardian Name :

Date :

### Applicant Declaration

I would like to certify that the information I have provided on this application and in all other application materials is complete, accurate and true to the best of my knowledge and if admitted, I agree to abide by the rules and regulations of the University. I hereby agree that, Universiti Malaysia Sabah will not be liable in any way for any loss, injuries, sickness, or damages I may suffer whilst participating in the program, or which results in any way from my participation in the programme, other than arising from or as a consequence of any negligent act or omission of Universiti Malaysia Sabah or its officers, employees, or agents.

Applicant's Signature :

Applicant's Name :

Date :

**HOST - OFFICE REFERENCE**

(This section is to be filled by UMS)

**APPROVAL BY THE DEPUTY VICE CHANCELLOR (ACADEMIC & INTERNATIONAL),  
UMS**

**Signature :**

**Date :**

**DEAN OF THE HOST FACULTY / INSTITUTE**

**Comment(s)**

**I accept / decline this student's application**

**Signature :**

**Date :**

b) Inbound Report Form



**UMS**  
UNIVERSITI MALAYSIA SABAH

**Centre for International Affairs (CFIA)**

Level 5, South Block, Chancellery Building, Universiti Malaysia Sabah, Jalan UMS, 88400 Kota Kinabalu, Sabah.

Tel : 6088-320 000 (ext. 1381 / 1385 / 1057)

Fax : 6088-320 126

E-mail : [intl@ums.edu.my](mailto:intl@ums.edu.my)

# MOBILITY REPORT FORM

## Participant Information

Full Name			
Matrix No.		Mobile No.	
Faculty / Institute / Program			
Education Session		E-mail	
Host University	<b>UNIVERSITI MALAYSIA SABAH</b>	Country	<b>MALAYSIA</b>

## Mobility Information

Type of Mobility (tick in the box)	<input type="checkbox"/> Short Term Programme* : _____		
	<input type="checkbox"/> 1 Semester	} <b>With / Without Credit Transfer</b> (circle one)	
	<input type="checkbox"/> 2 Semester		
<i>*Please state the duration of programme</i>			
Date of Mobility (Start)		Date of Mobility (End)	
Home University / Institution		Country	
Home University / Institution Address			
Telephone		Fax	
E-mail Address			

Home Supervisor (contact person)	
Facilities Provided By Host University / Institution (tick in the box)	
<input type="checkbox"/> Accommodation	<input type="checkbox"/> Others (please specify) :
<input type="checkbox"/> Transportation	
<input type="checkbox"/> Financial Assistance	

**Mobility Program Background**

Program Objective	
Activities Done Throughout The Mobility Program (please specify)	
Program Output (please specify)	
Recommendation for Improvement (please specify)	



## **Acknowledgement**

I would like to certify that the report I have provided on this form is complete, accurate and true to the best of my knowledge and experience throughout the whole mobility program.

Student Signature

Supervisor Signature

Name :

Name :

Date :

Date :

(DD/MM/YY)

(DD/MM/YY)

### **Note**

**\*This form must be completed and submitted a **WEEK** after the actual mobility program has ended**

**\*Please provide a copy of this report to the **Centre for International Affairs office** for data record purpose**

### 4.3 Outbound Forms

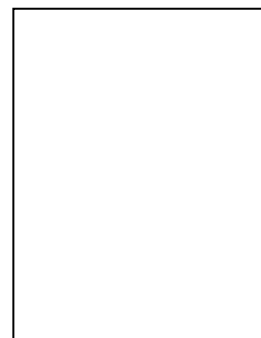
#### a) Outbound Application Form



### **INTERNATIONAL STUDENT MANAGEMENT UNIT CENTRE FOR INTERNATIONAL AFFAIRS**

Please return this form to International Student Management Unit, Centre for International Affairs, Level 5 South Block, Chancellery Building, UMS Road, 88400 Kota Kinabalu, Sabah MALAYSIA

Phone : +6088 320 000 ext. 1385 / 1057  
Fax : +6088 320 126  
E-mail : intl@ums.edu.my



### **INTERNATIONAL MOBILITY PROGRAMME APPLICATION FORM**

#### **PERSONAL DETAILS**

*[Please type or print clearly]*

**Full Name (Mr. /Ms.)**

As stated in your passport

**Other Name (If any) :**

**Date of Birth (DD/MM/YY)**

**Marital Status**

Single

**Gender**

Male

Female

Married

**Passport Particulars**

**1. Passport Number :**

**2. Valid until:**

**3. Place & Date of Issue:**

**4. Citizenship :**

#### **SUBMISSION REQUIREMENT CHECKLIST**

- 1. Mobility Offer letter** from Home University
- 2. Examination Result** (Undergraduate student must obtain an absolute **CGPA of 3.0 and above** to be qualified for the mobility programme)
- 3. A photocopy of passport holder** (Front page, passport expiry date, updated pass)
- 4. 2 (two) passport size photographs**
- 5. VDR Form**

ADDRESS INFORMATION	
<b>Current Mailing Address</b>	<b>Postcode :</b> _____ <b>Country :</b> _____
<b>Permanent Address</b>	<b>Postcode :</b> _____ <b>Country :</b> _____
<b>Phone Number</b>	_____
<b>Fax Number</b>	_____
<b>E-Mail Address</b>	_____
<b>Address of Parent / Next – of – Kin</b>	_____

MEDICAL DISCLOSURE
<p><b>Do you have any disability, impairment, or long-term medical condition which may affect your studies?</b></p> <p><input type="checkbox"/> <b>Yes</b> (please provide specific details) :</p> <p><input type="checkbox"/> <b>No</b></p>

EMERGENCY CONTACT DETAILS			
<b>Name</b>	_____		
<b>Relationship</b>	_____		
<b>Address</b>	_____		
<b>Phone Number</b>	_____	<b>Mobile Number</b>	_____
<b>E-Mail Address</b>	_____		

EDUCATION	
<b>Current Home University</b>	<b>UNIVERSITI MALAYSIA SABAH</b>

<b>Faculty / Institute</b>			
<b>Field of Study &amp; Specialisation</b>		<b>Level of Study</b>	<input type="checkbox"/> Degree <input type="checkbox"/> Master <input type="checkbox"/> Ph.D
<b>Student Number</b>		<b>Current Semester</b>	
<b>Current CGPA</b>		<b>Expected Year of Graduation</b>	
<b>Academic Awards</b> (please specify name of award, organiser, & date received)			
<b>OTHERS ( CO-CURRICULUM ACTIVITIES / SPECIAL SKILLS )</b>			
<b>Co-curriculum Activities :</b>			
<b>Special Skills :</b>			

STUDENT MOBILITY PROGRAMME			
<b>Host University / Institution Applied (including address)</b>			
<b>Name of Mobility Programme</b>			
<b>Name of Hosting Faculty/Centre/Institute (including programme coordinator)</b>			
<b>Host Contact Details</b>	<b>Phone Number:</b> <b>Fax Number:</b> <b>E-mail:</b>		
<b>Period of Mobility Programme</b>	<input type="radio"/> <b>With Credit Transfer:</b> _____ <span style="margin-left: 150px;">(state the period of programme)</span> <p style="text-align: center;"><i>-or-</i></p> <input type="radio"/> <b>Without Credit Transfer:</b> _____ <span style="margin-left: 150px;">(state the period of programme)</span>		
INTER OFFICE COMMUNICATION			
[please include the contact person from the home faculty / institute (student exchange coordinator) who is responsible for the correspondence]			
<b>Name</b> (Prof. / Dr. / Mr. / Mrs / Ms.)			
<b>Office / Department</b>			
<b>Position</b>			
<b>Correspondence Address</b>			
<b>Phone Number</b>		<b>Mobile Number</b>	
<b>E-Mail Address</b>			

## CONSENT & DECLARATION

### Consent (Parents / Guardian)

I \_\_\_\_\_, parents / guardian to \_\_\_\_\_, giving a grant and agreed upon his / her participation in (host university international mobility programme). I hereby acknowledge and agree that Universiti Malaysia Sabah will not be liable in any way for any loss, injury, sickness, or damages may suffer by him / her whilst participating in the programme, or which results in any way from his / her participation in the program, other than arising from or as a consequence of any negligent act or omission of Universiti Malaysia Sabah or its officers, employees, or agents.

Parent / Guardian Signature :

Parent / Guardian Name :  
Date :  
(DD/MM/YY)

### Applicant Declaration

I would like to certify that the information I have provided on this application and in all other application materials is complete, accurate and true to the best of my knowledge and if admitted, I agree to abide by the rules and regulations of the host university. I hereby agree that, Universiti Malaysia Sabah will not be liable in any way for any loss, injuries, sickness, or damages I may suffer whilst participating in the program, or which results in any way from my participation in the programme, other than arising from or as a consequence of any negligent act or omission of Universiti Malaysia Sabah or its officers, employees, or agents.

Applicant's Signature :

Applicant's Name :  
Date :  
(DD/MM/YY)

b) Outbound Report Form



**UMS**  
UNIVERSITI MALAYSIA SABAH

**Centre for International Affairs (CFIA)**

Level 5, South Block, Chancellery Building, Universiti Malaysia Sabah, Jalan UMS, 88400 Kota Kinabalu, Sabah.

Tel : 6088-320 000 (ext. 1381 / 1385 / 1057)

Fax : 6088-320 126

E-mail : [intl@ums.edu.my](mailto:intl@ums.edu.my)

# MOBILITY REPORT FORM

## Student Information

Full Name			
Matrix No.		Mobile No.	
Faculty / Program			
Education Session		E-mail	
Home University	Universiti Malaysia Sabah		

## Mobility Information

Type of Mobility (tick in the box)	<input type="checkbox"/>	Short Term Programme* : _____	} <b>With / Without Credit Transfer</b> (circle one)
	<input type="checkbox"/>	1 Semester	
	<input type="checkbox"/>	2 Semester	
<i>*Please state the duration of programme</i>			
Date of Mobility (Start)		Date of Mobility (End)	
Host University / Institution		Country	

Host University / Institution Address			
Telephone		Fax	
E-mail Address			
Home Supervisor (contact person)			
Facilities Provided By Host University / Institution (tick in the box)			
<input type="checkbox"/> Accommodation <input type="checkbox"/> Others (please specify) :  <input type="checkbox"/> Transportation  <input type="checkbox"/> Financial Assistance			

**Mobility Program Background**

Program Objective	
Activities Done Throughout The Mobility Program (please specify)	
Program Output (please specify)	



Recommendation for Improvement (please specify)

### **Acknowledgement**

I would like to certify that the report I have provided on this form is complete, accurate and true to the best of my knowledge and experience throughout the whole mobility program.

Student Signature

Supervisor Signature

Name :  
Date :  
(DD/MM/YY)

Name :  
Date :  
(DD/MM/YY)

#### **Note**

**\*This form must be completed and submitted a **WEEK** after the actual mobility program has ended**  
**\*Please provide a copy of this report to the **Centre for International Affairs office** for data record purpose**

**Prepared by;**  
Mobility Secretariat  
Centre for International Affairs