	OPERASI PERKHIDMATAN SOKONGAN	Halaman: 1 / 4
	PUSAT ANTARABANGSA	No. Semakan: 01 02
	Kod Dokumen: UPM/OPR/INTL/P001	No. Isu: 0 1
	PROSEDUR PENGURUSAN MOBILITI PELAJAR ANTARABANGSA (INBOUND) (INBOUND)	Tarikh: 14/8/2020 29/10/2021

1.0 SKOP

Prosedur ini merangkumi semua proses penerimaan permohonan mengikuti program *inbound* sehingga pelajar tamat menjalani program mobiliti di UPM.

2.0 TANGGUNGJAWAB


Pengarah, Timbalan Pengarah, Ketua Bahagian, Ketua Seksyen Mobiliti, dan sesiapa yang terlibat dalam pengurusan aktiviti mobiliti pelajar antarabangsa (*inbound*) di Universiti Putra Malaysia (UPM) bertanggungjawab mematuhi prosedur ini.

3.0 DOKUMEN RUJUKAN

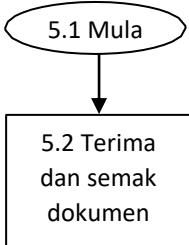
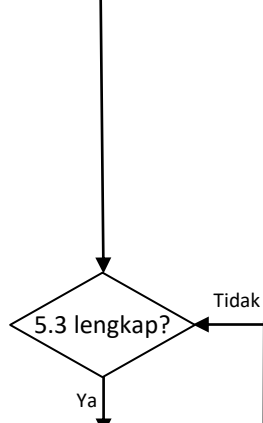
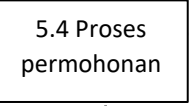
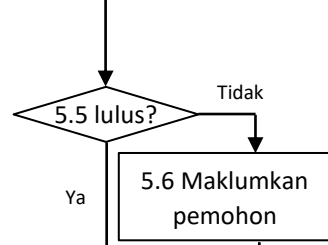
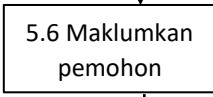
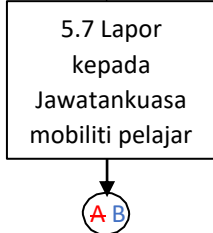
Kod Dokumen	Tajuk Dokumen
-	Buku kaedah - kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) 2014
UPM/OPR/INTL/AK01	Arahan Kerja Program Mobiliti (Inbound) (<i>Inbound</i>)
-	Buku Panduan Pelajar Mobiliti (Inbound) (<i>Inbound</i>)


4.0 TERMINOLOGI DAN SINGKATAN

JMP	: Jawatankuasa Mobiliti Pelajar
PT	: Pegawai Tadbir
PT (P/O)	: Pembantu Tadbir (Perkeranian / Operasi)
PTJ	: Pusat Tanggungjawab
SM	: Seksyen Mobiliti
SMP	: Sistem Maklumat Pelajar


	OPERASI PERKHIDMATAN SOKONGAN	Halaman: 2 / 4
	PUSAT ANTARABANGSA	No. Semakan: 01 02
	Kod Dokumen: UPM/OPR/INTL/P001	No. Isu: 0 1
	PROSEDUR PENGURUSAN MOBILITI PELAJAR ANTARABANGSA (INBOUND) (INBOUND)	Tarikh: 14/8/2020 29/10/2021

5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT (P/O)		5.2 Terima dan semak kecukupan dokumen	OPR/INTL/BR01/ INBOUND
PT (P/O)		(a) Kenal pasti jenis program iaitu samada: <ol style="list-style-type: none"> Permohonan Mobiliti Jangka Panjang (1-2 semester) Permohonan Program latihan industri Permohonan mobiliti jangka pendek (b) Log Penerimaan permohonan di Senarai Utama Mobiliti (Inbound) (Inbound) (c) Memastikan semua maklumat lengkap bagi tujuan menyediakan laporan dan data bagi: <ol style="list-style-type: none"> Data QS Ranking, Data Aktiviti MoU dan Persatuan Antarabangsa Data MyMOHE, Lain-lain (Mengikut permintaan) 	
PT (P/O)/PTJ		5.3 Lengkap? (a) Jika Ya, ikut langkah 5.4 (b) Jika Tidak, ikut langkah 5.2-5.3	OPR/INTL/BR01/ INBOUND UPM/OPR/INTL/AK01
PT (P/O)		5.4 Proses Permohonan (a) Hantar permohonan pelajar telah lengkap kepada PTJ yang berkenaan (b) Dapatkan maklumbalas dari pihak PTJ berkenaan dalam tempoh 10 hari bekerja (Rujuk Arahan Kerja Program Mobiliti (Inbound) (Inbound))	
PT (P/O)		5.5 Lulus? (a) Jika Ya, ikut langkah 5.7 (b) Jika Tidak, ikut langkah 5.6	UPM/OPR/INTL/AK01
PT/PT (P/O)		5.6 Maklumkan pemohon 5.7 Laporkan kepada Jawatankuasa Mobiliti Pelajar (a) Sediakan kertas makluman kepada JMP (Rujuk Arahan Kerja Program Mobiliti (Inbound) (Inbound))	


	OPERASI PERKHIDMATAN SOKONGAN	Halaman: 3 / 4
	PUSAT ANTARABANGSA	No. Semakan: 01 02
	Kod Dokumen: UPM/OPR/INTL/P001	No. Isu: 0 1
	PROSEDUR PENGURUSAN MOBILITI PELAJAR ANTARABANGSA (INBOUND) (INBOUND)	Tarikh: 14/8/2020 29/10/2021

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan	
PT (P/O)	<pre> graph TD Start((A B)) --> 5.8[5.8 Keluarkan surat tawaran] 5.8 --> 5.9[5.9 Pelajar lapor diri] 5.9 --> 5.10{5.10 Perlu Transkrip?} 5.10 -- Ya --> 5.11[5.11 Serah transkrip] 5.10 -- Tidak --> 5.11 5.11 --> 5.12([5.12 Tamat]) 5.12 --> End((B A)) </pre>	<p>5.8 Keluarkan surat tawaran</p> <p>a) Keluarkan surat tawaran kepada pelajar (Rujuk Arahan Kerja Program Mobiliti (Inbound)) Daftarkan maklumat pelajar dalam SMP dan jana nombor matrik pelajar baharu</p> <p>b) Keluarkan surat tawaran kepada pelajar (Rujuk Arahan Kerja Program Mobiliti (Inbound))</p>	UPM/OPR/INTL/AK01	
PT (P/O)		5.9 Pelajar lapor diri	<p>5.9 Pelajar Lapor Diri</p> <p>a) Daftarkan maklumat pelajar dalam SMP dan jana nombor matrik pelajar baharu Aktifkan ID dan sahkan maklumat pelajar dalam SMP</p>	UPM/OPR/INTL/AK01
PT (P/O)		5.10 Perlu Transkrip?	<p>5.10 Perlu transkrip?</p> <p>a) Jika Ya, ikut langkah 5.11</p> <p>b) Jika Tidak, ikut langkah 5.12</p>	
PT (P/O)		5.11 Serah transkrip	<p>5.11 Serah Transkrip</p> <p>a) Rujuk Arahan Kerja Program Mobiliti (Inbound) (Inbound) UPM/OPR/INTL/AK01</p>	

	OPERASI PERKHIDMATAN SOKONGAN	Halaman: 4 / 4
	PUSAT ANTARABANGSA	No. Semakan: 01 02
	Kod Dokumen: UPM/OPR/INTL/P001	No. Isu: 0 1
	PROSEDUR PENGURUSAN MOBILITI PELAJAR ANTARABANGSA (INBOUND) (INBOUND)	Tarikh: 14/8/2020 29/10/2021

6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
2 1.	UPM.INTL.600-4/17/1 Minit Mesyuarat JMP i. Minit Mesyuarat Jawatankuasa Mobiliti Pelajar	PT(P/O)	PT	Bilik Fail, SM 3 tahun	Ketua Pengarah Arkib Negara Malaysia
± 2.	UPM.INTL.600-4/17/2 (Nama Benua) Inbound i. Borang <i>Application For Study in UPM (Inbound)</i> (OPR/INT/BR01/INBOUND) ii. Salinan memo permohonan untuk kelulusan kepada PTJ Salinan surat tawaran pelajar	PT(P/O)	PT	Kabinet Bilik Bilik Fail, SM 3 tahun 2 tahun	Ketua Pengarah Arkib Negara Malaysia

	OPERASI PERKHIDMATAN SOKONGAN	Halaman: 1 / 4
	PUSAT ANTARABANGSA	No. Semakan: 01 02
	Kod Dokumen: UPM/OPR/INTL/P002	No. Isu: 01
	PROSEDUR PENGURUSAN MOBILITI PELAJAR ANTARABANGSA (OUTBOUND) (OUTBOUND)	Tarikh: 14/08/2020 29/10/2021

1.0 SKOP

Prosedur ini merangkumi semua proses penerimaan permohonan oleh pelajar UPM untuk mengikuti program *outbound*.

2.0 TANGGUNGJAWAB


Pengarah, Timbalan Pengarah, Ketua Bahagian, Ketua Seksyen Mobiliti, dan sesiapa yang terlibat dalam pengurusan aktiviti Mobiliti antarabangsa pelajar (*outbound*) UPM ke institusi luar negara bertanggungjawab mematuhi prosedur ini.

3.0 DOKUMEN RUJUKAN

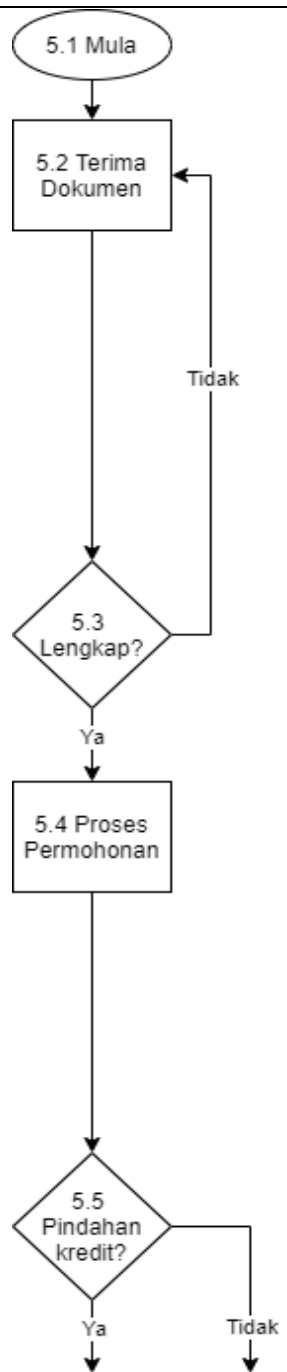
Kod Dokumen	Tajuk Dokumen
-	Buku Panduan Pengajian Pra Siswazah
UPM/OPR/INTL/AK02	Arahan Kerja Program Mobiliti (Outbound) (<i>Outbound</i>)
-	Buku Panduan Pelajar Mobiliti (Outbound) (<i>Outbound</i>)


4.0 TERMINOLOGI DAN SINGKATAN

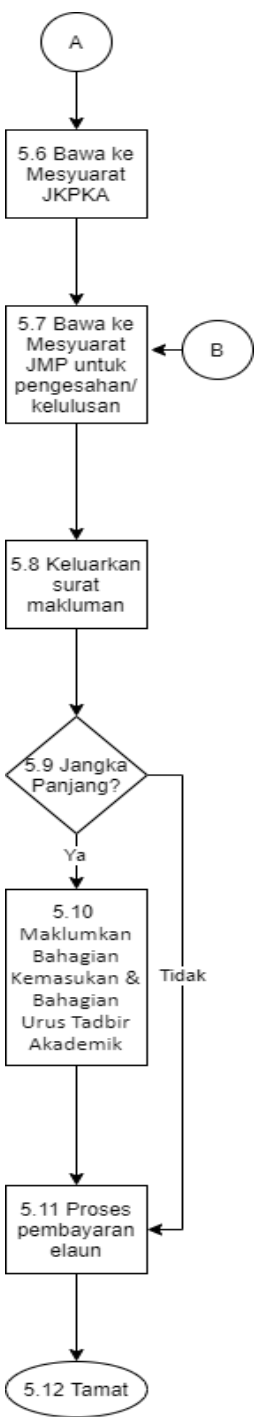
BAKD	:	Bahagian Urus Tadbir Akademik
BKEM	:	Bahagian Kemasukan
BURSAR	:	Pejabat Bursar
CIRNET	:	Pusat Hubungan dan Jaringan Industri
i-PUTRA	:	Putra International Centre
JKPKA	:	Jawatankuasa Penilaian Kesetaraan Akademik
JMP	:	Jawatankuasa Mobiliti Pelajar
LI	:	Latihan Industri
PT	:	Pegawai Tadbir
PTJ	:	Pusat Tanggungjawab
PT (P/O)	:	Pembantu Tadbir (Perkeranian / Operasi)
PYB	:	Pegawai yang Bertanggungjawab
SM	:	Seksyen Mobiliti
SMP	:	Sistem Maklumat Pelajar


	OPERASI PERKHIDMATAN SOKONGAN	Halaman: 2 / 4
	PUSAT ANTARABANGSA	No. Semakan: 01 02
	Kod Dokumen: UPM/OPR/INTL/P002	No. Isu: 01
	PROSEDUR PENGURUSAN MOBILITI PELAJAR ANTARABANGSA (OUTBOUND) (OUTBOUND)	Tarikh: 14/08/2020 29/10/2021

5.0 PROSES TERPERINCI

TANGGUNGJAWAB	CARTA ALIR	PERINCIAN	REKOD/DOKUMEN RUJUKAN
PT (P/O)/PTJ		5.2 Terima dan semak dokumen <ol style="list-style-type: none"> Terima dan semak kecukupan borang permohonan daripada pemohon/PTJ (Rujuk Arahan Kerja Program Mobiliti (Outbound) (Outbound) (UPM/OPR/INTL/AK02) Log penerimaan permohonan di Senarai Utama Mobiliti (Outbound) Lengkapkan <i>Masterfile</i> (Outbound) (Outbound) Memastikan bahawa semua maklumat lengkap untuk tujuan menyediakan laporan dan data bagi: <ol style="list-style-type: none"> Data QS Ranking, Data MyPutra Cockpit, Data Aktiviti MoU dan Persatuan Antarabangsa, Data MyMOHES dan lain-lain (Sekiranya diperlukan) 	OPR/INTL/B R02/ OUTBOUND UPM/ OPR/ INTL/ AK02
PT (P/O)		5.3 Lengkap? <ol style="list-style-type: none"> Jika Ya, ikut langkah 5.4 Jika Tidak, ikut langkah 5.2 	OPR/ INTL/ BR02/ OUTBOUND
PT (P/O)		5.4 Proses Permohonan <ol style="list-style-type: none"> Kemukakan semua permohonan yang lengkap kepada JMP untuk kelulusan dengan bantuan atau tanpa bantuan kewangan. (bagi yang memerlukan bantuan kewangan) ataupun maklumat (bagi yang tidak memerlukan bantuan kewangan); Kenalpasti jenis program <ol style="list-style-type: none"> Permohonan Mobiliti Jangka Panjang (Fizikal/Maya) Permohonan Mobiliti jangka pendek (Fizikal/Maya) Permohonan Program latihan industri Saring permohonan berdasarkan kriteria-kriteria tertentu dengan merujuk Arahan Kerja Program Mobiliti (Outbound) (Outbound) (UPM/OPR/INTL/AK02) 	UPM/OPR/ INTL/AK02
PT FAKULTI		5.5 Pindahan Kredit? <ol style="list-style-type: none"> Jika Ya, ikut langkah 5.6 Jika Tidak, ikut langkah 5.7 	


	OPERASI PERKHIDMATAN SOKONGAN	Halaman: 3 / 4
	PUSAT ANTARABANGSA	No. Semakan: 01 02
	Kod Dokumen: UPM/OPR/INTL/P002	No. Isu: 01
	PROSEDUR PENGURUSAN MOBILITI PELAJAR ANTARABANGSA (OUTBOUND) (OUTBOUND)	Tarikh: 14/08/2020 29/10/2021

TANGGUNGJAWAB	CARTA ALIR	PERINCIAN	REKOD/DOKUMEN RUJUKAN
PT FAKULTI		5.6 Bawa ke Mesyuarat Jawatankuasa Penilaian Kesetaraan Akademik i. Rujuk garis panduan Pindahan Kredit Mobiliti Antarabangsa	OPR/INTL / GP01/MO BILITI
PT (P/O)		5.7 Bawa ke Mesyuarat JMP untuk Pengesahan/ Kelulusan i. Sediakan kertas cadangan permohonan kelulusan kepada JMP Bentangkan kertas cadangan untuk pengesahan/kelulusan JMP	
PT (P/O)		5.8 Keluarkan surat makluman i. Sedia surat makluman keputusan kepada pelajar (program jangka Panjang) / PTJ (program jangka pendek). ii. Kemaskini keputusan permohonan dan tarikh surat kelulusan dikeluarkan di dalam Masterfile Masterfile Outbound Outbound	
PT (P/O)		5.9 Program mobiliti Jangka Panjang? i. Jika Ya, ikut langkah 5-8 5.10 ii. Jika Tidak, ikut langkah 5-9 5.11	
PT (P/O)/BKAD		5.10 Maklumkan Status Kepada Bahagian Kemasukan i. Majukan kepada Bahagian Kemasukan & Bahagian Urus Tadbir Akademik senarai pelajar yang akan menjalani program pertukaran pelajar selama satu / dua semester untuk menukar status pelajar dalam SMP	
PT(P/O)/BURSAR		5.11 Urusan Pembayaran i. Memastikan dokumen pembayaran lengkap untuk dihantar kepada bendahari Pejabat Bursar .	

	OPERASI PERKHIDMATAN SOKONGAN	Halaman: 4 / 4
	PUSAT ANTARABANGSA	No. Semakan: 01 02
	Kod Dokumen: UPM/OPR/INTL/P002	No. Isu: 01
	PROSEDUR PENGURUSAN MOBILITI PELAJAR ANTARABANGSA (OUTBOUND) (OUTBOUND)	Tarikh: 14/08/2020 29/10/2021

6.0 REKOD

BIL.	KOD FAIL, TAJUK FAIL DAN SENARAI REKOD	TANGGUNGJAWAB MENGUMPUL DAN MEMFAIL	TANGGUNGJAWAB MENYELENGGARA	TEMPAT DAN TEMPOH SIMPANAN	KUASA MELUPUS
2 -1.	UPM.INTL.600-4/17/1 Minit Mesyuarat JMP i. Minit Mesyuarat Jawatankuasa Mobiliti Pelajar	PT(P/O)	PT	Kabinet Fail, 3 tahun 5 tahun	Ketua Pengarah Arkib Negara Malaysia
1 -2.	UPM.INTL.600-4/17/3 (Bilangan Mesyuarat) Outbound Outbound i. Borang <i>Application For Study Abroad</i> (OPR/INTL/BR02/OUTBOUND) ii. Salinan surat tawaran pelajar iii. Surat kepada bendahari Pejabat Bursar untuk keluaran cek	PT(P/O)	PT	Kabinet Fail, SM 3 tahun 5 tahun	Ketua Pengarah Arkib Negara Malaysia


	OPERASI PERKHIDMATAN SOKONGAN	Halaman: 1 / 4
	PUSAT ANTARABANGSA	No. Semakan: 01 03
	Kod Dokumen: UPM/OPR/INTL/AK01	No. Isu: 01
	ARAHAN KERJA PROGRAM MOBILITI (INBOUND) (INBOUND)	Tarikh: 25/6/2021 29/10/2021

1.0 TUJUAN


Prosedur ini menerangkan kaedah pengurusan aktiviti mobiliti pelajar antarabangsa ~~(inbound)~~ (inbound) di Universiti Putra Malaysia (UPM).

2.0 ARAHAN


Bil	Tindakan	Tanggungjawab
1.	Terima dan Semak Permohonan	
1.1	Calon Bukan Warganegara mengisi borang permohonan secara manual dan salinan lembut di emelkan ke Pusat Antarabangsa.	Calon
1.2	Terima Borang <i>APPLICATION FOR STUDY IN UPM</i> (inbound) (INBOUND) (OPR/INTL/BR01/INBOUND) yang diisi secara manual beserta dokumen sokongan. Rujuk : (a) Transkrip Akademik terkini (b) Surat sokongan dari universiti asal (c) Surat pengesahan tahap penguasaan Bahasa Inggeris (negara yang tidak menggunakan Bahasa Inggeris sebagai bahasa pengantar)	PT/PT(P/O)
1.3	Semak dokumen sokongan yang dilampirkan bersama borang permohonan.	PT(P/O)

	OPERASI PERKHIDMATAN SOKONGAN	Halaman: 2 / 4
	PUSAT ANTARABANGSA	No. Semakan: 01 03
	Kod Dokumen: UPM/OPR/INTL/AK01	No. Isu: 01
	ARAHAN KERJA PROGRAM MOBILITI (INBOUND) (INBOUND)	Tarikh: 25/6/2021 29/10/2021

Bil	Tindakan	Tanggungjawab
2.	Buat Saringan Permohonan	
	2.1 Saringan permohonan yang memenuhi syarat kemasukan ke program yang dipohon.	PT/PT(P/O)
	2.2 Kemas kini status permohonan dalam <i>Master File Inbound (excel)</i> .	PT (P/O)
	2.3 Jika permohonan tidak memenuhi syarat kemasukan proses tamat.	PT (P/O)
3.	Hantar Permohonan ke PTJ	
	3.1 Hantar surat, Borang <i>APPLICATION FOR STUDY IN UPM (INBOUND)(OPR/INTL/BR01/INBOUND)</i> , beserta dokumen sokongan berkaitan kepada fakulti.	PT/PT(P/O)
	3.2 Fakulti membuat penilaian permohonan calon.	Ketua PTJ/Wakil
	3.3 Fakulti mengembalikan Borang <i>APPLICATION FOR STUDY IN UPM(INBOUND) (OPR/INTL/BR01/INBOUND)</i> beserta surat iringan penerimaan atau penolakan kepada Pusat Antarabangsa.	Ketua PTJ/Wakil


	OPERASI PERKHIDMATAN SOKONGAN	Halaman: 3 / 4
	PUSAT ANTARABANGSA	No. Semakan: 01 03
	Kod Dokumen: UPM/OPR/INTL/AK01	No. Isu: 01
	ARAHAN KERJA PROGRAM MOBILITI (INBOUND) (INBOUND)	Tarikh: 25/6/2021 29/10/2021

Bil	Tindakan	Tanggungjawab
4.	<p>Mesyuarat Jawatankuasa Mobiliti Pelajar.</p> <p>4.1 Sediakan kertas makluman pengambilan pelajar mobiliti untuk pengesahan Jawatankuasa Mobiliti Pelajar (JMP).</p>	PT(P/O)
5.	<p>Cetak dan Emel Surat Tawaran</p> <p>5.1 Kemas kini maklumat calon berjaya dalam Master File Inbound excel <i>Master File Inbound Excel</i> (Jika perlu).</p> <p>5.2 Hantar surat, Borang APPLICATION FOR STUDY IN UPM (INBOUND)(OPR/INTL/BR01/INBOUND), beserta dokumen sokongan berkaitan kepada fakulti.</p> <p>5.2 Daftarkan maklumat pelajar dalam Sistem Maklumat Pelajar (SMP) dan jana nombor matrix <i>matrik</i> pelajar baharu.</p> <p>5.3 Cetak surat tawaran dan hantar kepada calon yang berjaya melalui email atau <i>email</i> atau pos ke alamat calon berdasarkan permintaan.</p> <p>5.4 Maklumkan kepada pelajar tentang prosedur permohonan pas Pelajar (Mobiliti) dengan merujuk PROSEDUR PENGURUSAN VISA DAN PAS BAGI PELAJAR DAN PEKERJA ANTARABANGSA BESERTA TANGGUNGAN (UPM/OPR/INTL/P003).</p>	<p>PT(P/O)</p> <p>PT/PT(P/O)</p> <p>PT(P/O)</p> <p>PT/PT(P/O)</p> <p>PT(P/O)</p>


	OPERASI PERKHIDMATAN SOKONGAN	Halaman: 4 / 4
	PUSAT ANTARABANGSA	No. Semakan: 01 03
	Kod Dokumen: UPM/OPR/INTL/AK01	No. Isu: 01
	ARAHAN KERJA PROGRAM MOBILITI (INBOUND) (INBOUND)	Tarikh: 25/6/2021 29/10/2021

6.	Lapor Diri	
	6.1 Calon lapor diri di Pusat Antarabangsa. Serahkan senarai semak pendaftaran dan maklumkan maklumat tentang program orientasi.	PT(P/O)
	6.2 Aktifkan ID pelajar di dalam SMP. Aktifkan ID dan sahkan maklumat pelajar di dalam SMP	PT(P/O)


Bil	Tindakan	Tanggungjawab
7.	Sedia Laporan	
	7.1 Sediakan laporan pengambilan pelajar mobiliti pada bulan berikutnya untuk penyediaan data <i>QS Ranking, MyPutra Cockpit, Data Aktiviti MoU dan Persatuan Antarabangsa, Data MyMohes, dan lain-lain (Sekiranya diperlukan).</i>	PT/PT(P/O)
8.	Serah Transkrip	
	8.1 Cetak keputusan peperiksaan akademik pelajar semester semasa yang telah tamat.	PT/PT(P/O)
	8.2 Hantar keputusan peperiksaan akademik pelajar melalui email atau pos ke universiti berkenaan sekiranya perlu.	PT/PT(P/O)
	8.3 Mengesyorkan pelajar untuk mengisi borang maklumbalas <i>FEEDBACK FORM (INBOUND)</i> FEEDBACK FORM (INBOUND) OPR/INTL/BR07/INBOUND dan menyerahkannya kepada Pusat Antarabangsa.	PELAJAR

	OPERASI PERKHIDMATAN SOKONGAN	Halaman: 2 / 3
	PUSAT ANTARABANGSA	No. Semakan: 01 03
	Kod Dokumen: UPM/OPR/INTL/AK02	No. Isu: 01
	ARAHAN KERJA PROGRAM MOBILITI (OUTBOUND) (OUTBOUND)	Tarikh: 14/08/2020 29/10/2021

BIL	TINDAKAN	TANGGUNGJAWAB
1.3	<p>Untuk permohonan yang memohon bantuan kewangan, saring:</p> <p>(a) Jenis dan Kriteria Aktiviti yang boleh dipertimbangkan adalah seperti berikut:</p> <ul style="list-style-type: none"> i. Melibatkan pemindahan kredit; ii. Penyelidikan; iii. Seminar / konferensi / bengkel / latihan / kursus akademik; iv. Latihan industri; <ul style="list-style-type: none"> ● Merangkumi latihan industri / latihan praktik / latihan mengajar di institusi luar negara ● Penempatan pelajar samada di institusi / syarikat / kilang / ladang / hospital / klinik / universiti dan lain-lain v. Pertandingan berkaitan akademik; vi. <i>Summer programme</i> (Pengisian aktiviti program mestilah berbentuk akademik); dan vii. Lawatan akademik. <p>(b) Syarat dan kriteria bagi bagi pemohon: Syarat kelulusan bantuan kewangan bergantung kepada kriteria yang ditetapkan oleh Mesyuarat Jawatankuasa Mobiliti Pelajar dari masa ke semasa.</p>	PT/PT(P/O)

	OPERASI PERKHIDMATAN SOKONGAN	Halaman: 3 / 3
	PUSAT ANTARABANGSA	No. Semakan: 01 03
	Kod Dokumen: UPM/OPR/INTL/AK02	No. Isu: 01
	ARAHAN KERJA PROGRAM MOBILITI (OUTBOUND) (OUTBOUND)	Tarikh: 14/08/2020 29/10/2021

BIL	TINDAKAN	TANGGUNGJAWAB
2.	<p>Kelulusan / Pengesahan Mesyuarat JMP</p> <p>2.1 Bawa permohonan yang lengkap ke Mesyuarat JMP untuk pengesahan/kelulusan.</p> <p>2.2 Keluarkan surat tawaran kelulusan dengan bersama keputusan mesyuarat maklumat berikut:</p> <p style="padding-left: 40px;">a. Kelulusan dengan atau tanpa bantuan kewangan; dan bersama</p> <p style="padding-left: 40px;">b. Syarat dan peraturan menjalani mobiliti bagi program jangka panjang).</p>	<p>PT/PT (P/O)</p> <p>PYB/PT (P/O)</p>
3.	<p>Persediaan menjalani program (Outbound)-(Outbound)</p> <p>3.1 Membuat bayaran kepada pelajar seperti yang diluluskan oleh JMP</p> <p>3.2 Pelajar bertanggungjawab untuk membuat pembelian tiket penerbangan</p>	<p>PT/PT (P/O)</p> <p>Pelajar/PTJ</p>
4.	<p>Pasca kepulangan</p> <p>4.1 Pastikan pelajar menghantar transkrip ke fakulti dari host institution. (pelajar jangka panjang sahaja)</p> <p>4.2 Menggalakkan pelajar untuk mengisi Serahkan Borang Feedback Form-Feedback Form dan menyerahkannya kepada Pusat Antarabangsa (OPR/INTL/BR06/OUTBOUND).</p>	<p>Pelajar/PTJ</p> <p>Pelajar/PTJ</p>

	OPERASI PERKHIDMATAN SOKONGAN PUSAT ANTARABANGSA Kod Dokumen: OPR/INTL/BR01/INBOUND
	APPLICATION FORM FOR STUDY IN UPM (INBOUND)

(ALL ITEMS MUST BE FILLED)

A. APPLICANT / PARTICIPANT PERSONAL DETAILS (COMPULSORY)

First Name Second Middle Name Last Name <i>(Mr./Mrs./Miss)</i>				Please stick passport sized picture here
Date of Birth		Age		
Place of Birth		Race		
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Single	
Citizenship/ Nationality		Religion		
Passport Number		Mobile Number		
Email Address				
Next of Kin		Contact Number		
Home Address				
State & Country		Postcode		

B. EDUCATION AT HOME UNIVERSITY (COMPULSORY)

Current Home university <i>(name & full address)</i>			
Phone number		Fax number	
E-mail address		University website	
Faculty which applicant is attached to at home university			
Degree Programme	<input type="checkbox"/> Diploma <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> PhD	Current semester	
Current result (CGPA)		Expected year of graduation	

NO. SEMAKAN : ~~01~~ 02
 NO. ISU : 01
 TARIKH KUAT KUASA : ~~14/08/2020~~ 29/10/2021

C. STUDY IN UPM (COMPULSORY)

Type of Programme	<input type="checkbox"/> Exchange Programme (1 or 2 Semesters with credit transfer) <input type="checkbox"/> Short Mobility <input type="checkbox"/> Internship Programme <input type="checkbox"/> Research Attachment <input type="checkbox"/> ASIAN International Mobility for Students (AIMS) Programme <input type="checkbox"/> ASEAN University Networks (AUN) Programme <input type="checkbox"/> MEVLANA Exchange Protocol <input type="checkbox"/> University Mobility in Asia and the Pacific (UMAP) Programme <input type="checkbox"/> Others, please specify :
Type of Mobility	<input type="checkbox"/> Physical <input type="checkbox"/> Virtual <input type="checkbox"/> Hybrid
Faculty / Institute applied in UPM	
Does this university have MoU with UPM?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Period of study (in UPM)	Commencing from _____ to _____
Please specify your research project (if applicable)	
Transfer of credits required <i>(Please fill in the Transfer of Credit Between Institution – Inbound Form)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

D. LANGUAGE PROFICIENCY

Native Language																													
Language proficiency	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">English</td> <td style="width: 10%; text-align: center;">— <input type="checkbox"/></td> <td style="width: 25%;">Proficient</td> <td style="width: 10%; text-align: center;">— <input type="checkbox"/></td> <td style="width: 25%;">Moderate</td> <td style="width: 10%; text-align: center;">— <input type="checkbox"/></td> <td style="width: 5%;">Weak</td> </tr> <tr> <td>Malay</td> <td style="text-align: center;">— <input type="checkbox"/></td> <td>Proficient</td> <td style="text-align: center;">— <input type="checkbox"/></td> <td>Moderate</td> <td style="text-align: center;">— <input type="checkbox"/></td> <td>Weak</td> </tr> <tr> <td>Others (specify)</td> <td style="text-align: center;">— <input type="checkbox"/></td> <td>Proficient</td> <td style="text-align: center;">— <input type="checkbox"/></td> <td>Moderate</td> <td style="text-align: center;">— <input type="checkbox"/></td> <td>Weak</td> </tr> <tr> <td colspan="7"><hr/><hr/></td> </tr> </table>	English	— <input type="checkbox"/>	Proficient	— <input type="checkbox"/>	Moderate	— <input type="checkbox"/>	Weak	Malay	— <input type="checkbox"/>	Proficient	— <input type="checkbox"/>	Moderate	— <input type="checkbox"/>	Weak	Others (specify)	— <input type="checkbox"/>	Proficient	— <input type="checkbox"/>	Moderate	— <input type="checkbox"/>	Weak	<hr/> <hr/>						
English	— <input type="checkbox"/>	Proficient	— <input type="checkbox"/>	Moderate	— <input type="checkbox"/>	Weak																							
Malay	— <input type="checkbox"/>	Proficient	— <input type="checkbox"/>	Moderate	— <input type="checkbox"/>	Weak																							
Others (specify)	— <input type="checkbox"/>	Proficient	— <input type="checkbox"/>	Moderate	— <input type="checkbox"/>	Weak																							
<hr/> <hr/>																													
English Language Certificate or equivalent <i>(please attach the document on your application)</i>	<input type="checkbox"/> IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/> Others (specify) _____ <hr/> <hr/>																												

Scale : 1 (Elementary) , 2 (Limited Working), 3 (General Proficiency), 4 (Advanced Profesional),
5 (Functionally Native)

Native Language	
English	
Malay	
Others (Please specify):	
English Language Certificate or equivalent (please attach the document on your application)	Others (Please specify):

E. INTER-OFFICE COMMUNICATION (COMPULSORY)

Please include the contact person from the **home university** (international affairs officer/student exchange coordinator) who is responsible for correspondence.

Name (Mr. / Miss / Mrs.)			
Position			
Office/Department			
Correspondence address			
Phone number		Fax number	
E-mail address			
Signature & Stamp			

F. COURSE INFORMATION FOR TRANSFER OF CREDIT

(to be completed by student)

Fill in the course of the University Putra Malaysia to be taken in the space provided.

No.	Course Code	Course Name	Credit
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

G. ACADEMIC ADVISOR INFORMATION

(to be completed by the Dean of the respective universities)

NAME OF HOME INSTITUTION:	UNIVERSITI PUTRA MALAYSIA
Name :	Name :
Position:	Position:
Department :	Department :
Email Address :	Email Address :

H. TO BE COMPLETED BY DEAN OF FACULTY

HOME INSTITUTION:	UNIVERSITI PUTRA MALAYSIA:
I hereby <input type="checkbox"/> Support this application for credit transfer programme <input type="checkbox"/> Support this application at UPM on non-credit transfer basis	I hereby certify the following items: <input type="checkbox"/> Support this application for Inbound programme <input type="checkbox"/> Reject this application for Inbound programme
HOME INSTITUTION:	UNIVERSITI PUTRA MALAYSIA:
Dean / Deputy Dean's signature and stamp:	Dean / Deputy Dean's signature and stamp:
Date:	Date:

I. Student Declaration

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

Signature : _____ Date:


Name :

NOTE:

*** Incomplete application form will not be processed**

**** Please submit a copy of Academic Transcript and a copy of your passport (front page only)**

NO. SEMAKAN : ~~01~~ 02
NO. ISU : 01
TARIKH KUAT KUASA : ~~14/08/2020~~ 29/10/2021

	OPERASI PERKHIDMATAN SOKONGAN PUSAT ANTARABANGSA Kod Dokumen: OPR/INTL/BR02/OUTBOUND
	APPLICATION FORM FOR STUDY ABROAD (OUTBOUND)

(ALL ITEMS MUST BE FILLED)

A. APPLICANT / PARTICIPANT INFORMATION

Full Name (Mr. / Miss / Mrs.)			Passport sized picture
Salutation			
Matric No.		Current semester	
Programme			
Faculty			
Department			
Advisor Name			
Current CGPA		Expected year of graduation	
Date of Birth		IC / Passport No.	
Age			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married
Citizenship		Mobile number	
E-mail address			
Emergency Contact Information EMERGENCY CONTACT INFORMATION			
Name		Relationship	
IC / Passport No.		Contact number	
Home address			
College address (if different from above)			

NO. SEMAKAN : ~~01~~ 02
 NO. ISU : 01
 TARIKH KUAT KUASA : ~~14/08/2020~~ 29/10/2021

B. STUDY ABROAD PROGRAMMES-MOBILITY PROGRAM INFORMATION

Types of Programme	<input type="checkbox"/> AIMS Semester Exchange Program <input type="checkbox"/> Exchange Programme (1 or 2 semesters with credit transfer) <input type="checkbox"/> Industrial Training / Internship <input type="checkbox"/> ASEAN International Mobility for Students (AIMS) Programme <input type="checkbox"/> ASEAN University Network (AUN) Programme <input type="checkbox"/> MEVLANA Exchange Protocol <input type="checkbox"/> Others, please specify : _____ Period of Mobility: Commencing from _____ to _____	
Type of Mobility	<input type="checkbox"/> Physical <input type="checkbox"/> Virtual <input type="checkbox"/> Hybrid	
AIMS Partner University (Only for AIMS Semester Exchange Program)	Field	AIMS Partner University
For AIMS Programme only	Faculty of Agriculture	1.- Kasetsart University, Thailand 2.- Bogor Agriculture Institute (IPB), Indonesia 3.- Universitas Sebelas Maret, Indonesia 4.- Sriwijaya University, Indonesia 5.- Universitas Gadjah Mada, Indonesia 6.- Tokyo University Agriculture of Technology (TUAT), Japan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Faculty of Forestry	1.- Tokyo Metropolitan University, Japan <input type="checkbox"/>
	Faculty of Food Science and Technology	1.- Mae Fah Luang University, Thailand 2.- Bogor Agriculture Institute (IPB), Indonesia 3.- Tsukuba University, Japan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Faculty of Economics and Management	1.- Mahidol University, Thailand 2.- Prince of Songkla, Thailand 3.- Universitas Pendidikan Indonesia, Indonesia 4.- Tsukuba University, Japan 5.- Tokyo Metropolitan University, Japan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Name of Host Faculty / Institute (For other types of program)		
Partnership with UPM (Through Mou/MoA)	<input type="checkbox"/> Partner University <input type="checkbox"/> Non-partner University	
Period of Mobility	Commencing from _____ to _____	

Contact Person at Host University/Institution (Full name / Position / Full address / Phone number / mail address)	Full Name: Position: Full Address: Phone Number: Email Address:
Credit transfer availability	<input type="checkbox"/> Offered <input type="checkbox"/> Not Offered
Scholarship/Grant from Host University for Mobility Program	<input type="checkbox"/> Available <input type="checkbox"/> Not Available
Amount of Scholarship Granted	
Does UPM have MoU with this university?	<input type="checkbox"/> Yes <input type="checkbox"/> No Proposed courses to be taken at Host University:
Transfer of credits required	<input type="checkbox"/> Yes <input type="checkbox"/> No Total of Credit: _____

C. LANGUAGE PROFICIENCY

Scale : 1 (Elementary) , 2 (Limited Working), 3 (General Proficiency), 4 (Advanced Profesional), 5 (Functionally Native)

English	
Malay	
Others (Please specify):	

D. ACHIEVEMENTS

Academic awards obtained (please specify name of award, organizer & date received and attach all the related documents):

Co-curriculum activities (please specify ALL the details and attach all the related documents):

E. LANGUAGE

Language proficiency	English	<input type="checkbox"/>	Proficient	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Weak
	Malay	<input type="checkbox"/>	Proficient	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Weak
	Others (specify)	<input type="checkbox"/>	Proficient	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Weak
<hr/>							

F. HOME FACULTY APPROVAL BY DEAN OR DEPUTY DEAN (ACADEMIC)

Please include the contact person from the home Faculty / Institute (mobility coordinator) who is responsible for correspondence.

MOBILITY COORDINATOR INFORMATION			
Name (Prof. / Dr. / Mr. / Mrs. / Miss)			
Position			
Phone number		Fax number	
E-mail address			

Must be fill by Faculty Mobility Coordinator

~~1: Very Poor~~ ~~2: Poor~~ ~~3: Intermediate~~ ~~4: Good~~ ~~5: Very Good~~

1

2

3

4

5

STUDENT EVALUATION BY MOBILITY COORDINATOR

Level of student's co
curriculum activities

- 1 (Very Weak)
 2 (Weak)
 3 (Intermediate)
 4 (Good)
 5 (Excellent)

Remarks:

APPLICATION APPROVAL BY DEAN OR DEPUTY DEAN (ACADEMIC)

Student Application Status

- Approved
 Rejected

Application Remarks

Faculty Endorsement

Signature & Stamp:

Date :

NO. SEMAKAN : ~~01~~ 02
NO. ISU : 01
TARIKH KUAT KUASA : ~~14/08/2020~~ 29/10/2021

LEVEL OF STUDENT CO-CURRICULUM ACTIVITIES Please tick (✓)					
Signature & Stamp:-					
<p style="text-align: center;"> This Application is: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved </p>					
Comment:-					
Signature & Stamp:-					
Date:-					

I hereby declare that I shall be a normally registered student in Universiti Putra Malaysia during the whole period of exchange mobility.

I hereby declare that all information provided in this form is true. I acknowledge that Universiti Putra Malaysia reserves the right to vary or reserve any decision regarding admission or enrolment made on the basis of the given information.

Signature : _____ Date: _____

Name : _____

APPLICATION CHECKLIST

Incomplete application form will not be processed. Please ensure that you have read and fully understood the application guidelines before submitting your application. Please enclose with the following document:

- ✓ a copy of your IC
- ✓ a copy of Passport (if available)
- ✓ a copy of your academic transcript (latest transcript)
- ✓ a copy of offer letter / letter of approval from host university

ALL applications must be submitted to the Putra International Centre through the applicant's Faculty / [School/ Institute/Colleges](#)