

UNIVERSITI MALAYSIA PAHANG STUDENTS EXCHANGE PROGRAM

1. OBJECTIVE

The Student Exchange Programme is designed to create opportunities for students to experience the learning process at other institutes of higher learning. The exposure to a different learning environment will broaden and enrich the students' learning experience as well as to increase the students' network with students from other universities.

2. TERMINOLOGY

- a. **Parent University (UI)** – The University where the student is registered at and offered a degree programme, in this case; Universiti Malaysia Pahang.
- b. **Host University (UH)** – The University where the student intends to pursue his/her studies to obtain credits to be transferred to the Parent University (UI).
- c. **Credit Transfer** – The approved number of credits earned at the Host University (UH) by the student for course(s) undertaken within a stipulated time. The credits received from the UH will be recognised by UI as equivalent to fulfilling credit requirement at the UI.

Selection and Number of Students

1. The students will apply to their University by filling in the Student Exchange Application Form. UI will make a selection based on the criteria below. The minimum requirements are:
 - Student who is currently undergoing a degree programme at one of the University that has signed a memorandum of understanding with UMP
 - Student must possess at least a CGPA of 3.0
2. UH will reserve the rights to make the final decision regarding the admission of the student to its University.
3. The programme is conducted reciprocally. The number of students involved in this programme will be the same between both UI and UH in the long run.
4. The duration of the exchange is one semester. However, the students can extend the programme for another semester with written consent from both UI and UH.

Intake and Registration

The application together with all required documents has to be submitted at least two months before the registration date at UH. The result of the application will be notified by UH one month before the semester starts.

Fees and Accommodation

1. The student will be paying the regular tuition fees to UI for the duration of the programme. UH will not impose tuition fees to the student. However, this matter is subjected to the agreement by both UI and UH.
2. The student must have medical insurance to cover all the medical fee that might incur during the programme. The insurance cost will be borne by the student.
3. UH will assist the student to secure suitable accommodation.
4. All matters regarding the cost of transportation, textbooks, and other personal needs at UH the will be bear by the student.

Additional Information

1. Students undergoing the programme at the UH will be bound by the academic and non-academic rules and regulations of the UH.
2. UH has the right to terminate the student from the programme if the student is found to breach the rules and regulations set by the UH. This termination will not be involving other students currently undergoing the same programme.

CREDIT TRANSFER POLICY

1. The courses at UH involved in this programme must be validated by the Dean of Faculty/Centre of Studies at UI as equivalent to the courses in the program the student is currently enrolled. This process will be done by UI. The Dean's comment regarding this matter will be included in the Student Exchange Application Form.
2. Courses that allow credit transfers are courses at UH that have the same number of credit or more compared to the equivalent courses at the UI. If the number of credit is less, a number of courses validated by the Dean of Faculty/Centre of Studies at UI can be combined to achieve the credit requirement for the academic programme currently undertaken by the student.
3. At least, 80% of course content (syllabus) taken in UH must be equivalent to that at UI.
4. Total credit hours for transfer credits purpose should not exceed 30% of graduation requirements for programme enrolled at UI.
5. Throughout the courses of studies, students are only allowed to register once at any UH.
6. Students may enrol in any courses of interest at UH, subject to approval by the Dean of Faculty/School in both UH and UI.
7. Course content at UH will be assessed for transfer credits for approval by UI.
8. Credits transferred from UH to UI will be calculated to obtain student's GPA and CGPA for graduation purposes.
9. Transfer credit must be in credit hours based on fourteen (14) week-semester of studies.
10. Minimum grade that can be considered for transfer credit purposes is at least a C or 2.00/4.00 points.
11. Students with approved registration and enrolled for the courses at UH are not allowed to withdraw or drop the courses with exception it has been agreed by both UI and UH Deans of Faculty/School.
12. Students are not to complete their final semester of studies at UH.

TRANSFER CREDIT METHOD

1. Students (after referring to UI) must ensure courses enrolled at UH are equivalent to courses enrolled at UI. Course content (syllabus) that is used for transfer credit purposes will be assessed for consideration to transfer credit approval.
2. Approved transfer credits will be recorded in Student Information System.
3. UH needs to submit final results to UI students after it has been endorsed by the Senate.
4. Credit transfer will only be awarded after students make official application. Credit transfer application can be done by filling in [Credit Transfer Form](#), and attached with final result and a copy of original transcript from UH. Final approval of credit transfer is at the discretion of UI.