University of Reading/University of Reading Malaysia

Study Abroad Mobility Guidelines

Outward mobility from the UK to Malaysia – academic year 2018/19

Staff guidelines to processes

October 2018

v.16 1.10.18

	Responsible Person	Date
Note: This handbook is 'owned' by the TLD (International) jointly with the ADTL (UoRM), and will be reviewed annually and published by the end of November in the year preceding the intended academic mobility year. **All dates referred to are, unless otherwise noted, dates in the year prior to the academic year of intended travel.**	TLD/ADTL	Nov 30
Abbreviations: ATDL: Associate Dean Teaching & Learning (UoRM) BOS: Bristol Online Survey ESAO: Erasmus and Study Abroad office HoS: Head of School PA: Programme Admin team PD: Programme Director (UK) SDTL: School Director of Teaching & Learning (UK) SMO: Student Mobility Officer (UoRM) SSAC: School Study Abroad Co-ordinator (UK) STM: Section Senior Tutor (UoRM) TLD: Teaching & Learning Dean International (UK) UoRM: University of Reading Malaysia UoR: University of Reading		
Introduction Mobility to UoRM implies a direct replacement of programme delivery, and no additional study time beyond the original length of programme is normally required: students will still graduate within the original timescale of their degree programme. Module credit is transferred directly to the student's degree progression and classification in the UK through the RISIS system. Students remain as registered students of the University of Reading UK. Module delivery is structured to ensure close replication between both campuses, ensuring that both cohorts of students follow similar syllabuses with delivery of material timed as closely as is possible. Individual programmes will have developed their own policy towards ensuring a fair, consistent and rigorous assessment regime across both campuses, with regard for students who split a year of study between both campuses		

CHAPTER 1: PRE-DEPARTURE The UK campus, through the ESAO working with relevant Heads of School (HoS), School Study Abroad Co-ordinators (SSAC), School Directors of Teaching & Learning (SDTLs) and the TLD (International) will promote and advertise the availability of study mobility at UoRM. Such promotion will take place: 1. At summer and autumn University Open Days, through a visible and distinct ESAO presence, and through collateral and briefings at the School/Department level where relevant. UoRM (Student Mobility Officer SMO) to provide relevant marketing collateral to ESAO and Schools 2. At School/Programme Visit days usually held during the Spring term for UCAS offerholders. Programme Directors and SSACs to ensure host academics are briefed/aware of the opportunities for mobility 3. At briefing sessions held during Part 1 (Autumn Term), and at other times as may be appropriate in order to access the majority of students 4. Drop-in sessions for interested students with Study Abroad 'ambassadors', arranged by ESAO in conjunction with the relevant School 5. Through appropriate web collateral and the University prospectus. 6. Through ensuring Programme Directors and Personal tutors are aware of the opportunities for student mobility to UoRM and give appropriate and timely advice to students 7. Through any other promotional channel/opportunity as deemed appropriate.	ESAO/HoSs/ SSACs/TLD SMO PDs/SSACs ESAO/SSAC ESAO/SMO	No date As available Pre-open/visit days Autumn term
It is recommended that the Schools currently involved in programme delivery and student mobility with UoRM develop an agreed briefing plan with ESAO in respect of (1)-(6) above, and that this is reviewed annually. ESAO to work with HoS and SSACs to develop these. In respect of (6) above, the TLD will liaise with the Admissions and Recruitment team to ensure appropriate visibility of accurate information. ESAO will liaise with the TLD (International) to ensure that all stakeholders (in UK and at UoRM) are kept informed of relevant developments affecting mobility to UoRM. UoRM (through the SMO) will undertake to notify UK of any changes to the Scheme that are required from their end, in a timely fashion and wherever possible before the publication of guidelines for the next academic cycle. It should be recognised that all promotional activities for UK students considering mobility should form part of the 'expectations' setting agenda. It should be acknowledged that despite the programme of study at UoRM mirroring that at the UK, students will still be getting an international mobility experience, and that it will present the student with personal challenges, a different life environment, and new cultural exposures, enabling them to acquire and develop intercultural skills.	HoS/ESAO/SSAC TLD ESAO/TLD SMO	No date As available

1.0 WHO CAN APPLY Study abroad at UoRM is available to fulltime undergraduate students who are registered students at the University of Reading and who meet the further conditions in this document. The mobility scheme applies to UK students and to international students who are studying for the whole of their degree in the UK. It does not apply to students who are visiting the UK as part of their degree where their home institution is overseas eg BIT and NUIST. Students can only undertake mobility where their degree programme is being delivered at UoRM (as listed below) or, where their degree is not listed, where all of the modules constituting the relevant Part of their degree are being delivered at UoRM. Students will not be permitted to transfer onto a different programme. The list of approved programmes will be agreed annually by the TLD and ADTL, in advance of these guidelines being updated. Students must have passed (normally at first attempt for those wishing to travel in September) and be qualified to progress to the relevant stage of their programmes. Students undertaking late first attempts due to the award of DNS will normally not be able to travel in September. Students who are in debt to the University, or who have been found guilty of serious disciplinary offences under theCode of Conduct Regulations will not normally be permitted to take part in the scheme.	TLD/ADTL	Sept 30
For the academic year 2018/19, the relevant degree programmes are as follows: BSc Real Estate/BSc Investment & Finance in Property BA Business and Management/BA Management and Business BSc Accounting and Finance M Pharmacy (MPharm) BSc Quantity Surveying BSc Building Surveying BSc Construction Management BSc Psychology		

1.1 MOBILITY OPTIONS Student mobility for study at UoRM will normally be limited to: 1. Part 2 of a degree programme only, unless the student has already been studying at UoRM for a period including the Spring and Summer term at Part 2. If the student elects to remain for Part 3 also, it would be expected that their registration will be transferred to the UoRM campus. For mobility at Part 2, students must elect to study at UoRM for: 2. The whole of the Part 2 year, or 3. The Autumn term only, or 4. The Spring and Summer term combined.		
Exceptions to the above may be granted, by the TLD in consultation with the ADTL and relevant programme directors/leads at both campuses. Exceptions may be granted: a. On an individual student basis, considering their individual circumstances, (eg a student may make a case supporting a request to visit UoRM for the Autumn term at Part 3), or b. On a programme-by programme basis (eg A School may make a case that only option (2) above should apply to a particular programme.	TLD/ADTL	
Students should be made aware of any requirements of accreditation or other professional bodies regarding place/mode of study which might impact their decision to undertake mobility. The relevant Programme Director will give appropriate guidance on this. It should be noted for instance, that Pharmacy students must undertake the whole of their Part 3 and Part 4 studies in the UK.	PD	As appropriate
CAPPING Any arrangements for the imposition of maximum numbers of students permitted to undertake mobility ('caps') – either on an overall total number of students basis, or on a programme-by-programme basis, or by individual modules, will be agreed in advance by the TLD (informed by UK HoSs and SDTLs) and the ADTL (informed by Section Heads and Programme leads). Any such caps on numbers should normally be conveyed to ESAO and the SMO by 1st October (For the academic year 2018/19, the deadline for capping requests is 31st January 2018)	TLD/ADTL	1st October
In the event of the number of UK students wishing to study at UoRM exceeding the imposed cap, the UK School will be responsible for selecting the successful applicants. Schools must provide the TLD , the ADTL and ESAO with their selection criteria by 1st October (For the academic year 2018/19, the deadline for providing capping criteria is 31st January 2018).	HoS/SSAC	1st October

1.2 MODULE AVAILABILITY **Students must be advised by the relevant programme director that the full suite of optional modules available in the UK might not be offered at UoRM**. Students must check that the options which they wish to study are available to them. It is not normally possible to undertake distance learning whilst at UoRM of modules offered only in the UK. By 1st December (For the academic year 2018/19, the deadline is 29th February 2018) the programme team at UoRM, through the SMO, must advise the Programme Director in the UK of the full suite of core and option modules expected to be available for the following academic year, and any constraints on option choice (eg timetabling, caps etc) which might apply. Students undertaking individual project or dissertation modules must be advised about the availability of qualified supervisors or resources at UoRM.	PD Students SMO	As appropriate Pre-application 1stDecember
UoRM Programme leads and Heads of Section will notify the UK by 1st December, through the SMO, of any option modules whose student numbers are 'capped' and therefore not guaranteed to be available to UK students. UoRM (ADTL liaising with Section Heads) will undertake to ensure that all core modules are available, and that sufficient option modules are offered to enable a minimum of 60 credits (including core credits) to be studied during the Autumn term, and 60 credits (including core credits) during the Spring term. Where individual modules are delivered over two terms, and a student divides their place of study between the two terms, the module convenor and module lead must ensure that the student has the opportunity to meet the full learning outcomes of the module, and that assessments are designed to accommodate, in a fair and consistent manner, the period of mobility. This may be particularly challenging for instance where an assessment includes a group work element spread over two terms. Where such instances occur in option modules, the programme team may elect not to make this module available to mobility students (this should be reflected in the list of modules provided in advance as above).	SMO ADTL	1st December As appropriate

1.3 CONDITIONS
 	
Students undertaking mobility must be in all respects qualified to otherwise continue with their studies at their 'home' campus. They must have satisfied all of the requisite progression requirements, and must satisfy any prerequisite requirements for modules they wish to study in UoRM. Students who are the subject of ongoing investigations for any of the following reasons will not normally be permitted to undertake mobility:
 	
   i.   academic misconduct
   ii.   failure to engage with their studies,
   iii.   fitness to study or fitness to practice,
   iv.   breach of regulations for conduct,
   v.   debt to the University
   vi.   investigation by the police for a criminal offence
 	
Any allegation under i-vi above which comes to light while the student is at UoRM, relating to the student's time in the UK, may result in the investigation being carried out at UoRM, or in the student being required to return to the UK to assist in the investigation. Such investigations will be the responsibility of the TLD and ADTL working with the University's Dean of Discipline, Chair of SCAM and Provost UoRM as appropriate.
 	
UK students studying at UoRM will not normally be required to fulfill the Malaysian requirements for MPU study. Students whose registration is transferred to UoRM will normally be required to satisfy those requirements, and will be advised accordingly by their programme lead.
	TLD/ADTL	As appropriate

The eligibility of a student to undertake a period of study at UoRM will be at the discretion of the UK Programme Director and the Programme Lead at UoRM. Such decisions (and any appeals) may be referred to the TLD and the ADTL. The pre-condition that students applying for study abroad must normally have achieved an average of at least 55% in their Part 1 studies does NOT apply for mobility to UoRM.	PD/Programme Lead/TLD/ADTL	As appropriate
Where the programme Part includes any element which poses insurmountable barriers for non-Malaysian students (eg an embedded work placement), this may give rise to the proposed study abroad visit not being offered. The SMO will advise ESAO of any modules where such restrictions might apply by 1st December	SMO	1st December

1.4 SPECIAL REQUIREMENTS The University welcomes applications for mobility to UoRM from all students. The University will put in place reasonable adjustments for students with a disability and will assist students with other needs or requirements that are being supported by the university in Reading. Students should discuss their requirements and how any reasonable adjustments or support can be managed in Malaysia at the earliest opportunity. Students whose disability is known to staff should be encouraged to disclose their situation to the University Disability Advisory Service in order that they can access all available support mechanisms and advice in respect of mobility options. The SMO will advise ESAO by 1st December of any changes to local restrictions which may impact on the access to mobility opportunities in Malaysia.	UK SDAT	Pre-application
	SMO	1st December

1.5   TUITION FEES AND FUNDING
(correct as at 1st January 2018. Fees regime will be reviewed annually by TLD/ADTL.
For mobility students, tuition fees are only payable to the UK. Tuition fees only become payable to UoRM when the student transfers their registration away from the UK eg if they elect to stay for Part 3 and Part 3.
For UK/EU students, the following applies:
   1. For mobility under 1.1.3 and 1.1.4 above, i.e. for less than a whole year, the fee status of students remains unchanged. The normal tuition fee (£9250) remains payable in the UK in full. No additional tuition fee is levied at either campus.
   2. For whole year mobility, the student is only liable to pay the standard UoR Year Abroad tuition fee, payable in the UK. No additional fee is levied at UoRM. For 2017/18 this is set by HEFCE at 15% of the standard Home/EU Undergraduate fee.
For international students registered at the UK the following applies:
   1. For mobility under 1.1.3 and 1.1.4 above the fee status of students remains unchanged. The normal international tuition fee (£16070 or £19330) remains payable in the UK in full. No additional tuition fee is levied at either campus.
 	
   2. For whole year mobility, the student is only liable to pay the International UoR Year Abroad tuition fee, payable in the UK. No additional fee is levied at UoRM. For 2017/18 this is set at 15% of the relevant International tuition fee (£16070 or £19330).
	TLD/ADTL	As appropriate

Advice on fees and on any available financial support for study abroad will be given by ESAO in the UK.	ESAO	On request
1.6 BRIEFINGS FOR STUDENTS		

In conjunction with ESAO, all Schools with programmes being delivered at UoRM should as a minimum promotional activity be providing a briefing for students during Part 1 of the relevant programmes. Such briefings should cover: 　i.　　the options available to students in respect of mobility at Part 2, 　ii.　　the benefits of undertaking mobility, 　iii.　　the likely costs, 　iv.　　how to get further advice, and 　v.　　an outline of the process and relevant timings for application	HoS/SSAC/ESAO	Part 1, Autumn/Spr
It is suggested that such briefing sessions should be addressed by returning students where available, and a representative from ESAO. ESAO will provide a guidance sheet for members of staff presenting these sessions. Students will be directed to the appropriate pages on the University website. Such collateral for students and staff will be produced and updated annually by ESAO working in conjunction with the SMO.	ESAO ESAO/SMO	As Appropriate
1.7　　APPLICATION PROCESS The application process in the UK is managed by ESAO, with relevant input from SSACs and the SIS team. It is recognised that students considering applying for mobility to UoRM may also be considering other study abroad destinations and options, so it is essential that the processes for these run in tandem.	ESAO/SSAC/SIS	Ongoing
Pre-application, it is expected that students will discuss with their personal tutors or programme directors, any intention to study abroad in the next academic year.	Student/PT/PD	Pre-application
i.　　Applications 　　　Students will indicate an intention to undertake mobility by completing an online application (as for all UoR study abroad options, not just UoRM). This online process is managed by Bristol Online Services (BOS) and is published on the ESAO website, where the links to the relevant form and appropriate guidance to its completion are to be found. The deadline for completing the form is 3rd Sunday in January. BOS store the information and this is accessible only by ESAO and BOS managers at UoR. ESAO will download the applications as PDFs, and will save manually. ESAO send copies of the PDFs to the appropriate SSACs and seek the approval of the relevant UK School (SSAC) for the student to study abroad (as part of the wider university SA scheme). SSACs are asked to provide the necessary permissions by 1st February, and to supply any information about the applicant or application which could affect the process of allocation of places. 　　　In completing their application forms, students will be asked to indicate up to four preferences for study abroad destinations in preferred order. If UoRM is not the preferred destination UoRM will have no	Student ESAO SSAC	3rd Sunday January 1st February

	further involvement unless under the ESAO allocation process there are no spaces available to the applicant at their preferred destinations. ESAO are responsible for allocating applicants across the wide range of partner institutions including UoRM. They have an established process and transparent criteria for making allocations and offering places.	ESAO	
	ESAO will send to UoRM (SMO) the forms with UK approval for consideration.	ESAO	7 February
	SMO will obtain the approval (or rejection) of UK applicants from relevant academics at UoRM and SMO will notify ESAO of the decisions by 15th February	SMO	15th February
ii.	Approvals ESAO will contact the student individually to inform them that: a. a place has been made available for them, b. they have been placed on a waiting list, c. their application has been refused.	ESAO	Asap after 15 February
	If the mobility is confirmed under (a), the student will be notified by ESAO of any standard or special terms and conditions that apply. Formal Offer letters (with attached Acceptance form) will be sent out by the UoRM (SMO) by 30th March to UK students whose places have been approved, with copies to ESAO. The offer will usually be conditional on satisfactory progression from Part 1 to Part 2 (usually at first attempt).	ESAO	
		SMO	30th March
	The student will be given a deadline of 30th April to accept or reject the offer of a mobility place, this is done by signing and submitting the acceptance form to my.admissions@reading.edu.my This is the 'red button' moment – confirming the mobility place [student can still pull out, and university can still withdraw the place]	Student	30th April
iii.	Offer holders ESAO will inform UK Schools (SSACs) of the names of students taking up UoRM (and other destination) mobility, and of intended periods of study. ESAO will send to the SIS team a list of all mobility students and SIS team will construct the relevant SPL record (AT Approval Transfer) on RISIS.	ESAO	Asap after 30th April
		ESAO/SIS	
	The SMO will inform the student of immigration, health etc requirements and the deadlines for these requirements. The UoRM SMO will be responsible for chasing the UK students, with assistance as needed from ESAO.	SMO	Asap after 30th April As appropriate

Once Part 1 results are known, and progression conditions are confirmed as met, UORM admissions will send an Unconditional Offer Outcome letter to students. ESAO and SMO will arrange for the update to 'next programme' on RISIS to be done before the end of July for those students who have passed at first attempt and are planning to travel in September.	SMO/ESAO UoRM Admissions ESAO/SMO	On release of Part 1 results 30th July
iv. Module selection Students will make their module selection (For Part 2) as usual, on their current programme, during the normal window for module selection (Late April –mid-May)	Students	Mid-May
…. .v. ……. Late applicants Students who miss the application deadline will not normally be considered for mobility for the following year. Students who have secured a mobility place but who fail at first attempt and pass at second attempt (including DNS-ed students)will not normally be permitted to travel during the autumn term of Part 2 but may be considered for spring/summer mobility. Students who are suspended (eg following a DNS) pending a resit the following May/June will not be permitted to undertake mobility during the period of their suspension.		
1.8 PRE-DEPARTURE ESAO will run full pre-departure sessions, including networking and 'buddying' sessions through the late spring term/summer term for students travelling for the following whole academic year or for the following autumn term, and during the autumn term for all other students. Where possible these will involve returning mobility students as ambassadors. The SMO will provide relevant and updated UoRM collateral to ESAO in a timely fashion. These sessions may be generic for all mobility students irrespective of destination, or may be bespoke for UoRM.	ESAO SMO	Ongoing Ongoing
CHAPTER 2: DEPARTURE **2.1 Issuance of Visa**		

All students spending time at UoRM will require a visa (Student Pass). UoRM Student Services will apply for SPs on behalf of students as long as all requested documents are supplied by the student to the SMO at UoRM by the deadline of 30th May.
 	
Required documents are:
   i.   Signed acceptance form
   ii.   Scanned copy of passport, saved as pdf
   iii.   2 standard passport photos
   iv.   Declaration of health status form (only applies to UK and listed countries)
   v.   Evidence of payment of student visa fees
	Student/SMO	30th May

Visas will state the duration of permitted visit which must correspond to the duration stated in the offer letter. This cannot be changed once submitted, and UoRM must be notified if the student decides to withdraw from the scheme before departing, or if they return to the UK before the expected end date: this will require alterations to the Student Visa Pass, which it is the Student's responsibility to arrange.	Student	Before leaving UoRM
UoRM SMO generally cannot organise student visas for non-UK/EU citizens, and there may be restrictions on some nationalities from entering Malaysia. Students from countries not included on an exemption list (the list includes UK, USA, France, and others) will not have to submit a Declaration of Health Status form but will instead have to undergo pre-arrival medical screening. UoRM SMO will provide further information to those individual students affected.	SMO	On request
2.2 ONLINE RE-ENROLMENT For students who progress from Part 1 at the first attempt, and who are planning to undertake Autumn term mobility, the 'next programme' information on RISIS will be updated before the end of July by the Programme Admin team in the UK.. The student will then be in a position to complete re-enrolment at the beginning of September on the correct programme.	UK PA	End of July
Every mobility student who studies at UoRM needs to complete an online enrolment. In late August / early September mobility students will receive online pre-enrolment guide information via email from the International Office about how to enrol with the University prior to arriving at UoRM	Student/SMO	End August
	UoRM PA	End August

Programme administrators at UoRM should update the students' module enrolments on RISIS with the correct module occurrences for the campus. This should be completed before the end of August before the student re-enrols in early September. It will be necessary to identify and confirm blackboard requirements for module material views (and identifying which modules require UK and MY BB view). These requirements need to be communicated to the BB team. UK students studying at UoRM in the spring term will need to have access to the Autumn term UK BB site. Note: for whole year mobility at UoRM the module occurrence 'MA' is used in RISIS. For the UK the occurrence 'A' is used. Where a module runs over two terms, and the student is only 'mobile' during one of them, the module occurrence needs to be switched between the terms.	UoRM Head of Business Systems	
2.3 PERSONAL TUTOR AND CLASS LISTS Visiting students need to be allocated to a personal tutor for the duration of their visit. This will be organised by relevant Prgramme Admin team in UoRM, who will update the personal tutor field on RISIS Class lists run from RISIS will be correct as long as the module occurrences have been updated for the appropriate campus.	UoRM PA	Pre-travel
2.4 PROVISION OF UoRM HANDBOOK /CHECKLIST UoRM will provide an online Welcome to UoRM handbook via email to all mobility students (sent out with Unconditonal Offer letter). Students will also be sent a checklist reminder covering visa applications, flights, health requirements, facebook group details. The welcome to UoRM Handbook is prepared and reviewed annually by SMO, in liaison with ESAO to ensure all relevant topics and FAQs are covered.	UoRM PA SMO/ESAO	Pre-travel Ongoing
2.5 ACCOMMODATION		

UoRM SMO will provide details to ESAO about the various types of accommodation, including the International Student Village options, other student hall provision, private sector alternatives, access, costs, etc. Such collateral will be placed on the UoRM study abroad webpages.	SMO/ESAO	As Appropriate
UoRM endeavour to place all mobility students coming from the UK in hall accommodation (International Student Village ISV). There is a Student Accommodation Officer at UoRM who will deal with all queries. Students have to make their own applications via the allocations ISV website (www.educity-iskandar.com.my/hostel/) and to have booked a place by 15th July. The UoRM SMO will confirm room with ISV and chase deposit payments.	Students	15th July
Students who are intending to spend less than a full year studying in UoRM will need to be advised to make their own arrangements regarding their accommodation in the UK. They may need to consider periods of absence for mobility when taking out lease agreements etc. It is the students' responsibility to negotiate with UPP as necessary regarding University hall accommodation.	Students	As appropriate
2.6 HEALTH AND VACCINATIONS As under 2.1 above there are documentation requirements pre-entry, and screening requirements depending on the student's nationality. The ESAO will give general guidance on health requirements to all students expressing an interest in mobility. All students, regardless of nationality, are required to undergo a medical screening within 7 days of arrival in Malaysia. UoRM SMO will arrange for this to take place on behalf of the student. Screening is a necessary precursor for the issuance of a student pass from the Local immigration office (EMGS). Any student who fails the health screening will be required to leave Malaysia. The University is not liable for the costs of returning to the UK, so students should be advised to undergo their own health screening (eg for TB, Malaria,etc) before leaving the UK for their own reassurance. (noting this will not replace the Malaysian screening process) The ESAO will give general cultural guidance to all students in pre-application briefing sessions, including advice on religious observance and sexual orientation issues.	ESAO Student SMO ESAO	Pre-application On arrival On arrival Pre-application

2.7 VISA AND INSURANCE BRIEFING		
ESAO will ensure that UK students are kept informed of any visa requirement changes, including visa fees, and as notified by SMO.	ESAO/SMO	Pre-travel
All students are required to obtain a valid insurance policy from a Malaysian insurance provider. UoRM SMO will apply for this on behalf of each student before arrival. Students should view the UoRM student portal for further details. UoRM SMO will inform ESAO of any advice that needs to be given to students regarding insurance policies, and	SMO	Pre-travel
the information that the SMO may require.	SMO/ESAO	Pre-travel
All UK-based students are covered under the University's RSA travel insurance policy whilst travelling 'on the business	Students	Pre-travel
of the university.' They should complete the risk management form on the RISIS page prior to travel.	Students	Pre-travel
[They do not need to buy additional travel insurance]		
2.8 FLIGHTS/ FINAL CLEARANCE CHECKS		
Students are responsible for making their own flight arrangements, and are liable for the full cost. Flight tickets should not be booked until the mobility place has been confirmed, and application for Student Pass has been approved. Students are responsible for making their own way to the airport of departure.	Student	Pre-travel
UoRM SMO will coordinate and communicate final confirmation with students approximately four weeks prior to the start of the relevant term. UoRM will check with student that visa is in place, fees are ready to be paid (where appropriate), accommodation is in place, vaccinations have been taken and flights booked. SMO will obtain flight itinerary from each student so that 'meet and greet' can be arranged if required. A final confirmation email will be sent to each student by the SMO confirming 'clear to go'.	SMO Student/SMO	Pre-travel Pre-travel
As a final double-check the SMO should check on the RISIS portal mobility screen that the RISIS record for each student travelling to UoRM is correct, including campus, programme, module occurrences, personal tutor, start date for mobility period and expected tuition fee.	SMO	Pre-travel
CHAPTER 3: ARRIVAL		
3.1 Orientation		
SMO will supply example welcome pack to all students who accept their offer, copy to ESAO for information purposes, ahead of final briefings to students (see 2.4 above).	SMO/ESAO	Pre-departure

3.2 Welcome meetings UoRM will arrange meet and greet at the relevant point of embarkation (usually KL/Changi airports). The SMO will arrange for airport transfer to the campus and accommodation. UoRM will allocate student mentors to incoming students. SMO will distribute welcome packs and organise welcome sessions with RUMSA officers.	SMO	On arrival
UoRM SMO will arrange to meet with UK students before the end of week 1 of the first term of their visit to check on system access, timetables, booking of personal tutor meeting and general welfare check (to include accommodation, healthcare etc). SMO will arrange medical screening and necessary transfer to health clinic within 7 days of arrival. SMO will make necessary arrangements for passport to be taken to the local immigration office (EMGS) for issuance of obligatory Student Pass visa sticker. EMGS will issue an iKad (international student card) for all mobility students.	SMO SMO	Post-arrival Post-arrival
3.3 Programme welcomes Programme leads in UoRM will provide programme orientation to incoming students, including building facilities, any UoRM-specific handbooks, timetable checks etc.	Uorm Programme Leads	Post-arrival
3.4 Fee-billing UK students who are paying the Study Abroad Programme tuition fees themselves will have to pay at least 50% of the tuition fee for the period of study before they can complete their enrolment during welcome week. There are no fee-billing arrangements for UK outward mobility students to UoRM: fees remain payable to the UK. The fee amount on RISIS for students undertaking mobility to UoRM programmes for a full year will be set to 15% of the standard UK fees (Home or International). Students travelling for less than a full year will be charged the annual tuition fee applicable to their UK programme (payable to the UK).		

CHAPTER 4 POST ARRIVAL The first point-of-contact for all UK students whilst in Malaysia is the UoRM SMO. **4.1 Student records and Systems Access** UoRM admin teams will check that student records are correct on RISIS – correct programme and module coding is applied. Student access to BB locally version at UoRM is essential to support modules. UORM Programme Administrators and the Head of Business Systems have RISIS access to undertake this.. **4.2 Campus Cards and enrolment** Usually an 'enrolment exercise' will be conducted on the second day of welcome week for all new students. UoRM staff/Admissions will guide the students to complete their enrolment. UoRM staff will also take mobility students' photographs for the issuance of their campus card and for the University records. UoRM SMO to distribute Campus Cards to visiting students Mobility students must have their visa documents scanned by the International Officer at UoRM as soon as possible after they arrive. Once they have completed the online re-enrolment process they will be able to obtain their UoRM Campus Card. Their existing University email address (username and password), will enable them to access other online facilities at the University.	SMO UoRM PA teams Head of business Systems Programme Leads SMO SMO	Post-arrival Post-arrival Post-arrival Post-arrival Post-arrival
4.3 Personal Tutor Meetings UoRM Programme Admin will allocate UK students to appropriate personal tutors (usually from the same discipline area as the student's programme). Local personal tutors may be advised to contact the students' personal tutor in the UK for any background information. The Personal tutor should arrange to meet the students during week 1 of the first term of the visit, and thereafter at least termly. Students may wish to retain contact with their UK personal tutor during their time at UoRM : it is the student's responsibility to arrange this with their UK Personal Tutor.	PA teams UoRM Personal tutor Student	Post-arrival Post-arrival Pre-departure

4.4 Change of duration of studies Students undertaking a term of mobility to UoRM will not normally be permitted to extend their visit to a further term or to the whole year. If special circumstances arise which lead to such extension being requested by the student, such requests will be made in the first instance to the SMO at UoRM. SMO will give advice about implications for Student Pass, fee status and accommodation. If appropriate, SMO will discuss with ADTL to satisfy that academic conditions can be met. Final approval would be given by ADTL UoRM in discussion with TLD International. Students wishing to cut short their visit will normally need to discuss this with the SMO and with their programme lead and personal tutor. It is usually possible to arrange reducing an intended year-long visit to a single term duration (as long as the request is made during the first term). Once the student has embarked on their second term of study (ie the Spring term), early repatriation is normally only possible in emergency situations (see 4.10 below).	SMO ADTL/TLD Student/SMO/PT	As appropriate As appropriate As appropriate
4.5 Assessment requirements Module assessment regimes will mirror those of the UK delivery, and will be co-timed (not necessarily simultaneous) as far as is possible. Where appropriate, coursework assessment may include elements of local specificity and relevance, but these will be designed to meet the overall module learning outcomes and will be agreed, before the commencement of the module, between the module convenor and module delivery team at both campuses. Special arrangements for support and marking may need to be made where coursework assessments carry over both terms and a student is abroad for only one term. Similarly, due regard will need to be given for coursework that is conducted over two terms in group format. Students should be aware that the assessment deadlines for a module may not be the same between the two campuses; if they are returning to the UK at the end of the Autumn term to complete a module in the Spring term the relevant assessment deadlines for the Spring term may not be visible on BB or on RISIS until their records have been updated following their return to the UK. The preparation of examination questions will need to have due regard for the constituency of the student cohort – it is likely that wherever the written examination is sat there will be students who have studied at least part of the module at the away campus. It is University policy that both campuses are involved in the preparation and scrutiny of	Module convenors UK/module leads UoRM	ongoing

examination papers (and outline answers where required) cognisant of the diversity of the candidates. Students need to be assured that the assessment of modules will not be compromised by their having undertaken study abroad. Where UK students undertaking module summative assessment at UoRM require a resit examination due to a module failure, they will be permitted to sit resit exams in the UK during the appropriate resit period. This also applies to UK students who are awarded a DNS during their time at UoRM.		
4.6 Transfer of Module results Relevant Programme Administrators at UoRM will be responsible for ensuring that all assessment marks generated at UoRM for UK registered students are correctly entered onto BB and RISIS before the student returns to the UK. The automated return process will then ensure that the results are updated against the appropriate module result record.	UoRM Pas/ SIS team	ongoing
4.7 Advice on Work Placements It is recognised that many UK UG degree programmes being delivered at UoRM include a placement year, usually immediately preceding the final year and following the Part 2. For UK-based students, support and arrangements for sourcing the placement will occur throughout Part 2 (although usually it is the students' responsibility to secure the placement). *It should be noted that students who fail to secure a placement will usually be permitted to transfer to a 3-year variant of their degree*. The University does not wish for students who undertake mobility at Part 2 to be disadvantaged in their attempt to source a placement for the following year. Assistance to students who may be at UoRM will be given support in a variety of ways, including: 1. Copy of information (email, BB online, etc) that is given to all UK- based students Such collateral to be provided by UK Programme directors and Careers Officers 2. Face-to-face advice on application skills, cv preparation, etc given by UoRM Careers and placement teams in liaison with equivalent teams based in the UK, and cogniscent of the UK context wherever possible. 3. Support for skype etc interviews with prospective employers. 4. Support and advice on sourcing placements locally or in the Asian region, including visa etc requirements. Where a placement is included within the Part being studied at UoRM, and is undertaken by all students on the programme or module, this must be made available, wherever possible, to visiting students from the UK. Where this is	PD/Careers officers UK UoRm Careers officer	Ongoing On request

impossible to arrange (eg due to work permit/visa barriers) an alternative experience/assessment might be arranged by the module lead/programme lead and approved by the UK SDTL.		
4.8 Advice on Part 3 module selection It is recognised that for many undergraduate programmes the selection of Part 3 modules and where relevant, pathways, occurs during Part 2, and at a time when UK-based students may be studying at UoRM. Programme Directors in the UK must take reasonable steps to ensure that all study abroad students (not just those at UoRM) are normally included in any collateral regarding such selections (through email, BB, video casts of presentations etc). Advice may be given by local UoRM staff (eg module and programme leads) but it is recognised that some of the options available to UK-based students are not available at UoRM, so UK-based Programme Leads must ensure that UoRM staff are fully informed as to UK module and pathway opportunities. The process of Part 3 module selection, through RISIS, will be available to students whether they are in the UK or studying away.	PDs Programme Leads	Ongoing spring term Ongoing
4.9 Support for ECFs suspensions etc The University policies on the consideration of Special circumstances, requests for programme suspensions etc apply equally at both campuses, though the practical application of the policy might vary with local conditions: at the UK such matters are normally managed and supported by the School Director of Academic Tutoring role, who is remote from the programme delivery team, and who is responsible for, inter alia, decisions on extensions to coursework deadlines. There are section-specific Senior Tutors appointed at UoRM (STMs) who will receive and consider ECF requests. STMs will usually liaise closely with the Senior Tutor for the relevant programme in the UK to ensure consistency of outcomes. All Students studying at UoRM (whether visiting from the UK or whether UoRM is their home campus) are subject to the role of Special Circumstance Sub-Committees in the UK. Requests for programme suspensions and withdrawals will usually be referred by the relevant UoRM STM to the relevant Senior Tutor in the UK. The STM will liaise with the relevant ST in the UK for appropriate background (ECF history etc) before making their decision on any requests, and will convey the outcome of their decision to the UK Senior tutor. Any ECF decision might have an ongoing impact on the student once they have returned to the UK so the respective Programme Admin teams must relay information about ECFs.	UoRM STM/UK ST STM UoRM PA team	As appropriate As appropriate As appropriate

4.10 **Emergency Repatriation** In the event of a student suffering significant personal circumstances requiring urgent return home (eg death of a relative, student diagnosed with serious illless etc), the SMO at UoRM will make all necessary arrangements, flights, visas etc, and will notify the UK (TLD International and ESAO) of the impending return of the student. In the event of significant local events (eg weather-events, political unrest etc) necessitating the repatriation of all UK students, the University's Major Incident plan will come into effect	SMO Vice provost	As appropriate As available
CHAPTER 5: Return to the UK **5.1** **Preparing and updating records** The UoRM Programme Admin teams and the Head of Business Systems will be responsible for ensuring that the returning students' records are properly updated. Coding should be used to reflect the period of study abroad.	UoRM PA teams	Pre-return
5.2 **Assessments and exam results transfers** In order for a student's progression to be processed by the UK Exams office all results need to be recorded against the module occurrences appropriate to the campus where the student is studying in the Summer term. As long as the student has not transferred campus or returned to their home campus later than the beginning of the Spring term the automated return process on RISIS will put this into effect. If a student has, exceptionally, been allowed to transfer or return after this point then manual intervention on RISIS will be needed by the Exams Office	SIS team UoRM Exams officer	Pre-return Pre-return
5.3 **Experience feedback** ESAO, in liaison with the TLD will produce a 'feedback survey form' to enable the student to give feedback on their experiences whilst at UoRM, to include academic and non-academic feedback. UoRM SMO might suggest specific areas of feedback that they might like to be included. ESAO will feedback relevant data to UK Programme Directors,	ESAO/TLD	Post-return

ADTL/TLD and other key stakeholders both in the UK and at UoRM. Returning students will be asked to contribute to future briefing events for students considering study abroad.	ESAO	Post-return