Guidelines for Student Mobility to UK campus from UoRM campus

Academic Year 2018/19

March 2018

	Responsible Person	Date to be completed by
Note: This handbook is 'owned' by the ADTL (UoRM) jointly with the TLD (International), 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.**	**ADTL/UoRM International Office**	**30 November**
Abbreviations: AHoS: Academic Head of Section (UoRM) ATDL: Academic Director Teaching & Learning (UoRM) BOS: Bristol Online Survey ESAO: Erasmus and Study Abroad Office HoS: Head of School ISO: International Student Office (UoRM) 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 UoR 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 UoRM to UK		
The UoRM campus, through the ISO working with relevant Academic Heads of Section (AHoS), Marketing and the Academic Director (Teaching & Learning (ADTL) will promote and advertise the availability of study mobility at UoRM. Such promotion will take place: 1. At UoRM Open Days, through a visible and distinct ISO presence, and through collateral and briefings at the School/Department level where relevant. *UoRM Student Mobility Officer (SMO) to provide advice to Marketing and Academic Sections* 2. At any recruitment events attended by UoRM Marketing colleagues or academics 3. At briefing sessions held during Part 1 (Term 1), and at other times as may be appropriate in order to access the majority of students 4. Programme specific drop-in sessions for interested students with ISO in conjunction with the relevant Section 5. Through appropriate web collateral and the University prospectus 6. Through ensuring Programme Leads and Personal tutors are aware of the opportunities for student mobility to UoR and give appropriate and timely advice to students 7. Through any other promotional channel/opportunity as deemed appropriate.	ISO/AHoS/ ADTL/Marketing ISO/SMO	No date Pre-Open Days/Various
It is recommended that Academic Sections currently involved in programme delivery and student mobility with UoR develop an agreed briefing plan with the ISO in respect of (1)-(6) above, and that this is reviewed annually. ISO should work with AHoS and SMO to develop these. In respect of (6) above, the ADTL will liaise with the Admissions and Recruitment team to ensure appropriate visibility of accurate information. ISO will liaise with ADTL to ensure that all stakeholders (at UoRM and in UK) are kept informed of relevant developments affecting mobility to UoR. UoR (through the SSACs) will undertake to notify UoRM 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.	AHoS/ISO/SMO ADTL ISO/ADTL SMO	No date As available

It should be recognised that all promotional activities for UoRM 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.		
1.0 WHO CAN APPLY Study abroad at UoR is available to fulltime undergraduate students who are registered students at the University of Reading Malaysia and who meet the further conditions in this document. The mobility scheme applies to Malaysian students and to international students who are studying for the whole of their degreeat UoRM. Students can only undertake mobility where their degree programme is being delivered at UoR (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 the Code 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		
DEFINITIONS • Student Mobility – Study at UoR for 3 months up to one year • Progression – Entry into Year 1 at UoR from UoRM Foundation Programme • Transfer – Completing part 2 **and** 3 at UoR • Transition – MPharm 2+2 (compulsory final 2 years at UoR)		
1.1 MOBILITY OPTIONS Student mobility for study at UoRM ill normally be limited to: 1. Part 2 of a degree programme only, unless the student has already been studying at UoR 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 UoR campus. For mobility at Part 2, students must elect to study at UoR 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.	PL		As appropriate
For students studying in the spring term at UoR, end of year examinations must be completed on the UK campus. They are not normally allowed to return to UoRM campus for summer term to sit for their exams in Malaysia, except by special permission from ADTL/TLD. A full transfer to the UK or mobility options in Part 3 will be considered on a case by case basis. Students are required to speak to their respective Programme Leads to get approval for any study duration in the UK in Part 3.	UoRM Students ADTL/TLD		Various
The School of Pharmacy in Malaysia is offering a 2+2 MPharm (Hons) degree, which requires students to transition to the UK after two years in Malaysia to the UoR campus.	UoRM MPharm 2+2 students		30 March
HBS Malaysia offers a four-year Accounting and Finance Programme that includes a placement with the duration of one year. Students enrolled in A&F in Malaysia who take part in the Mobility programme and will resume their studies in Malaysia, are normally expected to undertake the placements in Malaysia. Transfer students from UoRM who study A&F in the UK and plan to graduate at UoR will have the option to complete the degree with a total duration of 3 years instead of 4 years in the UK by not completing a placement in the UK – the placement year is not compulsory on the UK campus.	UoRM Accounting & Finance students UoRM Careers & Placements Office		30 March
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 AHoS and PLs). Any such caps on numbers should normally be conveyed to ISO and the EASO 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 UoRM students wishing to study at the UK campus exceeds the imposed cap, UoRM Sections will be responsible for selecting the successful applicants. Schools must provide the	AHoS/ISO		1st October

ADTL, the TLD and the ISO with their selection criteria by 1st October (For the academic year 2018/19, the deadline for providing capping criteria is 31st January 2018).		
1.2 MODULE AVAILABILITY Mobility students must be advised by the relevant Programme Lead that the full suite of optional modules available in the UK might not be offered at UoRM when they return. Students must check that the options which they wish to study are available to them when they return to UoRM. It is not normally possible to undertake distance learning whilst at UoRM, of modules offered only in the UK. Students undertaking individual project or dissertation modules must be advised about the availability of qualified supervisors or resources at UoR.	Programme Lead/UoRM students	Pre-application
UoR Programme Directors and Heads of School/Departments will notify the UoRM of any option modules where student numbers are 'capped' and therefore not guaranteed available to Malaysian students. UoRM (ADTL liaising with Academic Heads of Section) 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.	Programme Directors (UoR)/ADTL/AHoS	30 March
Where individual modules are delivered over two terms, and a student splits their 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 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.	Module Convenor/Module Lead	30 March
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 UoR, relating to the student's time in Malaysia, may result in the investigation being carried out at UoR, or in the student being required to return to Malaysia 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.	TLD/ADTL	As appropriate
a) Conditions and Eligibility If a student fails an end of year examination at first attempt, students will not be permitted to undertake Student Mobility, even if the student is making an appeal in case of a failed exam.	UoRM student	31 August
b) Change of programme Students are not normally allowed to change their programme of study on movement between campuses. Any student who wish to change their programme in the UK is required to speak to their Programme Lead in Malaysia for their advice.	UoRM student/Programme Lead	30 March
c) MPU At UoRM all Malaysian and International students are required to complete Mata Pelajaran Umum (MPU) modules. Those students who are planning to undertake any time on the UK campus are required to attend MPU classes whilst on the UoRM campus.	UoRM student	31 August
d) Caps Any arrangements for the imposition of maximum numbers of students permitted to undertake mobility – 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 International (informed by UK	TLD/ADTL HoS/SDTL/AHoS	 31 January

Heads of School and SDTLs) and the ADTL UoRM (informed by AHoS and Programme Leads). Any such caps on numbers will be conveyed to ESAO and the UoRM International Office by 31st January preceding the academic year of travel.	UoRM International Office	

1.4 SPECIAL REQUIREMENTS

The University of Reading welcomes all students and has a dedicated Disability Advisory Service which offers advice and guidance to students with any disability, mental health condition, or specific learning difficulty (SpLD). For more essential information regarding disabilities: http://www.reading.ac.uk/do/disability-information-landing.aspx	UoRM students	30 March
If UoRM students have any special requirements (for example a disability) and need assistance at the airport, the students are required send in advance by email the details of their flight number, date and time of arrival at London Heathrow or Gatwick airports to the Erasmus & Study Abroad Office email: studyabroad@reading.ac.uk	UoRM students	31 August

1.5 TUTION FEES

Different fees apply to the different mobility/progression/transfer/transition options for UoRM students studying at UoR for a particular time period:	ADTL/ISO	30 November

Study Options	Duration	Fees	To be determined by and paid to
Mobility	1 year	International Student Fees less 20%	UoR
	1 term (Autumn)	Pro-rata International Student Fees less 20%	UoR
	2 terms (Spring & Summer)	Pro-rata International	UoR

		Student Fees less 20%		
Progression	1-3 years	International Student Fees less 20%	UoR	
Transfer	1-2 years	Year 1: International Student Fees less 20% Year 2 International Student Fees	UoR	
Transition	2 years	International Student Fees less 20%	UoR	

1.6 VISA APPLICATIONS

If the intended duration of study is shorter than 6 months, students can enter the UK on a Student Visitor visa. If the intended duration of study is longer than 6 months, students will need a Tier 4 (general) visa. UoRM International Office will advise the students via email and during briefings that they must submit their UK student visa application independently. Visa application guidance will be given to students during the briefing.	UoRM student/SMO UoRM	15 June
Short Term Study Visa Students going for one or two terms must apply for short-term study leave at the UK border upon arrival. UK admissions will issue a short-term study visa letter to students before they travel to the UK. Students passports should be stamped endorsing with 6 months leave from the date of entry. This visa is currently free of charge. For more info: https://student.reading.ac.uk/essentials/international/visa-and-immigration/short-term-study-visa.aspx	UoRM student	3 weeks before intake date at UoR

Tier 4 (general) visa		
The earliest a student can apply for a visa is 3 months before the overseas study period commences. Applicants usually receive a decision on their application within 3 weeks of submitting. Applicants are advised to check visa processing times for their own country.	UoRM student	3 weeks before intake date at UoR
Visa application fees Currently visa applications from outside the UK is £335	UoRM student	Various
Duration of stay Students can arrive in the UK: - up to 1 week before, if the intended duration of study lasts 6 months or less - up to 1 month before, if the intended duration of study lasts more than 6 months	UoRM student	Various
Tier 4 Maintenance Requirements If studying on a programme that is more than 12 months in duration, applicants must show enough funding for the first year. If the programme of study is 12 months or less, applicants must show enough money for the entire programme. Any tuition fees paid to the University before application for visas can be deducted from the total amount. This can be evidenced on an applicant's CAS or by receipts.	UoRM student	Various
Living costs Applicants must show an amount of £9135 (£1015 per month up to a maximum of 9 months) or intended duration of study, whichever is shorter. Up to £1265 of any University of Reading accommodation fees paid can be deducted from the total amount. This can be evidenced on an applicant's CAS or by receipts. This amount does not include fees paid towards private accommodation.	UoRM student	Various

Bank Statements Bank statements must be for a consecutive 28-day period and the end date of the statement must not be later than 31 days before the application date. For instance, if a bank statement is from 1 June to 30 June, applicants must apply no than 31 July. Bank statements must be original and must show: • applicants name or parent(s) name(s); and • account number; and • date of statement; and • bank's name and logo; and • amount available; and • amount must be available for at least 28 consecutive days NOTE: If relying on parental bank statements, applicants will need to provide their original bank statement, their original birth certificate showing the names of parents and a letter from parent(s) confirming their relationship and consent to applicants using their funds to study in the UK.	UoRM student	Various
Confirmation of Acceptance of Studies (CAS) Students must have CAS number before making an application as Tier 4 (General) Student. A CAS is an electronic document issued by UoR admissions when making an unconditional offer. A CAS will be valid for use in a Tier 4 application for up to six months from the date it was generated. For further assistance from UoR Immigration Advisory Service: • Contact the International Student Advisory Team Email: int.adv@reading.ac.uk • Contact an Immigration Advisor Email: immigration@reading.ac.uk	UoRM student/UoR Admissions	Various
1.7 BRIEFINGS FOR STUDENTS Every year UoRM conducts briefing on transfers, progression and the mobility programme. The briefing will be held at UoRM and the invitation will be extended to all current students to learn more about UoR especially about accommodation, public transport, arrival information, etc. The briefing will take	ISO	

		November, February, June
place in November, February before the application deadline, and followed by a UK student visa application briefing in June. During the UK visa briefing, students will be given guidance on required documentation and a comprehensive checklist, how to submit an online visa application and other important information. The attendance is compulsory for those who have accepted their conditional offer to study in the UK.		

1.8 OVERVIEW APPLICATION PROCESS		
1. Consultation provided on Transfer/Mobility procedures to students and parents.	SMO UoRM	Various
2. Announcements will be made during Welcome Week. Further announcements will be made on the portal and via email on activities/briefing	SMO UoRM	Welcome week and various
3. Study at UoR UK talk provided (during week 6 at UoRM)	SMO UoRM	Term 1 Week 6
4. Students to submit application to International Office	UoRM students	31 March
5. UoRM SMO will forward the name list of mobility, transfer and progression students to Admissions UK, Schools and relevant department at UoR and UoRM	SMO UoRM	April
6. Admissions UK to issue Conditional offer	UoR Admissions	May/June
7. Students to accept the offer	UoRM students	June
8. Student to apply for accommodation	UoRM students	June
9. UK visa briefing for students	SMO UoRM	June
10. Admissions UK to issue Unconditional offer and student accept the offer	UoR Admissions/UoRM student	August
11. Admissions UK to issue CAS upon offer acceptance NB Student is required to submit their passport biodata page via email when accepting their offer to UK Admissions for CAS issuance.	UoR Admissions/UoRM student	August
12. Student apply for Student Visa Tier 4	UoRM student	August
13. Student Arrival at UK campus	UoRM student	September

CHAPTER 2: DEPARTURE		
2.1 ISSUANCE OF CONFIRMATION OF ACCEPTANCE FOR STUDIES (CAS) All full-time UoR students require a CAS in order to apply for, or extend, a student visa. When a CAS is issued then the University is 'sponsoring' a student under its Tier 4 Sponsor Licence which has a number of strict responsibilities associated with it including the requirement to monitor attendance. UoR will issue CAS number after the the students have firmly accepted their unconditional (U) offer and email the passport biodata page to UK admissions. Issuance of CAS number is only happen for those who holding unconditional firm (UF) offer. 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 UoR must be notified if the student decides to withdraw from the scheme before departing, or if they return to Malaysia before the expected end date: this will require alterations to the Student Visa Pass, which it is the Student's responsibility to arrange.	UoR International Office	After Unconditional Offer has been accepted
2.2 STUDENT RECORDS AND SYSTEMS ACCESS (RISIS/BB) International Student Office at UoRM will prepare a list of students separately for transfer, progression and mobility schemes. These lists will be prepared with the details including students' full name, students' ID, intake detail, duration of the visit, programme name, programme code, modules names, and modules codes. Additionally, ISO will also add information on modules the student will need to have access to in Blackboard pertaining to their previous term / Part as provided by the respective Schools. This list will be forwarded to UK Admissions team for providing a conditional offer to the students, for both transfer and progression students. For Mobility students, the list will be sent to their School and Section. The conditional offer will be used by the students to apply for their accommodation. Once exam results are published, successful students will receive an unconditional offer from Admissions / Schools. ISO will follow up with students to facilitate accepting the unconditional offers and applications for CAS.	ISO	End February

ISO will forward the finalized list to AHoS for their records. The finalized list will be submitted to RISIS Office through UoRM IT for amending the domain of the students from 'MY' to 'UK' in RISIS. Students' access to Blackboard will be cascaded from the changes made in RISIS. ISO to inform UoRM IT for students' access to the additional modules pertaining to their previous years / part which will be manually updated in Blackboard by UoRM IT.		
2.3 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 IT UORM. The student will then be in a position to complete re-enrolment at the beginning of September on the correct programme.	UoRM PA	End of July
Every mobility student who studies at UoR needs to complete an online enrolment. In late August / early September mobility students will receive online pre-enrolment guide information via email from Student Services about how to enrol with the University prior to arriving at UoR.	Student/ Student Services	End August
IT 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 UoRM	End August
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. UoRM students studying at UoR UK in the spring term will need to have access to the Autumn term UoRM BB site. Note: for whole year mobility at UoR UK the module occurrence 'A' is used in RISIS. For the UoRM the occurrence 'MA' 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	End August
2.4 PERSONAL TUTOR AND CLASS LISTS		
	UoRM PA	Pre-travel

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/UoR UK, with advice from the AHoS. The PA 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.		
2.5 PROVISION OF UoRM HANDBOOK /CHECKLIST EASO will provide an online Welcome to UoM 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
2.6 ACCOMMODATION Students undertaking mobility to the UK campus, will have applied for accommodation prior to receiving their CAS and beginning visa applications. EASO will provide information to SMO for briefings for UoRM students, with up to date information on rates etc. Mobility students will be guided to UoR's website for accommodation, which will provide the most relevant information for mobility applicants.	SMO/ESAO	Before briefing cycle begins in November

2.7 HEALTH, VACCINATIONS AND INSURANCE		
As under 2.1 above there are documentation requirements pre-entry, and screening requirements depending on the student's nationality. All students, regardless of nationality, are required to undergo a TB screening if intending to study for longer than 6 months in the UK.		
A negative screen (no TB present) will be certified and is valid or 6 months from date of issuance.		
Students are required to be tested at a UK-approved screening clinic in Kuala Lumpur.	UoRM students	Before travel to UK
Travel insurance Students are strongly advised to buy comprehensive travel insurance before leaving home to cover them throughout their journey to and their stay in UoR UK. It is recommended that students speak with ISO who might be able to provide you with advice regarding insurance coverage for your studies at UoR UK.	UoRM students	Before travel to UK
Health insurance All students joining UoR UK will have access to the University Medical Practice, providing that they register with the Practice (regardless of duration of studies). Students should be sure that they are covered either by European Union reciprocal arrangements (for EU students i.e. EIHC), or by their home University, or by private insurance arrangements made before they arrive in the UK.	UoRM students	Before travel to UK
2.8 PRE DEPARTURE AND VISA BRIEFING A Mobility Student visa briefing will be conducted to ensure travelling students have the most current information regarding visa requirements and documents, as well as other matters to be pre-arranged before travel.	ISO	4 weeks before departure
Students are advised to pay tuition fees and accommodation fees before departing for UoR UK. UoR fees policy will be forwarded to the student via email to inform the students the terms and conditions as well as the payment deadlines at UoR.	UoRM students	On receipt of visa approval
2.9 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 visa 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 three 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. A final confirmation email will be sent to each student by the SMO confirming 'clear to go'.	SMO

Student/SMO | Pre-travel

Pre-travel |
| The SMO will provide a check on the RISIS portal mobility screen that RISIS records for student travelling to UoR have been migrated successfully, 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 2.5 above).	SMO/ESAO	Pre-departure
3.2 WELCOME MEETINGS UoR runs a successful International Students Welcome Week. Details will be provided to students on arrival at UoR UK.	EASO	On arrival at UoR UK
3.3 PROGRAMME WELCOMES Programme Directors at UoR UK will provide programme orientation to incoming students, including building facilities, any UoR-specific handbooks, timetable checks etc.	UoR Programme Lead / Programme Office	
3.4 FEE-BILLING UoRM students should have settled their fees, payable to the UK campus, and prior to leaving Malaysia. In the event these fees are not completely settled, students should contact their Student Support Coordinator who will be able to provide guidance.	UoRM students/ Student Support Coordinator (UoR UK)	

CHAPTER 4 POST ARRIVAL		
The first point-of-contact for all UoRM students whilst in the UK is the EASO	EASO	
4.1 STUDENT RECORDS AND SYSTEMS ACCESS (RISIS/BB) UoR Programme Offices will confirm student records are correct on RISIS, and that correct programme and module coding has been applied. Student access to BB UK modules at UoR is essential to support modules. Continued access to Malaysia Hub BB might be required – UoRM Module Leads to confirm this with UoR Module Convenors and request access from RISIS via the Head of Business Systems, UoRM.	UoR Programme Office Module Leads/Module Convenors/Head of Business Systems	TBC 3 weeks prior to UK programme entry
4.2 Campus Cards and enrolment Usually an 'enrolment exercise' will be conducted during welcome week for all new students. UoR Admissions will guide the students to complete their enrolment. For some services the Campus Card is used in conjunction with a PIN (Personal Identification Number) that is available from the students personal Campus Card Portal account. The photograph on a Campus Card becomes part of the electronic student record and will be used by Schools/Departments that are involved in programme delivery and by other support services as a form of identification. The Campus Card is not an Identity Card but students are strongly advised to carry it with them at all times. To contact campuscard@reading.ac.uk if there is any issues with campus card printing at UoR.	UoR Admissions	TBC
4.3 PERSONAL TUTOR MEETINGS UoR School Senior Tutors will allocate UoRM 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 at UoRM 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 UoRM personal tutor during their time at UoR UK : it is the student's responsibility to arrange this with their UoRM Personal Tutor.	PA teams UoR UK Personal tutor Student	Post-arrival Post-arrival Pre-departure

4.4 CHANGE OF DURATION OF STUDIES		
Students undertaking a term of mobility to UoR UK 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 EASO at UoR UK. EASO will give advice about implications for Student Visa, fee status and accommodation. If appropriate, EASO will discuss with TLD to satisfy that academic conditions can be met. Final approval would be given by TLS at UoR UK in discussion with ADTL UoRM.	UoRM Student/ EASO ADTL/TLD	As appropriate As appropriate
Students wishing to cut short their visit will normally need to discuss this with the EASO 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).	UoRM student/EASO/PL/Personal Tutor	As appropriate
4.5 ASSESSMENT REQUIREMENTS		
Module assessment regimes will mirror those of the UoRM 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 UoRM 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 Malaysia. 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	Module convenors UK/Module Leads UoRM	ongoing

have studied at least part of the module at the overseas campus. It is University policy that both campuses are involved in the preparation and scrutiny of 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 UoRM students undertaking module summative assessment at UoR UK 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, or return to Malaysia to sit UK campus papers at the UoRM campus.		
4.6 TRANSFER OF MODULE RESULTS Relevant Teaching Support staff at UoR UK will be responsible for ensuring that all assessment marks generated at UoR UK for UoRM registered students are correctly entered onto BB and RISIS before the student returns to Malaysia. The automated return process will then ensure that the results are updated against the appropriate module result record.	UoR UK Teaching Support Teams/SIS team	ongoing
4.7 ADVICE ON WORK PLACEMENTS It is recognised that many UG degree programmes include a placement year, usually immediately preceding the final year and following the Part 2. For UoRM-based students, support and arrangements for sourcing the placement in Malaysia will occur throughout Part 2 (although usually it is the students' responsibility to secure the placement) via the Careers and Placements Officer at UoRM.	PD/Careers and Placements Officer UoRM	Ongoing
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 UoRM-based students may be studying at UoR UK. Programme Leads at UoRM must take reasonable steps to ensure that all students studying at UoR UK are normally included in any collateral regarding such selections (through email, BB, video casts of presentations etc). Advice may be given by local UoR UK staff (eg Module Convenors and Programme Directors).	PL/ UoRM students	Ongoing spring term

The process of Part 3 module selection, through RISIS, will be available to students whether they are in the UK or studying away.		
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 UoR 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. All Students studying at UoR UK (whether visiting from UoRM or the UK is their home campus) are subject to the role of Special Circumstance Sub-Committees in the UK. Any ECF decision might have an ongoing impact on the student once they have returned to UoRM so the respective Programme Admin teams must relay information about ECFs.	UK ST/ UoRM students STM/UoRM PA team	As appropriate As appropriate
4.10 EMERGENCY REPATRIATION In the event of a student suffering personal circumstances requiring urgent return home, EASO at UoR UK will make all necessary arrangements, flights, visas etc, and will notify the UK (TLD International and ESAO) and UoRM (ADTL and SMO) 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 UoRM students, the University's Major Incident plan will come into effect	TLD/ESAO/ADTL/SMO Senior Management UoRM/ISO	As appropriate As available

CHAPTER 5: RETURN TO HOME CAMPUS		
5.1 PREPARING AND UPDATING RECORDS Respective schools at UoR will prepare mobility returning students' lists. This list will consist details such as students' full name, students' ID, intake detail, duration of the visit, programme name, programme code, modules names, and modules codes. In addition, the schools at UoR will also add information on modules students will need to have access to in Blackboard pertaining to their previous term / Part, when they return to UoRM. The list will be forwarded to International Student Office at UoRM by the respective schools.	UoR Teaching Support Office/ISO	End of study period
ISO UoRM will forward the lists to the Head of Academic Section for records and to UoRM IT for amending the domain of the students from 'UK' to 'MY' in RISIS. UoRM IT will be informed by ISO about students' access to the additional modules pertaining to their previous years / part which will be done manually in Blackboard by UoRM IT.	ISO/Head of Business Systems UoRM	Before start of next study period
5.2 ASSESSMENTS AND EXAMS RESULTS TRANSFER For students undertaking one term/two term mobility, respective schools at each campuses are required to communicate and transfer assessment marks.	UoR Teaching Support Office/ISO/UoRM PA	15 July
5.3 EXPERIENCE FEEDBACK TO UORM/UOR/PEERS At the end of period of mobility programme, ISO will ensure that returning mobility students submit their feedback form via online google form, provided to students via email. The feedback form will generate data containing participant's feedback, and be used to produce a feedback report to highlight the successes and shortcomings of the mobility experience.	UoRM and UoR Programme Office	TBC
5.4 UOR EXAM RESITS AT UORM Returning mobility students are permitted to undertake resits at UoRM, as per UoR policy. Returning candidates will be required to resit with other candidates on dates and times created at UoRM campus. If a student has failed their exam/modules, they must contact their Personal Tutor at UoRM to get advice on resit modules. After contacting the Personal Tutor, the student must obtain approval from Programme Lead at UoRM and proceed with required payments and registration for resits.	ISO/ PT/ PL/UoRM Exams Office	TBC