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PUTRA
International
Centre (i-PUTRA)



OUTBOUND MOBILITY STUDENT GUIDEBOOK

2021 - 2022

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1. About Outbound Mobility

Outbound Mobility is a programme which involves the placement or exchange of a student in any international university/institution abroad. The programme includes international and local mobility for students who wish to embark as an exchange student to experience studying in another country, or to visit another university or institution. As of present, UPM has signed collaboration agreements with more than 180 universities from around the world.

While it is still possible to choose an institution that does not have an MOU/MOA with UPM, it is only with institutions that are partners with UPM that students may enjoy some added benefits such as some tuition fee waiver.

There are many types of Outbound Mobility programmes to choose from, including 1 to 2 semester exchange, research attachment, internship and also short term study visit.

2. Benefits of going for an Outbound



It is a Chance of a lifetime! It is an adventure that you can only do when you are a student. There will be fewer opportunities to experience the world after you graduate, because you will be tied down with career and commitments. Seize the moment!

It will look great for your career! Going on a study abroad experience will help prepare you for the challenges of a global marketplace. Employers prefer applicants who have international experience or demonstrate the ability to adapt to new environment.

It is an amazing opportunity to meet people from all over the world and immerse yourself in an exciting new culture and society.

It is a great way to improve your language and communication skills, and broaden your perspective and outlook on life.

3. Types of Mobility Programme



NO.	CATEGORY	DESCRIPTION	DURATION
1.	Short-term study-abroad experience as part of degree programme at home institution	Students who as part of their home institution degree programme undertake a short-term (one semester or one year) mobility experience in a foreign country at a foreign institution or at a branch campus of their home institution.	1 to 2 semesters to a maximum of 12 months
2.	Research and fieldwork	Research or fieldwork in fulfilment of degree programme at home institution.	Typically 2 weeks and more
3.	Internships and practical experiences	Required or optional internship, placement or community service work in fulfilment of degree programme at home institution.	Typically 2 and more
4.	Study tour, workshops	Required or optional study tour, summer programme, cultural or language course, conferences, workshops. Part of or independent of degree programme at home institution	Typically 2 weeks or more
5.	Virtual mobility Program	The virtual mobility program is a mobility program organized by international academic institutions that are joined by the UPM students virtually	The duration for the program ranges between a minimum of 1 (one) day to a maximum of 1 (one) year in total

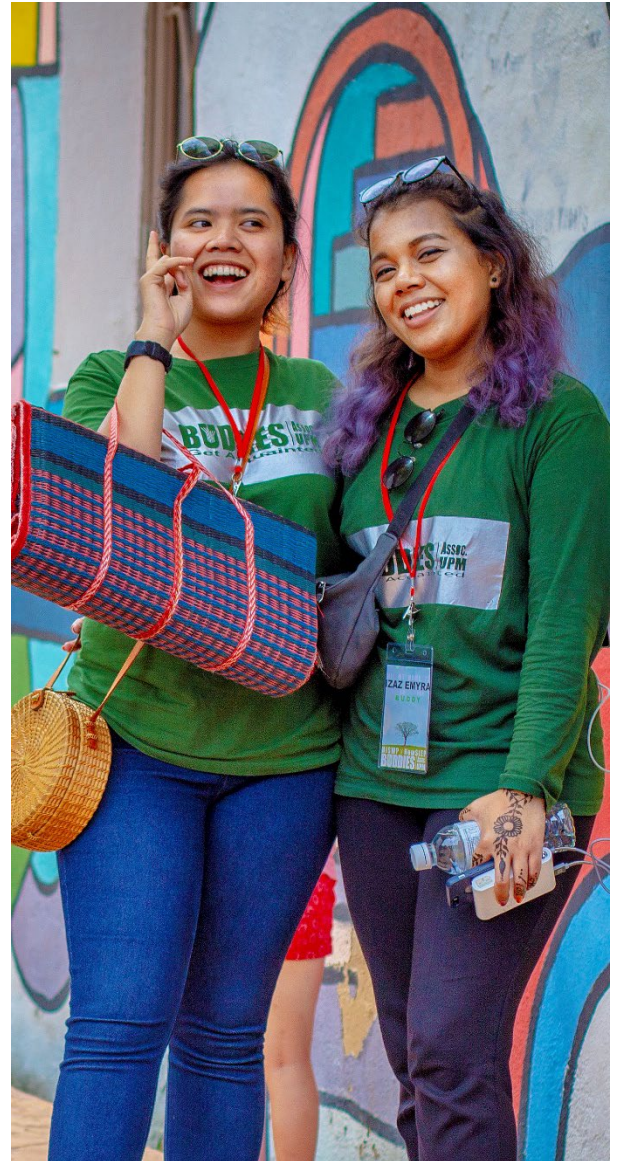


4. UPM Travel Grant

Financial allocations for any credit or non credit mobility programmes are constructed according to the place or country of the programme. The financial implications for UPM mobility programme are country-based constructed over the years by the Public Service Department of Malaysia and UPM Mobility Committee. Thus, to encourage student to go for outbound programme, UPM are offering the **Outbound Mobility Incentive** to all students who fulfill the criteria for application.

Each application will go through the Student Mobility Committee chaired by the Deputy Vice-Chancellor (Academic and International) which is usually held on the 3rd * week of each month. Completed documents need to be sent in before or by the 15th of each month to enable the application to be brought into the meeting. Submissions sent after the above date will be brought forward to the next meeting. Thus, students are recommended to submit application at least two (2) months prior to travel

** The meeting date are subject to the availability of the Chairperson. Therefore, the dates of the meeting are subject to change.*



5. Outbound Mobility Incentive



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A. Individual / Group (Virtual Mobility)

Target Recipients	Package	Type	Eligible allocation	Terms and Condition
Student (Outbound)	Short-Term Program [Duration : 1 Day to 3 Months]	<ul style="list-style-type: none"> Virtual Summer/ Winter Program Any academic or cultural program conducted by Academic Institution abroad. 	Claimable incentive for programme registration fees. (maximum amount claimable up to RM500)	<ol style="list-style-type: none"> Minimum CGPA : 2.75 Applicant need to be an active student in UPM. The minimum duration for the virtual program must not be less than 8 hours in total. The program is organised by academic organisation located abroad. Currently an active UPM Student
	Long Term Program [Duration : 4 Months to 1 Year]	<ul style="list-style-type: none"> Virtual Semester Exchange Virtual Internship Virtual Research Attachment 	<ol style="list-style-type: none"> Claimable incentive for programme registration fees. (maximum amount claimable up to RM500) Internet usage incentive for mobility program (Maximum claimable Amount of RM100 in total) 	<ol style="list-style-type: none"> Minimum CGPA : 2.75 Applicant need to be an active student in UPM. The minimum duration for the virtual program must not be less than 4 months and not exceed 1 year in total. The programme is organised by academic organisation located abroad. The internet usage incentive can be claimed after the programme ends. Maximum claimable amount is RM100. Payments receipts will be required. Currently an active UPM Student
UPM Entities [Faculties/ Institutes/ Colleges] (Inbound)	International Inbound Mobility Initiative (IIMI)	<ul style="list-style-type: none"> Semester exchange Research attachment Industrial Training 	RM 1,000/Program	<ol style="list-style-type: none"> The minimum duration for the virtual program must not be less than 8 hours in total. Participants need to be an active student registered at their home university. The participants for the program must be an active student in their home university. Minimum number of participants is 100 international students

5. Financial Incentive Allocation



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B. Financial Incentive for Individual / Group (Physical Mobility)

Duration	Type	Eligible allocation	Terms and Condition
14 days to 3 months	<ol style="list-style-type: none"> Academic Visits Summer/ Winter School Research attachment* Industrial Training 	RM500 each students	<ol style="list-style-type: none"> Possess the minimum CGPA requirement of 2.75 and above Student must have completed at least 2 semester in UPM and are not in final semester Programme joined need to be attached with a University. Have not received any financial aid from i-PUTRA in the same year Currently an active UPM Student
4 months to 12 months	<ol style="list-style-type: none"> Semester exchange Research attachment Industrial Training 	RM2500 for the whole semester	<ol style="list-style-type: none"> Possess the minimum CGPA requirement of 3.00 and above Student must at least completed 2 semester in UPM and are not in final semester Programme joined need to be attached or held in a University. Have not received any financial aid from i-PUTRA in the same year Currently an active UPM Student

*For postgraduate students going for research attachment with duration of more than one month, please apply under the mobility scheme provided by the **School of Graduate Studies**

Important disclaimer:

- Physical mobility is defined as any mobility program that requires the candidate to travel to the host country while virtual mobility is defined as any program that was organized by international academic institution that the UPM student could participate in without leaving the country.
- The eligibility rate for the Outbound Mobility Incentive allocation will be decided based upon the criteria stated. The selection criteria listed also applies to international students.
- However, the approval for the Outbound Mobility Incentive will be solely decided by the Mobility Committee Meeting which will take into consideration of the following factors:
 - The financial situation of *Tabung Amanah Mobiliti*.**
 - Number of application brought to the meeting and its financial implication.**
 These factors will be taken into consideration during the meeting. Therefore, please be reminded that the amount that is approved may not reflect the amount stated in the financial aid allocation.
- Full time undergraduate/postgraduate international students are also eligible to apply but are not permitted to pursue the program at the host institutions located in their home country.
- Flight tickets allowance for mobility program are not provided.
- Students who have received financial incentive from i-PUTRA for their previous mobility program can be considered to receive the financial aid at a reduced amount for their next mobility program granted that the two programs were conducted in a different year

6. Outbound Application (general flow)

Part A: Application

1. Receives endorsement from faculty/College for the programme
2. receives the letter of acceptance/email acknowledging the programme from Host University
3. Submit the complete application form to faculty for verification and supporting letter
4. Faculty will submit the forms to International centre for processing



Approval

1. Applications will be screened before being brought to the meeting
2. Applications with complete documents will be brought to meeting for approval.
3. Approval letter following the results of the meeting will be produced in 7 working days and sent to the faculties/college



Part B: Payment*

1. Successful applicants will be screened for complete/incomplete documents
 2. Applicants with complete documents for the payment will be processed and sent to the bursar
 3. Payment will be processed accordingly if the i-PUTRA finance permits.
 4. The bursar will credit the payment after receiving the documents
- *Only for candidates who were given approval with financial aid.*



Return

1. The students fill in the report and feedback form for the programme
2. Fill in the feedback form for mobility program to the International centre (Optional)

7. Planning & Applying (Individual applicants)

Identify

1. Type of Mobility you are going for
2. Faculty/College/Institute/ Clubs you want to be attached to in Home University
3. Prospective countries & Host University you want to go



Approach

1. Approach and gather possible participants for your programme
2. Approach the Faculty/College/Institute/ Clubs / Mobility Coordinator at Your Home University



Propose

1. Discuss and write a proposal and submit to your Faculty/College/Institute/ Clubs for endorsement
2. Receive approval from Host University to execute the programme



Endorse

1. Get an endorsement for your proposal from your Faculty/College/Institute before executing the program
2. Get an endorsement from your faculties/colleges for each participant who will be joining the programme (Endorsement section in the Outbound Form)



Apply

1. Apply for the approval to go overseas and Outbound Mobility Incentive from International Centre by submitting the complete documents to Putra International Centre By 15 every month.

8. Planning & Applying (Short term programme – Summer School)



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Identify

1. The summer program you want to join. (either promoted by i-PUTRA/ by searching for one on your own)
2. Take note of the summer programmes requirements and relevant payments.



Approach

1. Approach and gather possible participants for your program.
2. Approach your RC / Mobility Coordinator Approach Your Host University



Propose

1. Discuss and write a proposal and submit to your RC for endorsement (For group application only) / Submit the tentative of the programme (for individual)
2. Make any relevant payment to the Host University and receive approval from Host University to join the programme



Endorse

1. Get an endorsement for your proposal from your RC to enter the programme.
2. Get an endorsement from your Faculty /College /Institute / Clubs / Mobility Coordinator at Your Home University for each participant who will be joining the programme (Endorsement section in the Outbound Form and cover letter from your Faculty/College/Institute/ Clubs / Mobility Coordinator at Your Home University)



Apply

1. Apply for approval to go overseas and Outbound Mobility Incentive from the International Centre by submitting the complete documents to i-PUTRA by 15 every month

9. Planning & Applying (Exchange Semester)

Identify

1. Prospective countries, Host University, intakes and programme you want to go for.



Approach

1. Mobility Coordinator to discuss on credit transfer (1 year prior) [if applicable] & Academic Advisor for advice.
2. Host University/ International Center to get information on their exchange students intakes (Deadline of application and relevant procedure)



Apply (Stage 1) – Host University

1. Apply for the exchange programme at the host University within the stipulated deadline.
2. Receive Letter of Acceptance from Host University.



Apply (Stage 2) – International Centre UPM

1. Fill out the study abroad form and submit to International centre for Outbound Mobility Incentive application and letter of Approval.



Receive

1. Receive approval to study abroad with / without travel grant.
2. Proceed to apply for visa and make relevant preparation prior to departure (Be sure to inform your scholarship provider/study sponsor about your semester exchange)



10. Scholarships and Travel Grant Opportunities



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No	Name	Availability	Amount	Duration	Faculties	Allocation	Source
1	Asian International Mobility For Students (AIMS)	All year	RM4,500 to RM14,000 <i>(depending on country)</i>	1 Sem	FH, FPAS FP, FEP, FSTM	10-15	Ministry of Education Malaysia (MOE)
2	Mevlana Protocol	All year	1,200TL (per month)	3 months - 1 Sem	All	1	Turkish Government
3	AUN Acts	All year	Tuition fee waived	1 Sem	All	5	Host university
4	Erasmus Mundus	All year	5000 euro (5-6 months) including travel	1 Sem	All	Agreement for 2 years, 2 person	Erasmus+ funding
5	Erasmus +	All year	1050 euro (per month) Travel up to 1000 euro	1 Sem	All	1	Erasmus+ funding Ernst Mach Grant
6	FH Joanneum	All year	850 euro (per month) 1,500 euro	1 Sem	SPE	2	Erasmus+ funding
7	Outbound Mobility Incentive (O.M.I)	All year	RM500 to RM2,500 <i>(depending on the type of mobility)</i>	2 weeks and above 1-2 Sem	All	Unlimited	UPM

Allocation are based on per-student, semester and amount subject to change. To learn more about latest scholarship please contact your mobility coordinator at faculty or email us at mobility@upm.edu.my



POLITECNICO DI TORINO



university of groningen



Ecole d'ingénieurs



Kyushu Institute of Technology



Erasmus+

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AIMS Programme
ASEAN International Mobility for Students



University of Applied Sciences



11. FAQ

How to apply for Mobility?

- Please refer to Slides 6 through 9 for information.

Am I Eligible for financial aid?

- If the program you are going for adheres to the policies (Refer to slides 5) and you have not received the Outbound Mobility Incentive from i-PUTRA or financial aid from other RCs in UPM, you will be considered for the travel grant.

Do I have to pay the tuition fees in UPM even if I am doing my semester abroad?

- For students who will be going for a one semester exchange, they are still required to pay the tuition fees in UPM as they will be going there as UPM students.

How long will it takes to get the results for the Outbound Mobility Incentive?

- The Outbound Mobility Incentive application results will be announced through letter to the respective faculties in 2 working weeks after the meeting.

Can I get the Outbound Mobility Incentive before my programme starts?

- You **could** receive the Outbound Mobility Incentive before your programme granted that :
 - Your application was submitted 2/3 months before your programme commence and **have been brought to the Mobility Committee meeting and has been granted an approval***.
 - The documents for payment of each participants are complete.
 - There were no internal/ external hiccups (mainly regarding financial hiccups in i-PUTRA Level)





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For more info, please contact mobility@upm.edu.my
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