

## **INTERNATIONAL MEDICAL UNIVERSITY (IMU) GUIDELINES FOR INBOUND STUDENT MOBILITY PROGRAMME**

### **INTRODUCTION**

It is widely acknowledged that having some overseas exposure as part of a degree programme can academically and socially enrich a student's university experience, broaden the student's perspectives and enhance his or her employment prospects. Hence, IMU started the Student Mobility Programme (SMP). Through SMP, IMU aims to internationalise its identity and create an enhanced visibility in the global education industry. International Office will be managing the operations.

This SMP Guideline will outline the eligibility of student to apply for mobility programme in IMU. Nonetheless, in case where the agreement with the specific university/institution stipulates a different terms and conditions from this guideline the agreement shall prevail.

### **BENEFITS OF STUDENT MOBILITY PROGRAMME**

- a. It provides an opportunity for students to experience a different perspective on their academic subjects in Malaysia.
- b. It enhances personal and intellectual maturity - through inculcating flexibility, resilience, cross-cultural communication skills, the ability to adapt to new circumstances and to deal constructively with differences.
- c. It broadens student experience by living and studying in Malaysia for a period.
- d. It widens academic horizons and thereby lead students to reappraise their goals to include postgraduate study.

## TYPES OF INBOUND STUDENT MOBILITY PROGRAMMES

The following mobility programmes are offered to students:

### ▪ **Internship**

Students may undertake part of their internships (with appropriate learning outcomes) as short-term training abroad to provide them with an international perspective to their programme of study. The short-term internships may include any of the following:

- Industrial or work experience;
- Clinical training;
- Community projects.

### ▪ **Research**

Students may choose to conduct research projects in external research institutions, universities, industries or communities through mutual agreement between supervisors, or to participate in research collaborations. This will provide students with an international exposure to research.

### ▪ **Elective modules**

Students are free to set the objectives they would like to achieve from an elective module. The non-medical objectives can be communication skills, leadership skills, and so on. Students may also decide to go on hospital attachments or humanitarian work to polish their skills. The aim is to add value to students' learning.

### ▪ **Study visits**

A study visit is a short stay for some days or even weeks in host country. Study visits may include visits to training facilities, hospitals, community facilities or homes supported by IMU. The aim is to provide the students with a broader perspective to their learning outcomes.

### ▪ **Summer Programme**

IMU International Summer Programmes offer an intensive one to six week learning experience and the opportunity to live in some of IMU's & Malaysia's most beautiful. IMU programmes have been welcoming participants from all corners of the globe.

Many students choose to take part in special summer learning programmes to:

- Explore student interests
- Develop new skills
- Get hands-on experience that a classroom doesn't offer
- Meet other students with similar interests
- Experience Malaysian culture and heritage

## GUIDELINES AND PROCEDURES FOR INBOUND MOBILITY

1. Applicant who wish to take part in the IMU Inbound SMP must ensure their home institution is aware of their intention. This is important to ensure the objective of the mobility is achieved and agreed by the home institution.
2. Application must be received by IMU International Office at least 6 months' prior the mobility start date.
3. Incoming applicant's home institution coordinator is advised to discuss with the IMU coordinator to identify the right type of mobility programme suitable for the applicant based on the home institution curricular. International Office will assist in coordinating the process.
4. Applicant may request for an elective placement in IMU main campus (Bukit Jalil) or in the Clinical Campus, Seremban. For medical electives, the choice of hospital is as below. Applicant is required to select their choice.

List of hospital for medical elective posting:
Tuanku Jaa'far Hospital, Seremban, Negeri Sembilan
Sultanah Nora Ismail Hospital, Batu Pahat, Johor
Enche' Besar Hajjah Khalsom Hospital, Kluang, Johor

5. All mobility programme should NOT exceed 12 months. For medical electives, minimum period is 3 weeks and maximum period is 12 weeks.
6. Referring to Education Malaysia Global Services (<https://educationmalaysia.gov.my/study-options/mobility.html>), if the mobility program is longer than 3 months, the process and document requirements will be the same as a regular international student applying to study in Malaysia.

This means that a Visa Approval Letter and Insurance will be issued and applicant will receive a student pass (for the duration of your programme in Malaysia) once you arrive in the country. An iKad will also be issued to you.

7. Applicant will be required to attend a medical screening once you arrive in Malaysia. If you fail, this medical screening you will not be issued with a student pass and will be required to leave the country.
8. Dependant passes will not be issued for the families of students who enrol in mobility programmes.
9. Applicant who wish to take part in mobility programmes with the duration of **less** than 3 months is require to have their own insurance ready upon the commencement date of the programme. The arrangement of the insurance can be done by the student at their home institution.

10. The process of admission, enrolment and orientation for inbound mobility applicants will be managed by the International Office.
11. Applicant is required to complete the Inbound Student Mobility Programme Application Form and submit to International Office via email ([studentmobility@imu.edu.my](mailto:studentmobility@imu.edu.my)).
12. The applicant is expected to email all below documents, failing which will lead to the application not being processed:
  - a. Inbound Student Mobility Programme Application Form
  - b. Applicant's verification letter from home institution
  - c. Resume
  - d. Passport copy. Passport must be valid at least six (6) months, starting from the date of arrival in IMU.
  - e. Passport size photograph (45 millimetres (mm) high x 35mm wide, white background and must be professionally printed). Please do remind for not use photos that have been cut down from larger pictures. This photo will be used for the student's id and access card in IMU. Below is the guideline of the photo:



13. Applicant will be required to make payments as stipulated in the SMP Acceptance Letter which will be emailed to them once their application is approved. Applicant is to revert the Acceptance Form together with the payment evidence. Applicant will be given a Payment Instruction on details of the payment method.

**Payment Details: IMU Inbound Mobility (Applicant's Name)**

14. Applicant will be responsible for fully participating in their proposed activities. Applicant who undertake a clinical placement must comply with the insurance requirements of Malaysia, particularly in relation to medical malpractice or, if the activity involves research, obtain confirmation of cover for the Research Project or Fieldwork.
15. **Upon completion of mobility programme**, applicant is required to submit the following documents:
  - a) Reflective report outlining the activities, learning outcome achieved and attached with evidences (example: photos, time sheet, and etc.) on completion of the mobility programme.
  - b) Refund form (if any).

**Important Note: Fail to submit a complete document above, we will withhold the refund payment into your account and the Certificate of Attendance.**

16. On request, a summary of the applicant's activities will be sent to the applicant's home institution by the relevant programme coordinator.

## **INBOUND MEDICAL ELECTIVE PRACTICES**

1. Inbound student would normally be attached to small groups of IMU students for departmental teaching in an appropriate year of the course. This would include ward rounds, clinics, lectures and tutorials.
2. Inbound student will be responsible to the Head of the Department, or to the IMU Elective Supervisor assigned to them and will be required to observe the Rules and Regulations for Medical Students as prescribed for students of IMU.
3. Inbound students must bring their white coat. A campus card will be given which entitles them access to the IMU facilities.
4. Inbound students are advised to undergo, prior to their visit, Tuberculin testing with BCG vaccination for negative or minimal response. Student is also advised to ascertain their immunisation status as regards poliomyelitis, tetanus, diphtheria booster and rubella, and to obtain suitable primary or booster inoculations. Personal health insurance is advisable.
5. When a department accepts an inbound elective student, an Elective Supervisor will usually be assigned to whom the student may write and request further details concerning the elective.

## **ELIGIBILITY TO TAKE PART IN THE IMU INBOUND STUDENT MOBILITY PROGRAMME**

1. Registered full time student in the home institution.
2. Approved by the home institution to participate in the IMU Inbound Student Mobility Programme.
3. Financially stable to support his/her stay in Malaysia.
4. Have satisfied IMU entry and study requirements (where relevant).
5. Meet Malaysia's visa requirements (where relevant).

## **APPLICATION PROCESS**

1. Application will be reviewed and processed based on the requirements of the chosen mobility programme.
2. Successful applicant will be notified through email together with an Acceptance Letter and the payment instruction.
3. Upon acceptance, applicant must complete the following:
  - a. Revert the Acceptance Form together with the payment evidence at least 6 months' prior the mobility start date.
  - b. To update International Office if the applicant has any special need requirements
  - c. Notify IMU International Office on the arrival date
  - d. Obtain appropriate health and travel insurance (where relevant)
  - e. Apply Visa (where relevant)

## ACCEPTANCE OF MOBILITY

1. If the application is approved, IMU International Office will issue the Acceptance Letter email to the applicant.
2. Applicant will be required to make payments as stipulated in the Acceptance Letter and to revert the Acceptance Form together with the payment evidence.

Applicant will be given a Payment Instruction attachment on details of the payment method.

**Payment Details: IMU Inbound Mobility (Applicant's Name)**

3. IMU International Office will only proceed with mobility activity scheduled upon receiving a complete Acceptance Form with the Payment Evidence from applicant.

## COST AND EXPENSES

All expenses on travel arrangements including visa, passport and insurance shall be borne by the applicant. Where relevant, payment of fees will be based on the terms and conditions of the agreement between IMU and the home institutions. Costs incurred for additional activities such as cultural visits, homestay, etc. will be borne by applicant. Non-reciprocal visiting applicant will bear all costs incurred throughout the mobility programme.

## ENGLISH LANGUAGE REQUIREMENTS

Inbound applicant must take note that IMU is an English speaking campus and expected to have appropriate proficiency in academic English.