

## **INTERNATIONAL MEDICAL UNIVERSITY (IMU) GUIDELINES FOR OUTBOUND 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 students to apply for Outbound mobility financial aid. Financial support is only available for IMU registered students that undergo for international mobility placements.

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

- a. It provides an opportunity for students to experience a different perspective on their academic subjects overseas.
- 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 abroad for a period.
- d. It widens academic horizons and thereby lead students to reappraise their goals to include postgraduate study.

## TYPES OF OUTBOUND STUDENT MOBILITY PROGRAMME

The following mobility programmes are offered to students:

### a. Internships

Students may undertake part of their internship (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.

### b. 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.

### c. 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.

### d. 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 the host institution. The aim is to provide the students with a broader perspective to their learning outcomes.

### e. Formal Student Exchange Programme

Students can partake in the formal student exchange programmes. Some exchange programmes offer Summer / Winter School/Courses that offer generic programme for students in various courses. The aim of these programmes are to:

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

## **GUIDELINES FOR OUTBOUND STUDENT MOBILITY PROGRAMME**

- a. Student has the flexibility to choose their own mobility plans for electives, research or study visits or follow an arrangement that has been made by the lecturers with partner universities or other institutions.
- b. Student must have fulfilled all requirements set by IMU to be eligible to take part in the mobility.
- c. Meet the host institution's entry and study requirements, where relevant.
- d. Meet the host country's visa requirement (where relevant). Students planning to travel abroad for their mobility must ensure visa requirements and other travel documents are in place before departure.
- e. To seek advice from Mentor and Mobility Coordinators on the type or mobility programs they should attend.
- f. Student who is travelling abroad to undertake a clinical placement must be aware of the insurance requirements of the host institution, particularly in relation to medical malpractice. There must be a signed agreement with the host institution, or, if the activity involves research, confirmation of cover for the research project or fieldwork.
- g. Has good health or a manageable health condition, and in the case of a medical condition, student is required to provide a certificate from a registered medical practitioner indicating they would be able to participate in the programme.

## **COST AND EXPENSES**

All expenses on travel arrangements including visa, passport and insurance shall be borne by the students. Students may use the subsidy received from IMU to cover part of the expenses. Payment of fees will be based on the terms and conditions of the agreement between IMU and the host institution. Costs incurred for additional activities such as cultural visits, homestay, etc. will be borne by the students.

## **ACCOMMODATION**

Students are required to make necessary arrangements with the host institution on the accommodation. Students are advised to contact International Office should they need any assistance.

## STANDARD OPERATING PROCEDURE

Currently, the SOP for outbound mobility is implemented by each school. The mobility coordinator for each programme will guide the students accordingly, as per the requirement in the curriculum.

## FINANCIAL AID FOR OUTBOUND STUDENT MOBILITY PROGRAMME

### 1. Eligibility Criteria to Apply

- a. Must be a **full time active student** of IMU.
- b. Record of good conduct and soft skills attested by mentor.
- c. Minimum duration of activity is 2 weeks and maximum duration is 12 months.
- d. Funding is **ONLY** available for outbound students undergo for **international institutions**.
- e. **Funding ONLY be given for those who have yet to complete the Outbound mobility activity to be discussed in the Funding Quarter Meeting.**
- f. **NOT** applicable to students returning to their home-countries for the mobility activity.

### 2. Application Process

- a. The student must ensure he or she meet the eligibility criteria's.
- b. Student is to submit a **complete** Outbound SMP Financial Aid online application form, attach with letter of acceptance from the host institution. Student need to ensure the form must be supported by mentor and approved by the Mobility Coordinator.
- c. A complete application form must be received by the IMU International Office, Bukit Jalil **prior to the mobility start date and at least 2 weeks before the Quarter SMP Funding Meeting.**

**Funding ONLY be given for those who have yet to complete the Outbound mobility activity to be discussed in the Funding Quarter Meeting.**

**For any funding application received from Clinical School, the priorities are given to the students who complete a minimum of 8 weeks attachment to the IMU Mobility partners.**

- d. The Application submission must be within same year of Outbound Mobility Programme. *For example, 2019 fund will only be considered for Outbound SMP completed no later than 30<sup>th</sup> November 2019.*

**If the SMP Programme starts and end in December, any application received will be reviewed in Quarter 1 Funding Meeting the year after.**

Quarter SMP Funding Meeting	Meeting will be done in:
Q1 SMP Funding Meeting	March

Q2 SMP Funding Meeting	June
Q3 SMP Funding Meeting	September
Q4 SMP Funding Meeting	November

- f. Funding is **ONLY** available for outbound students undergo for **international institutions**. The funding will be in a form of subsidy which at most instances will not cover the entire amount requested by the student.
- g. IMU International Office will notify any successful/decline funding through an email to the student.

### 3. Fund Disbursement Payment

- a. Disbursement of approved fund will only be done **after the programme completes**.
- b. Student must submit all evidence documents to International Office within 1 month from completion of programme **to claim the approved fund**.
  - Acceptance Letter /Email with indicative programme period
  - Reflective Report
  - Certificate of Attendance/Completion
  - Feedback Form/Assessment Form
  - Flight Tickets
  - Other Funding Letter if any
- c. **Failing which, we will withhold or cancel the disbursement fund entirely.**
- d. **Student is to notify IMU International Office immediately if there are any changes on the mobility placement (type of mobility activity, institution, duration, etc).**

**Important Note:**

**Any changes from international to local mobility placement in Malaysia, student is required to notify IMU International Office and to refund any disbursed fund if any.**

- e. International Office will advise finance to disburse the approved fund payment on 1<sup>st</sup> and the 15<sup>th</sup> of each month for those who has submit all required evidences.