



UTM OUTBOUND MOBILITY PRE-DEPARTURE BRIEFING

Global Education & Experience

UTM International

Innovating Solutions

UTM JOHOR BAHRU



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01 Student Responsibilities

Apply for study abroad approval from
DVC (Academic & International)
through UTM International

Personal **risk assessment**
(buy your own travel insurance, activate
your debit card for overseas usage etc)

Have a good communication with UTM
International & faculty and provide them with
a valid emergency contact information



1)

2)



3)



4)



5)



6)



Apply for going abroad permission from
DVC (Student Affairs & Alumni)

Respect host institution and country
regulations

Monitor student's status and academic
matters during the abroad program

1.1

Program Approval

• Step 1

- Apply for study abroad approval **from DVC (Academic & International), UTM.**
- Application **MUST** be submitted at least **3 months before** the departure date
- UTM International will assist student with the application approval including the budget required (if any) upon receiving a complete form with supporting documents required.

• Step 2

- Student receives the approval letter and required to fulfill his/her duties in responding to host's requirement. The approval letter will be sent to faculty and a copy for student. Student is required to inform the involvement in exchange program to the scholarship organizer.

• Step 3

- Make sure that your Academic Advisor/faculty acknowledge your involvement in the exchange program.
(refer to your Academic Office)
- Buy travel insurance from an agent or online

• Step 4

- For those who receive budget approval, follow up on the process with UTM International office.
- UTMi contact person: **Ms. Zetty Raihan at 07-5536862/ Ms. I'zzati at 07-5536844**
- Make sure to have a reserved emergency fund.

1.2

Going Abroad Approval

• Phase 1

- Apply for going abroad approval from **DVC (Student Affairs & Alumni), UTM** after receiving the program approval letter from DVC (Academic & International) office.
- Application MUST be made **2 month before** the departure date.
- Student is required to apply for going abroad approval from the university through DVC (Student Affairs & Alumni) office.

• Phase 2

- Fill up form and other document required and attached together with the program approval letter
- Choose your insurance provider and buy your travel insurance via an agent or online.

• Phase 3

- Submit your application to **Mr. Miswan, Galeri Siswa.**
- Contact the officer in-charge for confirmation **Tel: 07-553 8848.**

Note : Office of Student Affairs & Alumni is responsible to inform the Malaysian Embassy (of the visited country) through Wisma Putra Malaysia. This is an important procedure especially when it comes to emergency cases.

02 Preparation

TRAVEL

- Flight booking, ground transport, airport transfer
- Important contact at host institution

Travel documents :

A valid passport, visa, boarding pass, flight ticket, exchange program documents.



HEALTH

- Vaccination (if require)
- Medical/travel Insurance
- Important / basic medicines



WEATHER

- Suitable Outfit
- Winter coat, warmer etc (if needed)



VISA

- Submit application for visa and ensure to get approval before leaving for the country.



ACADEMIC

- Monitor academic record in AIMS
- Identify courses for registration at host institution and get approval from Academic Advisor for the selected courses



FINANCIAL

- Make a rough estimation on monthly expenses required.
- Keep some cash in hand and activate your debit card for oversea usage.



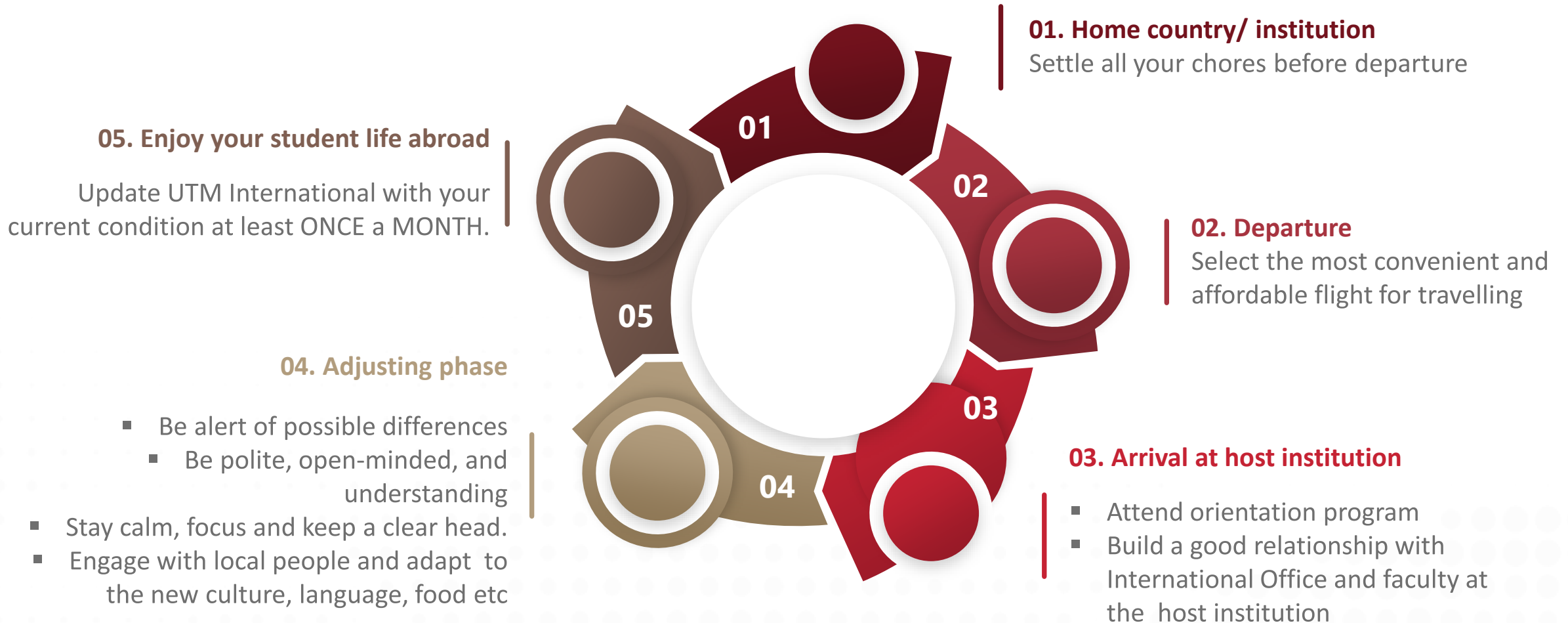


03 TRAVEL INSURANCE

INSURANCE	WEBSITE
eTiQa	https://www.etiga.com.my/v2/travel-insurance-takafu
Allianz Travel Insurance	https://www.allianz.com.my/personal/home-motor-and-travel/travel-and-flight-insurance/allianz-travel-insurance.html
AIA	https://www.aia.com.my/en/our-products/online-products/safe-trip.html
KURNIA INSURANS	https://www.kurnia.com/travel-insurance
AXA Malaysia	https://direct.general.com.my/products/travel-insurance
AIG Travel	https://www.aig.my/content/dam/aig/apac/malaysia/documents/brochures/travel-direct-brochure.pdf

* Students are required to get their own travel insurance coverage to be bought through an insurance agent or online.

04 Boarding & Arrival



05 Submit Report / News writeup

Submission Procedure:

All reports must be submitted through email to globaleducation@utm.my according to the format given (**1 Program 1 Report**)

*Program report/news write up template must be at least **maximum of 2 pages including photos**

- Program Report Template (<https://international.utm.my/wp-content/uploads/2019/11/Report-of-Program-Template.pdf>)
- Example of Program Report (https://international.utm.my/wp-content/uploads/2019/11/MCYEP_Programme-Report.pdf)

Important Information:

Students are required to submit a report upon returning from the outbound mobility program.

Report/ news writeup need to be submitted to UTM International (globaleducation@utm.my)

no later than 2 weeks after returning from the program.



Report of Program -
"Malaysia-China Youth Exchange & Fellowship Programme (MCYEP)"

Two UTM students go global, forging stronger ties between Malaysian and Chinese youth towards a more resilient and innovative region.

BEIJING, 10 Nov — Two students from Universiti Teknologi Malaysia (UTM), Eileen Khieu Xin Ying (Faculty of Built Environment and Surveying) and Oscar Ling Fang Jack (School of Electrical Engineering, Faculty of Engineering) have been selected from a few hundred applicants throughout Malaysia to be the delegates to the Malaysia- China Youth Exchange & Fellowship Programme (MCYEP) Cohort 2.

MCYEP was organized by the Embassy of the People's Republic of China in Malaysia and Secretariat by Centre of Research Advisory and Technology (CREATE) from 4th November to 11th November in Beijing, China. 22 Malaysian delegates from different background, including political, educational, technological and healthcare participated in this programme. This programme aimed to nurture the future young leaders through the cultural and technological knowledge exchange with China.

A series of activities were conducted including the industrial visit to Alibaba Experience Hall, CRRC Tangshan Co., Ltd, institutional visit to Peking University, Cheung Kong Graduate School of Business, China Foreign Affairs University, and cultural visit to a few places of interest in China that are rich in cultures and history such as The Great Wall, Gubei water town, Forbidden City and Summer Palace.

During the visit to Alibaba Experience Hall, delegates were introduced to the core values of Alibaba Group besides exposed to the latest technology from Alibaba which are the Alibaba cloud, City

UTM INTERNATIONAL CONTACT



<https://international.utm.my/>



- UTM Mobility Program



@UTM International



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THANK YOU



In the Name of God for Mankind