



STUDENT EXCHANGE PROGRAMME

The Programme

Universiti Tun Abdul Razak's Exchange programme is designed for international students who wish to acquire the experience of living and studying in a Malaysian campus through a short-term study programme. It aims at fostering international understanding among students of different nationalities and offers exciting opportunity for students to combine a high quality academic and cultural experience while living in Malaysia.

Universiti Tun Abdul Razak has formal agreements with a global network of partner institutions and holds exchange agreements with some of these institutions.

Students studying at a partner exchange institution can study at Universiti Tun Abdul Razak as an exchange student. Interested students should contact the Exchange Office at their home institution.

Eligibility

International students currently enrolled in accredited universities overseas may be eligible to study at Universiti Tun Abdul Razak, provided their university has an **exchange agreement** with Universiti Tun Abdul Razak.

Credit gained at Universiti Tun Abdul Razak should be transferrable towards students' degree at their home university.

Other eligibility criteria may include:

- * Completion of at least Year One (1) of study at home university
- * Student must be nominated by exchange coordinator at home university
- * Must meet entry requirement as stipulated by home university
- * Average B or 3.0 CGPA or equivalent as approved by specific Universiti Tun Abdul Razak
- * A suitable standard of English language proficiency as set (See English Language Entry requirement) or equivalent as determined by Universiti Tun Abdul Razak

Note:

1. Exchange students remain enrolled with their home institution and continue to pay tuition fees to their home institution. Prospective inbound students may study at Universiti Tun Abdul Razak for one or two semesters. The academic programme students undertake may

be credited towards their degree as per the formal agreement between the two institutions; it is their responsibility to liaise with the exchange coordinator at your home institution regarding credit transfer.

2. Students will need to pay for associated living costs in Malaysia.
3. Please note that the completed Exchange Application form must be forwarded by the exchange coordinator at your home institution; Universiti Tun Abdul Razak **will not accept** Exchange Applications submitted directly by students.

Admission and Entry Requirement

Students should have completed at least Year one (1) of study at their home university at the time of participation in the Exchange programme. Students will need to provide evidence of a CGPA of at least 3.0, or grades equivalent to a B average or equivalent as approved by specific Universiti Tun Abdul Razak's Dean of faculty, in order to gain admission.

English Language Entry Requirements

Exchange students should provide evidence of English language proficiency as follows:

- * IELTS – band of 6.0
- * TOEFL – score of 550
- * Or as agreed and equivalent, determined by Universiti Tun Abdul Razak

The validity period for TOEFL and IELTS is two (2) years from the date of the award.

Credits

Exchange students are required to enrol between **3 – 21** credit hours per semester, subject to availability of courses and university approval. While enjoying educational exposure in Malaysia, students participating in this programme will have the privilege to accumulate credit hours towards the award of degree at their home country. Student who intend to do so are required to submit a letter of support from their home university and make necessary arrangements with their university.

Duration of Stay

Students may opt to enrol for one semester or one year of the study programme.

Academic Calendar

a) Undergraduate

<http://www.unirazak.edu.my/academic-calendar-undergraduate-programmes>

February Semester – February to June

September Semester – September to January

Fees

Tuition fees for **incoming students** are waived as it is based on mutual exchange. Other incurred expenses such as airfare, accommodation, administrative fees, and study materials such as textbooks, visa charges and living are self funded.

Tuition fees for **outgoing students** remains payable at Universiti Tun Abdul Razak.

Extracurricular Activities and International Exchange Activities

For the full benefit of their stay at Universiti Tun Abdul Razak, students are encouraged to participate in activities organized by student clubs or associations.

Our Student Affairs department will be organizing events and programmes catered to the Student Exchange programme.

Application Procedure (for prospective inbound exchange students)

1. Fill in the International Student Application for Exchange Programme Form.

Representatives from your International Partnership/Exchange office may request the Exchange Programme form from Universiti Tun Abdul Razak's International Relations Office (iro@unirazak.edu.my). In applying, prospective students will need to provide:

- An official, original and up-to-date academic record of all university-level studies undertaken to date, showing all courses attempted and completed and the grades received
 - Provide evidence of English language proficiency through the IELTS or TOEFL tests or equivalent.
 - A supporting letter from the Exchange Office at your home university.
2. Submit application directly to home institutions' International Partnership/Exchange Office where copies of application will be sent to Universiti Tun Abdul Razak's International Relations office for processing.
 3. The application will then be assessed by respective Faculties and Academic Administration department who will then inform the International Relations Office of the outcome. Academic Administration department subsequently will issue Offer letter and furnish necessary documents to successful students (**see Student Exchange Programme application process**).

Note: Exchange students are not eligible to qualify for a Universiti Tun Abdul Razak degree. If you wish to enrol in a degree/postgraduate programme, students will need to apply as a full-fee paying international student.

**Exchange Programme Fact Sheet
2014/2015**



Name of University	Universiti Tun Abdul Razak
Website	www.unirazak.edu.my
Mailing Address	International Relations Office, 21 st Floor, UNIRAZAK Jalan Tangsi, Kuala Lumpur Malaysia
Contact Details	Enquiries pertaining the programme can be directed to our International Relations Office through email; iro@unirazak.edu.my clearly stating Student Exchange in the subject header. Tel : +6 03 2730 7003 (Ismadi) : +6 03 2730 7004 (Roslinda) Fax : +6 03 7627 7007
Web address for exchange-related information	TBA

General Information

Academic Calendar (2015/2016) a) Undergraduate programme September Semester February Semester	7 September 2015 25 January 2016
Orientation Session Dates	TBA
Language of Instruction	English

Exchange Related Information

Level of Studies for exchange/visiting students	Undergraduate and Postgraduate
Duration of exchange programme	6 months or one year or as stipulated in exchange agreement
Minimum eligibility requirement	CGPA 3.00 and above or a B average results or grades equivalent as determined by Universiti Tun Abdul Razak
Language Requirement	<ul style="list-style-type: none"> * IELTS - band of 6 * TOEFL – score of 550 <p>The validity period for TOEFL and IELTS is two (2) years from the date of the award. or Other equivalent English proficiency as determined by Universiti Tun Abdul Razak</p>
Deadlines for Application	<u>February Semester</u> 31 st January (every year) <u>September Semester</u> 31 st August (every year)
Documents to be submitted with Exchange Application	<ul style="list-style-type: none"> * An official, original and up-to-date academic record of all university-level studies undertaken to date, showing all courses attempted and completed and the grades received as stipulated in exchange agreement * Provide evidence of English language proficiency through the IELTS or TOEFL tests. * A supporting letter from the Exchange Office at your home university. * Copy of Passport (every page)

	<ul style="list-style-type: none"> * 6 Passport sized photograph (Light blue background) * Postal Order/Money Order/Bank Draft/Bankers Cheque for Processing Fee (USD 100), payable to Universiti Tun Abdul Razak Sdn. Bhd.
Course Information/Syllabus	*to be furnished on our website*
Course Load per semester in credits/units	Min credit of 3 hours – Max of 21 credit hours
Fees	<p>Tuition fees for exchange students are waived as it is based on mutual exchange. Other incurred expenses such as airfare, accommodation, administrative fees, and study materials such as textbooks, visa charges and living are self funded.</p> <p>Processing Fee – USD100 (non refundable) <i>**please be reminded that the student have to bear their own cost for the bank charges and not included in this processing fee.</i></p>

Arrival/Orientation Programme

Recommended arrival dates	<p><u>February Semester</u> One week before commencement of semester</p> <p><u>September Semester</u> One week before commencement of semester</p>
Arrival Information	<p>Pick-up assistance : Available</p> <p>Where : Kuala Lumpur International Airport</p> <p>By : Representative from Students Services Department accompanied by a student representative</p>
Orientation Programme	Compulsory for incoming students

Visa Requirements

Are exchange students required to obtain a student visa	<p>Yes. This will be arranged by our Student Services department prior to arrival.</p> <p><i>***kindly refer to the link below for guideline***</i></p> <p>http://www.unirazak.edu.my/international-students</p>
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Accommodation

Accommodation Available	<p>Off campus.</p> <p>Once the Response to Offer document by incoming student is signed and received, an acknowledgment of enrolment will be issued to the incoming students including arrangement for visa and accommodation. Student will then need to contact our Student Services department for both Visa and Accommodation arrangement. Incoming exchange student shall bear cost of processing and rental. A deposit of</p>
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	USD1500 is required for accommodation arrangement.
Contact Person	Ms. Roslinda Muhammad Executive Corporate Legal & International Relations (CLIR) Tel: +603 2730 7004 Fax: +603 2730 7007 Email: iro@unirazak.edu.my

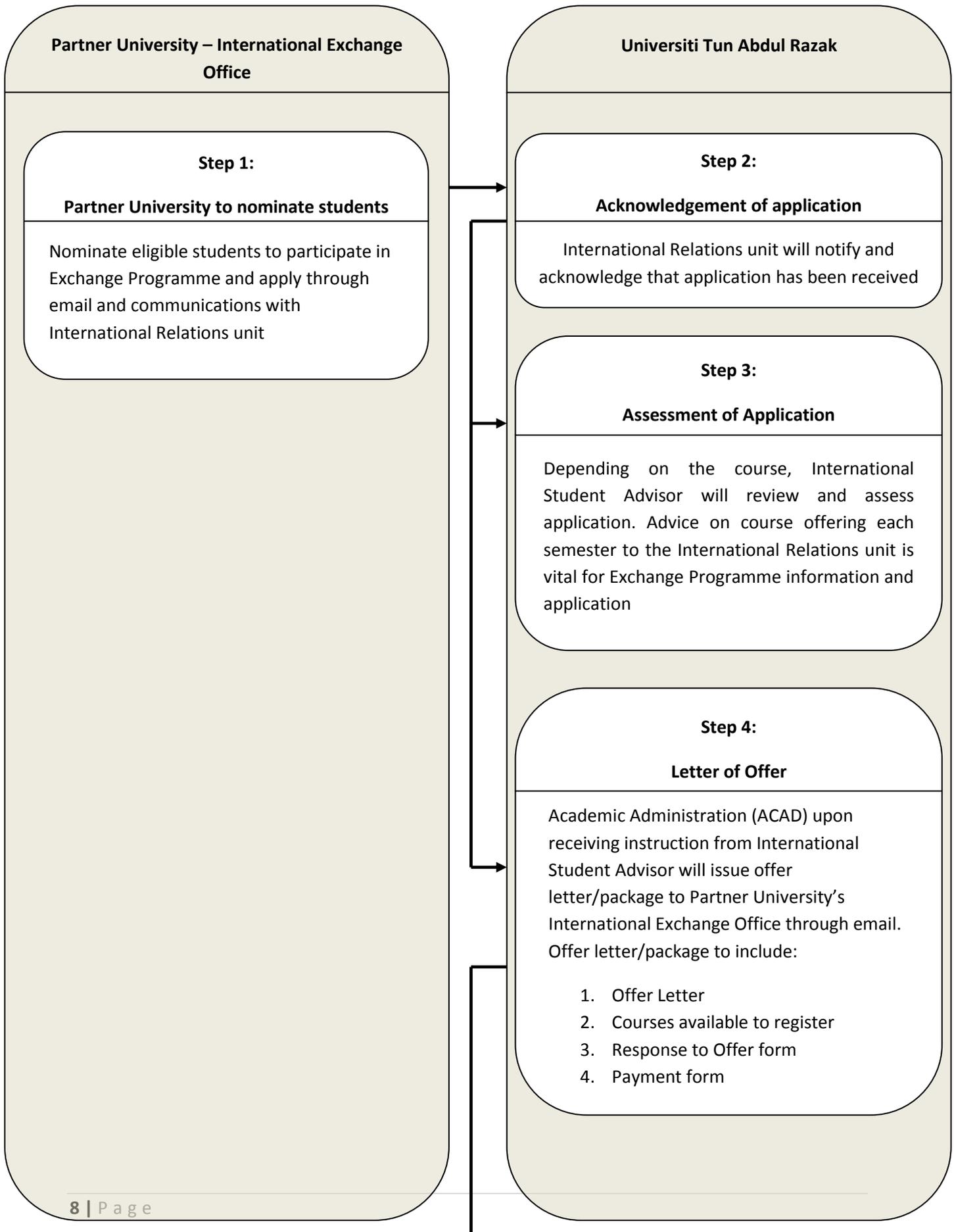
Medical Insurance

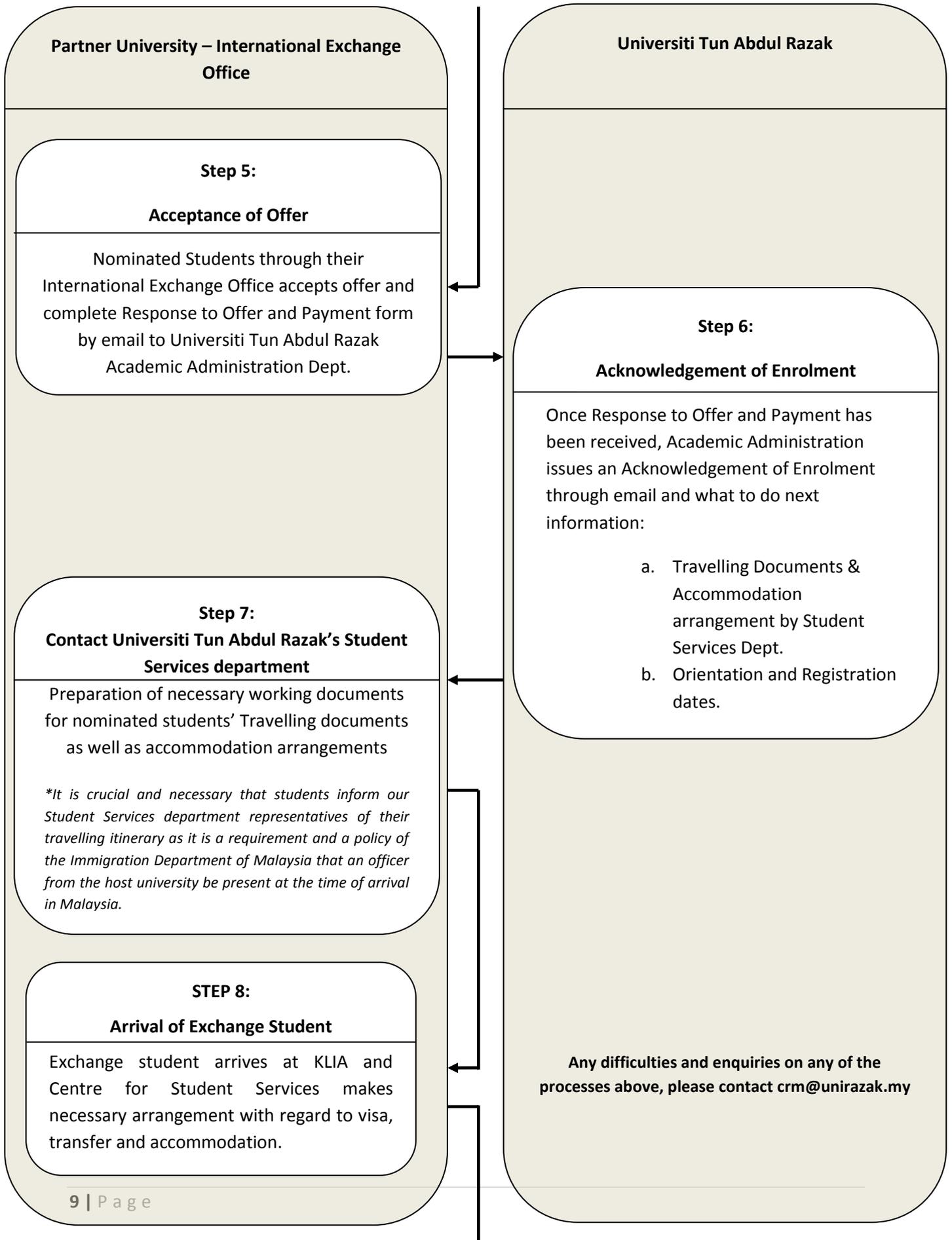
Are Exchange students required to purchase a compulsory plan?	No. The exchange students are required to purchase a medical insurance plan from home country. However, a health/medical check-up will be required prior to coming to Malaysia.
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Minimum approximate expenses per month (in USD)

Accommodation	USD 400
Food	USD 200
Public Transport	USD 100
Miscellaneous	USD 300
Total	USD 1000

Student Exchange Programme Application Process





Partner University – International Exchange Office

Step 5:

Acceptance of Offer

Nominated Students through their International Exchange Office accepts offer and complete Response to Offer and Payment form by email to Universiti Tun Abdul Razak Academic Administration Dept.

Step 7:

Contact Universiti Tun Abdul Razak's Student Services department

Preparation of necessary working documents for nominated students' Travelling documents as well as accommodation arrangements

**It is crucial and necessary that students inform our Student Services department representatives of their travelling itinerary as it is a requirement and a policy of the Immigration Department of Malaysia that an officer from the host university be present at the time of arrival in Malaysia.*

STEP 8:

Arrival of Exchange Student

Exchange student arrives at KLIA and Centre for Student Services makes necessary arrangement with regard to visa, transfer and accommodation.

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Step 6:

Acknowledgement of Enrolment

Once Response to Offer and Payment has been received, Academic Administration issues an Acknowledgement of Enrolment through email and what to do next information:

- a. Travelling Documents & Accommodation arrangement by Student Services Dept.
- b. Orientation and Registration dates.

Any difficulties and enquiries on any of the processes above, please contact crm@unirazak.my

Partner University – International Exchange Office

STEP 11:

SEP attending lectures and sitting Final Examination

Exchange student gets the timetable and attends lectures. At the end of the semester, SEP sits final examination for all registered courses.

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STEP 9:

SEP enrolls at UNIRAZAK

Exchange student shows up on registration date and ACAD will proceed with the necessary registration process. Exchange student will get the student ID (Matrix No) and then participates in the orientation programme organized by Student Affairs Department and International Student Advisor.

STEP 10:

Admin registers course(s) for student

ACAD will advise faculty executive to register predetermined courses for Exchange Student. Once courses are registered, student is able to view lectures and final examination timetable via Student Management System (SMS)

STEP 12:

Processing & Releasing Results

Exchange Student's results will be tabled in BOE and subsequently the results will be tabled in Senate for approval. Once Senate approves the results, ACAD will release the results and student may view the results.

STEP 12:

Exchange Student Academic Transcripts

ACAD prepares student Academic Transcripts and send to IRO for submission to Partner University.

Any difficulties and enquiries on any of the processes above, please contact iro@unirazak.edu.my

