Info Sheet for Outgoing Students

Host University: Universiti Kuala Lumpur

Programme Agreement for Student Exchange

Cooperating Departments:

<table>
<thead>
<tr>
<th>Rosenheim TUAS</th>
<th>Universiti Kuala Lumpur</th>
</tr>
</thead>
<tbody>
<tr>
<td>BW – Faculty of Business Administration</td>
<td>Universiti Kuala Lumpur Business School</td>
</tr>
<tr>
<td>ING – Faculty of Engineering</td>
<td>Malaysian Institute of Chemical &amp; Bioengineering Technology (MICET)</td>
</tr>
<tr>
<td>WI – Faculty of Business Administration and Engineering</td>
<td>Universiti Kuala Lumpur Malaysia Italy Design Institute (UniKL MIDI) formerly known as UniKL IPROM</td>
</tr>
<tr>
<td></td>
<td>Universiti Kuala Lumpur Business School</td>
</tr>
<tr>
<td></td>
<td>Malaysian Institute of Industrial Technology (MITEC)</td>
</tr>
<tr>
<td></td>
<td><a href="https://www.unikl.edu.my/institutes/mitec/">https://www.unikl.edu.my/institutes/mitec/</a></td>
</tr>
</tbody>
</table>

International Office Contact Details

Office Address: UniKL International Office
                Universiti Kuala Lumpur
                Level 22, 1016, Jalan Sultan Ismail,
                50250 Kuala Lumpur
                Malaysia

Contact Person’s for exchange students: Mr. Mohd Suliza Harun
Phone: 00603021754428
Fax: 00603 2175 4446
E-mail: mrsuliza@unikl.edu.my, all.uio@unikl.edu.my
Website: [https://www.unikl.edu.my/admission/exchange-mobility/areas/](https://www.unikl.edu.my/admission/exchange-mobility/areas/)
Facebook (if any): [https://www.facebook.com/unikluioc/](https://www.facebook.com/unikluioc/)

Application deadlines for exchange students

Application Deadline January Semester: 1st October
Application February Semester 2018 – UniKL Business School only: 1st November

International Office, Raum R.2.22
international@fh-rosenheim.de
[www.th-rosenheim.de/international.html](http://www.th-rosenheim.de/international.html)
Application Deadline July/September  Semester: 1st April

Application documents for exchange students
Link to the online application (if any) or to the application information: https://www.unikl.edu.my/admission/exchange-mobility/areas/

What documents must be submitted?
1. Copy of Passport: Passport data information page
2. One (1) passport size of photo. Please refer to the requirements given by the Immigration https://educationmalaysia.gov.my/how-to-apply/passport-photo-guidelines.html/
3. Proof of Enrollment at Home University (letter in English by the Home University or student’s card certified as true copy by the Home University)
4. Most recent Transcript of Records
5. Curriculum Vitae
6. Motivation Letter
7. English Language Competency Certificate (DAAD Language Certificate accepted)
8. Taking Subjects: UIU Form ISEM Learning Agreement - Inbound students – (signed and stamped by the Home University) – AVAILABLE AT https://www.unikl.edu.my/admission/exchange-mobility/areas/
9. Medical Screening
   - PRE-Arrival: Mobility students who are citizens of Germany are required to submit a declaration of their health status.
   - POST-Arrival: All students are required to attend a medical examination once they have arrived in Malaysia in any of the EMGS Panel clinic listed https://educationmalaysia.gov.my/how-to-apply/medical-screening/registered-overseas-clinics.html/ within SEVEN (7) days of arrival. Any students who fail this medical screening will not be issued with a student pass and will be required to leave the country. This medical test include drug/ cannabis test too: pleased be more attentive to this matter, as drug laws in Malaysia may differ from those in the other countries.
10. INSURANCE PACKAGE: students should notify UniKL International Office which kind of insurance would like to purchase among those approved by EMGS (https://educationmalaysia.gov.my/how-to-apply/insurance.html/)

Please note: The International Office of Rosenheim UAS will send all documents first as a scan, then as a hard copy to UniKL. Do not send any of the above documents yourself.

INTERNATIONAL EXCHANGE STUDENTS PROCESSING FEE must to be paid in cash upon arrival: RM 120.00 per student.

Academic Calendar
Link to the website with your academic calendar: https://www.unikl.edu.my/academic/academic-calendar/

January Semester:
Beginning / End of Term: Mid January - Mid June
Welcome days for exchange students: Mid January

International Office, Raum R 2.22
international@fh-rosenheim.de
www.th-rosenheim.de/international.html
Final Exam Period: 
Lecture-free Time: June 
Mid June - Mid July

July Semester: 
Beginning / End of Term: End July - End December 
Welcome days for exchange students: July 
Final Exam Period: Beginning - End December 
Lecture-free Time: End December - Mid January

February Semester: 
Beginning / End of Term: February 
Welcome days for exchange students: February 
Final Exam Period: 
Lecture-free Time:

September Semester: 
Beginning / End of Term: End September – End January 
Welcome days for exchange students: September 
Final Exam Period: Mid - End January 
Lecture-free Time:

Courses offered for exchange students
Link/s to the catalogue/s of courses: [https://www.unikl.edu.my/programmes/](https://www.unikl.edu.my/programmes/)

Please make sure to only choose courses from one Programme (at one campus)!

Maximum of 18 UniKL credits (equivalent to 30 ECTS credits) to be validated per semester for undergraduates, max. 15 UniKL credits (25 ECTS credits) for postgraduate studies

<table>
<thead>
<tr>
<th>UniKL Credits</th>
<th>ECTS Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Credit = 40 hours Student Learning Time (SLT)</td>
<td>1 Credit = 25 hours Student Learning Time (SLT)</td>
</tr>
<tr>
<td>3 UniKL Credit</td>
<td>5 ECTS Credits</td>
</tr>
</tbody>
</table>

A subject with 3 UniKL Credits: 3 x 40 hrs SLT = 120 hrs SLT 
120 hrs SLT/(25 hrs SLT/ECTS) = 4.8 ECTS (approx. 5 ECTS)

International Office, Raum R 2.22
international@fh-rosenheim.de
→ www.th-rosenheim.de/international.html
Visa Issues
Once UniKL receives all the application documents, they will provide the Acceptance Letter and share the Visa Application Guidelines. **DO NOT START THE VISA APPLICATION BEFORE.** Students will apply for their visa by themselves through the EMGS website: [https://educationmalaysia.gov.my/](https://educationmalaysia.gov.my/)

Accommodation Links
Student dormitories: If you prefer to stay on campus please indicate it in the UniKL Offer Response Form, which will be sent to you with your official Letter of Acceptance.
Private accommodations: Students can also opt to live off campus. The International Office will assist students to find suitable private accommodation close to campus.
Please refer to the information for both on- and off-campus accommodation in the UniKL information sheet.

Other Useful Links
Pre-Arrival procedure: [http://www.international.unikl.edu.my/#preArrivalModal](http://www.international.unikl.edu.my/#preArrivalModal)
Post-Arrival procedure: [http://www.international.unikl.edu.my/#postArrivalModal](http://www.international.unikl.edu.my/#postArrivalModal)
EMGS – FAQs: [https://educationmalaysia.gov.my/frequently-asked-questions.html/](https://educationmalaysia.gov.my/frequently-asked-questions.html/)
Auswärtiges Amt: [http://www.auswaertiges-amt.de/DE/Aussenpolitik/Laender/Laenderinfos/01-Nodes_Uebersichtsseiten/Malaysia_node.html](http://www.auswaertiges-amt.de/DE/Aussenpolitik/Laender/Laenderinfos/01-Nodes_Uebersichtsseiten/Malaysia_node.html)
DAAD: [https://www.daad.de/laenderinformationen/malaysia/de/](https://www.daad.de/laenderinformationen/malaysia/de/)

International Office, Raum R.2.22
international@fh-rosenheim.de
[www.th-rosenheim.de/international.html](http://www.th-rosenheim.de/international.html)