

## Mobility Flow Chart

### OUTBOUND (\*Short-term / Summer Programme)

\*Note: Short-term/ Summer Programme which USM students participate at USM's partner or non-partner institutions. It's a non-graduating programme where students experience education tourism programmes or expose on a brief culture and academic programmes. It can be a credit or non-credit bearing programme.

**\* Note :** Acronym

HOD – Head of Department either Dean or Director

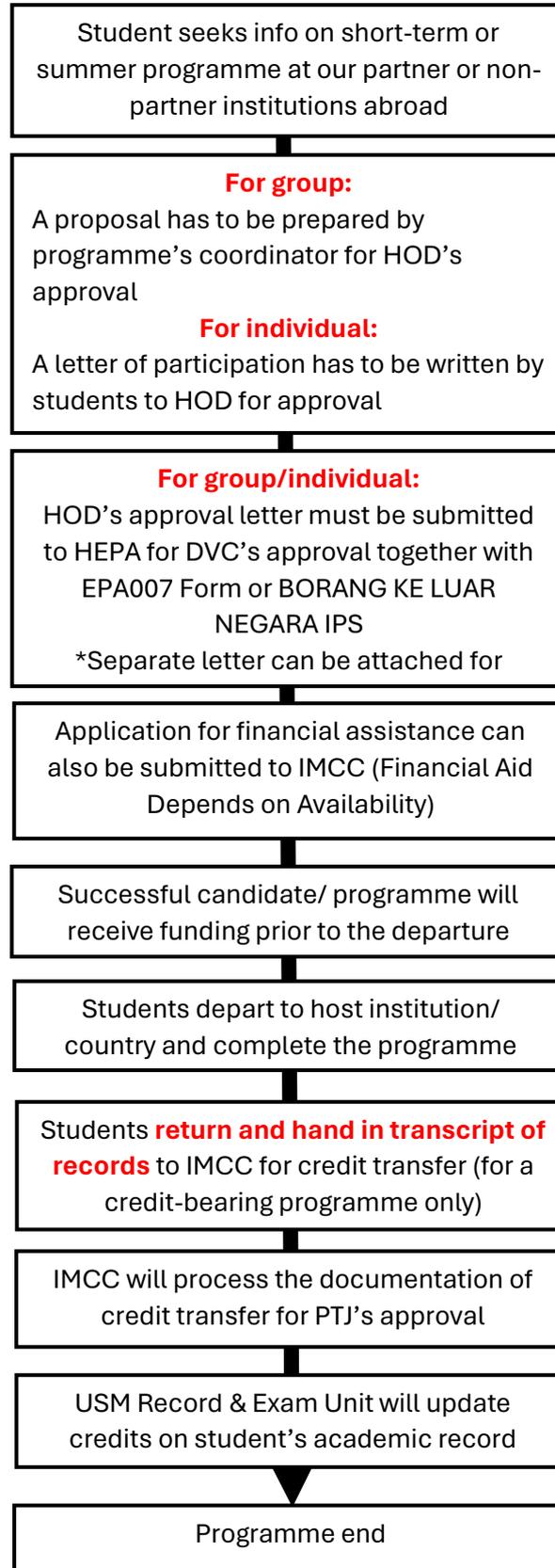
PTJ – Pusat Tanggungjawab which is School or Centre

UG – Undergraduate

PG – postgraduate

IPS – Institute of Postgraduate Studies

BHEPA – Bahagian Hal Ehwal Pelajar dan Alumni/ Student Affairs and Alumni Division



Student can visit IMCC for consultation or gain info from IMCC website : [imcc.usm.my](http://imcc.usm.my)

For **Postgraduate student**, the HOD must sign the **BORANG KE LUAR NEGARA IPS** for approval. For **Undergraduate students** on the other hand, approval from HOD is based on **CTSOP01 Form**.

Student must submit a copy of approved **EPA007 Form / BORANG KE LUAR NEGARA IPS** from BHEPA to IMCC which can be downloaded from IMCC website.

Students are accountable for their own VISA, insurance and other travel arrangements

PTJ will finalise the approved credits/grades to be transferred