


International Mobility &
Collaboration Centre



IMCC

Liaison Handbook

2023

 imcc.usm.my



International
Mobility &
Collaboration
Centre

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ABOUT IMCC



PROF. MADYA DR. MUHIZAM MUSTAFA (SAM)
IMCC Director



DR. SYAHEERAH LEBAI LUTFI (SHA)
IMCC Deputy Director



PROF. MADYA DR. MOHD HAFIZAL MOHD ISA (PITT)
IMCC Deputy Director



DR. VINA TAN PHEI SEAN (VINA)
IMCC Coordinator



MS. CLARENE TAN CHERN CHIEH (CLARE)
Assistant Registrar



MS. NIK NUR IZZATI (IZZY)
Assistant Registrar



MDM SITI MUNIRAH ABDUL ZAKARIAH (MUN)
Assistant Registrar



MDM NORASHIKEN HAJI AHMAD (SHIKEN)
Assistant Registrar

Previously known as the USM International Office, the International Mobility & Collaboration Centre (IMCC) forges partnerships with regional and global institutions to provide the USM community with a holistic education through programs like Internationalisation at Home (IaH), student exchange programmes, research and internship attachments, and short-term programmes. IMCC also provides support and assistance for USM students and staff with advice on mobility programmes, registration, visa, accommodation, and others.

Through these programmes, USM students will be able to compete in the global market and stand shoulder to shoulder as future Global HR through various programmes at home and abroad. We would like to welcome students to join the programmes and experience living in Malaysia, a diverse country that is rich in cultures and a great hub for travelling to other South-east Asian countries.

IMCC MANAGEMENT

Name	Position	Scope	Email @usm.my
Prof. Madya Dr. Muhizam Mustafa (<i>Sam</i>)	IMCC Director	Oversees all IMCC operations, programmes, and events	mmuhizam
Dr. Syaheerah Lebai Lutfi (<i>Sha</i>)	IMCC Deputy Director (Global Engagement & Network)	Establishes and maintains relations with international and local partners	syaheerah
Prof. Madya Dr. Mohd Hafizal Mohd Isa (<i>Pitt</i>)	IMCC Deputy Director (International Mobility)	Creates and coordinates international mobility programmes	hafizal
Dr. Vina Tan Phei Sean (<i>Vina</i>)	IMCC Coordinator (USM Health Campus)	Manages and coordinates international students and IMCC events in the health campus	vina
Ms. Clarene Tan Chern Chieh (<i>Clare</i>)	Assistant Registrar (International Relations)	Establishes and maintains relations with international and local partners	clarene12
Ms. Nik Nur Izzati (<i>Izzy</i>)	Assistant Registrar (Mobility Management)	Organises and coordinates mobility programmes	nikizzati
Mdm Siti Munirah Abdul Zakariah (<i>Mun</i>)	Assistant Registrar (Visa Office)	Handles matters pertaining to student visas	munirahzakariah
Mdm Norashiken Haji Ahmad (<i>Shiken</i>)	Assistant Registrar (Health Campus)	Oversees international students and mobility programmes in the USM Health Campus	norashiken

MOBILITY PROGRAMMES

There are four kinds of mobility programmes in USM:



Exchange Programme

A credit transfer programme where students study in USM for one or two semesters. Required courses enrollment are from 9 to 21 credit units.



Research Attachment

Research attachment programmes can be performed at one of our cutting-edge laboratories or facilities at USM to enhance research skills and in-depth understanding of research areas. The programme will be supervised by an expert in the field at our Schools/Centres and is more suitable for postgraduates undergoing research studies in their home countries.



Internship/ IAESTE

Internship programmes can be done under research, working at any USM departments or attached to our collaborating industries. It is more suitable for undergraduates. Internships as short-term programmes are also available, such as the ITS-USM Nusatenggara Internship Programme (NUSA) or even virtual internships.



Short-Term & Summer Programmes

The short-term programme is tailor-made to cater the needs of our partner universities for mobility events in a short period of time. Under this programme, IMCC can plan a credit transfer programme or non-credit programme as necessary.

WHO ARE LIAISON OFFICERS?

Liaison Officer

Person-in-Charge (PiC) of internationalisation matters in the School/Centre/Institute

Responsibilities

- 1 Circulate information from IMCC** (e.g. international programmes, events, scholarships, etc.)
- 2 Collect data on internationalisation activities** (e.g. programmes, projects, visits, MOAs, MOUs, joint research projects, collaborations, joint seminars, etc.) and **update the ICNIS system** or provide the data upon request
- 3 Work closely with IMCC for inbound and outbound mobility** of students (e.g. placement of inbound students or selection of outbound students, etc.)
- 4 Network engagement** (e.g., create connections through EAIE and APAIE suggestions, maintain connections with current collaborators, and renew expired MOUs/MOAs etc.)

QUALITIES OF LIAISON OFFICERS

Liaison officers are essential for internationalisation in USM and Malaysia, putting the country and its education system on a global stage, and giving rise to future leaders ready to take on the world.



High Intercultural Competency

Liaison officers should be open to and respectful of people of different cultures, races, and religions



Patient

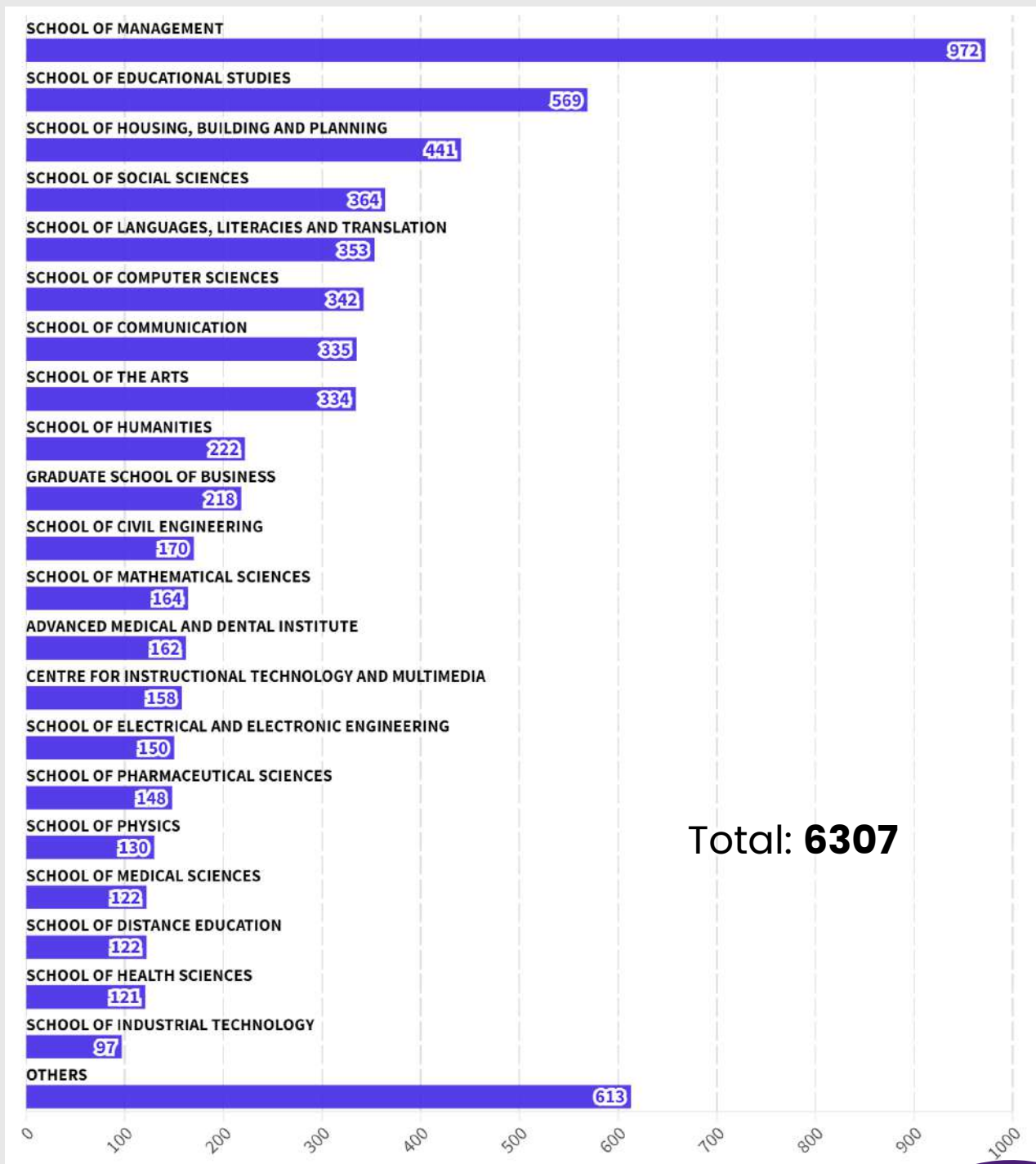
Liaison officers should be prepared to handle students who might be defensive, agitated, or facing a language barrier



Multilingualism

The ability to communicate in more than one language is an added advantage, but alternatively, it is encouraged that the liaison officer be respectful and understanding of languages commonly spoken in their respective School

BASIC STATISTICS OF USM INTERNATIONAL STUDENTS





ORIENTATION PROGRAMME

- Only for international postgraduate students
- Held once a year (at the end of the year)
- Involves a briefing about common procedures and relevant information, a campus tour, and others
- Liaison officers will be informed of the orientation date by IMCC

OUR STRONG NETWORKS

APAIE & EAIE

In order to connect with other universities around the world, IMCC attends the annual [Asia-Pacific Association for International Education \(APAIE\)](#) and [European Association for International Education \(EAIE\)](#) conferences to make and maintain relationships with prospective and current partner universities.



If a school would like to collaborate with another university, the periodical surveys and questionnaires sent by IMCC can be filled up with details of the academic, lab, or university they would like to connect with. IMCC will then use this information to approach the university representatives at these conferences to make the partnership a reality.





Mobility Information

- [Inbound Mobility Information](#)
- [Exchange Programme Fact Sheet](#)
- [List of Short-Term Programmes](#)
- [Outbound Mobility Information](#)

Visa Guidelines

- [Visa Guidelines](#)
- [Visa-Related Information](#)

Others

- [Partnerships](#)
- [Scholarships](#)

Operation Hours

IMCC Main Office

Monday to Thursday	9.00am - 1.00pm 2.00pm - 5.00pm
Friday	9.00am - 12.15pm 2.45pm - 5.00pm

**Closed on weekends and public holidays*

Visa Office

Monday to Thursday	9.00am - 12.30pm
Friday	9.00am - 12.15pm

**Closed on weekends and public holidays*



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