



KEMENTERIAN PENGAJIAN TINGGI

JPT | JABATAN
PENDIDIKAN
TINGGI

GARIS PANDUAN PELAKSANAAN PROGRAM MOBILITI (INBOUND) DI INSTITUSI PENDIDIKAN TINGGI MALAYSIA



**GARIS PANDUAN
PELAKSANAAN
PROGRAM
MOBILITI
(*INBOUND*)
DI INSTITUSI
PENDIDIKAN TINGGI
MALAYSIA**

Cetakan Pertama 2022

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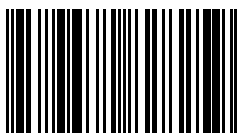
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PENGHARGAAN

Setinggi-tinggi penghargaan dan terima kasih diucapkan kepada semua wakil daripada Kementerian Pengajian Tinggi, Kementerian Dalam Negeri, Kementerian Luar Negeri, Kementerian Pelancongan, Seni dan Budaya, Jabatan Imigresen Malaysia, Education Malaysia Global Services, Agensi Kelayakan Malaysia, Tourism Malaysia, Institusi Pendidikan Tinggi serta Bahagian-Bahagian di Jabatan Pendidikan Tinggi yang telah menyumbangkan input dan maklum balas, gambar pelaksanaan Program Mobiliti (*Inbound*) dan komitmen pada sesi perbincangan dan bengkel semasa pembangunan garis panduan ini.

KATA PENGANTAR

KETUA SETIAUSAHA KEMENTERIAN PENGAJIAN TINGGI

Bismillahirrahmanirrahim.

Assalamualaikum Warahmatullahi Wabarakatuh dan Salam Sejahtera.

Wabak pandemik COVID-19 telah meletakkan sektor pendidikan tinggi di Malaysia dan seluruh dunia di bawah tekanan yang besar. Langkah berjaga-jaga yang diambil untuk kesihatan dan keselamatan orang ramai seperti penutupan sempadan negara dan ujian kesihatan berkala pastinya mempengaruhi mobiliti antarabangsa untuk pendidikan, jaringan dan kerjasama.

Bagi mengekalkan minat pelajar antarabangsa untuk melanjutkan pengajian tinggi di Malaysia ketika penutupan sempadan negara, Kementerian Pengajian Tinggi telah mengenal pasti beberapa keperluan untuk meningkatkan usaha sedia ada. Salah satunya adalah mengadaptasi penggunaan teknologi digital ke dalam kaedah penganjuran program mobiliti secara maya (*Virtual Mobility*).

Penggunaan teknologi digital telah membantu mencapai objektif program mobiliti di samping mewujudkan peluang yang lebih meluas kepada pelajar antarabangsa untuk melanjutkan pelajaran mereka di IPT Malaysia. Penciptaan kandungan digital juga membawa lebih banyak peluang untuk pembangunan repositori kandungan pendidikan yang boleh diguna dan dilawati semula oleh pelajar serta dikongsi dengan kumpulan pelajar atau institusi lain.

Terima kasih dan tahniah kepada semua yang mengambil bahagian dalam pembangunan Garis Panduan Pelaksanaan Program Mobiliti (*Inbound*) di IPT Malaysia. Garis panduan ini sudah pasti menjadi rujukan utama dalam pelaksanaan program Mobiliti (*Inbound*) di IPT Malaysia, seiring dengan evolusi program mobiliti.

Dato' Seri Abdul Razak bin Jaafar

PRAKATA

KETUA PENGARAH JABATAN PENDIDIKAN TINGGI

Assalamualaikum warahmatullahi wabarakatuh dan salam sejahtera,

Syabas dan tahniah kepada Bahagian Education Malaysia, Jabatan Pendidikan Tinggi serta semua pihak yang telah menyumbang masa dan usaha dalam pembangunan dan penghasilan dokumen Garis Panduan Pelaksanaan Program Mobiliti (*Inbound*) di Institusi Pendidikan Tinggi (IPT) Malaysia. Garis Panduan ini pastinya akan memberi manfaat sebagai dokumen rujukan bagi semua pihak yang terlibat dengan pelaksanaan program Mobiliti (*Inbound*) di IPT negara ini.

Program Mobiliti merupakan salah satu pilihan program pengajian dalam tempoh singkat yang penting untuk menarik minat pelajar antarabangsa, seterusnya menyumbang kepada peningkatan kemasukan pelajar antarabangsa ke IPT di Malaysia. Program ini memberikan ruang kepada pelajar antarabangsa di serata dunia untuk belajar melalui pengalaman mengenai ilmu dan budaya di Malaysia. Justeru, pelaksanaan program Mobiliti (*Inbound*) mempunyai peluang yang sangat besar untuk meningkatkan keterlihatan jenama pendidikan tinggi negara ke peringkat global.

Sejajar dengan aspirasi Pelan Pembangunan Pendidikan Malaysia (Pendidikan Tinggi) [PPPM(PT)] yang mensasarkan sejumlah 250,000 orang pelajar antarabangsa di Malaysia menjelang tahun 2025, program Mobiliti (*Inbound*) yang menawarkan pelbagai pilihan kursus dan bidang merupakan salah satu strategi penting bagi mencapai sasaran tersebut.

Harapan saya, semoga garis panduan ini menjadi rujukan buat semua pihak berkepentingan dan seterusnya mampu meningkatkan kualiti pelaksanaan program Mobiliti (*Inbound*) di IPT Malaysia.

Dato' Prof. Dr. Husaini bin Omar

KATA ALU-ALUAN

PENGARAH BAHAGIAN EDUCATION MALAYSIA

Seiring dengan kemajuan teknologi digital dan impak pandemik COVID-19 yang melanda seluruh dunia, Program Mobiliti telah mengalami transformasi dari sudut pelaksanaannya. Program Mobiliti pada masa ini boleh dilaksanakan secara fizikal dan secara maya dengan bantuan teknologi yang ada. Perbezaan mod dan kategori Program Mobiliti telah mencetuskan keperluan prosedur yang berlainan bagi pelaksanaan program ini.

Oleh yang demikian, Bahagian Education Malaysia telah mengambil inisiatif untuk menghasilkan Garis Panduan Pelaksanaan Program Mobiliti (*Inbound*) di Institut Pendidikan Tinggi (IPT) Malaysia. Beberapa siri perbincangan dan libat urus bersama pihak-pihak berkepentingan telah diadakan dalam usaha membangunkan garis panduan ini.

Maka, garis panduan ini adalah hasil kerjasama Jabatan Pendidikan Tinggi, Kementerian Pengajian Tinggi dengan wakil-wakil IPT, kementerian-kementerian dan agensi-agensi berkaitan yang telah menyumbangkan input bagi memastikan garis panduan ini sejajar dengan dasar, polisi dan garis panduan kerajaan. Sehubungan dengan itu, adalah diharapkan supaya garis panduan ini dapat memberi panduan yang jelas berhubung mekanisme pelaksanaan dan pengurusan program Mobiliti (*Inbound*) di IPT di Malaysia.

Setinggi-tinggi penghargaan dan ribuan terima kasih kepada penyedia dokumen dari Bahagian Education Malaysia, Jabatan Pendidikan Tinggi yang telah berjaya menerbitkan dokumen Garis Panduan Pelaksanaan Program Mobiliti (*Inbound*) di IPT Malaysia yang informatif dan komprehensif untuk dijadikan panduan dan rujukan oleh semua pihak berkaitan.

Prof. Madya Dr. Mohd Azmir bin Mohd Nizah





KEMENTERIAN PENGAJIAN TINGGI

GARIS PANDUAN PELAKSANAAN PROGRAM MOBILITI (INBOUND) DI INSTITUSI PENDIDIKAN TINGGI MALAYSIA

TUJUAN

Garis panduan ini bertujuan untuk memaklumkan dan menjelaskan mekanisme pelaksanaan dan pengurusan program Mobiliti (*Inbound*) di Institusi Pendidikan Tinggi (IPT) Malaysia, yang meliputi tiga (3) program utama seperti berikut:

- Mobiliti Fizikal;
- *Virtual Mobility*; dan
- *Edutourism*.

LATAR BELAKANG

Selaras dengan hasrat dan matlamat kerajaan untuk menjadikan Malaysia sebagai hab pendidikan tinggi bertaraf antarabangsa seperti yang digariskan di bawah Lonjakan 8: Keunggulan Global, Pelan Pembangunan Pendidikan Malaysia 2015-2025 (Pendidikan Tinggi), Kementerian Pengajian Tinggi (KPT) komited dalam usaha untuk menjadikan Malaysia sebagai destinasi pilihan utama pelajar antarabangsa bagi melanjutkan pengajian dengan sasaran enrolmen pelajar antarabangsa seramai 250,000 orang menjelang 2025 melalui penawaran pelbagai program, termasuk program Mobiliti. Mesyuarat Jemaah Menteri pada 22 Disember 2015 telah memberikan kelulusan bagi mempermudah lagi prosedur kemasukan pelajar antarabangsa untuk mengikuti program Mobiliti di negara ini.

Usaha ini dipergiat atas inisiatif kerjasama KPT dengan Kementerian Pelancongan, Seni dan Budaya (MOTAC) dan Tourism Malaysia untuk menjadikan program *Edutourism* (pelancongan pendidikan) sebagai salah satu kategori program Mobiliti dalam menggalakkan pelajar dan pelancong antarabangsa menyambung pengajian di negara ini.

Ketika situasi Pandemik COVID-19 melanda seluruh dunia, KPT mempergiat transformasi program Mobiliti kepada kaedah pelaksanaan secara maya atau Mobiliti Maya (*Virtual Mobility*), Mobiliti Teradun (*Blended Mobility*) dan Mobiliti Hibrid (*Hybrid Mobility*).

TAFSIRAN

1. Dalam Garis Panduan ini:

i. Program Mobiliti adalah program akademik yang dianjurkan dan dilaksanakan oleh IPT di Malaysia yang melibatkan pelajar antarabangsa yang berdaftar dengan IPT luar negara dan dihadiri **secara bersemuka dan/ atau secara dalam talian**. Program Mobiliti boleh dilaksanakan secara berkredit atau tidak berkredit mengikut ketetapan IPT. Program ini boleh dilaksanakan secara jangka pendek iaitu dalam tempoh satu (1) hari atau minimum empat hingga lapan (4-8) jam secara kumulatif hingga tiga (3) bulan dan jangka panjang iaitu dalam tempoh melebihi tiga (3) bulan hingga dua belas (12) bulan.

ii. Program Mobiliti Fizikal adalah program akademik yang dianjurkan dan dilaksanakan oleh IPT di Malaysia yang melibatkan pelajar antarabangsa yang berdaftar dengan IPT luar negara dan dihadiri **secara bersemuka**. Program Mobiliti Fizikal boleh dilaksanakan secara berkredit atau tidak berkredit mengikut ketetapan IPT. Program ini boleh dilaksanakan secara jangka pendek iaitu dalam tempoh satu (1) hari atau minimum empat hingga lapan (4-8) jam secara kumulatif hingga tiga (3) bulan dan jangka

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Kementerian
Pengajian Tinggi
(KPT) komited
dalam usaha untuk
menjadikan Malaysia
sebagai destinasi
pilihan utama pelajar
antarabangsa bagi
melanjutkan pengajian
dengan sasaran
enrolmen pelajar
antarabangsa seramai
250,000 orang
menjelang 2025
melalui penawaran
pelbagai program,
termasuk program
Mobiliti
”

panjang iaitu dalam tempoh melebihi tiga (3) bulan hingga dua belas (12) bulan, dan melibatkan kemudahan pas imigresen.

- iii. **Program *Virtual Mobility*** adalah program akademik yang diadakan **secara dalam talian** yang dianjurkan dan dilaksanakan oleh IPT di Malaysia yang melibatkan pelajar antarabangsa yang berdaftar dengan IPT luar negara. Program *Virtual Mobility* boleh dilaksanakan secara berkredit atau tidak berkredit mengikut ketetapan IPT. Program ini boleh dilaksanakan secara jangka pendek iaitu dalam tempoh satu (1) hari atau gabungan masa minimum empat hingga lapan (4-8) jam hingga tiga (3) bulan dan jangka panjang iaitu dalam tempoh melebihi tiga (3) bulan hingga dua belas (12) bulan, dan tidak melibatkan kemudahan pas imigresen.
- iv. **Program Pelancongan Pendidikan atau *Edutourism*** adalah satu program di bawah program Mobiliti yang ditakrifkan sebagai aktiviti pelancongan oleh seseorang yang melakukan lawatan ke Malaysia di mana proses pendidikan dan pembelajaran di IPT Malaysia merupakan sumbangan terbesar dalam lawatan mereka. Program ini melibatkan kemasukan pelajar atau pelancong antarabangsa yang bermalam sekurang-kurangnya semalaman di negara ini untuk mengikuti program *Edutourism* di IPT Malaysia dalam tempoh masa yang tidak kurang dari satu (1) hari atau lapan (8) jam hingga enam (6) bulan, dan melibatkan kemudahan pas imigresen.
- v. **Program *Blended Mobility*** adalah program Mobiliti yang sebahagian daripada program tersebut dijalankan secara fizikal dan sebahagian lagi secara dalam talian, dihadiri oleh pelajar yang sama pada kedua-dua sesi fizikal dan dalam talian.
- vi. **Program *Hybrid Mobility*** adalah program Mobiliti yang dihadiri oleh sebahagian pelajar secara fizikal dan sebahagian lagi secara maya pada waktu yang sama.
- vii. ***Inbound*** merujuk kepada kemasukan pelajar atau pelancong antarabangsa ke Malaysia untuk mengikuti kursus yang ditawarkan di mana-mana IPT di negara ini.
- viii. **Pas Lawatan Sosial [PL(S)]** adalah diperlukan oleh pelajar program Mobiliti Fizikal dan peserta program *Edutourism* dengan jangka masa tidak melebihi tiga (3) bulan atau berdasarkan kelayakan **PL(S)** mengikut kelayakan negara masing-masing.
- ix. **Pas Pelajar** adalah diperlukan oleh pelajar program Mobiliti Fizikal dan peserta program *Edutourism* dengan jangka masa melebihi tiga (3) bulan hingga dua belas (12) bulan atau untuk tempoh program yang melebihi kelayakan PL(S).

- x. **Pas Lawatan (Ikhtisas) (PLIK)** adalah diperlukan oleh pelajar program Mobiliti Fizikal dan peserta program *Edutourism* di negeri Sabah dan Sarawak, tertakluk kepada kelulusan kerajaan negeri masing-masing.
 - xi. **IPT Hos** adalah IPT di Malaysia yang menganjurkan dan melaksanakan program Mobiliti (*Inbound*).
 - xii. **MyMoheS** ialah Sistem Pengumpulan Data yang dibangunkan oleh Kementerian Pengajian Tinggi bagi data berkaitan Universiti Awam (UA), Politeknik dan Kolej Komuniti termasuk data kemasukan, enrolmen dan keluaran di UA, Politeknik dan Kolej Komuniti.
 - xiii. **e-IPTS** ialah Sistem Pengumpulan Data yang dibangunkan oleh Kementerian Pengajian Tinggi bagi data berkaitan Institusi Pendidikan Tinggi Swasta (IPTS) termasuk data kemasukan, enrolmen dan keluaran di IPTS.
2. **Kementerian Pengajian Tinggi (KPT)** selaku kementerian yang menyelaras segala dasar serta pelaksanaan program Mobiliti di IPT di bawah seliaannya.
 3. **Jabatan Pendidikan Tinggi (JPT), Kementerian Pengajian Tinggi (KPT)** selaku agensi kawal selia terhadap IPT dan bertanggungjawab ke atas dasar serta pelaksanaan program Mobiliti.
 4. **Jabatan Pendidikan Politeknik & Kolej Komuniti (JPPKK), Kementerian Pengajian Tinggi (KPT)** selaku jabatan yang mengawal selia Politeknik dan Kolej Komuniti.
 5. **Education Malaysia Global Services (EMGS)** ialah sebuah Syarikat Berhad Menurut Jaminan (SBMJ) di bawah bidang kuasa KPT yang ditubuhkan pada tahun 2013 dan bertanggungjawab sebagai **pusat sehenti** bagi menguruskan kemasukan pelajar antarabangsa dan juga mempromosikan Malaysia di peringkat global.
 6. **Kementerian Dalam Negeri (KDN)** sebagai Kementerian yang bertanggungjawab terhadap kelulusan pengambilan pelajar antarabangsa oleh UA, IPTS, Politeknik dan Kolej Komuniti.
 7. **Polis DiRaja Malaysia (PDRM)** selaku penguatkuasa undang-undang bagi menjamin ketenteraman awam dan keselamatan negara.
 8. **Jabatan Imigresen Malaysia (JIM)** sebagai Jabatan yang bertanggungjawab memberikan kemudahan imigresen kepada peserta program Mobiliti yang datang ke Malaysia.

9. **Kementerian Pelancongan, Seni dan Budaya (MOTAC)** sebagai Kementerian yang bertanggungjawab untuk mengawal selia segala perjalanan aktiviti pelancongan yang dijalankan oleh semua pemegang taruh industri yang terlibat.
10. **Tourism Malaysia** sebagai sebuah agensi di bawah Kementerian Pelancongan, Seni dan Budaya yang bekerjasama dengan KPT bagi mempromosikan keunikan seni, budaya dan warisan Malaysia serta produk-produk pelancongan yang dibangunkan untuk program *Edutourism* Malaysia.
11. **Kementerian Kesihatan Malaysia (KKM)** sebagai kementerian yang bertanggungjawab dalam penentuan syarat saringan kesihatan dan rawatan bagi pelajar antarabangsa.
12. **Majlis Keselamatan Negara (MKN)** sebagai badan yang menggubal Prosedur Operasi Standard (SOP) serta mengawal pematuhan SOP sepanjang pelaksanaan program Mobiliti yang berlangsung sewaktu bencana atau krisis keselamatan negara.
13. **Agensi Kelayakan Malaysia (MQA)** sebagai badan tunggal yang menyelia dan menyelaraskan jaminan kualiti dan akreditasi program atau kelayakan pendidikan tinggi negara.

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Program Mobiliti adalah program akademik yang dianjurkan dan dilaksanakan oleh IPT di Malaysia yang melibatkan pelajar antarabangsa yang berdaftar dengan IPT luar negara dan dihadiri secara bersemuka dan/ atau secara dalam talian

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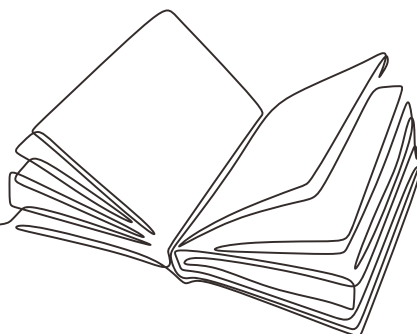
14. **IPT di Malaysia** ialah:

- Universiti Awam yang ditubuhkan di bawah Akta Universiti dan Kolej Universiti 1971 [Akta 30] termasuk *International Islamic University of Malaysia* (IIUM) yang ditubuhkan di bawah Akta Syarikat 1965 [Akta 125] dan Universiti Teknologi MARA (UiTM) yang ditubuhkan di bawah Akta Universiti Teknologi MARA 1976 [Akta 173];
- Politeknik dan Kolej Komuniti yang ditubuhkan di bawah Akta Pendidikan 1996 [Akta 550]; dan
- Institusi Pendidikan Tinggi Swasta iaitu organisasi atau institusi pendidikan, termasuklah universiti, atau kolej universiti, atau kampus cawangan luar negeri atau kolej yang diluluskan dan didaftarkan di bawah Akta Institusi Pendidikan Tinggi Swasta 1996 [Akta 555].

KATEGORI PROGRAM

Program Mobiliti Fizikal, Program *Virtual Mobility*, Program *Blended Mobility* dan Program *Hybrid Mobility* adalah program anjuran IPT yang melibatkan aktiviti seperti berikut :

- akademik dan penyelidikan;
- pertukaran pelajar;
- mobiliti industri;
- lawatan akademik;
- kursus musim panas/sejuk;
- lawatan suai kenal;
- pemindahan kampus;
- pertukaran budaya;
- sangkutan klinikal;
- latihan industri/latihan amali; dan
- lain-lain aktiviti yang berkaitan.



Program Edutourism terdiri daripada **11 kategori** pakej yang berdaftar dengan **Kementerian Pengajian Tinggi melalui Bahagian Education Malaysia, Jabatan Pendidikan Tinggi** iaitu:

- *Agriculture and Veterinary (AAV);*
- *Arts and Social Science (ANS);*
- *Business and Entrepreneurship (BAE);*
- *Culinary Arts and Hospitality (CAH);*
- *Environmental and Health Science (EAH);*
- *Food, Culture and Heritage (FCH);*
- *Language and Communication (LAC);*
- *Leadership and Management (LAM);*
- *Nature and Adventure (NAA);*
- *Science and Technology (SAT);* dan
- *Sports (SPT).*

SYARAT KELAYAKAN IPT

Syarat kelayakan bagi institusi yang terlibat dalam pelaksanaan program Mobiliti Fizikal, *Virtual Mobility* dan *Edutourism* adalah seperti berikut:

- Universiti awam;
- Politeknik dan Kolej Komuniti yang mempunyai kelulusan pengambilan pelajar antarabangsa daripada KDN yang **masih sah**; dan
- Institusi Pendidikan Tinggi Swasta berstatus universiti termasuk kampus cawangan luar negeri/kolej universiti/kolej yang memiliki perakuan pendaftaran institusi, kelulusan mengendalikan kursus pengajian dan kelulusan pengambilan pelajar antarabangsa daripada KDN yang **masih sah** serta mempunyai penarafan kualiti SETARA bagi universiti termasuk Cawangan Luar Negeri/Kolej Universiti atau MyQuest bagi Kolej dengan tahap pencapaian 4 hingga 6 Bintang.

PENENTUAN JUMLAH KREDIT DAN PEMINDAHAN KREDIT

Sebarang urusan penentuan jumlah kredit dan pemindahan kredit bagi program Mobiliti Fizikal, *Virtual Mobility*, *Blended Mobility*, *Hybrid Mobility* dan *Edutourism* adalah tertakluk kepada dasar-dasar semasa yang ditetapkan oleh KPT dan MQA serta persetujuan/kelulusan oleh Senat/Pengurusan IPT masing-masing.

TANGGUNGJAWAB IPT HOS

IPT Hos adalah bertanggungjawab untuk:

1. Mendaftarkan Program/Pakej *Edutourism* kepada KPT (melalui **Bahagian Education Malaysia, Jabatan Pendidikan Tinggi, Aras 4, No. 2, Menara 2, Jalan P5/6, Presint 5, 62200 W.P. Putrajaya** khusus **bagi IPT yang terlibat** (seperti di **Lampiran A**); setelah mendapat kebenaran daripada JPT/ JPPKK, tertakluk kepada arahan yang dikeluarkan oleh Bahagian ini dari semasa ke semasa;
2. Melaksanakan penapisan permohonan penyertaan program dan memastikan segala permohonan adalah tulen dan berintegriti;
3. Mengeluarkan surat tawaran mengikut keperluan program untuk program Mobiliti Fizikal, *Virtual Mobility*, *Blended Mobility*, *Hybrid Mobility* dan *Edutourism* kepada peserta (sila rujuk contoh format seperti di **Lampiran B**);
4. Memberikan nombor pendaftaran pelajar kepada semua pelajar/peserta program Mobiliti;
5. Mengemukakan permohonan penyertaan pelajar/ peserta program Mobiliti secara fizikal dan *Edutourism* kepada EMGS;
6. Memastikan semua pelajar program Mobiliti secara fizikal atau peserta program *Edutourism* mempunyai pas yang sah;
7. Memastikan pelajar/peserta mengikuti sepenuhnya program Mobiliti Fizikal, *Virtual Mobility*, *Blended Mobility*, *Hybrid Mobility* atau *Edutourism* dan program tersebut berjalan seperti yang dirancang;
8. Melaporkan kepada KPT (Bahagian Education Malaysia), PDRM dan JIM (Bahagian Visa, Pas dan Permit) dengan serta merta sekiranya pelajar atau peserta yang telah memasuki negara ini gagal menghadiri program Mobiliti Fizikal atau *Edutourism* atau peratusan ketidakhadirannya mencapai 30 peratus tanpa sebab;
9. Membuat permohonan pembatalan pas kepada JIM melalui EMGS dengan serta merta sekiranya pelajar membatalkan hasrat memasuki negara ini untuk menghadiri program Mobiliti Fizikal atau *Edutourism*;

10. Memastikan pelajar/peserta program Mobiliti Fizikal atau *Edutourism* mempunyai perlindungan insurans perjalanan dan insurans kesihatan yang sah;
11. Melaporkan data mengenai pelajar aktif dan yang sedang mengikuti program Mobiliti Fizikal, *Virtual Mobility* dan *Edutourism* kepada KPT secara dwitahunan menerusi sistem **MyMoheS** bagi UA, Politeknik dan Kolej Komuniti iaitu setiap **30 Jun** dan **31 Disember** manakala secara suku tahunan menerusi sistem **e-IPTS** bagi IPTS iaitu pada **31 Mac, 30 Jun, 30 September** dan **31 Disember** setiap tahun;
12. Mengemukakan laporan pelaksanaan program Mobiliti dan *Edutourism* yang lengkap dan komprehensif secara **suku tahunan** kepada Jawatankuasa Kerja Pelaksanaan Program Mobiliti di Institusi Pendidikan Tinggi melalui Bahagian Education Malaysia, Jabatan Pendidikan Tinggi bagi UA dan IPTS atau JPPKK bagi Politeknik dan Kolej Komuniti berdasarkan format yang ditetapkan di **Lampiran C**. IPT hos bertanggungjawab memastikan pihak Kementerian menerima laporan berkenaan mengikut tempoh yang telah ditetapkan;
13. Memastikan saringan kesihatan bagi pelajar/peserta program Mobiliti Fizikal dan *Edutourism* dilaksanakan berdasarkan kepada ketetapan semasa dan saranan Kementerian Kesihatan Malaysia;
14. Mengkaji semula pakej-pakej *Edutourism* yang telah didaftarkan (bagi IPT terlibat) dalam tempoh tiga (3) tahun pelaksanaannya untuk tujuan pemurnian, penambahbaikan dan pengemaskinian.



Saringan kesihatan bagi pelajar/peserta program Mobiliti Fizikal dan *Edutourism* dilaksanakan berdasarkan kepada ketetapan semasa dan saranan Kementerian Kesihatan Malaysia



TANGGUNGJAWAB PELAJAR MOBILITI ATAU PESERTA EDUTOURISM

1. Pelajar/peserta yang ingin mengikuti program Mobiliti Fizikal atau *Edutourism* perlu mematuhi undang-undang yang ditetapkan oleh Kerajaan Malaysia dan memenuhi syarat-syarat yang ditetapkan seperti berikut:
 - Pelajar/peserta program Mobiliti Fizikal atau *Edutourism* hendaklah mengemukakan surat tawaran/pengesahan dari IPT yang sah kepada pihak berkuasa sekiranya perlu;
 - Pelajar/peserta program Mobiliti Fizikal atau *Edutourism* hendaklah memiliki **insurans perjalanan dan insurans kesihatan** yang melindungi peserta sepanjang tempoh program;
 - Tiket penerbangan pulang ke negara asal atau ke negara ketiga (dengan justifikasi yang wajar, tertakluk kepada kelulusan JIM) bagi pelajar/peserta yang menggunakan PL(S) perlu dikemukakan di pintu masuk antarabangsa;
 - Semua urusan permohonan Pas Pelajar dan PL(S) program Mobiliti Fizikal dan *Edutourism* hendaklah melalui EMGS;
 - Tempoh keberadaan pelajar/peserta program Mobiliti Fizikal atau *Edutourism* di Malaysia adalah tertakluk kepada kelayakan pas yang dikeluarkan oleh JIM; dan
 - Pelajar/peserta program Mobiliti Fizikal atau *Edutourism* hendaklah mematuhi Prosedur Pergerakan dan Kebenaran Kemasukan Pelajar Antarabangsa/Bukan Warganegara ke IPT Malaysia yang terkini mengikut arahan semasa yang diguna pakai oleh MKN.
2. Pelajar/peserta program Mobiliti yang memerlukan kemudahan pas imigresen hendaklah memastikan **tempoh sah laku pasport** adalah sekurang-kurangnya **minimum enam (6) bulan bagi permohonan program Mobiliti yang melibatkan kemudahan PL(S)** dan **minimum lapan belas (18) bulan bagi permohonan program Mobiliti yang melibatkan kemudahan Pas Pelajar**.
3. Mana-mana pelajar/peserta yang mengikuti program Mobiliti Fizikal atau program *Edutourism* **TIDAK DIBENARKAN BEKERJA** dan terlibat dengan aktiviti yang tidak berkaitan dengan program sepanjang jangka masa program dijalankan.

TANGGUNGJAWAB BAHAGIAN EDUCATION MALAYSIA

Bahagian Education Malaysia, JPT melalui Seksyen Koordinasi Pelajar Antarabangsa dan IPT (OA) adalah bertanggungjawab untuk:

01

- Mengurus setiakan Mesyuarat Jawatankuasa Kerja Pelaksanaan Program Mobiliti di Institusi Pendidikan Tinggi (JK Mobiliti IPT) sebagaimana yang digariskan dalam terma rujukan JK Mobiliti IPT di **Lampiran D**.

02

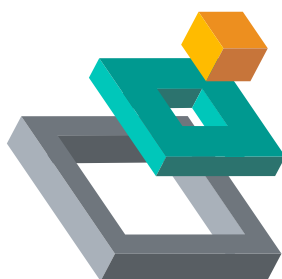
- Menyelaras laporan pelaksanaan program Mobiliti (*Inbound*) dan *Edutourism* UA dan IPTS.

03

- Menyemak, mengurus dan memantau pendaftaran program/pakej *Edutourism* oleh UA dan IPTS.

TANGGUNGJAWAB EMGS

EMGS adalah bertanggungjawab untuk:



Mengurus semua permohonan Pas Pelajar dan PL(S) bagi program Mobiliti Fizikal dan *Edutourism*.

Mengemukakan pengesahan penerimaan maklumat pelajar program *Edutourism* (Pelajar Antarabangsa yang berdaftar dengan IPT Malaysia) kepada IPT Hos.

Memproses permohonan Pas Pelajar dan PL(S) dalam tempoh 14 hari bekerja dari tarikh permohonan dibuat.

PROSEDUR PERMOHONAN PENYERTAAN PROGRAM

1. Prosedur permohonan penyertaan program adalah seperti berikut:
 - i. Prosedur Permohonan Penyertaan Program Mobiliti oleh Pelajar Antarabangsa yang Berdaftar dengan IPT di Luar Negara (seperti di **Lampiran E, F dan G**)
 - Pelajar/IPT luar negara hendaklah memohon untuk mengikuti program Mobiliti Fizikal, *Virtual Mobility*, *Blended Mobility*, *Hybrid Mobility* dan *Edutourism* yang ditawarkan secara terus kepada IPT Hos;
 - IPT Hos membuat penapisan permohonan dan mengeluarkan surat tawaran kepada peserta program Mobiliti yang terpilih;
 - Pelajar/IPT luar negara hendaklah mengemukakan permohonan Pas Pelajar atau PL(S) kepada JIM melalui EMGS (bagi program Mobiliti yang dilaksanakan secara fizikal);
 - Bagi permohonan yang diluluskan, pelajar/IPT luar negara perlu memuat turun surat syor kelulusan EMGS bagi permohonan PL(S) atau *e-Visa Approval Letter (eVAL)* bagi permohonan Pas Pelajar di sistem STARS/laman web EMGS, www.educationmalaysia.gov.my dan mengemukakan surat syor kelulusan EMGS/eVAL di pintu masuk antarabangsa negara. Khusus bagi pelajar dari negara berkaitan, *Single Entry Visa (SEV)* juga diperlukan untuk masuk ke negara ini;
 - Pelajar yang berjaya mendapatkan PL(S) di pintu masuk antarabangsa negara akan mengikuti program sehingga tamat;
 - **Pemohon Pas Pelajar** adalah dikehendaki **menjalani saringan perubatan selepas ketibaan dalam tempoh 7 hari selepas tiba di Malaysia** di mana-mana klinik panel EMGS sebelum diberikan Pas Pelajar;
 - Pelajar yang melepasi saringan perubatan akan diberikan Pas Pelajar oleh JIM dan mengikuti program sehingga tamat;
 - Pelajar melakukan pengesahan keluar dari Malaysia menerusi **Exit Stamp bagi pemegang PL(S)** atau **Check-Out Memo (COM) bagi pemegang Pas Pelajar** sebaik sahaja tamat tempoh program Mobiliti Fizikal atau *Edutourism*; dan
 - IPT Hos memaklumkan pelajar dengan PL(S) telah menamatkan program Mobiliti Fizikal di sistem STARS atau/laman web EMGS, www.educationmalaysia.gov.my.
 - ii. Prosedur Permohonan Penyertaan Program *Edutourism* oleh Pelajar Antarabangsa yang Berdaftar dengan IPT di Malaysia (seperti di **Lampiran H**)
 - Peserta/IPT asal pelajar hendaklah memohon untuk mengikuti program *Edutourism* yang ditawarkan secara terus kepada IPT hos;

- IPT Hos membuat penapisan permohonan dan mengeluarkan surat tawaran kepada peserta yang berjaya dalam permohonan mengikuti program *Edutourism*;
 - IPT Hos mengemukakan pemakluman penyertaan program oleh pelajar kepada EMGS menerusi sistem STARS/laman web EMGS, www.educationmalaysia.gov.my;
 - Pelajar/IPT Hos memuat turun surat akuan penerimaan EMGS di sistem STARS/laman web EMGS, www.educationmalaysia.gov.my;
 - Pelajar mengikuti program sehingga tamat;
 - IPT Hos memaklumkan pelajar telah menamatkan program di sistem STARS atau di laman web EMGS, www.educationmalaysia.gov.my; dan
 - EMGS mengesahkan penerimaan maklumat pelajar tamat program.
- iii. Prosedur Permohonan Penyertaan Program *Edutourism* oleh Pelancong Antarabangsa dari Luar Negara (seperti di **Lampiran I**)
- Peserta hendaklah memohon untuk mengikuti program *Edutourism* yang ditawarkan secara terus kepada IPT Hos;
 - IPT Hos membuat penapisan permohonan dan mengeluarkan surat tawaran kepada peserta program *Edutourism*;
 - IPT Hos/Peserta hendaklah mengemukakan permohonan PL(S) kepada JIM melalui EMGS di sistem STARS/laman web EMGS, www.educationmalaysia.gov.my;
 - IPT Hos/Peserta memuat turun surat syor kelulusan EMGS di sistem STARS/ laman web EMGS, www.educationmalaysia.gov.my;
 - Peserta mendapatkan *Single Entry Visa* (jika berkenaan) untuk masuk ke negara ini;
 - Peserta diberikan PL(S) mengikut kelayakan negara masing-masing dan mengikuti program sehingga tamat; dan
 - IPT Hos memaklumkan peserta telah tamat pengajian di sistem STARS/laman web EMGS, www.educationmalaysia.gov.my.
2. Permohonan kepada pihak EMGS boleh dibuat seawal enam (6) minggu dari tarikh pelaksanaan program.
3. Permohonan kemudahan Pas Imigresen adalah tertakluk kepada garis panduan dan peraturan Imigresen yang sedang berkuat kuasa dan prosedur permohonan ke Sabah dan Sarawak tertakluk kepada peraturan semasa Imigresen negeri Sabah dan Sarawak.

KEMUDAHAN PAS IMIGRESEN

1. Jenis Pas

- i. Kemudahan Pas untuk program Mobiliti Fizikal dan *Edutourism* adalah tertakluk kepada peraturan dan undang-undang Imigresen iaitu:
 - Berdasarkan kelayakan **Pas Lawatan Sosial [PL(S)]** dengan jangka masa tidak melebihi tiga (3) bulan mengikut kelayakan negara masing-masing berdasarkan kelayakan visa bagi setiap negara dan kesesuaian tempoh program seperti prosedur sedia ada; dan
 - Kemudahan **Pas Pelajar** dengan jangka masa melebihi tiga (3) bulan hingga dua belas (12) bulan atau untuk tempoh program yang melebihi kelayakan PL(S) berdasarkan kelayakan visa bagi setiap negara dan kesesuaian tempoh program seperti prosedur sedia ada.
 - Kemudahan **Pas Lawatan (Ikhtisas) (PLIK)** diberikan kepada pelajar program Mobiliti Fizikal dan peserta program *Edutourism* di negeri Sabah dan Sarawak, tertakluk kepada kelulusan kerajaan negeri masing-masing.
- ii. Surat syor kelulusan/*Visa Approval Letter* (VAL) dari EMGS perlu dikemukakan oleh pelajar/peserta program Mobiliti Fizikal dan *Edutourism* semasa tiba di Malaysia bagi memudahkan urusan tapisan dan semakan di pintu masuk antarabangsa negara. IPT perlu menyambut pelajar/peserta di pintu masuk antarabangsa yang diwartakan oleh kerajaan Malaysia.
- iii. Tempoh keberadaan pelajar program Mobiliti Fizikal atau peserta program *Edutourism* ini adalah tertakluk kepada tempoh kelayakan PL(S) negara masing-masing dan keperluan visa (sekiranya perlu). IPT dan para peserta hendaklah memastikan tempoh program yang disertai adalah sepadan dengan tempoh kelayakan PL(S) negara masing-masing bagi mengelakkan sebarang kesulitan. IPT hendaklah bertanggungjawab untuk memastikan pelajar **melakukan pengesahan keluar dari Malaysia menerusi *Exit Stamp* bagi pelajar dengan PL(S) dan *Check-Out Memo (COM)* bagi pelajar dengan Pas Pelajar** sebaik sahaja tamat tempoh program Mobiliti Fizikal dan *Edutourism*. IPT tidak bertanggungjawab terhadap pelajar di luar tempoh keberadaan yang ditetapkan berdasarkan surat tawaran yang dikeluarkan oleh IPT.
- iv. Kemasukan pelajar program Mobiliti Fizikal atau peserta program *Edutourism* khususnya dari negara-negara yang tidak mempunyai hubungan bilateral dengan Malaysia, berisiko menyebarkan penyakit dan mengancam keselamatan negara perlu diberikan perhatian sewajarnya dan dirujuk kepada

pihak yang berkenaan seperti Pejabat Wisma Putra berdasarkan senarai yang dikeluarkan oleh mana-mana pihak berkuasa kerana langkah ini penting agar tahap kesihatan, keselamatan dan kedaulatan negara sentiasa terpelihara.

2. Kadar Bayaran Pas

Kadar bayaran pas dan visa yang dikenakan untuk program Mobiliti Fizikal atau *Edutourism* adalah seperti yang ditetapkan oleh Kerajaan Malaysia, dan kadar caj pemprosesan permohonan pas adalah tertakluk kepada caj semasa yang ditetapkan oleh pihak EMGS.

3. Pembatalan Pas

Pas yang dikeluarkan oleh JIM boleh dibatalkan pada bila-bila masa sekiranya peserta program didapati melanggar garis panduan dan piawaian, syarat, peraturan, pekeliling dan akta yang telah ditetapkan oleh agensi kawal selia dan agensi penguat kuasa dari semasa ke semasa.

PEMBATALAN KEBENARAN PELAKSANAAN PROGRAM

Pihak KPT berhak menarik balik kebenaran pelaksanaan **Program Mobiliti Fizikal, Virtual Mobility atau Edutourism** jika IPT melanggar peraturan yang sedang berkuat kuasa.

PEMAKAIAN

Pemakaian garis panduan ini dikuat kuasa kepada semua IPT yang terlibat dalam urusan pengambilan pelajar program Mobiliti. Walau bagaimanapun, IPT di Sabah dan Sarawak adalah tertakluk kepada kelulusan kerajaan negeri tersebut.

Syarat kelayakan IPT dalam pelaksanaan program Mobiliti Fizikal, *Virtual Mobility* dan *Edutourism* adalah merupakan tanggungjawab dan inisiatif sendiri pihak IPT. Ianya tidak tertakluk kepada sebarang akta yang mewajibkan pelaksanaan program tersebut.

LAMPIRAN A

**TATACARA PENDAFTARAN PROGRAM EDUTOURISM
BAHARU IPT KEPADA KPT**

PROSES KERJA PAKEJ EDUTOURISM



* RUJUK BORANG PENGESAHAN PAKEJ EDUTOURISM DI BAWAH JABATAN PENDIDIKAN TINGGI, KEMENTERIAN PENGAJIAN TINGGI



BEM/EDUTOURISM/BORANG

**BAHAGIAN EDUCATION MALAYSIA
JABATAN PENDIDIKAN TINGGI**

**BORANG PENGESAHAN PAKEJ EDUTOURISM DI BAWAH
JABATAN PENDIDIKAN TINGGI, KEMENTERIAN PENGAJIAN TINGGI**

Borang Pengesahan

Maklumat Institusi Pendidikan Tinggi (IPT) (Semua maklumat wajib diisi)

Nama IPT* : _____

Alamat* : _____

Pegawai Bertanggungjawab* : _____

E-mel* : _____

No. Telefon/ Telefon Bimbit* : _____

Pengakuan IPT

Saya dengan ini mengaku dan mengesahkan bahawa:

- i. Semua maklumat dalam borang ini adalah benar dan lengkap.
- ii. Semua pakej Edutourism yang dihantar kepada Kementerian Pengajian Tinggi (KPT) adalah benar dan sah (Senarai pakej Edutourism seperti Lampiran 1).
- iii. Saya membenarkan KPT membuat semakan dengan pihak-pihak lain yang relevan untuk memastikan kesahihan maklumat ini dan tidak akan mengambil sebarang tindakan undang-undang terhadap KPT dan pihak yang berkenaan; dan
- iv. Saya membenarkan KPT untuk membuat hebahan dan cetakan maklumat pakej Edutourism bagi tujuan promosi.

Tandatangan dan Cop Rasmi : _____

Tarikh: _____

SENARAI PAKEJ EDUTOURISM IPT

Nama IPT : _____
Signature : _____
Category : _____

Bil.	Nama Pakej	Kategori Pakej

LAMPIRAN B

CONTOH FORMAT SURAT TAWARAN PROGRAM MOBILITI

LETTERHEAD

Reference No.:
Date:

Student Name
Student Address

Dear Sir/Ms.,

OFFER OF [Name of Mobility/Edutourism Programme] AT [Name of University]

We are pleased to offer you admission to [Name of University] as a full-time undergraduate student in [Name of Mobility/Edutourism Programme] for [Academic Session/Year]. The details of the programme and the registration information are as follows:

Faculty	: [Name of Faculty]
Programme	: [Name of Programme]
Academic Advisor	: [Academic Advisor's Name]
Student ID	: SS22xxxxx
Study Period	: [Date] [Number of Months/Semester]
Registration Date	: [Date]
Registration Time & Venue	: [Specific Time], [Specific Venue]

This offer is subject to the [Name of Relevant Committee/Department/Division]'s decision, the University Senate's approval, and your willingness in accepting all the terms and conditions of the University. For matters relating to your Mobility programme at [Name of University], kindly contact our Officer, [Name of Officer] at +603-xxxxxxx, or email to xxx@xxx.edu.my for any further updates and details.

Congratulations on your participation in this programme. We hope you will take full advantage of the many opportunities available to you while you are studying at [Name of University] and that you will find your experience rewarding.

Yours sincerely,

[Position]
[Name of Relevant Department/Division]
[Name of University]

Nota: Kandungan surat adalah tertakluk kepada keperluan program Mobiliti dan IPT masing-masing

MUKA HADAPAN
(LAPORAN PELAKSANAAN PROGRAM.... BAGI TEMPOH SEPANJANG...)
MAKLUMAT IPT

(LAPORAN INI PERLU DIHANTAR KEPADA *Bahagian Education Malaysia, Jabatan Pendidikan Tinggi (u.p. Seksyen Koordinasi Pelajar Antarabangsa dan IPT (OA)* secara suku tahunan pada 01 April, 01 Julai, 01 Oktober dan 01 Januari setiap tahun)

TAJUK LAPORAN

- 1. LATAR BELAKANG**
- 2. MAKLUMAT BERKAITAN PROGRAM/AKTIVITI**
 - i. NAMA PROGRAM**
 - ii. TARIKH PELAKSANAAN**
 - iii. LOKASI**
 - iv. MAKLUMAT PESERTA**
 - v. MAKLUMAT PELAKSANAAN (JADUAL DAN PENGISIAN)**
- 3. MAKLUMAT KEWANGAN**
 - i. PENJANAAN PENDAPATAN HASIL DARIPADA PELAKSANAAN PROGRAM**
 - ii. PERUNTUKAN KEWANGAN DIGUNAKAN**
- 4. ISU/ MASALAH DIHADAPI (JIKA ADA)**
- 5. MAKLUMAT PEGAWAI PENYELARAS PROGRAM**

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TERMA RUJUKAN

JAWATANKUASA KERJA PELAKSANAAN PROGRAM MOBILITI DI INSTITUSI PENDIDIKAN TINGGI (JK MOBILITI IPT)

1. OBJEKTIF

Sebagai platform bagi membincang dan menyelaras segala isu berhubung pelaksanaan Program Mobiliti di Institusi Pendidikan Tinggi (IPT) di bawah Kementerian Pengajian Tinggi.

2. KEAHLIAN

2.1 Pengerusi: Timbalan Ketua Pengarah Pendidikan Tinggi
(Penyelidikan dan Antarabangsa)

2.2 Ahli:

2.2.1 Jabatan Pendidikan Tinggi

- i. Bahagian Education Malaysia (BEM)
- ii. Bahagian Kecemerlangan Akademik (BKA)
- iii. Bahagian Governan IPTA (BGA)
- iv. Bahagian Standard Swasta (BSS)
- v. Bahagian Governan IPTS (BGS)
- vi. Bahagian Mahasiswa Holistik (BMH)

2.2.2 Kementerian/ Agensi Berkaitan

- i. Kementerian Dalam Negeri (KDN)
- ii. Jabatan Imigresen Malaysia (JIM)
- iii. Education Malaysia Global Services (EMGS)
- iv. Agensi Kelayakan Malaysia (MQA)
- v. Tourism Malaysia

2.2.3 Institusi Pendidikan Tinggi

- i. Wakil-wakil Universiti Awam
- ii. Wakil-wakil Institusi Pendidikan Tinggi Swasta

2.3 Urus Setia: Seksyen Koordinasi Pelajar Antarabangsa dan IPT (OA), BEM

3. SKOP PERBINCANGAN

- i. Membincangkan isu-isu berkaitan dengan pelaksanaan dan pemantauan program Mobiliti;
- ii. Membincangkan isu-isu berkaitan prosedur kemasukan pelajar antarabangsa dan urusan imigresen di bawah program Mobiliti dan *Edutourism*;
- iii. Pelaporan dan penilaian hasil/ impak daripada pelaksanaan program;
- iv. Sebagai platform untuk membuat pengesahan dan perakuan pakej-pakej *Edutourism*;
- v. Pelaporan status pelaksanaan program *Asian International Mobility for Students (AIMS)*;
- vi. Membincangkan strategi pemasaran dan peluang kerjasama dalam program Mobiliti, *Virtual Mobility* dan *Edutourism*; dan
- vii. Mengesah dan memperakukan data pelajar/ peserta Mobiliti, *Virtual Mobility* dan *Edutourism*.

4. KEKERAPAN MESYUARAT JAWATANKUASA KERJA

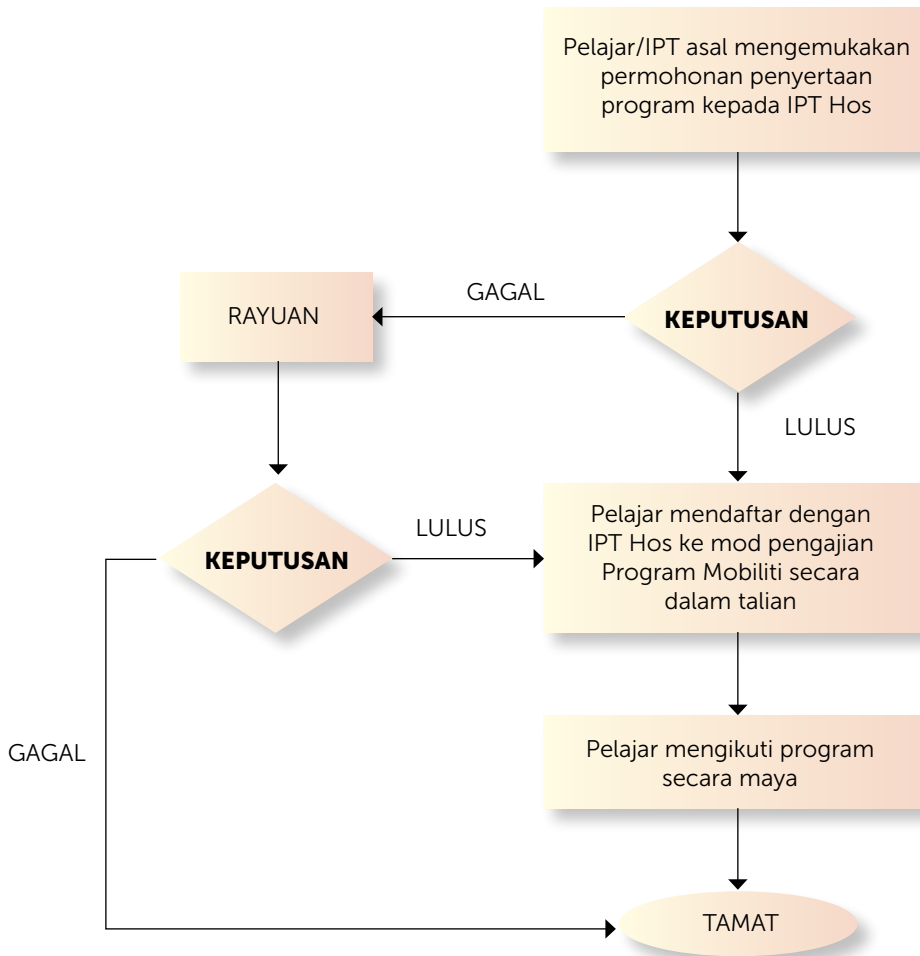
Mesyuarat JK Mobiliti IPT dijalankan dua (2) kali setahun.

5. PELAPORAN

IPT menghantar pelaporan pelaksanaan program kepada Urus Setia mengikut sukuan pada 01 April, 01 Julai, 01 Oktober dan 01 Januari tahun berikutnya.

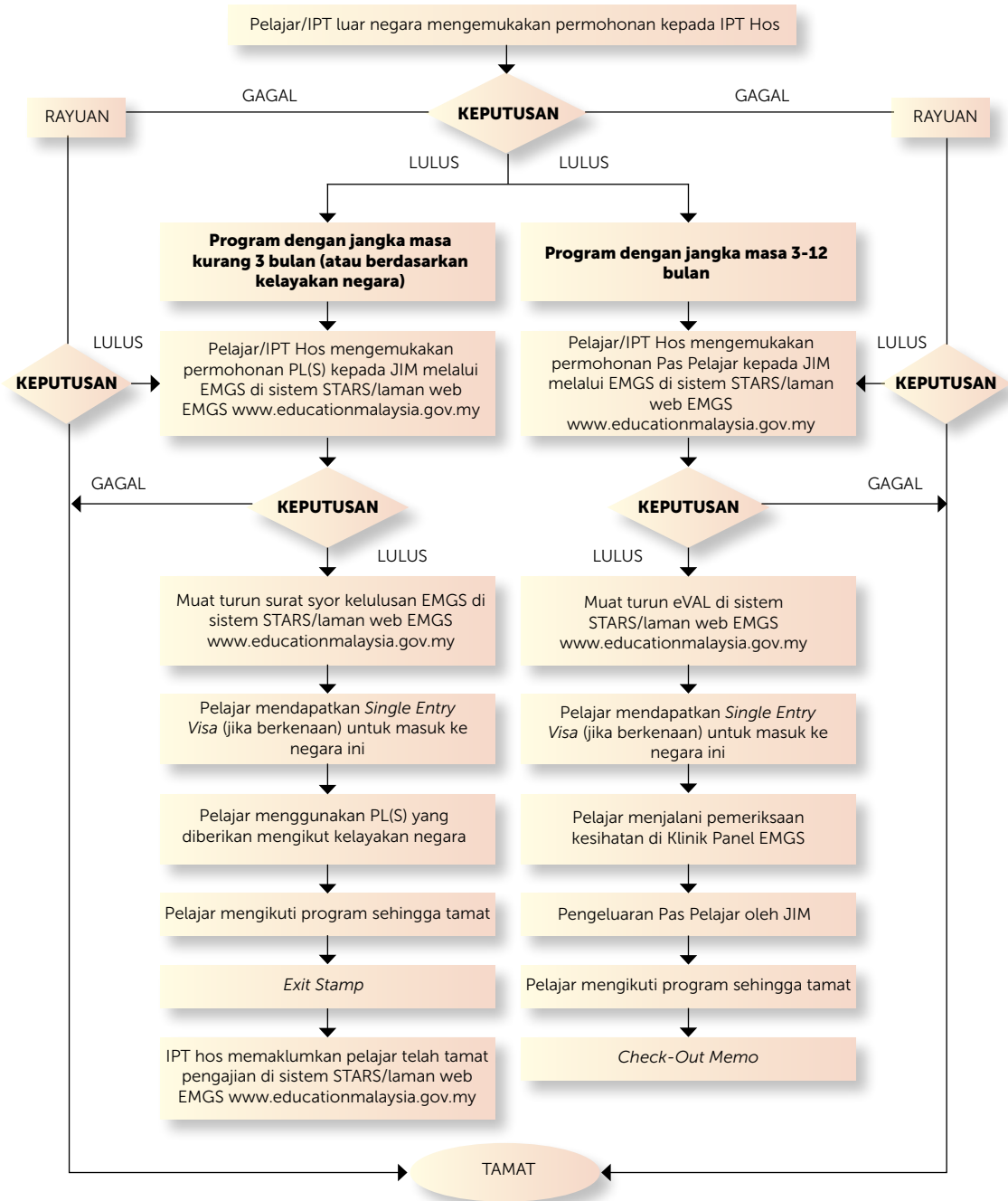
LAMPIRAN E

CARTA ALIR PERMOHONAN PENYERTAAN PROGRAM VIRTUAL
MOBILITI (INBOUND)



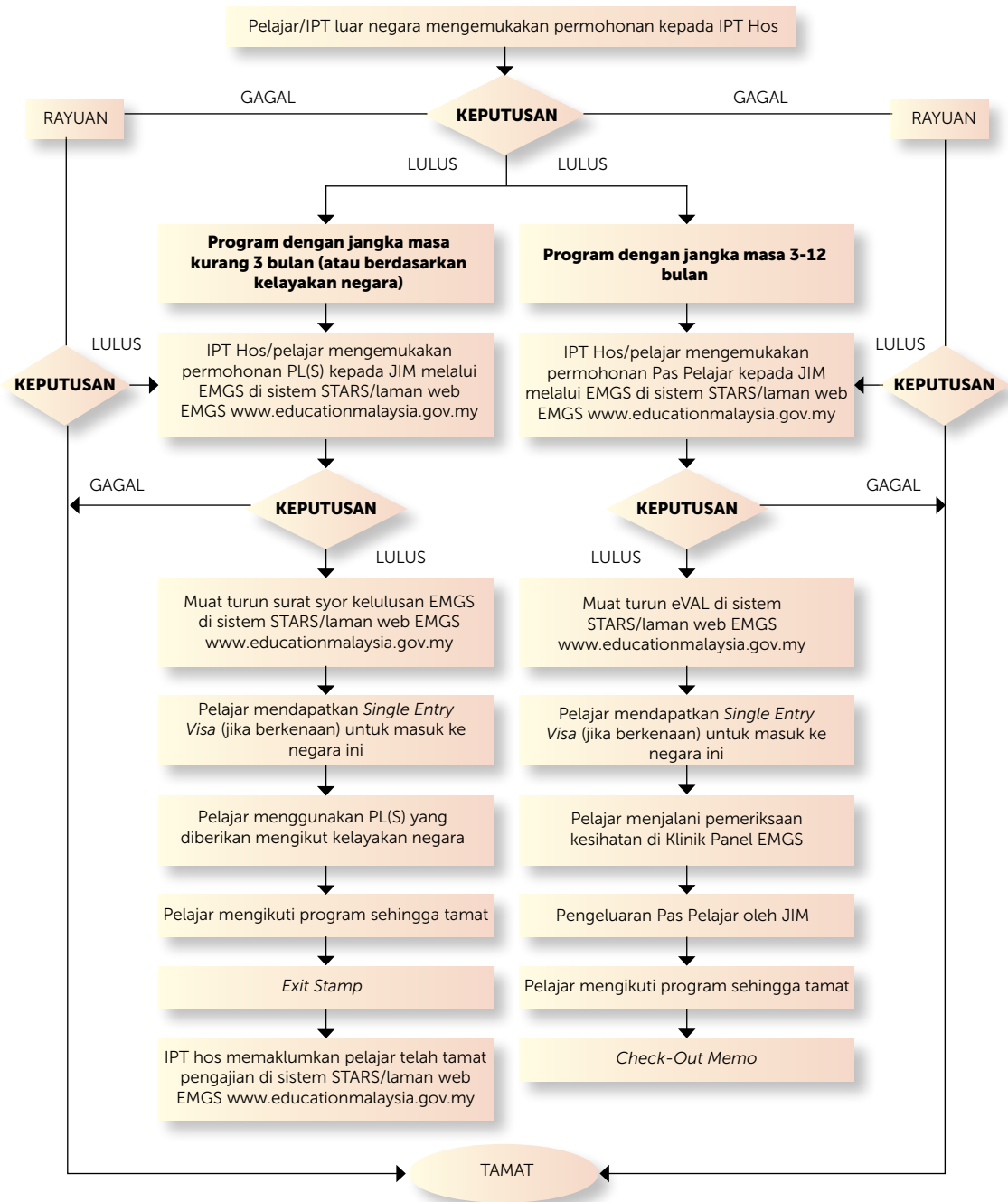
LAMPIRAN F

CARTA ALIR PERMOHONAN PENYERTAAN PROGRAM MOBILITI FIZIKAL (INBOUND)



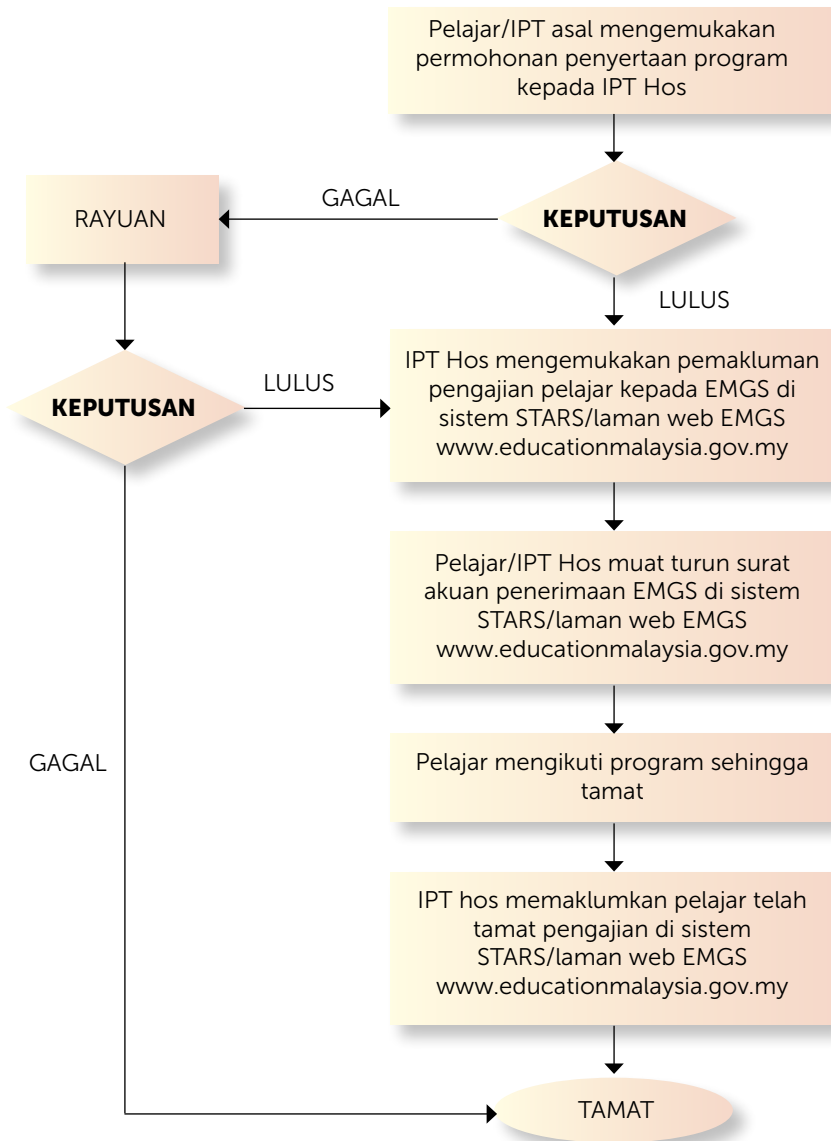
LAMPIRAN G

CARTA ALIR PERMOHONAN PENYERTAAN PROGRAM EDUTOURISM (PELAJAR ANTARABANGSA YANG BERDAFTAR DENGAN IPT LUAR NEGARA)

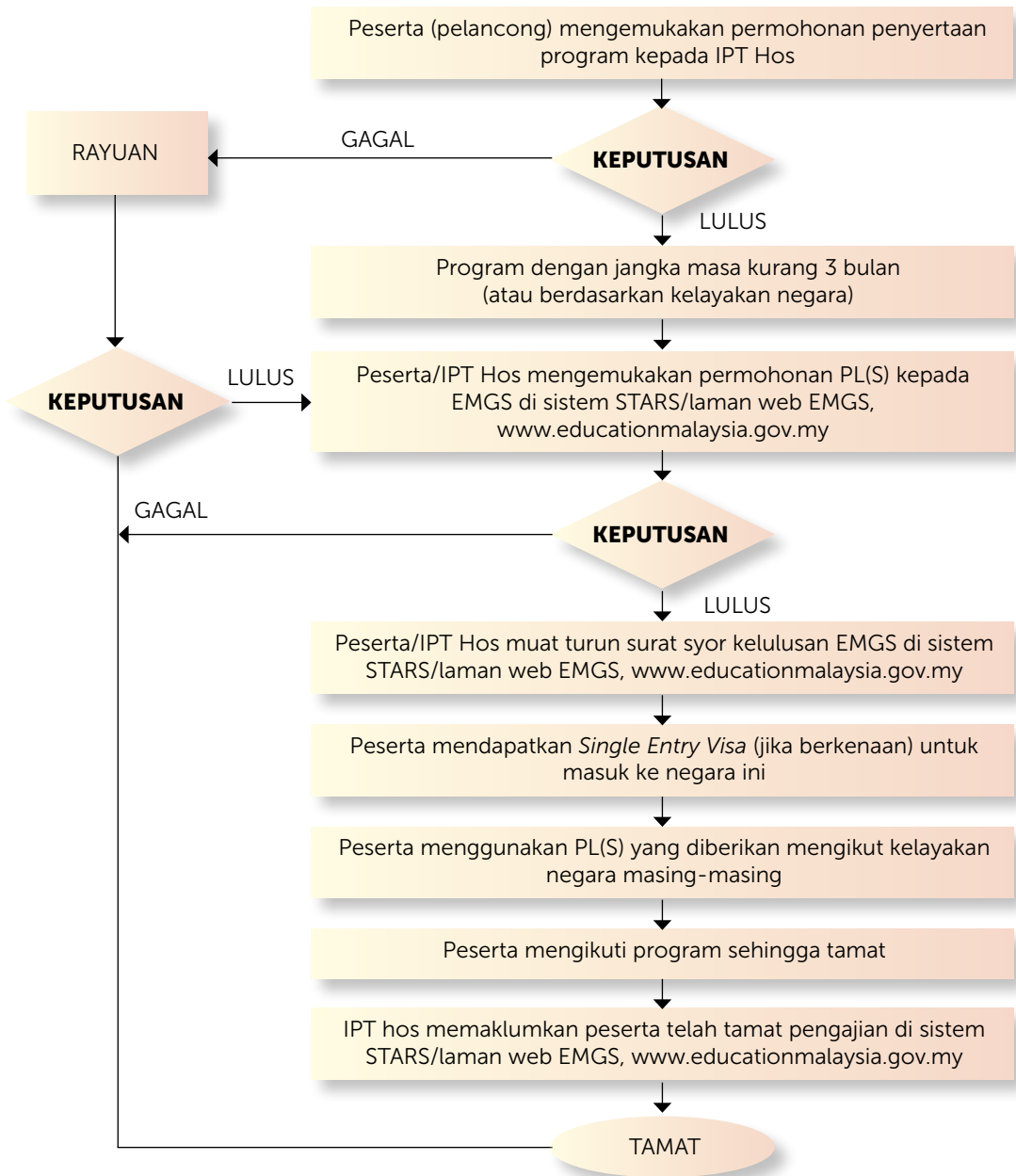


LAMPIRAN H

CARTA ALIR PERMOHONAN PENYERTAAN PROGRAM EDUTOURISM
(PELAJAR ANTARABANGSA YANG BERDAFTAR DENGAN IPT DI MALAYSIA)



**CARTA ALIR PERMOHONAN PENYERTAAN PROGRAM EDUTOURISM
(PELANCONG ANTARABANGSA DARI LUAR NEGARA)**







MINISTRY OF HIGHER EDUCATION

JPT | JABATAN
PENDIDIKAN
TINGGI



**GUIDELINES FOR THE
IMPLEMENTATION OF
MOBILITY
PROGRAMMES
(INBOUND)
AT MALAYSIAN
HIGHER EDUCATION
INSTITUTIONS**

**GUIDELINES FOR THE
IMPLEMENTATION OF
MOBILITY
PROGRAMMES
(*INBOUND*)
AT MALAYSIAN
HIGHER EDUCATION
INSTITUTIONS**

First Printing 2022

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**GARIS PANDUAN PELAKSANAAN PROGRAM MOBILITI (INBOUND) DI INSTITUSI
PENDIDIKAN TINGGI MALAYSIA**

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APPRECIATION

Deepest appreciation and thanks to all representatives from the Ministry of Higher Education, Ministry of Home Affairs, Ministry of Foreign Affairs, Ministry of Tourism, Arts and Culture, Immigration Department of Malaysia, Education Malaysia Global Services, Malaysian Qualifications Agency, Tourism Malaysia, Higher Education Institutions as well as the Divisions in the Department of Higher Education who have contributed input and feedback, photos of the Mobility Programme (Inbound) implementation and for the commitment in discussion sessions and workshops during the development of these guidelines.

FOREWORD

SECRETARY GENERAL OF HIGHER EDUCATION

The COVID-19 pandemic has put the world of higher education in Malaysia and worldwide under great pressure. Precautions for people's health and safety, including national border closures and periodic health screening, inevitably affect international mobility for education, networking and collaboration.

To maintain the interest of international students to pursue their higher education in Malaysia during times of restricted travel, the Ministry of Higher Education decided to boost existing efforts. One of which was to adopt the use of digital technology in mobility programmes, which was termed, Virtual Mobility Programmes.

This effort helped us to achieve the objectives of mobility programmes while creating more opportunities for international students to pursue their studies in Malaysian Higher Education Institutions (HEIs). Digital content creation also brought more opportunities to create repositories of reusable educational content that students can revisit and share with their friends and home institutions.

I would like to thank and congratulate everyone who participated in the development of the Guidelines for the Implementation of Mobility Programmes (Inbound) at Malaysian HEIs. It will certainly serve as a major reference, particularly in times of change.

Dato' Seri Abdul Razak bin Jaafar

PREFACE

DIRECTOR GENERAL DEPARTMENT OF HIGHER EDUCATION

Assalamualaikum warahmatullahi wabarakatuh and peace be upon you,

Congratulations and well done to Education Malaysia Division, Department of Higher Education and all parties who have contributed time and effort to the development and production of the Guidelines for the Implementation of Mobility Programmes (Inbound) in Malaysian Higher Education Institutions (HEIs) document. These guidelines will undoubtedly be useful as a reference for all parties involved in the implementation of the Mobility (Inbound) programmes in the country's HEIs.

The Mobility Programme is one of the important short-term study programme options for attracting international students, thus contributing to the increase in the admission of international students to Malaysian HEIs. This programme provides an avenue for international students around the world to learn through experience about the knowledge and culture of Malaysia. Thus, the implementation of the Mobility Programme (Inbound) has enormous opportunities to increase the visibility of the country's higher education brand on a global scale.

In line with the aspiration of the Malaysian Education Blueprint (Higher Education) [MEB(HE)] which targets a total of 250,000 international students in Malaysia by 2025, the Mobility Programme (Inbound) which offers a diverse range of courses in a variety of fields is one of the key strategies to achieve this target.

My hope is that these guidelines will serve as a reference for all stakeholders, thereby improving the quality of the Mobility Programme (Inbound) implementation in Malaysian HEIs.

Dato' Prof. Dr. Husaini bin Omar

PROLOGUE

DIRECTOR EDUCATION MALAYSIA DIVISION

Along with the advancement of digital technology and the global impact of the COVID-19 pandemic, the implementation of Mobility Programme has transformed. Mobility Programmes are now implemented physically and virtually with the help of existing technologies. The differences in modes and categories of the Mobility Programme have triggered different procedural requirements in its implementation.

Accordingly, Education Malaysia Division has taken the initiative to produce the Guidelines for the Implementation of Mobility Programmes (Inbound) in Malaysian Higher Education Institutions (HEIs). A series of discussions and engagements with stakeholders were held to develop these guidelines.

Thus, the development of these guidelines is the result of cooperation between the Department of Higher Education, Ministry of Higher Education and representatives from HEIs, related ministries and agencies who have contributed input to ensure that the guidelines are consistent with other government policies and regulations.

In this regard, it is hoped that these guidelines will provide clear guidance on the implementation and management mechanism of the Mobility Programme (Inbound) at Malaysian HEIs.

Deepest appreciation and gratitude to the document providers from the Education Malaysia Division, Department of Higher Education who have successfully published the Guidelines for the Implementation of Mobility Programme (Inbound) at Malaysian HEIs, an informative and comprehensive document to serve as a guide and reference for all relevant stakeholders.

Prof. Madya Dr. Mohd Azmir bin Mohd Nizah





MINISTRY OF HIGHER EDUCATION

GUIDELINES FOR THE IMPLEMENTATION OF MOBILITY PROGRAMME (INBOUND) AT MALAYSIAN HIGHER EDUCATION INSTITUTIONS

PURPOSE

These guidelines are intended to notify and clarify the implementation and management mechanisms of the Mobility Programme (Inbound) at the Higher Education Institutions (HEIs) in Malaysia, which includes three (3) major programmes as follows:

- Physical Mobility;
- Virtual Mobility; and
- Edutourism.

BACKGROUND

In line with the resolution and goal of the government to make Malaysia an international higher education hub as outlined under Shift 8: Global Prominence, Malaysia Education Blueprint 2015-2025 (Higher Education), the Ministry of Higher Education (MOHE) is committed to making Malaysia a preferred destination for the international students to pursue their studies with the target of an international student enrolment of 250,000 people by 2025 through the offering of various programmes, including Mobility programmes. The Cabinet Meeting on December 22, 2015 granted approval to further ease the international student entry procedure to attend the Mobility programmes in the country.

This effort is intensified on the initiative of cooperation with the Ministry of Tourism, Arts and Culture (MOTAC) and Tourism Malaysia to make the Edutourism (Education Tourism) programme one of the categories of Mobility programmes in encouraging the international students and tourists to continue their studies in the country.

When the COVID-19 pandemic situation hit the world, the MOHE intensified the transformation of Mobility programme implementation through the Virtual Mobility, Blended Mobility and Hybrid Mobility programmes.

INTERPRETATION

1. In this guideline:
 - i. **Mobility Programme** is an academic programme organized and implemented by HEIs in Malaysia involving international students registered with the overseas HEIs and is attended face-to-face and/or online. The Mobility programme can be implemented on credit or non-credit according to the decision of the HEIs. This programme can be implemented in a short term of one (1) day or a minimum of four to eight (4-8) hours cumulatively to three (3) months and in a long term of more than three (3) months to twelve (12) months.
 - ii. **Physical Mobility Programme** is an academic programme organized and implemented by HEIs in Malaysia involving international students registered with the overseas HEIs and is attended face-to-face. The Mobility programme can be implemented on credit or non-credit according to the decision of the HEIs. This programme can be implemented in a short term of one (1) day or a minimum of four to eight (4-8) hours cumulatively to three (3) months and in a long term of more than three (3) months to twelve (12) months, and involves immigration pass facilities.
 - iii. **Virtual Mobility Programme** is an academic programme held online, organized and implemented by HEIs in Malaysia involving international students registered with

“ the Ministry of Higher Education (MOHE) is committed to making Malaysia a preferred destination for the international students to pursue their studies with the target of an international student enrolment of 250,000 people by 2025 through the offering of various programmes, including Mobility programmes



overseas HEIs. The Virtual Mobility programme can be implemented on credit or non-credit according to the decision of the HEIs. This programme can be implemented in a short term of one (1) day or a minimum of four to eight (4-8) hours cumulatively to three (3) months and in a long term of more than three (3) months to twelve (12) months, and does not involve immigration pass facilities.

- iv. An **educational tourism programme, or Edutourism**, is a programme under the Mobility programme defined as a tourism activity by a person visiting Malaysia where the educational and learning process in the Malaysian HEI is the largest contribution to their visit. This programme involves the admission of students or international tourists who spend at least overnight in the country to participate in the Edutourism programme at the Malaysian HEI for a period of not less than one (1) day or eight (8) hours to six (6) months, and involves immigration pass facilities.
- v. A **Blended Mobility Programme** is a Mobility programme where part of the programme is run physically and partly online, attended by the same students at both physical and virtual sessions.
- vi. A **Hybrid Mobility Programme** is a Mobility programme that is attended by some of the students physically, and the rest of the students virtually at the same time.
- vii. **Inbound** refers to the admission of international students or tourists to Malaysia to take courses offered at any HEIs in the country.
- viii. **Social Visit Pass (SVP)** is required by students/ participants of Physical Mobility and Edutourism programmes with a duration not exceeding three (3) months or based on the SVP eligibility according to the eligibility of the respective countries.
- ix. A **Student Pass** is required by students/ participants of Physical Mobility and Edutourism programmes with a duration exceeding three (3) months to twelve (12) months or for a programme period exceeding the SVP eligibility.
- x. A **Visit Pass (Professional)** is required by students/ participants of Physical Mobility and Edutourism programmes in Sabah and Sarawak, subject to the approval of the respective state governments.
- xi. **Hosting HEI** is an HEI in Malaysia that organizes and implements Mobility Programmes (Inbound).
- xii. **MyMoheS** is a Data Collection System developed by the Ministry of Higher Education for data related to Public Universities (PU), Polytechnics and Community Colleges including entry, enrolment and output data in PU, Polytechnics and Community Colleges.

- xiii. **e-IPTS** is a Data Collection System developed by the Ministry of Higher Education for data related to Private Higher Education Institutions (PHEIs) including entry, enrolment and output data in PHEIs.
2. **Ministry of Higher Education (MOHE)** is the ministry that coordinates all policies and Mobility programmes implementation in the HEIs under its supervision.
3. **Department of Higher Education (DOHE), Ministry of Higher Education (MOHE)** is the regulatory agency for HEIs and is responsible for the policies and implementation of Mobility programmes.
4. **Department of Polytechnic & Community College Education (DPCCE), Ministry of Higher Education (MOHE)** is the department that regulates Polytechnics and Community Colleges.
5. **Education Malaysia Global Services (EMGS)** is a Company Limited by Guarantee (CLBG) under the purview of the MOHE established in 2012 and is responsible for being a one-stop centre to manage the entry of international students as well as to promote Malaysia globally.
6. **Ministry of Home Affairs (MOHA)** is the Ministry responsible for the approval of international student intake by PU, PHEIs, Polytechnics and Community Colleges.
7. **The Royal Malaysian Police (RMC)** is the enforcer of law in ensuring public order and the national security.
8. **Immigration Department of Malaysia (IMM)** is the Department responsible for providing immigration facilities to Mobility programme participants who come to Malaysia.
9. **Ministry of Tourism, Arts and Culture (MOTAC)** is the Ministry responsible for regulating all tourism activities carried out by all stakeholders in the industry involved.
10. **Tourism Malaysia** is an agency under the Ministry of Tourism, Arts and Culture which collaborates with the MOHE to promote the uniqueness of Malaysian arts, culture and heritage as well as tourism products developed for the Malaysian Edutourism programme.

11. **Ministry of Health Malaysia (MOH)** is the ministry responsible for the determination of health screening and treatment conditions for international students.
12. **The Malaysian National Security Council (NSC)** is the body that formulates Standard Operating Procedures (SOPs) and regulates SOP compliance throughout the implementation of Mobility programmes that take place during disasters or national security crises.
13. **The Malaysian Qualifications Agency (MQA)** is the sole body that oversees and coordinates the quality assurance and programme accreditation or the national higher education qualifications.

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Mobility Programme is an academic programme organized and implemented by HEIs in Malaysia involving international students registered with the overseas HEIs and is attended face-to-face and/or online

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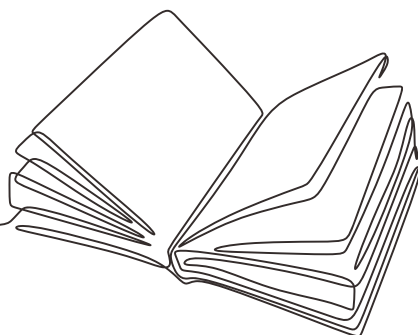
14. HEIs in Malaysia are:

- Public Universities established under the Universities and University Colleges Act 1971 [Act 30], including the International Islamic University of Malaysia (IIUM) established under the Companies Act 1965 [Act 125] and Universiti Teknologi MARA (UiTM) established under the Universiti Teknologi MARA Act 1976 [Act 173];
- Polytechnics and Community Colleges established under the Education Act 1996 [Act 550]; and
- Private Higher Education Institutions which are educational organizations or institutions, including universities, or university colleges, or foreign branch campuses or colleges approved and registered under the Private Higher Education Institutions Act 1996 [Act 555].

PROGRAMME CATEGORIES

Physical Mobility, Virtual Mobility, Blended Mobility and Hybrid Mobility Programme are programmes organized by HEIs involving the following activities:

- academic and research;
- student exchange;
- industry mobility;
- academic visit;
- summer/winter course;
- familiarization trip;
- campus transfer;
- cultural exchange;
- clinical attachment;
- industrial internship/practical; and
- other related activities.



Edutourism Programme consists of 11 categories of packages registered with **the Ministry of Higher Education through Education Malaysia Division, Department of Higher Education:**

- Agriculture and Veterinary (AAV);
- Arts and Social Science (ANS);
- Business and Entrepreneurship (BAE);
- Culinary Arts and Hospitality (CAH);
- Environmental and Health Science (EAH);
- Food, Culture and Heritage (FCH);
- Language and Communication (LAC);
- Leadership and Management (LAM);
- Nature and Adventure (NAA);
- Science and Technology (SAT); and
- Sports (SPT).

HEI ELIGIBILITY REQUIREMENTS

The eligibility requirements for institutions involved in the implementation of the Physical Mobility, Virtual Mobility and Edutourism programmes are as follows:

- Public Universities;
- Polytechnics and Community Colleges with international student intake approval from MOHA that is **still valid**; and
- Private Higher Education Institutions with university status, including overseas branch campuses, university colleges and colleges with institutional registration certificates, approval to conduct courses of study and approval of international student intake from MOHA that are **still valid** and have SETARA quality ratings for universities, including Overseas Branch and University College or MyQuest for Colleges with an achievement level of 4 to 6 Stars.

DETERMINATION OF THE AMOUNT OF CREDIT AND TRANSFER OF CREDIT

Any matters pertaining to the determination of credit amount and credit transfer for the Physical Mobility, Virtual Mobility, Blended Mobility, Hybrid Mobility and Edutourism programmes are subject to the current policies set by the MOHE and MQA as well as to the agreement/approval by the respective Senate/ HEI Management.

RESPONSIBILITIES OF THE HOSTING HEI

Hosting HEI is responsible for:

1. Registering Edutourism Programmes/Packages to the MOHE (via **Education Malaysia Division, Department of Higher Education, Level 4, No. 2, Tower 2, Jalan P5/6, Precinct 5, 62200 W.P. Putrajaya** specifically **for the participating HEIs** (as per **Appendix A**); subject to DOHE/DPCCE approval and the instructions issued by this Division from time to time;
2. Implementing the screening of programme participation applications and ensuring the authenticity of all applications;
3. Issuing a letter of offer in accordance with the programme requirements for the Physical Mobility, Virtual Mobility, Blended Mobility, Hybrid Mobility and Edutourism programmes to the participants (please refer to the example of the format as per **Appendix B**);
4. Issuing student registration numbers to all Mobility programme students/participants;
5. Submitting students/participants' applications to participate in the Physical Mobility and Edutourism programme to EMGS;
6. Ensuring that all participants in Physical Mobility and Edutourism programmes have a valid pass;
7. Ensuring that students/participants fully participate in the Physical Mobility, Virtual Mobility, Blended Mobility, Hybrid Mobility or Edutourism programmes and the programme is implemented as planned;
8. Reporting immediately to the MOHE (Education Malaysia Division), PDRM and IMM (Visa, Pass and Permit Division) if the student or participant who has entered the country fails to attend the Physical Mobility or Edutourism programme or the percentage of his/her absence exceeds 30 percent without justification;
9. Making an application for pass cancellation to JIM through EMGS immediately if the student cancels the intention to enter the country to attend the Physical Mobility or Edutourism programme;

10. Ensuring that students or participants of the Physical Mobility or Edutourism programme have valid travel insurance and health insurance coverage;
11. Reporting data on active students and those currently participating in the Physical Mobility, Virtual Mobility and Edutourism programmes to the MOHE on a bi-annual basis through the **MyMoheS** system for PU, Polytechnics and Community Colleges, which is every **30 June** and **31 December**, while quarterly through the **e-IPTS** system for PHEIs on **31 March, 30 June, 30 September** and **31 December** each year;
12. Submitting a complete and comprehensive report on the implementation of Mobility and Edutourism programmes on a **quarterly basis** to the Working Committee for Mobility Programme Implementation at Higher Education Institutions (HEIs) via the Education Malaysia Division, Department of Higher Education or DPCCE for Polytechnics and Community Colleges in accordance with the format outlined in **Appendix C**. The Hosting HEI is responsible for ensuring that the Ministry receives the report within the stipulated period;
13. Ensuring that the health screening for students/ participants of the Physical Mobility and Edutourism programmes is carried out based on the current regulations and recommendations of the MOH Malaysia;
14. Reviewing the registered Edutourism packages (for the participating HEIs) within three (3) years of their implementation for the purpose of refinement, improvement and updating.

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The health screening for students/ participants of the Physical Mobility and Edutourism programmes is carried out based on the current regulations and recommendations of the MOH Malaysia

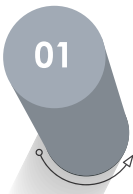
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RESPONSIBILITIES OF MOBILITY STUDENTS OR EDUTOURISM PARTICIPANTS

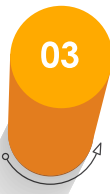
1. Students/participants who wish to participate in the Physical Mobility or Edutourism programme must comply with the laws set by the Government of Malaysia and meet the requirements set forth as follows:
 - Students/participants of the Physical Mobility or Edutourism programme must submit a valid letter of offer/confirmation from the Hosting HEI to the authorities if necessary;
 - Students/participants of the Physical Mobility or Edutourism programme are required to have **travel insurance and health insurance** that cover participants throughout the duration of the programme;
 - Return flight tickets to the home country or to a third country (with reasonable justification, subject to JIM approval) for students/participants using SVP must be presented at the international entry points;
 - All Student Pass and SVP applications for Physical Mobility and Edutourism programmes must be made through EMGS;
 - The duration of stay of Physical Mobility and Edutourism programme students/participants in Malaysia is subject to the eligibility of the pass issued by JIM; and
 - Students/participants of Physical Mobility and Edutourism Programmes are obliged to comply with the Procedures of Movement and Authorization of International Students/Non-Citizens to Malaysian HEIs in accordance with the current instructions adopted by the NSC.
2. Students/participants of the Mobility programme who require immigration pass facilities must ensure that the **validity period of the passport is at least a minimum of six (6) months for the application of the Mobility programme involving the SVP facility and a minimum of eighteen (18) months for the application of the Mobility programme involving the Student Pass facility.**
3. Any student/participant who participates in the Physical Mobility or Edutourism programme is **NOT ALLOWED TO WORK** and engage in activities that are unrelated to the programme over the course of the programme.

RESPONSIBILITIES OF EDUCATION MALAYSIA DIVISION

Education Malaysia Division, DOHE through International Students and HEI Coordination Section is responsible for:

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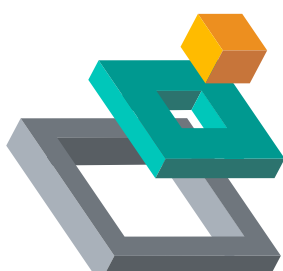
Managing meetings of the Working Committee of Mobility Programme Implementation at Higher Education Institution (HEI Mobility Committee) as outlined in the terms of reference of the HEI Mobility Committee in **Appendix D**.
- 

Coordinating reports on the implementation of Mobility (Inbound) and Edutourism programmes for PU and PHEIs.
- 

Reviewing, managing and monitoring the registration of Edutourism programmes/packages by PU and PHEIs.

RESPONSIBILITIES OF EMGS

EMGS is responsible for:

- 
- Managing all Student Pass and SVP applications for Physical Mobility and Edutourism programmes.
 - Submitting confirmation of receipt of Edutourism programme students (international students registered with Malaysian HEIs)' information to the Hosting HEI.
 - Processing Student Pass and SVP applications within 14 working days from the date the application is made.

PROGRAMME PARTICIPATION APPLICATION PROCEDURES

1. The programme participation application procedure is as follows:
 - i. Mobility Programmes Application Procedures for International Students registered with Overseas HEIs (as per **Appendices E, F and G**)
 - Students/overseas HEIs must apply to participate in the Physical Mobility, Virtual Mobility, Blended Mobility, Hybrid Mobility and Edutourism programmes offered directly to the Hosting HEIs;
 - Hosting HEIs screen the applications and issue a letter of offer to the selected participants of the Mobility programmes;
 - Students/overseas HEIs must submit an application for a Student Pass or SVP to JIM through EMGS (for physically implemented Mobility programmes)
 - For approved applications, students/overseas HEIs must download the EMGS approval recommendation letter for SVP or e-Visa Approval Letter (eVAL) for Student Pass application from the STARS system/EMGS website, www.educationmalaysia.gov.my and submit the eVAL/EMGS approval recommendation letter at the international entry points. Specifically for students from the related countries, a Single Entry Visa (SEV) is also required to enter the country;
 - Students who have successfully obtained a SVP at the international entry points will attend the programme until completion;
 - **Student Pass applicants** are required to **undergo medical screening upon arrival within 7 days of arriving in Malaysia** at any EMGS panel clinic before being granted the Student Pass;
 - Students who pass the medical screening will be granted a Student Pass by JIM and complete the programme;
 - Students verify their exit from Malaysia through an **Exit Stamp for SVP holders** and a **Check-Out Memo (COM) for Student Pass holders** upon completing the Physical Mobility and Edutourism programme; and
 - Hosting HEIs make notification on students (SVP holders)' programme completion status on STARS system/EMGS website, www.educationmalaysia.gov.my.
 - ii. Edutourism Programme Application Procedure by International Students Registered with Malaysian HEIs (as per **Appendix H**)

- Students/Home HEIs must apply to participate in the Edutourism programme offered directly to the hosting HEIs;
 - Hosting HEIs screen the applications and issue letters of offer to the selected participants of the Edutourism programmes;
 - Hosting HEIs submit the notification of programme participation by students to EMGS through the STARS system/EMGS website, www.educationmalaysia.gov.my;
 - Students/Hosting HEIs download the EMGS acceptance letter on the STARS system/EMGS website, www.educationmalaysia.gov.my;
 - Students attend the programme until completion;
 - Hosting HEIs make notification on students' programme completion status on STARS system/EMGS website, www.educationmalaysia.gov.my.
 - EMGS confirms the receipt of the students' programme completion information.
- iii. Edutourism Programme Application Procedure by International Travellers from Other Countries (as per **Appendix I**)
- Participants must apply to participate in Edutourism programme offered directly to the Hosting HEIs;
 - Hosting HEIs screen the application and issue letters of offer to Edutourism programme participants;
 - Hosting HEIs/Participants must submit a SVP application to JIM via EMGS at the STARS system/EMGS website, www.educationmalaysia.gov.my;
 - Hosting HEIs/Participants download the EMGS approval recommendation letter on the STARS system/EMGS website, www.educationmalaysia.gov.my;
 - Participants obtain a Single Entry Visa (if applicable) to enter the country;
 - Participants are given SVP according to the eligibility of their respective countries and complete the programme;
 - Hosting HEIs make notification on students' programme completion status on STARS system/EMGS website, www.educationmalaysia.gov.my.
2. Applications to EMGS can be made as early as six (6) weeks from the date of programme implementation.
3. Application for Immigration Pass Facilities is subject to the immigration guidelines and regulations in force, and application procedures to Sabah and Sarawak are subject to the current regulations of the Sabah and Sarawak State Immigration.

IMMIGRATION PASS FACILITIES

1. Types of Pass

- i. The Pass Facility for Physical Mobility and Edutourism programmes is subject to the Immigration rules and regulations as follows:
 - Based on the eligibility of the **Social Visit Pass (SVP)** with a period not exceeding three (3) months according to the eligibility of respective countries based on the visa eligibility for each country and the suitability of the programme period as per existing procedures; and
 - **Student Pass** facility with a period exceeding three (3) months to twelve (12) months or for a programme period exceeding the SVP qualification based on visa eligibility for each country and the suitability of the programme period as per existing procedures; and
 - **Visit Pass (Professional)** facility is given to students/participants of Physical Mobility and Edutourism programmes in Sabah and Sarawak, subject to the approval of the respective state governments.
- ii. The approval recommendation letter/Visa Approval Letter (VAL) from EMGS must be submitted by the students/ participants of Physical Mobility and Edutourism programmes upon arrival in Malaysia to facilitate the screening and checking process at the international entry points. HEIs must welcome students/participants at the international entrances gazetted by the Malaysian government.
- iii. The duration of stay of the students/participants of the Physical Mobility or Edutourism programme is subject to the SVP eligibility period of each country and visa requirements (if necessary). The HEIs and the students/ participants must ensure that the duration of the programme is commensurate with the SVP eligibility period of their respective countries to avoid any difficulties. HEIs should be responsible for ensuring that students **perform the exit verification** through **Exit Stamp for students with SVP and Check-Out Memo (COM) for students with Student Pass** upon completion of the Physical Mobility and Edutourism programme. Hosting HEIs are not responsible for students outside the stipulated period of stay based on the letter of offer issued by the Hosting HEIs.
- iv. The admission of Physical Mobility and Edutourism programme students/ participants, especially from the countries that have no bilateral relationship with Malaysia, are at risk of spreading diseases and threatening the national

security, should be given due attention and referred to the relevant parties such as the Wisma Putra Office based on the list issued by the relevant authorities as this measure is important in preserving the health, security and sovereignty of the country.

2. The Pass Fee Rate

The pass and visa fee rates charged for the Physical Mobility or Edutourism programme are as set by the Government of Malaysia, and the pass application processing charges are subject to the current charges set by EMGS.

3. The Pass Cancellation

Passes issued by JIM may be cancelled at any time if the participant of the programme is found to have violated the guidelines and standards, conditions, regulations, circulars and acts set by the regulatory agencies and enforcement agencies from time to time.

REVOCATION OF PERMISSION FOR PROGRAMME IMPLEMENTATION

The MOHE reserves the right to withdraw the authorization for the implementation of the **Physical Mobility**, **Virtual Mobility** or **Edutourism Programme** if the HEI violates the rules currently in force.

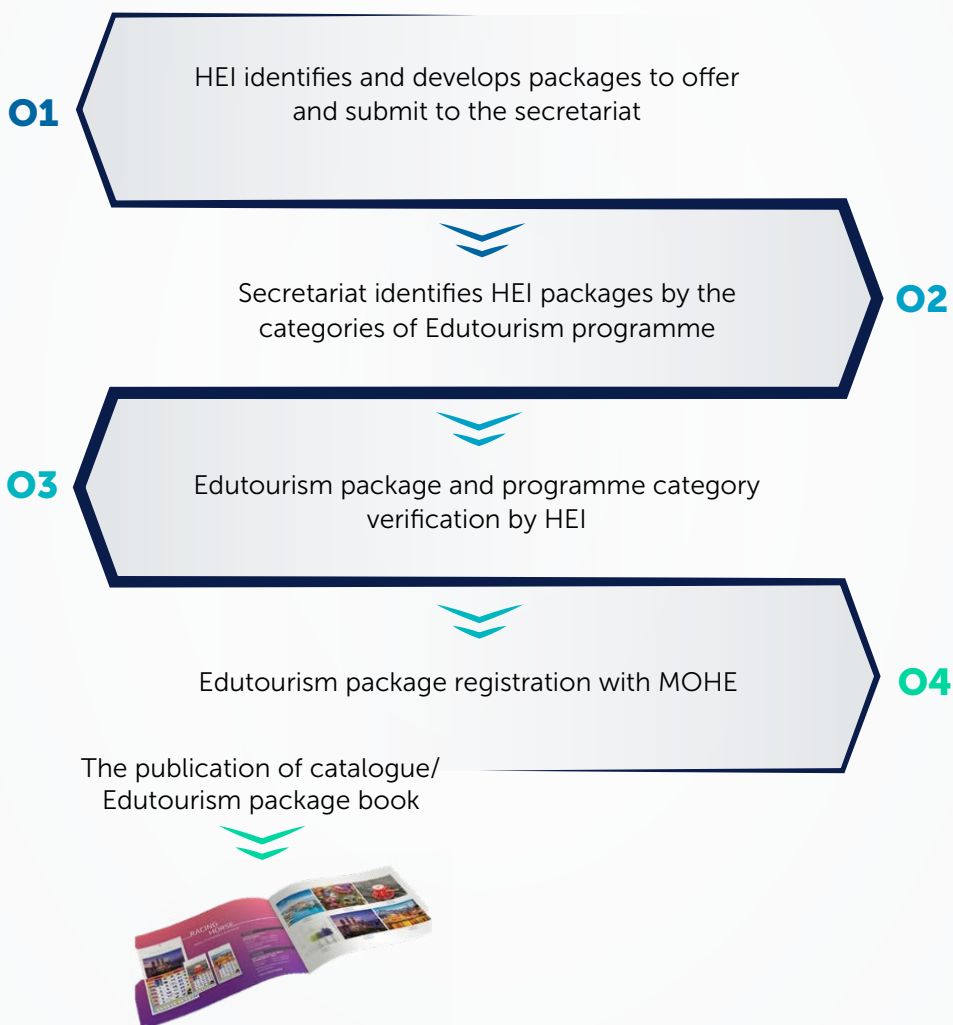
APPLICATION

The application of these guidelines is enforced on all HEIs involved in the intake of Mobility programme students. However, HEIs in Sabah and Sarawak are subject to the approval of the state government.

The eligibility requirements of HEIs in the implementation of Physical Mobility, Virtual Mobility and Edutourism programmes are the responsibility and self-regulating initiative of the HEIs. It is not subject to any act that mandates the implementation of the programme.

THE REGISTRATION PROCESS OF THE NEW HEI EDUTOURISM PROGRAMME TO MOHE

EDUTOURISM PROGRAMME WORK PROCESS



* REFER THE EDUTOURISM PACKAGE VERIFICATION FORM UNDER THE DEPARTMENT OF HIGHER EDUCATION, MINISTRY OF HIGHER EDUCATION (*BORANG PENGESAHAN PAKEJ EDUTOURISM DI BAWAH JABATAN PENDIDIKAN TINGGI, KEMENTERIAN PENGAJIAN TINGGI*)



BEM/EDUTOURISM/BORANG

**BAHAGIAN EDUCATION MALAYSIA
JABATAN PENDIDIKAN TINGGI**

**BORANG PENGESAHAN PAKEJ EDUTOURISM DI BAWAH
JABATAN PENDIDIKAN TINGGI, KEMENTERIAN PENGAJIAN TINGGI**

Borang Pengesahan

Maklumat Institusi Pendidikan Tinggi (IPT) (Semua maklumat wajib diisi)

Nama IPT* : _____

Alamat* : _____

Pegawai Bertanggungjawab* : _____

E-mel* : _____

No. Telefon/ Telefon Bimbit* : _____

Pengakuan IPT

Saya dengan ini mengaku dan mengesahkan bahawa:

- i. Semua maklumat dalam borang ini adalah benar dan lengkap.
- ii. Semua pakej Edutourism yang dihantar kepada Kementerian Pengajian Tinggi (KPT) adalah benar dan sah (Senarai pakej Edutourism seperti Lampiran 1).
- iii. Saya membenarkan KPT membuat semakan dengan pihak-pihak lain yang relevan untuk memastikan kesahihan maklumat ini dan tidak akan mengambil sebarang tindakan undang-undang terhadap KPT dan pihak yang berkenaan; dan
- iv. Saya membenarkan KPT untuk membuat hebahan dan cetakan maklumat pakej Edutourism bagi tujuan promosi.

Tandatangan dan Cop Rasmi : _____

Tarikh: : _____

SENARAI PAKEJ EDUTOURISM IPT

Nama IPT : _____
Signature : _____
Category : _____

Bil.	Nama Pakej	Kategori Pakej

APPENDIX B

EXAMPLE OF MOBILITY PROGRAMME OFFER LETTER FORMAT

LETTERHEAD

Reference No.:

Date:

Student Name
Student Address

Dear Sir/Ms.,

OFFER OF [Name of Mobility/Edutourism Programme] AT [Name of University]

We are pleased to offer you admission to [Name of University] as a full-time undergraduate student in [Name of Mobility/Edutourism Programme] for [Academic Session/Year]. The details of the programme and the registration information are as follows:

Faculty : [Name of Faculty]
Programme : [Name of Programme]
Academic Advisor : [Academic Advisor's Name]
Student ID : SS22xxxxx
Study Period : [Date] [Number of Months/Semester]
Registration Date : [Date]
Registration Time & Venue : [Specific Time], [Specific Venue]

This offer is subject to the [Name of Relevant Committee/Department/Division]'s decision, the University Senate's approval, and your willingness in accepting all the terms and conditions of the University. For matters relating to your Mobility programme at [Name of University], kindly contact our Officer, [Name of Officer] at +603-xxxxxxx, or email to xxx@xxx.edu.my for any further updates and details.

Congratulations on your participation in this programme. We hope you will take full advantage of the many opportunities available to you while you are studying at [Name of University] and that you will find your experience rewarding.

Yours sincerely,

[Position]
[Name of Relevant Department/Division]
[Name of University]

Note : The contents of the letter are subject to the requirements of the respective Mobility programmes and HEIs

MUKA HADAPAN
(LAPORAN PELAKSANAAN PROGRAM.... BAGI TEMPOH SEPANJANG...)
MAKLUMAT IPT

(LAPORAN INI PERLU DIHANTAR KEPADA *Bahagian Education Malaysia, Jabatan Pendidikan Tinggi (u.p. Seksyen Koordinasi Pelajar Antarabangsa dan IPT (OA))* secara suku tahunan pada 01 April, 01 Julai, 01 Oktober dan 01 Januari setiap tahun)

TAJUK LAPORAN

- 1. LATAR BELAKANG**
- 2. MAKLUMAT BERKAITAN PROGRAM/AKTIVITI**
 - i. NAMA PROGRAM**
 - ii. TARIKH PELAKSANAAN**
 - iii. LOKASI**
 - iv. MAKLUMAT PESERTA**
 - v. MAKLUMAT PELAKSANAAN (JADUAL DAN PENGISIAN)**
- 3. MAKLUMAT KEWANGAN**
 - i. PENJANAAN PENDAPATAN HASIL DARIPADA PELAKSANAAN PROGRAM**
 - ii. PERUNTUKAN KEWANGAN DIGUNAKAN**
- 4. ISU/ MASALAH DIHADAPI (JIKA ADA)**
- 5. MAKLUMAT PEGAWAI PENYELARAS PROGRAM**

****FONT TYPE & SIZE : ARIAL SIZE 12***

****PARAGRAPH : 1.5 LINES, JUSTIFIED***

TERMA RUJUKAN

JAWATANKUASA KERJA PELAKSANAAN PROGRAM MOBILITI DI INSTITUSI PENDIDIKAN TINGGI (JK MOBILITI IPT)

1. OBJEKTIF

Sebagai platform bagi membincang dan menyelaraskan segala isu berhubung pelaksanaan Program Mobiliti di Institusi Pendidikan Tinggi (IPT) di bawah Kementerian Pengajian Tinggi.

2. KEAHLIAN

2.1 Pengerusi: Timbalan Ketua Pengarah Pendidikan Tinggi
(Penyelidikan dan Antarabangsa)

2.2 Ahli:

2.2.1 Jabatan Pendidikan Tinggi

- i. Bahagian Education Malaysia (BEM)
- ii. Bahagian Kecemerlangan Akademik (BKA)
- iii. Bahagian Governan IPTA (BGA)
- iv. Bahagian Standard Swasta (BSS)
- v. Bahagian Governan IPTS (BGS)
- vi. Bahagian Mahasiswa Holistik (BMH)

2.2.2 Kementerian/ Agensi Berkaitan

- i. Kementerian Dalam Negeri (KDN)
- ii. Jabatan Imigresen Malaysia (JIM)
- iii. Education Malaysia Global Services (EMGS)
- iv. Agensi Kelayakan Malaysia (MQA)
- v. Tourism Malaysia

2.2.3 Institusi Pendidikan Tinggi

- i. Wakil-wakil Universiti Awam
- ii. Wakil-wakil Institusi Pendidikan Tinggi Swasta

2.3 Urus Setia: Seksyen Koordinasi Pelajar Antarabangsa dan IPT (OA), BEM

3. SKOP PERBINCANGAN

- i. Membincangkan isu-isu berkaitan dengan pelaksanaan dan pemantauan program Mobiliti;
- ii. Membincangkan isu-isu berkaitan prosedur kemasukan pelajar antarabangsa dan urusan imigresen di bawah program Mobiliti dan *Edutourism*;
- iii. Pelaporan dan penilaian hasil/ impak daripada pelaksanaan program;
- iv. Sebagai platform untuk membuat pengesahan dan perakuan pakej-pakej *Edutourism*;
- v. Pelaporan status pelaksanaan program *Asian International Mobility for Students (AIMS)*;
- vi. Membincangkan strategi pemasaran dan peluang kerjasama dalam program Mobiliti, *Virtual Mobility* dan *Edutourism*; dan
- vii. Mengesah dan memperakukan data pelajar/ peserta Mobiliti, *Virtual Mobility* dan *Edutourism*.

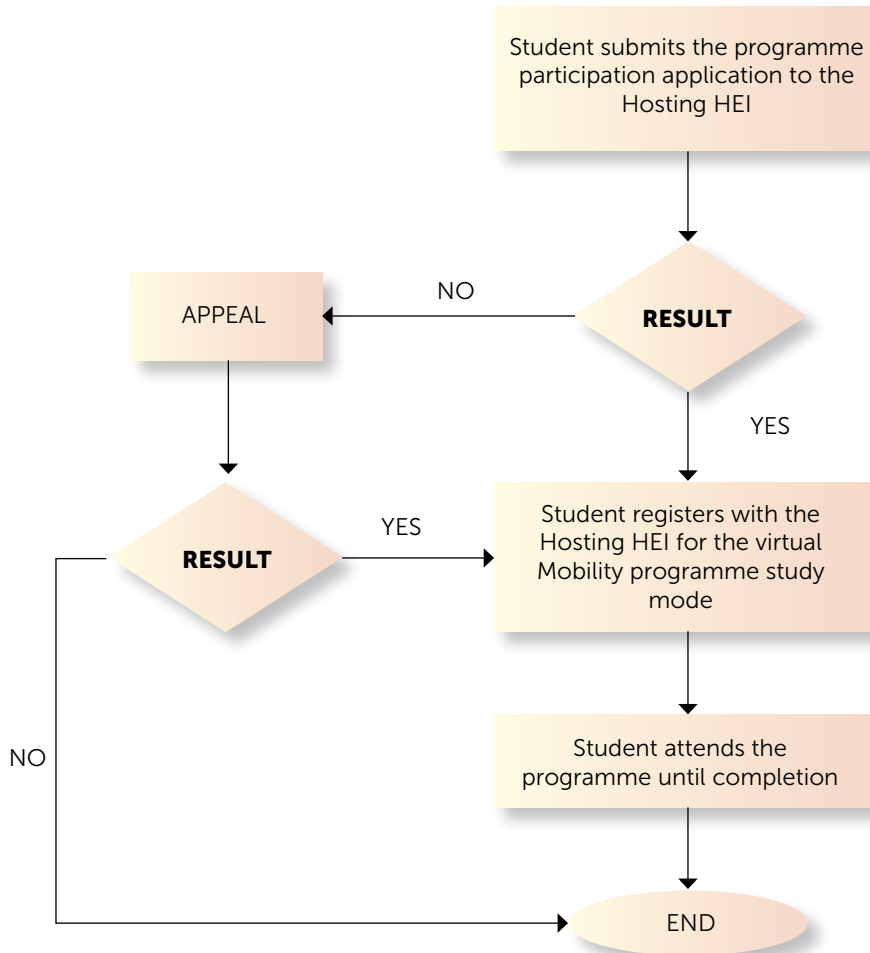
4. KEKERAPAN MESYUARAT JAWATANKUASA KERJA

Mesyuarat JK Mobiliti IPT dijalankan dua (2) kali setahun.

5. PELAPORAN

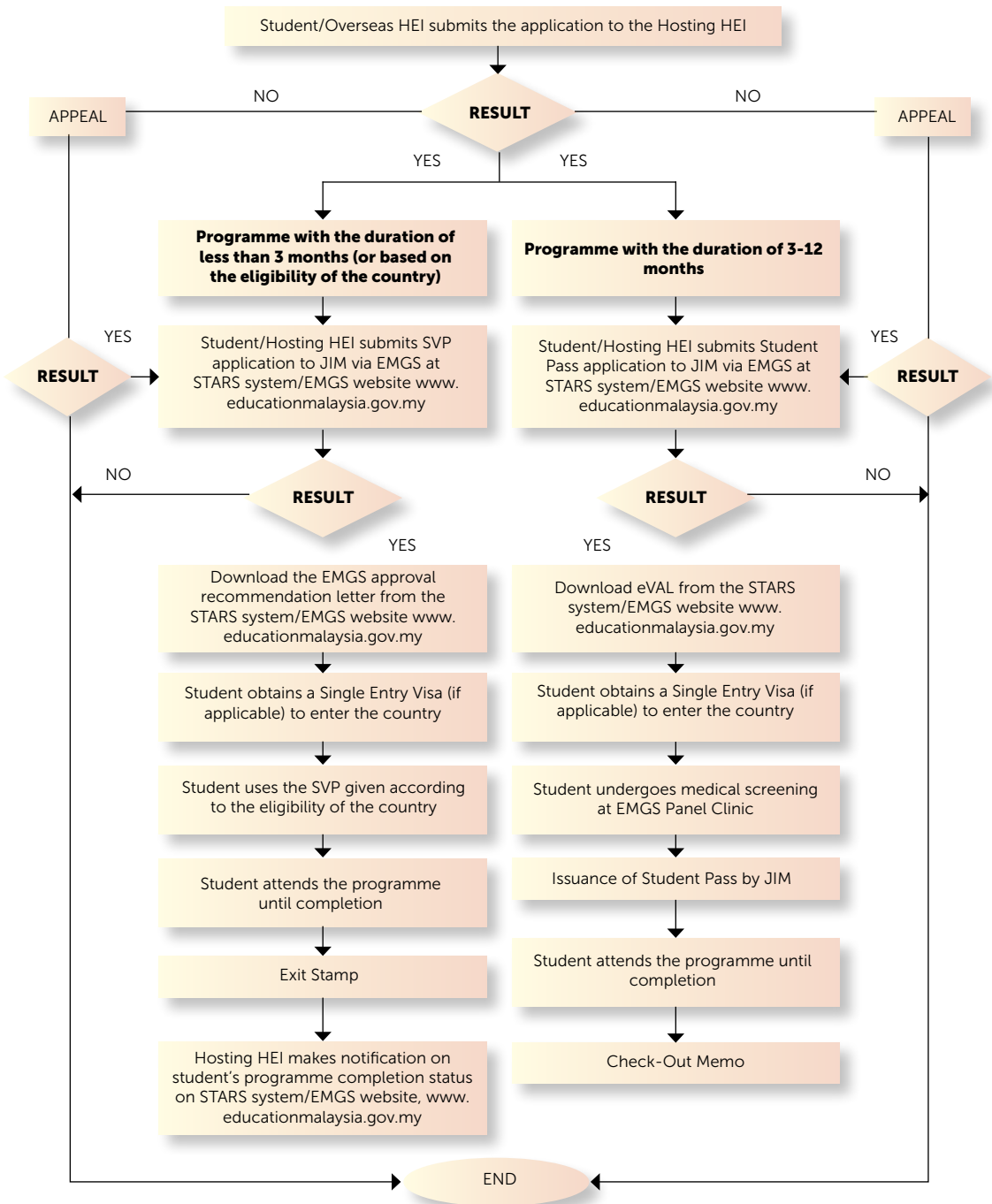
IPT menghantar pelaporan pelaksanaan program kepada Urus Setia mengikut sukuan pada 01 April, 01 Julai, 01 Oktober dan 01 Januari tahun berikutnya.

**VIRTUAL MOBILITY (INBOUND) PROGRAMME PARTICIPATION
APPLICATION FLOWCHART**



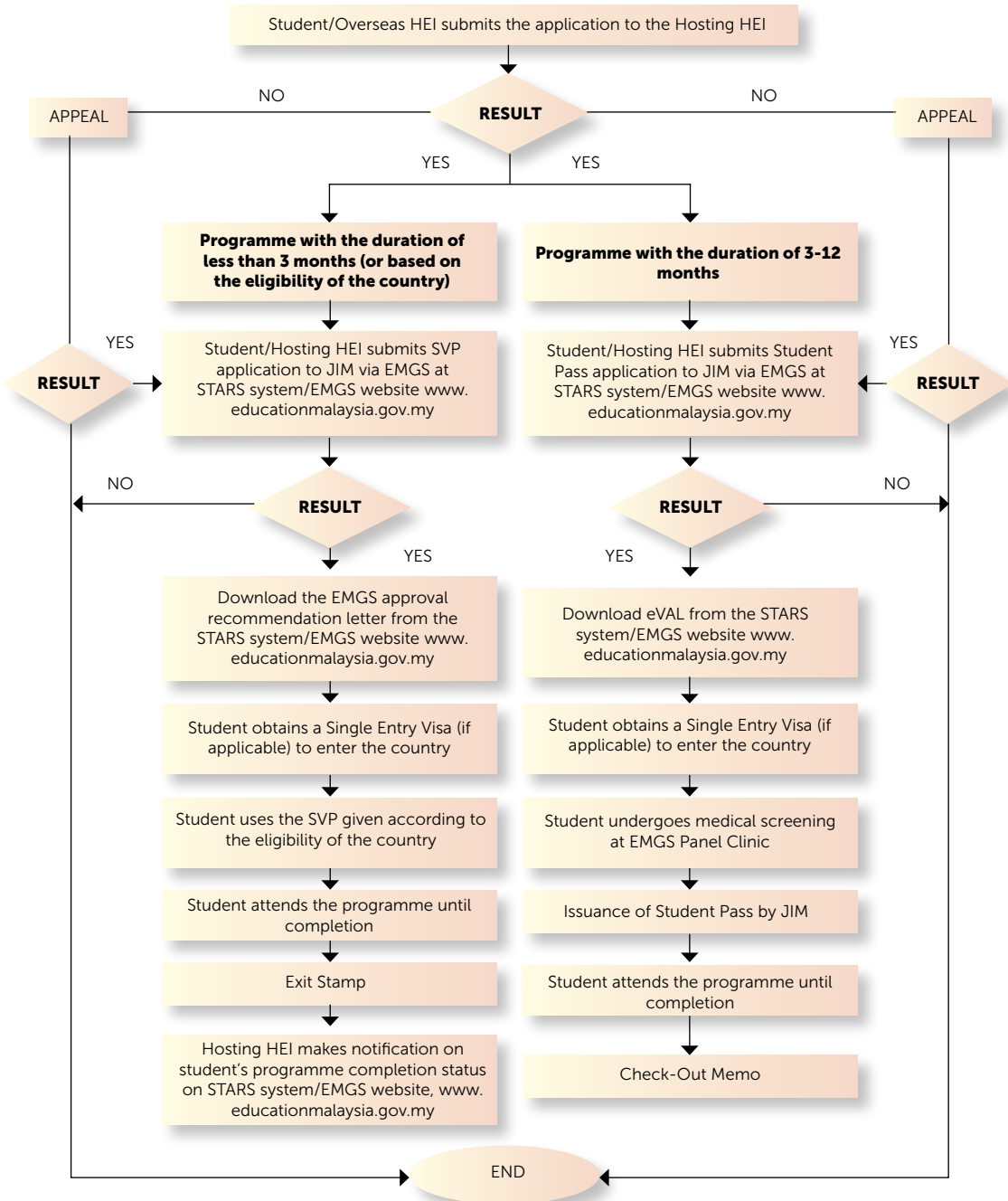
APPENDIX F

PHYSICAL MOBILITY PROGRAMME (INBOUND) PARTICIPATION APPLICATION FLOWCHART



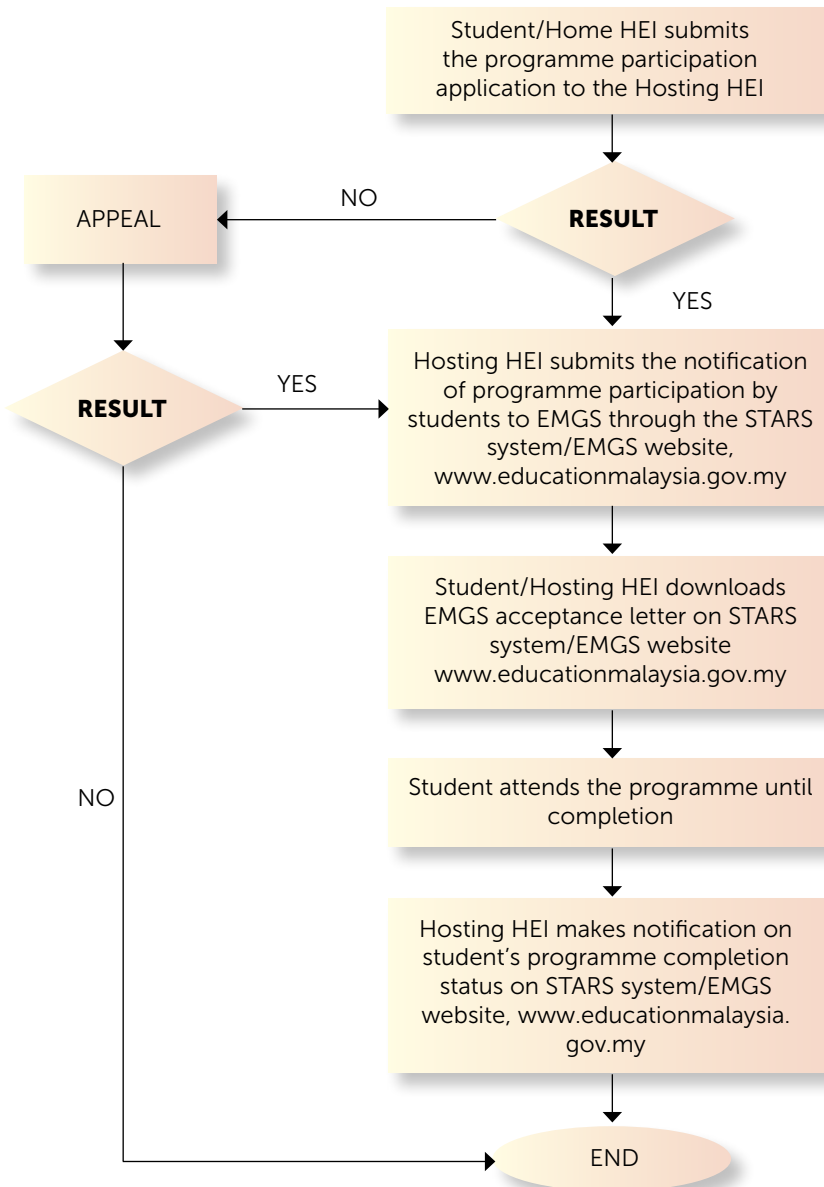
APPENDIX G

EDUTOURISM PROGRAMME PARTICIPATION APPLICATION FLOWCHART (INTERNATIONAL STUDENT REGISTERED WITH THE OVERSEAS HEI)



APPENDIX H

EDUTOURISM PROGRAMME PARTICIPATION APPLICATION FLOWCHART (INTERNATIONAL STUDENT REGISTERED WITH HEI IN MALAYSIA)



**EDUTOURISM PROGRAMME PARTICIPATION APPLICATION FLOWCHART
(INTERNATIONAL TRAVELLERS FROM OTHER COUNTRIES)**

