

|K|D|U|  
PENANG  
UNIVERSITY  
COLLEGE

DKU032(P)  
A Paramount Education Company

# *Student Mobility Programme*



# Why study abroad @ KDU Penang University College

Study Abroad Programme is designed to provide a unique opportunity for students to experience a combination of overseas travel, cultural experience and academic studies at KDU Penang. The programme and its unique learning experience will further enhance students' overall knowledge in both their cultural and academic spheres while studying at KDU Penang.

This programme allows students to move to KDU Penang for one semester to one year. Tuition fee is payable to KDU Penang. The study undertaken at KDU Penang may be given credits at the sole discretion of the home institution.

## **You can enrol in courses of the following programmes:-**

### Accounting and Business

- Bachelor of Accountancy (Hons)
- BA (Hons) Business Management

### Computing

- Bachelor of Computer Science (Hons)
- Bachelor of Computer Science (Hons) in Computer and Network Technology
- Bachelor of Computer Science (Hons) in Games Programming
- Bachelor of Information System (Hons)

### Built Environment

- BA (Hons) in Interior Architecture

### Hospitality, Tourism and Culinary Arts

- 3+0 Bachelor of Arts in International Hotel & Tourism Management (IMI Switzerland)

### Engineering

- 3+0 Bachelor of Engineering (Hons) in Electrical & Electronic Engineering (Northumbria University)
- 3+0 Bachelor of Engineering (Hons) in Mechanical Engineering (Northumbria University)

### Mass Communication

- Bachelor of Arts (Hons) in Media Production
- Bachelor of Arts (Hons) in Communication and Public Relations
- Bachelor of Arts (Hons) in New Media and Advertising



## Study Abroad Fees

All Study Abroad students pay a one off New Student Fee – USD 1500.

The fee tuition is inclusive of 5 courses, accommodation (quad room without air-conditioner), visa fee and immigration fee.

## Study Abroad Entry Requirement

For more information on the entry requirement of each programme, please refer to the official KDU Penang University College website under the PROGRAMMES section.

Link: [www.kdupg.edu.my/programmes](http://www.kdupg.edu.my/programmes)

### Documents Required from Applicants

1. Photocopy of Passport (all pages) - 3 copies
2. 35mm X 45mm size photo (white colour background) - soft copy
3. High School Result/ Transcript (Original language)
4. High School Result/ Transcript (Translated into English)
5. School Leaving Certificate (Original language)
6. School Leaving Certificate (Translated into English)
7. NOC (for Sudan only)/ Eligibility Letter (for Iran only)
8. Health Examination Report
9. Laboratory Result
10. X-ray Report



# Short-term Mobility Programme @ KDU Penang University College

At KDU Penang University College, we have short-term Student Mobility Programme which consists of courses with duration ranging from 1 to 12 weeks. These courses are usually offered during our semester breaks and students have a choice to enrol in any of our courses which range from short intensive English to Computing, Mass Communication, Business, Built Environment, Engineering and Hospitality, Tourism & Culinary Arts. These courses which are conducted in English, are credit and non-credit bearing. Located in the heritage state of Penang, KDU Penang offers inbound mobility students a unique opportunity for academic learning as well as a great experience of Penang's rich multi-cultural heritage and traditions.

## What do you study?

- Planning Research Trip
- Marketing Communication: Strategies and Tactics
- English Enhancement Programme (EEP)
- Summer Research Internship
- Engineering Research Internship
- Penang Heritage Food and Tourism Programme

## Duration of Study:

The period of study ranges from a minimum of 1 to 12 weeks depending on the selected course, learning components and outcomes to be achieved from each programme.

## Payment of Fees:

Please email to [best@kdupg.edu.my](mailto:best@kdupg.edu.my) to get your quotation for the programme.

## **Note:**

**APPLICATION DEADLINE - 3 MONTHS BEFORE COMMENCEMENT DATE**

## **About Penang**

Penang, the Pearl of the Orient, is an island off the northern part of the west coast of Peninsular Malaysia by the Strait of Malacca. The name Penang comes from the Malay word Pinang, which means the betel nut tree (*Areca catechu*). The name Pulau Pinang translated literally from Malay means "betel nut island". Penang is made up of a 292 square kilometers turtle-shaped island and a strip of 48 kilometers wide area called Seberang Perai on Peninsular Malaysia. Rich in a variety of so many elements such as culture, food, heritage, history and lifestyle, Penang is full of treasures to be discovered. One example is Chingay, an act of balancing a 35ft to 40ft giant flag, which cannot be found elsewhere in the world but in Penang.

Renowned travel guide publisher Lonely Planet has listed Penang as the top culinary spot for 2014 and Penang Asam Laksa was ranked 7<sup>th</sup> in CNN's World Top 10 Yummiest Food. The discoveries of Penang are endless and always enjoyable. Such a gem is Penang that there is something here for everyone because Penang does indeed have it all.

# STUDENT APPLICATION FORM

Please ensure that all the required fields are completed and all supporting documents are attached.

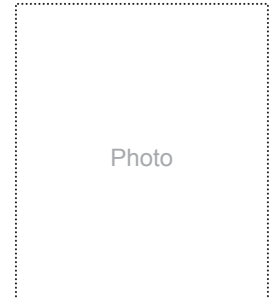
## SECTION A : PROGRAMME

Programme Name : \_\_\_\_\_

Intake : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(day) (month) (year)

Application status :  New  Transferred from other institution in Malaysia

STUDENT NO : \_\_\_\_\_  
(for office use only)



## SECTION B : PERSONAL INFORMATION (PLEASE USE BLOCK LETTERS)

Full Name: (as in MyKad / Passport)

\_\_\_\_\_

Date of Birth (day / month / year) :

\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Gender :

Male  Female

MyKad / Passport No. :

\_\_\_\_\_

Religion :

\_\_\_\_\_

Place of Birth :

\_\_\_\_\_

Race (Malaysian student only):

Malay  Chinese  Indian  Orang Asli  Others

Marital Status :

Single  Married  Others

Peribumi Sabah / Sarawak

Disability / special needs support required :

Yes  No

Sponsorship :

Self  Government  Others (specify) \_\_\_\_\_

Correspondence Address / Billing Address:

\_\_\_\_\_

\_\_\_\_\_

City :

\_\_\_\_\_

State :

\_\_\_\_\_

Country :

\_\_\_\_\_

Post Code :

\_\_\_\_\_

Telephone No :

\_\_\_\_\_

Mobile Phone No :

\_\_\_\_\_

E-mail Address :

\_\_\_\_\_

Billing Address (if different from the above):

\_\_\_\_\_

\_\_\_\_\_

City :

\_\_\_\_\_

State :

\_\_\_\_\_

Country :

\_\_\_\_\_

Post Code :

\_\_\_\_\_

Name of Parent / Guardian :

\_\_\_\_\_

Relationship :

\_\_\_\_\_

Occupation :

\_\_\_\_\_

House Telephone No :

\_\_\_\_\_

Office Telephone No :

\_\_\_\_\_

Mobile Phone No :

\_\_\_\_\_

E-mail Address :

\_\_\_\_\_

## SECTION C : ACADEMIC QUALIFICATIONS

Institution Name and Location	From (Year)	To (Year)	Qualification Obtained

### ENGLISH LANGUAGE PROFICIENCY

Please indicate the date of the English language proficiency test and your score (if any) :

English Language Proficiency Test	Year Obtained	Score
IELTS		
Others (please specify) :		

Note: Please attach a copy of your test result.

## SECTION D : DOCUMENTS SUBMITTED

### DOCUMENT CHECKLIST FOR MALAYSIAN APPLICANTS

No.	Documents	Tick(✓)	No.	Additional Documents for Student Transfer From Other Institution	Tick(✓)
1	MyKad		1	Complete Semester Results/Transcript	
2	SPM / O-Level / UEC or equivalent; and / or STPM / A-Level or equivalent		2	Award Certificate (Certificate/Diploma); or Completion Letter From Previous Institution	
3	Passport-sized Photo (2 copies)				
<b>Forms</b>			<b>Remarks</b>		
1	Scholarship / Fee Waiver Application Form				
2	Bursary Policy				
3	Accommodation Form				

### DOCUMENT CHECKLIST FOR INTERNATIONAL APPLICANTS

No.	New Application	Tick(✓)	No.	Transfer From Other Schools/ Colleges/ Universities	Tick(✓)
1	Photocopy of Passport (all pages) - 3 copies		1	Student Pass cancellation page from previous institution	
2	3.5cm X 5cm size photo (blue colour background) (6 copies)		2	Release Letter from previous institution (Colleges / Universities only)	
3	High School Result / Transcript (Original language & translated to English)		3	Attendance Report from previous institution	
4	School Leaving Certificate (Original language & translated to English)		4	Academic Result / Transcript from previous institution	
5	NOC (for Sub-Saharan Countries only) / Eligibility Letter (for Nigerian only)		<b>Remarks</b>		
6	Health Examination Report (in English)				
7	Laboratory Result (in English)				
8	X-ray report (in English)				
9	International Certificate of Vaccination (in English)				
<b>Forms</b>					
1	Scholarship / Bursary & Discount Application Form				
2	Bursary Policy				
3	Accommodation Form				

**Note: You are required to submit Certified True Copy of Actual Academic Results upon admission. KDU reserves the right to withhold your college academic results / transcripts should you fail to do so upon completion of studies here.**

For registration via post, please return your completed application form and required documents, with payment for the registration fee and caution fee to:

**KDU Penang University College,  
The Admissions Office,  
32, Jalan Anson,  
10400 Penang.  
Tel: 04-2386368  
Fax: 04-2280054 / 2280362**

### For International Applicants Only:

Passport Details:

Place of Issue:

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Passport Issue Date:

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Passport Expiry Date:

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Passport Endorsement:

(Applicable to Chinese students from China applying for Single Entry Visa into Malaysia)

Shanghai  Beijing  Guangzhou

## SECTION E : KDU RULES & REGULATIONS

1. KDU policy over Subjects Registration.
  - You are required to enrol for the courses within 7 days after the commencement date of the programme.
  - Enrolment after the stipulated date is subject to the approval by the Head of Department.
2. Attendance & Results  
You are to maintain the following regulations mandated by the Ministry of Higher Education, Malaysia (MOHE):
  - To attend all lectures, tutorials, practical and other classes required by the programme.
  - To maintain 80% of class attendance for each course per semester. Failing which, you will be barred from the final examination of the programme.
  - To maintain a minimum CGPA of 2.0 per semester.

### INTERNATIONAL STUDENT RULES & REGULATIONS

1. **STUDENT PASS** – Your acceptance to KDU Penang University College is subjected to the approval of your student pass application by the Education Malaysia Global Services (EMGS) and Malaysian Immigration Department. KDU Penang University College will submit the application on student's behalf but is not responsible in the time taken by the Immigration Department in processing the application and if the application is rejected by the Immigration Department for any reasons. Furthermore, your acceptance is subject to passing the medical examination at EMGS approved clinics.
2. **VALIDITY OF PASSPORT & PASS** – You must hold a valid passport and student pass for the entire duration of your stay in Malaysia. You are responsible for the validity of any kind of Immigration pass/visa/social pass and must abide by the rules and regulations imposed by KDU Penang University College and the Malaysian Immigration Department. You shall take full responsibilities over any penalty imposed to you AND the Institution over your own negligence.
3. **REPORT TO KDU PENANG UNIVERSITY COLLEGE** – Upon your arrival in Malaysia, you must report to the International Office (IO), KDU Penang University College the next day (if arrival not on weekend) to proceed for medical examination at EMGS approved clinics, and to submit your passport for the endorsement of student pass.
4. **PAYMENT OF FEES** – You are required to pay the programme fees at Bursary by the due date stated in the invoice (please refer to KDU Bursary Policy).
5. **PAYMENT OF STUDENT PASS & VISA** – You shall bear all charges related to your student pass/visa/special pass or fines charged by the Education Malaysia Global Services (EMGS) and/or Immigration Department Malaysia.
6. **NO EMPLOYMENT** – You are not allowed to engage in any kind of work or occupation in Malaysia while holding a student pass unless you have obtained the approval from the Immigration Department.
7. **EXTENSION OF STUDENT PASS** – You are required to pay RM1000 fee to extend your student pass if you fail to complete your studies within the duration of your student pass given by Malaysian Immigration Department. All application for student pass must be submitted to the International Office two (2) months before the expiry date of your student pass. Failing to submit two (2) months before the expiry date, you are required to do a special pass of RM240.
8. **WITHDRAWAL** – You must inform KDU in writing if you wish to withdraw from the university college and report to the International Office for cancellation of your student pass. KDU reserves the right to forfeit the caution fee and inform the Immigration Department to cancel your student pass if you fail to do a proper cancellation before leaving the country.
9. **INACTIVE** – If you have registered but fail to attend any classes one (1) month after the commencement date without informing KDU officially, you will be classified as Withdraw. All fees and security deposit will be forfeited and KDU will inform Immigration Department to cancel your student pass.
10. **REFUND OF FEES** – Refund of fees is subjected to KDU Bursary Policy (please refer to KDU Bursary Policy).
11. **DEFERMENT** – You must obtain a written approval from your Head of Department if you wish to defer your study (terms and conditions applied).
12. **CODE OF CONDUCT** – You are required to abide by the KDU Penang University College – Code of Conduct and Discipline.
13. **MEDICAL EXAMINATION** – You are required to undergo medical examination at EMGS approved clinics within the next day of arrival.
14. **PERSONAL BOND** – The Immigration Department of Malaysia requires all universities in Malaysia to sign a Personal Bond on behalf of the international student, binding the institution for the said sum. To comply with this requirement, the University College requires a candidate to lodge with the University College the said sum for this purpose. This amount is bundled together with the Caution Fee which is stated in the fee structure. This Caution Fee will be returned to the student upon completion/withdrawal of his/her studies in this University College, on the condition that there is no violation of any provision of the Immigration Ordinance 1959 (F.M.12 of 1969) and Immigration Regulations 1963 (F.L.N. 228/63).

## SECTION F : DECLARATION BY APPLICANT

I declare that the information provided and documents submitted are true and complete. I understand that any misrepresentation of information may result in KDU revoking acceptance or terminating my enrolment.

I understand that KDU reserves the right to change policies, programmes and fees without notice.

I hereby confirm that I have read, agreed to and confirmed all the above. I understand that by accepting this offer, I am to follow all the above terms and conditions as well as **KDU Rules and Regulations**. I fully understand and agree to abide by them.

I hereby declare that I consent to the use of the Personal Data for purposes as declared under Personal Data Protection Notice as listed in <http://www.kdupg.edu.my/pdpa.pdf>. KDU Penang University College may collect, process and use the information above to provide me with the latest information on products and services offered by KDU Penang University College.

**SIGNATURE OF APPLICANT:**

**If you are under 18, your parent/guardian must provide consent by signing below:**

Name: \_\_\_\_\_

MyKad/Passport No: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

## SECTION G : FOR OFFICE USE ONLY - ADMISSION STATUS

Academic Programme Code : \_\_\_\_\_ Date of Intake : \_\_\_\_\_

Category of Acceptance :  Full  Conditional

### Academic requirements for Conditional Acceptance

- To submit a copy of certified actual result  
 Other conditions : \_\_\_\_\_

Remarks : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Counseled by : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Approved by : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_  
(HOD / HOS)

Recruited by (if applicable) :

Friend 2 Friend (Introducer's Name & Student No): \_\_\_\_\_  Agent

(Company Name & Stamp)

### **BURSARY OFFICE :**

Payment Details :  Cash  Cheque  Telegraphic Transfer  Credit Card

Amount Paid : \_\_\_\_\_ Receipt No: \_\_\_\_\_

Processed by : \_\_\_\_\_ Signature : \_\_\_\_\_ Date: \_\_\_\_\_