

# ASEAN International Mobility for Students (AIMS) Programme

## Operational Handbook

**SEAMEO RIHED is the Regional Centre for Higher Education and Development working for the 11 Member Countries in Southeast Asia under the umbrella of the Southeast Asian Ministers of Education Organization (SEAMEO)**

**ASEAN International Mobility for Students (AIMS) Programme:  
Operational Handbook**

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## **PREFACE**

ASEAN International Mobility for Students (AIMS) Programme is the continuation of the Malaysia-Indonesia-Thailand (M-I-T) Student Mobility Programme following its successful pilot phase.

In 2010, the governments of Malaysia, Indonesia, Thailand, and SEAMEO RIHED launched a multi-lateral collaborative programme to promote student mobility in the Southeast Asian region. With strong support and contributions from the governments of the three participating countries, the pilot project was successfully implemented, and the expansion phase began in 2012 with the participation of Vietnam under a new programme name--AIMS. It has been ambitiously agreed as a short-term goal among the participating member countries that by 2015 at least 500 students will be mobilised across the region, with expanding fields as well as membership.

To SEAMEO RIHED, student mobility has always been one of the key strategic elements of cooperation leading to the development of a regional common space in higher education in Southeast Asia. SEAMEO RIHED's 4th Five-Year Development Plan puts forth the cultivation of globalized human resources as one of the five key objective areas.

To accommodate the future inclusion of new members in the near future, this Handbook is aimed at giving a clearer picture of the AIMS Programme and steps to be taken for all newcomers. The Handbook contains a brief introduction of the Programme history and development process, significant participating steps, roles and actions of different stakeholders and also other useful information.

This Handbook was drafted by Fuchsia Hepworth, based on the “M-I-T Student Mobility Program: Pilot Project Review 2010”. Prof. Dr. Zarida Hambali, Dr. Illah Sailah, Assoc. Prof. Dr. Piniti Ratananukul and the country teams, as well as distinguished delegates of the 3rd Review Meeting of M-I-T Student Mobility Programme, and SEAMEO RIHED team--including Dr. Vipat Kuruchittham, Dr. Nopraenue S. Dhirathiti, Phunyanuch Pattanotai, Ropharat Aphijanyatham, and Li Zhe--had provided valuable inputs to its various drafts. I would like to express my sincere gratitude to them all for contributing to the successful publication of this Handbook.

Assoc. Prof. Dr. Sauwakon Ratanawijitrasin  
Director, SEAMEO RIHED  
June 2012

## **Welcoming Remarks**

In the spirit of collaboration that ensure the success of the Malaysia-Indonesia-Thailand (M-I-T) Student Mobility Programme, we collectively welcome you to the programme on behalf of the Department of Higher Education, Ministry of Higher Education Malaysia; the Directorate General of Higher Education, Ministry of Education and Culture, Indonesia; and Office of the Higher Education Commission, Ministry of Education, Thailand; and the Southeast Asian Ministers of Education Organization-Regional Centre for Higher Education and Development (SEAMEO RIHED) to the ASEAN International Mobility for Students (AIMS) Programme.

Internationalisation is essential for the growth of all of our higher education systems. Student mobility is a mechanism to support this trend. Mobility also plays a key role in ASEAN integration, as academic and cultural sharing will promote the ASEAN identity. The M-I-T Student Mobility pilot project's successes since its launch in 2010 were substantial. Around 260 students studied in a partner country, and 23 universities actively participated. Although the goal of achieving the exchange of 150 students from 3 countries in 5 disciplines by 2011 has been exceeded, we will continue to march on to the next milestones. By 2013 we wish to include 2 more countries, with 10 countries participating by 2015. Furthermore, we aim to expand in terms of disciplines. Currently including 5 disciplines of hospitality and tourism, agriculture, language and culture, international business, and food science and technology, it is aimed to expand to 7 disciplines by 2013, and 10 disciplines by 2015. In acknowledgement of the broader scope and objective, the pilot project will now be cemented into an official programme under the name of ASEAN International Mobility for Students.

The implementation of an ASEAN student mobility programme is a serious task, and not without difficulties. Our objective is to work together to overcome challenges. We urge all stakeholders to render full administrative and financial support to overcome obstacles and limitations. Close communication among all key players will ensure the programme's future success.

We welcome the expansion of the programme both in terms of student numbers, participating countries and higher education institutions (HEIs), and programme disciplines. We look forward to working with you to promote the mobility of students among higher education institutions through the ASEAN International Mobility for Students mechanism.

Department of Higher  
Education,  
Ministry of Higher  
Education,  
Malaysia  
<http://www.mohe.gov.my/portal/en/>

Directorate General of  
Higher Education,  
Ministry of Education  
and Culture,  
Indonesia  
<http://www.dikti.go.id/>

Office of the Higher  
Education Commission,  
Ministry of Education,  
Thailand  
<http://inter.mua.go.th/main2/index.php>

Southeast Asian Ministers of Education Organisation  
Regional Centre for Higher Education and Development  
(SEAMEO RIHED)  
<http://www.rihed.seameo.org>



## Part 1: INTRODUCTION

### 1.1 Handbook Purpose

This handbook has been developed by SEAMEO RIHED to assist the staff responsible for ensuring participation in the ASEAN International Mobility for Students Programme. It assists countries wishing join the programme by providing an overview of the process to join the programme. It allows the ministries responsible for higher education to understand the programme, its benefits and obligations. The handbook also provides operational guidelines for the ongoing annual management of the programme. The target audience is ministry staff, and staff working in higher education institutions including international relations offices staff and discipline leaders.

### 1.2 Glossary

Credit	Academic credit for individual subjects attempted and completed at host university.
International Relations Office (IRO)	The body facilitating the flow of student mobility under the mobility programme. The body may not necessary be named the IRO.
Higher Education Institution (HEI)	University or tertiary training provider.
Home Government	National home government from the country that a student undertaking mobility programme comes from.
Host Government	National government of the country that a mobility student is going to.
Home University	HEI in students' home country where the student is studying their main academic programme.

Host University	HEI in another country that student will undertake their mobility programme.
Ministry	The ministry responsible for higher education in participating countries.
Agreed mobility programme	Subjects to be undertaken at the host university, as agreed between home and host universities.
M-I-T Pilot Project	The initial student mobility pilot project initiated in 2009 as a collaboration between Malaysia, Indonesia and Thailand.
AIMS Programme	ASEAN International Mobility for Students Programme. The name of the broader programme including all SEAMEO member countries, named from 2012.

## **Part 2: PROGRAMME OVERVIEW**

The ASEAN International Mobility for Students programme aims to create a vibrant student mobility programme for citizens of all SEAMEO member countries. It emerges from the Malaysia-Indonesia-Thailand (M-I-T) Student Mobility Pilot Project which was initiated in 2009 as collaboration between the governments of the three countries and SEAMEO RIHED. The M-I-T project was a pilot project. Following the success of the pilot project, it is now being turned into a fully-fledged ASEAN programme. Additional Southeast Asian nations are now invited to join the efforts of the three existing countries, and collectively develop a regional Southeast Asian student mobility programme. This section provides a background to the student mobility pilot project, including key partners, objective and key events.

### **2.1 Key Implementing Partners**

When the M-I-T Student Mobility Pilot Project was established, three SEAMEO Member Countries participated. The three implementing partners are:

- Department of Higher Education, Ministry of Higher Education (MOHE), Malaysia;
- Directorate General of Higher Education, Ministry of Education and Culture (DGHE, MOEC), Indonesia; and,
- Office of the Higher Education Commission, Ministry of Education (OHEC, MOE), Thailand

The Southeast Asian Ministers of Education Organization, Regional Centre for Higher Education and Development (SEAMEO RIHED) took on the role of the project secretariat to support the mobility programme's development.

### **2.2 History of the Pilot Project**

With strong support from the governments of Malaysia, Indonesia and Thailand, the M-I-T Student Mobility Pilot Project was initiated under SEAMEO RIHED's Framework for Regional Integration in Higher

Education in Southeast Asia (2008)<sup>1</sup>, as endorsed by the SEAMEO Council at the 43<sup>rd</sup> Council Conference.

The Pilot Project is SEAMEO RIHED's flagship with the aim to cultivate globalised human resources. We believe that mobility of students, academics, researchers and administrative staff will support the region's overarching aim in establishing a Southeast Asian Higher Education Area.

In order to operationalise the M-I-T project in the more effective and sustainable way, SEAMEO RIHED is also developing other higher education mechanisms to support the programme. These include the M-I-T Internationalisation Award, Southeast Asian quality assurance framework, Southeast Asian credit transfer system, and ASEAN curriculum content.

The M-I-T Pilot Project worked with both governments and higher education institutes in three countries, establishing a multilateral mobility programme with regional scope. Having established a successful pilot mobility programme, SEAMEO RIHED, is now working on behalf of governments to expand the programme.

### **2.3 Key Activities Supporting the Mobility Program**

Steps towards a student mobility programme for the SEAMEO member countries began in 2007. SEAMEO RIHED responded to Member States calls for the establishment of a Higher Education common space in Southeast Asia by proposing a higher education harmonisation process. The "Framework for Regional Integration in Higher Education Southeast Asia"<sup>2</sup> The Framework was first proposed to the 15th RIHED General Board Meeting held in August 2007, the 30th SEAMEO High Officials Meeting and the 2nd Meeting of Director Generals, Secretary Generals and Commissioners Responsible for Higher Education Meeting, both

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<sup>1</sup> SEAMEO RIHED. (2008). A Framework for Regional Integration in Higher Education in Southeast Asia: The Road towards a Common Space. 43rd SEAMEO Council Conference (p. 9). Kuala Lumpur, Malaysia: SEAMEO.

<sup>2</sup> SEAMEO RIHED. (2008). Harmonisation of Higher Education: Lessons Learned from the Bologna Process. Bangkok, Thailand: SEAMEO RIHED.

held in November 2007. RIHED's proposal was endorsed at the 43rd SEAMEO Council Meeting in March 2008. The conference held on 6-7 November 2008 launched the framework<sup>3</sup>.

The student mobility pilot project was established in 2009. Implementation of the project was discussed at a series of design workshops. The 1st M-I-T Meeting, held in Bangkok, Thailand in August 2009, the 2nd M-I-T Meeting, held in Bangkok, Thailand in October 2009 and the M-I-T IROs Meeting, was held in Jakarta, Indonesia in December 2009.

The M-I-T Student Mobility Pilot Project was launched in 2010 and continued to grow in 2011. Meetings were held to monitor the project including the 3rd M-I-T Meeting held in Kuala Lumpur, Malaysia in September 2010 and the Policy Makers Discussion Meeting, held in Bangkok, Thailand in December 2010. The 1st M-I-T Review Meeting, was held in Bangkok Thailand in January 2011. The 2nd M-I-T Review Meeting, was held in Bali, Indonesia in September 2011. Following evaluation of the pilot project, recommendations were made in order to expand the programme to all Southeast Asian nations.

At the 3rd M-I-T Review Meeting, held in Penang, Malaysia in March 2012, Member Countries agreed to establish an ASEAN student mobility programme. Member Countries agreed that this programme would be called the ASEAN International Mobility for Students (AIMS) programme. Member Countries encouraged the welcoming of new members to the AIMS programme, as a means of accelerating efforts to meet the ASEAN Community by 2015. Having expressed interest in joining the program, representatives from Vietnam's Ministry of Education and Training (MOET) attended the meeting as the first step in joining the AIMS program.

## **2.4 Implementing Higher Education Institutions**

As of 16 March 2012, the programme includes 23 Universities located in Malaysia, Indonesia and Thailand. These Universities were chosen by

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<sup>3</sup> SEAMEO RIHED. (2009). Raising Awareness: Exploring the Ideas of Creating Higher Education Common Space in Southeast Asia. SEAMEO RIHED (p. 190). Bangkok, Thailand: SEAMEO RIHED.

the ministries responsible for higher education in the respective countries, as the leading higher education institutions. Participating Universities are listed in Table 3 (See ANNEX 6.1).

## **2.5 Benefits of the ASEAN International Mobility for Students Programme**

### **2.5.1 Benefits for Countries**

- Contribute to the process of ASEAN integration and community building, as detailed in the Charter of the Association of Southeast Asian Nations.
- Promote ASEAN peoples' participation in the process of ASEAN integration
- Enhance the profile and visibility of Southeast Asian higher education
- Develop capacity to deliver international education and build reputation to encourage international students

### **2.5.2 Benefits for Higher Education Institutions**

- Opportunity for selected institutions to actively engage in a regional exchange programme
- Increases capacity of HEIs International Relations Office to deliver international education, through coordination with other HEIs and the refinement of processes to accommodate international students
- Develop an international atmosphere based on the cultural exchange, both from inbound overseas students and the outbound students greater internationalisation upon their return
- Develop on-going networks for future coordination among members

### **2.5.3 Benefits for Students**

- Improved ability to operate in an international environment
- Develop personal and socio-cultural links with peers from other countries
- Generate a strong sense of ASEAN citizenship, as part of the readiness toward ASEAN Community in 2015

- Create on-going student networks— a great asset for the future

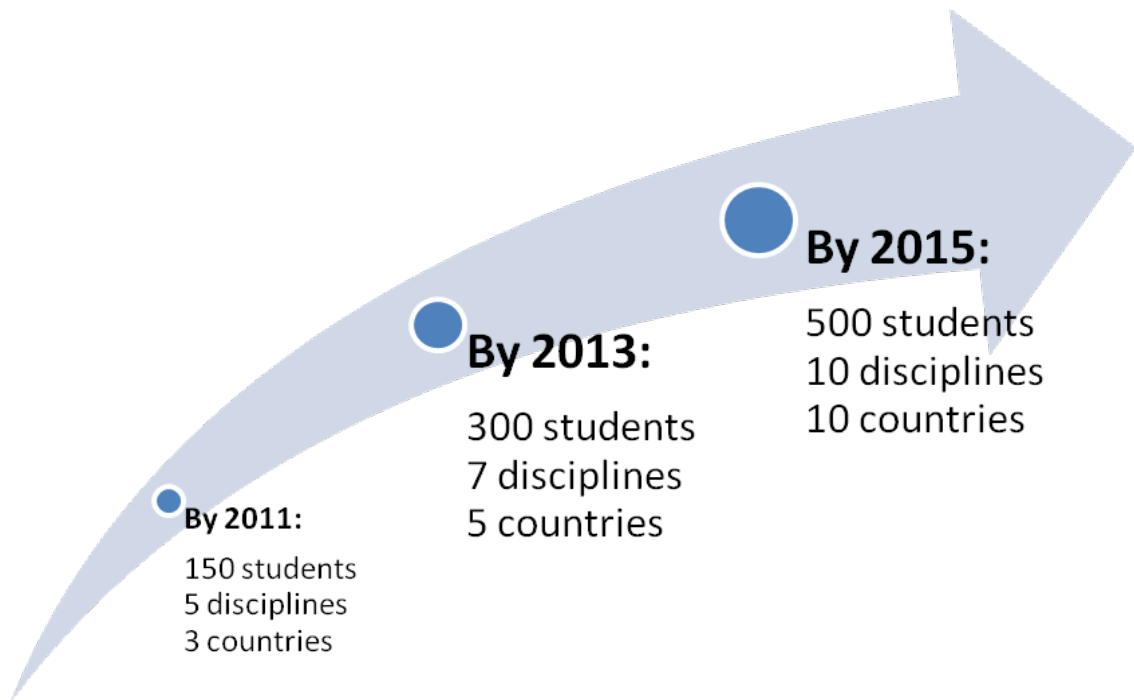
## **2.6 Expected Outcomes**

Mobility will have a positive impact on academic and cultural development as well as political, social and economic spheres. The training of skilled university graduates with cross-cultural experience aids labour mobility in the region, thus developing a skilled ASEAN workforce to meet individual countries human resources needs. Student mobility provides an infrastructure for students to travel and learn in countries in the region. If promoted, this can lead to the effective circulation of human resources in the region, where countries make use of qualified graduates from other nations.

Additionally, if properly pursued, the benefits resulting from the higher education harmonisation programmes are expected to see the development of a multicultural space where people respect differences in culture, language and religion while aware of the common values and unity of the ASEAN nations. This supports the development of the ASEAN character, with respect and support of each other's culture. We strongly believe that student mobility will be a driving force in the development of the ASEAN community, contributing to regional development.

In Southeast Asia, past efforts to promote student mobility in Southeast Asia concentrated on bilateral collaborations between higher education institutes in the region. The benefits emerging from this cooperation are therefore limited to the individual institutions participating in such an agreement (SEAMEO RIHED, 2009). The M-I-T Student Mobility Programme overcame this limited scope by working with both governments and higher education institutes to develop a truly regional programme. This competitive advantage will continue with the expansion of the AIMS project to include all Southeast Asian Member Countries.

**Figure 1: Programme goals set in 2009**





## Part 3: PROGRAMME PARTICIPATION

Having shared the background to the M-I-T Student Mobility Pilot Project, we will now explain how countries new to the programme can become involved in the expanded ASEAN International Mobility for Students (AIMS) programme from 2012. A decision to join the programme must come from the ministry responsible for higher education.

### Authority to Participate

A decision to join the AIMS programme must come from the ministry responsible for higher education

### 3.1 Steps for New Members to Undertake

**Table 1: Steps for new members to undertake**

Step	Description
<b>1. Contact RIHED</b>	Government representative inform SEAMEO RIHED of interest in joining the programme.
<b>2. Observe AIMS Review Meeting</b>	Ministry staff observe at next scheduled AIMS Review Meeting (held twice a year) and participate in policy-makers working group discussion on inclusion of new members.
<b>3. Review AIMS Handbook</b>	Ministry and HEI staff understand existing country and partner institutions as detailed in this Handbook, and agree to work collaboratively with all the stakeholders.
<b>4. Assign AIMS Contact Person</b>	Assign a country level government contact person for mobility programme, ensuring country fulfilment.
<b>5. Identify</b>	Identify higher education institutions to

<b>Participating HEIs</b>	participate in the programme, select institutions that meet the programme's requirements and criteria.
<b>6. Organise In-Country Initiation Meeting</b>	Share programme information with stakeholders within the country. Hold policy-level initiation meeting with government and HEI representatives. Match HEIs selected course(s) with the AIMS disciplines.
<b>7. Allocate Budget</b>	Government shall allocate budget for financial support of outbound students, hosting and attending review meetings.
<b>5. Policy Meeting</b>	Policy meeting will be organised between new member country and present member countries to review selected HEIs and
<b>8. Attend AIMS Review Meeting</b>	Attend further AIMS Review Meeting - both government representatives and HEI staff. Each HEI develops framework for reciprocal exchange of students with HEI partners in other countries.
<b>9. Consult on Student Visa Procedure</b>	Government should consult with immigration authorities agencies to provide simple and non-costly immigration regulations for incoming mobility students. Ideally develop short-term 'student visa'. Provide advice to HEIs on best visa process for incoming students.

### 3.2 Letter of Intent

Becoming a partner of the AIMS Programme means agreeing to the programme structure, undertaking to ensure your countries commitment

with the Programme, and to work closely with other member countries. As a partner, Ministries of Education and Higher Education Institutions commit to working collaboratively to achieve the shared goals for the mutual benefit of all partners.

Partners will sign a formal document to attest to this formal collaboration. This document will be signed when member countries are adopted to participate at the AIMS Review Meeting.

### **3.3 AIMS Programme Criteria**

In order to develop a sustainable and on-going student mobility programme in SEAMEO member countries, stakeholders in all participating Member Countries agree to meet the following criteria:

#### **3.3.1 Students Come from Selected Universities from Participating Countries**

The Ministry of each participating country is responsible for selecting appropriate institutions to participate in the Programme. Only flagship and leading universities should be selected to aid credit transfer, matching of course syllabi, accreditation, and attracting students to join the programme. The list of participating HEIs from Malaysia, Indonesia and Thailand are shown as Figure 3, 4, 5 (see ANNEX 6.1). Countries newly participating in the programme will propose HEIs to be added to this list.

#### **3.3.2 Students Study in the Selected Disciplines**

The five selected disciplines as of 2011 are Hospitality and Tourism, Agriculture, Language and Culture, International Business and Food Science and Technology.

After selecting participating HEIs, the Ministry shall conduct a meeting to match appropriate HEI(s) with each of the five selected disciplines. The five disciplines have been identified as common among participating HEIs, and strategic priorities for developing expertise in the Southeast Asian region.

The Ministries agreed in principle to expand the programme in terms of number of disciplines to cover seven disciplines by 2013, and ten disciplines by 2015.

### **3.3.3 Duration of Study: one semester**

The home university must permit its students to participate in an exchange in any year of a students' programme. The duration of the mobility programme awarded by Ministry is a minimum of one semester, but not more than six months.

### **3.3.4 Number of Students**

The student mobility programme is based on the principle of reciprocity. Each participating country agrees to provide financial support to 25 students per year, and to balance inbound and outbound exchange of 25:25 students to respective member country. Additional students may be accommodated for with costs incurred absorbed by home and/or host universities based on their bilateral agreement<sup>4</sup>.

The agreed number of exchange students will be adjusted following the inclusion of new member countries. A comparable number of students from each institution will be exchanged each year.

### **3.3.5 Credit Transfer System**

Students should receive credits for each subject they complete at the host university. The UMAP Credit Transfer System (UCTS) is the agreed credit transfer system until a regional system is developed. The UCTS User Guide<sup>5</sup> encourages the development of a learning plan for each student, agreed to by home and host institutions, and provides conversion and grading scales (UMAP Secretariat, 2010).

The Record of Proposed Study Programme (see ANNEX 6.3) is an example of such a learning plan.<sup>6</sup>

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<sup>4</sup> Minute of 2<sup>nd</sup> M-I-T Student Mobility Programme Review Meeting

<sup>5</sup> UMAP. (n.d.). UCTS Handbook. Retrieved August 25, 2010, from University Mobility in Asia and the Pacific: <http://www.umap.org/2009/upload/cms/uploadfiles/Handbook%20UMAP%20Student%20Connection%20Online%20&%20UMAP%20Credit%20Transfer%20Scheme.pdf>

<sup>6</sup> UMAP Credit Transfer System. Retrieved 25 August, 2010. <http://www.umap.org/en/cms/detail.php?id=106>

To aid credit transfer and ensure students receive credit for the subjects they studied, a Transcript of Study Progress Results and Academic Transcripts should be given to all students completing subjects under the AIMS programme. See section 6.4.1 for a sample Transcript of Study Programme Results.

#### **Receiving Credits**

Receiving due recognition for courses undertaken emerged as a key challenge in the pilot project. Students should receive credit at their home university for **all** subjects they successfully completed as part of their mobility programme.

### **3.3.6 Language**

All courses for students participating in the programme must be in English. HEI's are responsible for ensuring that the curriculum is taught in English.

Home Universities are responsible for recruiting students with the required level of English proficiency to undertake the programme. Some Host Universities may ask students to provide evidence of English language ability, such as a TOEFL or IELTS. Host Universities should advise students of these requirements before they enrol in the programme. Students must be allowed to take these tests at their home institution.

### **3.3.7 Funding: Tuition, Fees, Expenses**

Programme costs are shared across stakeholders. Participation in the programme is on the following cost-sharing basis, with participants agreeing to cover fees and costs as detailed.

#### **Releasing Funds**

Governments are responsible for allocating budget and releasing funds to HEIs to allow implementation of the programme.

### **Hosting Review Meetings**

Government takes turns to host review meetings to facilitate planning and sustainability of the programme.

Meetings include participation by policy-makers, country contacts and HEIs involved in the AIMS programme.

Meetings allow for reviewing of the AIMS programme and to ensure that reality is meeting the programme criteria and student needs.

#### 3.3.7.1 Home Government Agrees To:

- Support international travel
- Provide international health insurance
- Cover accommodation expenses
- Allot monthly allowance to student
- Assign staff to accompany students (optional but recommended for first exchange to a university)
- Take turns to host AIMS Review Meetings, with other ministries
- Release budget for their ministry and HEI representatives to attend all Review Meetings

#### 3.3.7.2 Host Government Agrees To:

- Waive tuition and faculty fees
- Provide basic medical provision
- Help locate suitable accommodation
- Establish a buddy / tutoring system / international advisor for international students
- Take turns to host AIMS Review Meetings, along with other ministries
- Release budget for their ministry and HEI staff to attend all AIMS Review Meetings

### 3.3.7.3 Student Agrees To:

- Cover visa costs
- Complete tests at Home HEI for specific entry requirements at Host HEI, including medical and English language tests
- Provide for living expenses above the monthly allowance provided

## 3.4 Checklist for Member Countries Joining the AIMS Programme

By agreeing to the principles and knowledge in the following checklist, new country members will ensure their readiness to join the AIMS Programme.

- A comprehensive knowledge of participating universities in AIMS member countries
- Understand the five selected disciplines; Agriculture, Art and Culture, Hospitality and Tourism, International Business, and Food Science and Technology
- Accept the fixed mobility placements of only one semester duration
- Understand and be able to transfer credits using the UMAP Credit Transfer System (UCTS) or the Record of Study Programme and Transcript of Study Programme Results forms in ANNEX 6.4.
- Ensure suggested curriculum is taught in English
- Be flexible in preparing the academic calendar and curriculum among the universities that willing to participate with the Programme
- Ensure the English Proficiency of participating students as required by the host institution
- Understand the items to be funded by the government, HEIs and students
- Nominate a country coordinator and a coordinator at each university participating in the programme
- Acknowledge the 'Reciprocity' principle aiming for an equal number of students between universities

## Part 4: STUDENT PLACEMENT PROCESS

Having reached the stage of joining the programme, the handbook will now provide an overview of the individual placement process. Placements are organised annually in collaboration with ministries responsible for education, home and host universities and students. To ensure the effective and sustainable management of the programme, each stakeholder manages distinct steps and outcomes as detailed below.

### 4.1 Deciding on the Number of Students

Each county should mobilise an agreed number of outgoing students to each partner country each year. The ministry responsible for higher education is responsible for allocating the number of students to undertake mobility programmes from each specific university, and allocate funding to support this.

***Action: Ministry must advise HEIs of the number of students they provide funding to support any given year.***

### 4.2 Agreeing on AIMS Programme between Universities

Decisions about the programme are made at the AIMS Review Meetings. These meetings allow all government stakeholders, HEI IRO staff and discipline leaders to meet and reach agreements on the framework for student exchange between individual universities. These decisions will include agreed number of students, when they will arrive, the academic programme they will study and confirmation that those programmes will be credited back to their home university. Meetings are hosted by mobility programme host governments on a rotating basis.

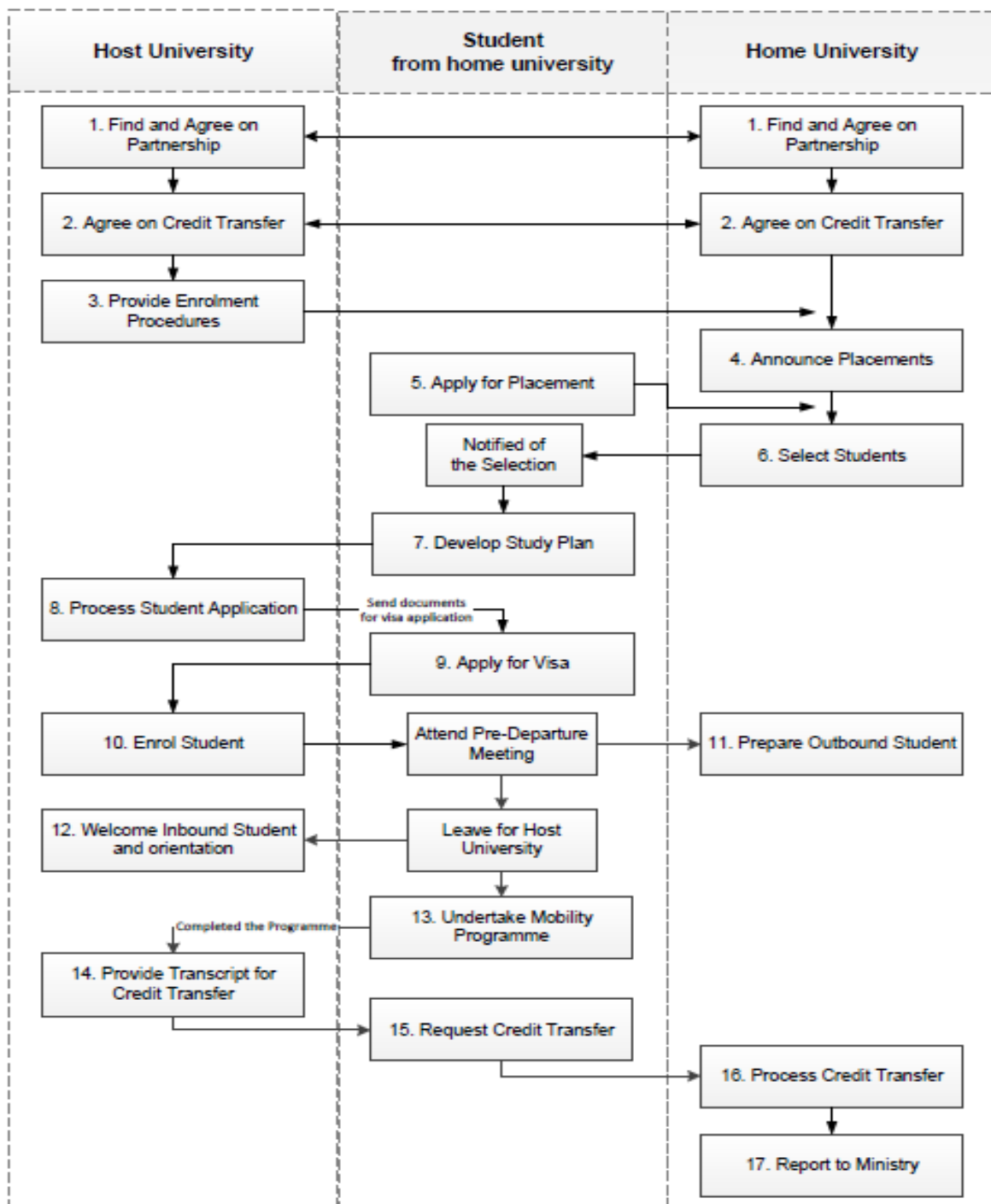
***Action: All stakeholders, namely policy makers from ministries, HEI IRO staff and discipline leaders of member universities must participate in regular review meetings. Governments should provide financial support to all AIMS stakeholders from their country, and agree to host the meetings on a regular basis.***



### 4.3 Managing Individual Mobility Students

Students are managed in partnership by actions from Ministry, home university, host university and the students themselves. This process and associated actions are detailed in the flowchart below.

**Figure 2: Flowchart of individual mobility placement actions**



Actions related to these steps are further detailed in the table below

**Table 2: Stakeholder actions for mobility placements**

Step	Description
1. Find and Agree on Partnership  By Home and Host Universities	Identify universities and disciplines. Agree on enrolment conditions, commencement date. Match study programmes, number of units to be undertaken (using UCTS as a platform).
2. Provide Enrolment Procedures  By Host University	Provide enrolment procedures to facilitate student mobility programme.
3. Announce Placements  By Home University	Announce placements, detailing disciplines and enrolment requirements of Host HEIs .
4. Apply for placement  By Student	Students apply for placement and complete tests at Home HEI required by Host HEI, including English language tests.
5. Select Students  By Home University	Select and match students with Host HEI's requirements.
6. Develop Study Plan  By Student (supported by Home and Host University)	Student develops his/her study plan in consultation with faculty members at Home and Host Universities. The study plan must have at least 18 credits.
7. Agree on Credit Transfer  By Home and Host Universities	Agree on credit transfer by Home and Host Universities by mapping units in the student's study plan.

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8. Process Student Application By Host University	Process student application in a timely manner and provide necessary documents to support student visa application.
9. Apply for Visa By Student	Students apply for student visa in their home country.
10. Enrol Student By Host University	Enrol student in subjects specified in the study plan. Waive tuition and fees.
11. Prepare Outbound Student By Home University	Prepare student for departure through pre-departure programme discussing about logistical arrangement, language preparedness, perception of different culture and so on. At the same time, ensure student has adequate and valid international health insurance for the entire placement. Ensure student has return flight. Furthermore, arrange payment to student for monthly allowance and ensure accommodation expenses are covered, by payment to Host HEI, or by other agreement between HEIs.
12. Welcome Inbound Student By Host University	IRO from Host University shall pick up student from airport. Provide arrival orientation and advice, suitable and acceptable accommodation for student and basic medical provision. Moreover, designate staff to look after students welfare throughout exchange.

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13. Undertake Mobility Programme By Student	Student undertakes the programme at Host University for one semester with a maximum of four months.
14. Provide Transcript for Credit Transfer By Host University	Upon successful completion of the programme, provide academic transcript to student and home university, to allow for credit transfer.
15. Request Credit Transfer By Student	Student requests credit transfer from Host University and provide academic transfer to home university. Finally, write report on mobility experience.
16. Process Credit Transfer By Home University	Add credits to student's home academic record upon successful completion of the programme.
17. Report to Ministry By Home University	Report and send students' study records to home Ministry.

#### 4.4 Monitoring Process and Addressing Issues

The AIMS programme has inbuilt monitoring and evaluation. Following each placement, the Review Meetings allow stakeholders to review the student mobility programme and ensure that the reality is meeting the programme criteria and students individual needs. By working together and we can create a robust ASEAN International Mobility for Students Programme.

## **Part 5: PROTOCOL FOR HEIs**

The M-I-T Student Mobility Pilot Project conducted 2009-2011 allowed us to define how to work together, and helped us to identify activities that ensure a successful mobility experience for students. Also included in this section are some lessons learned from the M-I-T Pilot Project. We invite you to learn from our experience, and consider the following considerations or recommended practices while initiating the placement process in your countries for AIMS programme.

### **5.1 Pre-Arrival**

#### **5.1.1 Academic Calendar**

A key challenge to overcome is different academic calendars among Universities in partner countries. Longer term, there may be a move towards aligning academic calendars. We dealt with this by aligning programmes as best we could and being flexible if students might be commencing slightly outside of normal times. The Review Meetings provide the platform to discuss academic calendars and for HEI partners from different countries to find a time for their students to mobilise.

#### **5.1.2 Academic Records/ Grading System**

Each country has a difference grading system, which initially seemed like a major barrier. The UMAP Credit Transfer System overcomes this barrier. It helps make AIMS programmes more effective by ensuring credit for study undertaken on exchange and to facilitate greater mobility between participating countries. The AIMS programme will use the UCTS system. One credit is 40 teaching and learning hours over approximately 16 weeks. Students will be asked to enrol for at least 18 credits during their participation in the AIMS Programme, undertaking up to 45 hours per week of lectures, activities or study. The full recognition through the credit transfer system/scheme will be given to students for completed activities specified in the course syllabus. UCTS tools which can help with credit transfer are:

- The UCTS credit point scale, for use as a conversion scale to record the student workload at the host institution in a form suitable for conversion to the home institution workload measure; and
- The UCTS grading scale, for use as a conversion scale, to record host institution grades in a form suitable for conversion to home institution grades.
- Complete information is available at the UMAP Website<sup>7</sup>.

### **5.1.3 Course Offers/Subjects Availability/Matching Criteria**

Agreements will be made between HEIs of what subjects students will undertake at host university, ensuring that these subjects essentially match subjects at the home university so can be credited. These agreements will be reached at the Review Meetings. Formal Records of Proposed Study Programmes will be filled out for each student (ANNEX 6.3).

### **5.1.4 Admission Procedure/Letter of Acceptance**

To help with obtaining a visa, host universities must give students a Letter of Acceptance. Ideally this would be provided several weeks before their programme starts.

### **5.1.5 Communication: Country Coordinators/HEIs Coordinators**

The Country Coordinator and contacts from each HEI must be clearly identified and responsive to queries about the mobility programme. The programme can only be successful if there is good communication and prompt responses to enquiries. Contact details are provided in Table 4 (see ANNEX 6.2).

### **5.1.6 Medical Check up**

Students requiring medical check-ups to attend at host university should be advised of this while at their home university. The host university **must** accept diagnosis from home university medical clinics.

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<sup>7</sup> <http://www.umap.org/en/cms/detail.php?id=133>

### **5.1.7 Health Insurance**

All students must have comprehensive health insurance provided before they leave their home university. This is part of the provisions of the home government, and the home university may be delegated responsibility to organise suitable insurance.

### **5.1.8 Visa**

Governments should provide assistance to aid the visa process by discussing the mobility programme with the department responsible for immigration. Ideally a short term 'mobility' visa would be created to aid student mobility. In the meantime, home universities should be provided details of the appropriate visa type and process by the host university. Home universities and/or International Relations Office should assist students to apply for **student visa**. In order to avoid any problem in entering the country and cost of visa extension. Tourist visa is not recommended to students.

## **5.2 Upon Arrival**

### **5.2.1 Pick-up Provision**

Host countries must arrange for students to be picked up from the airport and driven to their accommodation or the university. This will be arranged by good communication between the HEIs and the student. In no circumstances should a student be required to make their own way from the airport.

### **5.2.2 Orientation for Students**

A detailed orientation is a must for all international students. As new international travellers they will have many questions about your university, country and culture. They should be given all the information they require, but most importantly, they should know who to go to if they have questions or need further help. A contact at the University for the length of their stay is also a must.

### **5.2.3 Accommodation**

Accommodation should ideally be located on campus and should be safe, clean and convenient for students.

## **5.3 Returning Home**

### **5.3.1 Certificate of Participation**

All students should be given a Certificate of Participation giving details of the exchange undertaken and dates. This should be provided along with a record of academic achievement.

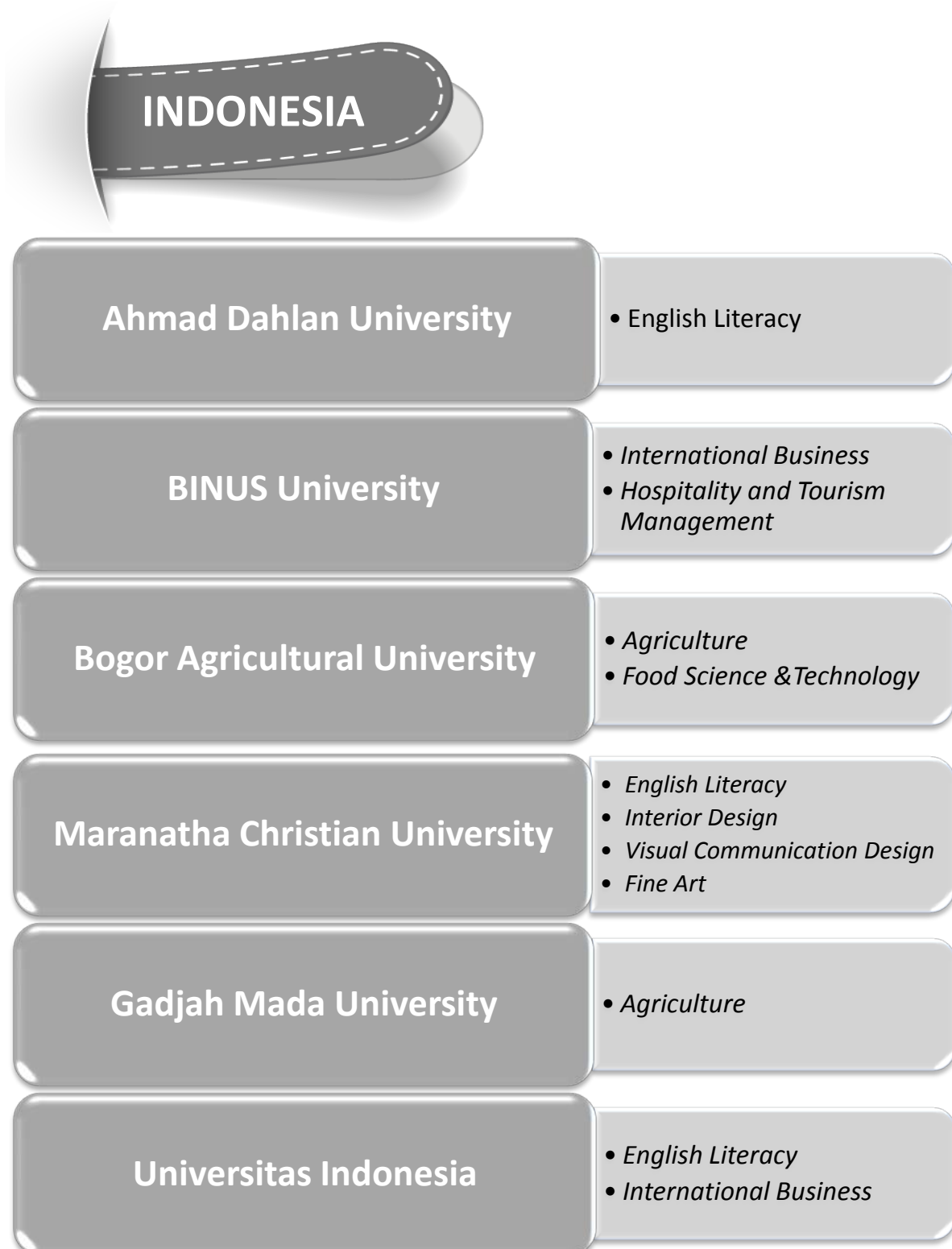


## Part 6: ANNEXES

### 6.1 List of participating HEIs

Figure 3: List of participating Malaysian HEIs



**Figure 4: List of participating Indonesian HEIs**


ISI Denpasar	• <i>Dance</i>
Sebelas Maret University	• <i>Agriculture</i>
Sriwijaya University	• <i>Agriculture</i>
Universitas Pendidikan Indonesia	• <i>Hospitality &amp; Tourism</i>
ISI Surakarta	• <i>Language &amp; Culture</i>

**Figure 5: List of participating Thai HEIs**



## 6.2 Mobility Focal Points Country Contacts

**Table 3: Mobility focal points country contacts**

Organisation	Discipline	Name	Contact
 <h1 style="font-size: 2em; margin: 0;">MALAYSIA</h1>			
<b>Ministry Level</b>			
Director Academic Development Management Division  Department of Higher Education  Ministry of Higher Education (MoHE), Malaysia	Country Focal Point	Prof. Dr. Shahrin bin Sahib@Sahibuddin	Email: shahrin@mohe.gov.my Tel: +603-8870 6540
<b>HEIs Level</b>			
Universiti Kebangsaan Malaysia	<i>International            Business,            Food Science            &amp; Technology,            Language &amp;            Culture</i>	Prof. Ir. Dr. Riza Atiq Abdullah Rahmat  Director of Academic Advancement Centre	Email: pghppa@ukm.my Tel: +603-8921 4299
		Mr. Mohd. Fahmi Mike Abdullah  Assistant Registrar Office of International Relations	Email: mike@ukm.my Tel. : +6038921-4797

Universiti Malaya	<i>Hospitality &amp; Tourism, International Business, Language &amp; Culture</i>	Ms. Sok Wai Wang	Email: waiwai@um.edu.my Tel: +603-7967 7717
		Ms. Vigneshree King	Email: vigneshking@um.edu.my Tel: +603-7967 7716
Universiti Putra Malaysia	<i>Agriculture, International Business, Hospitality &amp; Tourism, Food Science &amp; Technology</i>	Mrs. Chek Zan Kasah	Email: chekzan@putra.upm.edu.my Tel: +603-8946 6050
		Mr. Mohd Hairul Anuar Razak	Email: mhairul@putra.upm.edu.my Tel: +603-8946 7446
Universiti Sains Malaysia	<i>International Business, Language &amp; Culture, Food Science &amp; Technology</i>	Mr. Mohd Zulkarnain Mohamad Tajulariffin	Email: zulkarnain@usm.my Tel: +60 4 653 2770 / 2777
Universiti Teknologi Malaysia	<i>Language &amp; Culture</i>	Assoc. Prof. Dr. Mohd Ismid Mohd Said	Email: ismid@utm.my Tel: +607-553 8001
Universiti Teknologi MARA	<i>Hospitality &amp; Tourism, International Business, Food Science &amp; Technology, Language &amp; Culture</i>	Mrs. Nordiana Mohd Nordin	Email: ndiana@salam.uitm.edu.my Tel: +603-5521 1458
			
<b>INDONESIA</b>			
Ministry Level			
Directorate General of	Country Focal	Dr. Illah Sailah	Email: isailah@yahoo.com

Higher Education Ministry of Education and Culture	Point		Tel: +622157946073
Directorate General of Higher Education Ministry of Education and Culture	Country Focal Point	Mr. Alam Nasrah Ikhlas	Email: anasrahikhlask@yahoo.com Tel : +628126710417
HEIs Level			
Ahmad Dahlan University	<i>English Literacy</i>	Ms. Ulaya Ahdiani	Email: ulaya_ahdiani@uad.ac.id ulilwijayanto@yahoo.com Tel: +62856 7516 232
BINUS University	<i>International Office</i>	Ms. Laily Alfa Citra	Email: laily_ac@binus.edu Tel: +62 21 534 5830 ext. 2173
Bogor Agricultural University	<i>Food Science &amp; Technology</i>	Dr. Eko Hari Purnomo	Email: ekohari_p@yahoo.com Tel: +62 251 626 725 Mobile: +62 812 1335 8113
	<i>Agriculture</i>	Prof. Dadang	Email: dadangtea@ipb.ac.id Tel: +62 251 8629 354
Maranatha Christian University	<i>English Literacy, interior Design, Visual Communication Design, Fine Art</i>	Ms. Ariesa Pandanwangi	Email: ariesa.pandanwangi@art.mar anatha.edu aries201192@hotmail.com Tel: +62 22 201 2186
		Ms. Budi Muliawati Salim	Email: lia.salim25@yahoo.com Tel: +62 815 6170 583
Gadjah Mada University	<i>Agriculture</i>	Dr. Jangkung Handoyo Mulyo	Email: jhandoyom@yahoo.com Tel : +62 274563062 Mobile: +62 811259942
		Dr. Rachmat Sriwijaya	Email : oia@ugm.ac.id Tel: (62-274) 563974 Fax (62-274) 552810
Universitas Indonesia	<i>Language and</i>	Karyaman Muchtar, SE.,M.Soc.Sc	Email: karyaman@ui.ac.id


	<i>Culture</i>		karymuchtar@gmail.com Tel: 021-7867222 ext. 100020 Mobile : +62816923716
		Mrs. Rismeita	Email: rismeita@yahoo.com io-ui@ui.ac.id Tel: 021-7867222 ext. 100104/100520 Or 021- 91014807
ISI Denpasar	<i>Dance</i>	Prof.Dr. I Wayan Rai	Email: rektor@isi-dps.ac.id, gururai@ymail.com Tel: ( 0361 ) 227316 Fax: ( 0361 ) 236100
		Ni Ketut Dewi Yulianti, M.Hum	Email: dewi_yulianti73@yahoo.com, dewiyulianti@isi-dps.ac.id Tel: +62-361- 227316 Fax: +62-361- 236100 Mobile: +62 81237670044
ISI Surakarta	<i>Language &amp; Culture</i>	Prof.Dr. Sri Rochana W	Email: sri.rochana.w@gmail.com Tel: 0271-647658 Fax: 0271-646175 Mobile: 08122655590
Sebelas Maret University	<i>Agriculture</i>	Prof. Dr. Ahmad Yunus	Email: yunus.uns7@yahoo.com Phone : +6281327170799
		Dr. Samanhudi	Email: samanhudi@uns.ac.id samanhudi@ymail.com Tel: +62 271 637 457
Sriwijaya University	<i>Agriculture</i>	Dr. Ahmad Muslim	Email: limpal2003@yahoo.com Tel : +6281367769589
		Dr. Arinafril	Email : oia@unsri.ac.id Mobile: 08117100718
Universitas Pendidikan Indonesia	<i>Hospitality &amp; Tourism</i>	Dr. Vanessa Gaffar	Email: vanessagaffar@yahoo.com vanessa@upi.edu Tel/Fax: +62- 22 2014179 Mobile: +62 811210118
		Mr. Sri Harto	Email: harto.up@gmail.com Tel: +62 22 201 3313





## THAILAND

Ministry Level			
Office of the Higher Education Commission	Country Focal Point	Ms. Lakhana Dockiao	Email: lakhana@mua.go.th Tel: 66 2 610 5465
Office of the Higher Education Commission	Country Focal Point	Mr. Akanit Kingsak	Email: akanit@mua.go.th Tel: 66 2 610 5397
HEIs Level			
Chulalongkorn University	<i>Art &amp; Culture</i>	Asst. Prof. Dr. Kriengkrai Boonlert-U-Thai	Email: kriengkrai@acc.chula.ac.th Tel: 66 2218 5743
		Ms. Sukalin Wanakasemsan	Email: sukalin.w@chula.ac.th, int.off@chula.ac.th Tel: 66 2218 3332
Kasetsart University	<i>Agriculture</i>	Assoc. Prof. Dr. Ed Sarobol	Email: agreed@ku.ac.th Tel: 66 2579 4371 ext. 124
Mahidol University	<i>International Business, Hospitality &amp; Tourism Management</i>	Dr. Chairawee Anamthawat-Kierig	Email: icchairawee@mahidol.ac.th Tel: 66 2441 5090 ext 1745, 66 89107 8845
		Ms. Anisa Mekaporn	Email: icamk@mahidol.ac.th Tel: 66 2441 5090 ext 1701
Mae Fah Luang University	<i>Food Science &amp; Technology</i>	Dr. Romyen Kosaikanont	Email: romyen@mfu.ac.th Tel: 66 53 916 707
Prince of Songkla University	<i>Hospitality &amp; Tourism Management</i>	Dr. Tatiyaporn Jarumaneerat	Email: Tatiyaporn.j@gmail.com Tel: 66 76 276835 66 84 242 1997

Thammasat University	<i>Thai Studies</i>	Assist. Prof. Dr. Supreedee Rittironk	Email: sdr@tu.ac.th Tel: 66 2564 4440 ext. 1005
<b>VIETNAM</b>			
<b>Ministry Level</b>			
Deputy Director General  Department of higher Education, Vietnam	Country Focal Point	Dr. Nguyen Thi Le Huong	Email: ntlhuong@moet.edu.vn ntlhuong@moet.gov.vn Tel: 84 4 3869 4884
Senior Expert  Department of Higher Education  Ministry of Education and Training of Vietnam (MOET)	Country Focal Point	Dr. Nguyen Van Duong	Email: nvduong@moet.gov.vn, duongnnhn53@gmail.com Tel: 84 4 3869 4905
 <b>SEAMEO RIHED</b>			
Southeast Asian Ministers of Education Organisation – Regional Centre for Higher Education and Development	Director	Dr. Sauwakon Ratanawijitrasin	Email: sauwakon@rihed.seameo.org Tel: +66 2644 9856-62
Southeast Asian Ministers of Education Organisation – Regional Centre for Higher	Programme Officer	Ms. Zhe Li (Jessica)	Email: jessica@rihed.seameo.org Tel: +66 2644 9856-62 ext. 109

Education and Development			
Southeast Asian Ministers of Education Organisation – Regional Centre for Higher Education and Development	Programme Support Officer	Ms. Yuwaporn Leelalertprasert	Email: yuwaporn@rihed.seameo.org Tel: +66 2644 9856-62 ext. 113

## 6.3 Record of Study Programme

### 6.3.1 Student Personal Data

*To be completed by the student and kept private by Home and Host University*

Personal Data	
First Name	
Family Name	
Date of Birth (dd/mm/yyyy)	
Nationality	
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female

Education		
	Home Institution	Host Institution
University		
Faculty		
Major/Minor		
Year of study		
Country		
Student ID:		

University Contact Information		
	Home University	Host University
University Address		
University contact person		
Contact number		
Email		

Permanent Address & Contact	
Student contact number	
E-mail address	
Home address	
Home contact number	

Emergency contact		
	Contact 1	Contact 2
Name		
Relationship		
Address		
E-mail:		
Tel:		
Mobile Phone:		
Fax:		

### 6.3.2 Details of the Proposed Study Programme

*To be completed by the home and host university*

Course unit code (if any)		Course unit title		Number of Credits		
Host institution	Home institution	Host institution	Home institution	Host institution	UCTS / SEA-CTS (host institution to fill out)	Home institution

Student's signature	Date:     /     /
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We confirm that the proposed programme of study is approved:

Home institution supervisor	Host institution supervisor
Name: Position: (signature)	Name: Position: (signature)
Date	Date

## 6.4 Study Programme Results

### 6.4.1 Transcript of Study Programme Results

*Note: Using the grading scale is not mandatory but recommended in order to properly recognise the achievements of student on mobility programme. It is particularly important where grades affect the eventual academic outcome for the student.*

Host institution course unit			Host institution		UCTS / SEA-CTS (host institution to fill in)		Home institution	
Code	Title	Exchange duration (dd-mm-yyyy to dd-mm-yyyy)	Grade	Credits	Grade	Credits	Grade	Credits

### 6.4.2 Certification of Study Programme

Host institution	Home institution
Signed  <i>(Signature of registrar/dean/administrative officer)</i> <b>Name</b> <b>Position</b>	Signed  <i>(Signature of registrar/dean/administrative officer)</i> <b>Name</b> <b>Position</b>
Date	Date
<b>INSTITUTION STAMP</b>	<b>INSTITUTION STAMP</b>

*Note: This document is not valid without the signatures of the registrars/deans/administration officers and stamps of the home and host institutions.*