

Student Exchange Programme (SEP) FAQs

Basic Information:

- a) SEP Video Guide. The link is [here](#).
- b) Academic-related matters, please liaise with the Mobility Coordinator. List of Mobility Coordinator can be found at <https://bit.ly/SMPMobilityCoordinator>
- c) List of Partner Universities for SEP <http://bit.ly/UTPSEPPartners>

1. Can I apply for SEP even if I'm not on my semester break during that time?

You definitely can! That's the point of SEP in the first place, to experience studying abroad (somewhere else other than UTP). As long as you can plan your study timetable well (during and post-exchange), you can definitely go for an exchange during your study semester.

2. What if I couldn't afford to go overseas and would like to stay within Malaysia?

You can apply for SEP at universities in our neighbouring countries, it also doesn't cost much but still gives you the "overseas" feeling.

3. Can we apply to a university that's not a partner with UTP? And what will be the procedures for that?

Yes, you can. It will fall under the Study Abroad Programme (SAP). But please make sure, you find out:

- i) What are the university's exchange procedures & requirements? Based on current practice, you can't directly apply to the university. It has to be through nomination from UTP.
- ii) Will they accept you for exchange there?
- iii) Whether their academic calendar match with UTP and if the courses you want to take equivalent to ours
- iv) Since they are not our university partner, you have to pay the tuition fee to them. So could you afford their tuition fee (along with other expenses)?

4. I am currently in my first year, first semester. Can I apply?

Students must at least have results of 1 semester of undergraduate study in UTP before you are eligible to apply. Some university partners only accept students that have completed their first year of study for exchange.

5. Where can I find the list of partner universities of UTP?

List of our university partners at <http://bit.ly/UTPSEPPartners>. We will update from time to time because our university partners keep on changing each year. Some new MoU will be signed, or the old MoU is not renewed (due to many factors).

6. Who can certify my copies of documents?

These individuals:

- a. Public officials holding administrative and professional posts;
- b. Advocates and solicitors;
- c. Commissioner for Oaths;
- d. Notary Public;
- e. Embassy or Consulate officials holding administrative and professional posts; and
- f. Justice of the Peace.

When you ask someone to certify a copy of a document, you need to take both the original document and the copy with you. The certifier needs to compare them to certify they are exactly the same.

7. Where can one obtain a letter of confirmation as a registered student of University Teknologi PETRONAS?

The letter which confirms your status as a registered UTP student can be obtained from the Registry office (in Block F).

8. I'm not sure where I can find information on courses that I can take during SEP and whether I can transfer the credits, help!

You may consult with your [Mobility Coordinator](#) regarding this. You may also find information about the course descriptions (cross-check with your coordinator to ascertain the similarity) on the Host University website. The information normally available in their "Admission" sections or "International Office" section or look to the university "Fact Sheet" or "Student Guidebook" on their website. E.g. Lehigh University [Course Catalogue](#), Missouri S&T [Catalog](#), Sungkyunkwan University [Course Catalog](#).

9. How will the new trimester system affect me if I'm planning to apply for exchange?

The answer will be similar to question no. 1. If you are going to arrive late to UTP (in case your semester in Host University ends late) or if you're required to depart to Host University earlier before your semester in UTP ends, you will need to make an official request (via letter or email) and discuss with *your academic departments* if they would allow this and what are the preparation required in advance (before you go for SEP). Related departments refer to your academic department (discuss with Mobility Coordinator and Dept Chair), Registration & Examination Unit (in case your final exam is affected) and once both departments approve your request, you can let us know so that we can inform and request from your Host University officially.

10. How come I still need to pay tuition fees to UTP during exchange? I'm not studying here during that time.

Even though you're going for exchange, you will still need to register the subjects that you're going to take that semester in UTP (except you're taking it elsewhere) and be charged for the fees of the subjects. If you do not register those subjects, you won't be eligible to apply for credit exemption later (post-exchange).

11. I thought our tuition fees during exchange is waived, how come I'm still paying for it?

The tuition fees to Host University is waived, thanks to our SEP agreement with them. But you're still required to pay UTP (Home University) tuition fees because you are going to register in UTP for the subjects that you're taking during that semester.

12. Can I take less than 12 credit hours during SEP?

The required credit hours are 12 and above. This is due to visa requirements by certain Host Countries or requirements by Host University itself. We also impose the same requirement because once you reach Host University, the subject that you're planning to take it's not offered. That is why it is better to prepare a list of more subjects to take, than less. You can take a minimum of 2 minor subjects and the rest can come from Minor, Elective or MPU subjects.

13. Will YUTP give financial assistance of 90% for my SEP expenses?

The percentage will depend on your family total household income and the Host Country that you choose. America and European countries may entail lower percentage which is the maximum will be 50%.

14. If I apply for YUTP assistance for SEP, can I apply again for SIIP Oversea?

Under the Student Mobility Programme (SMP), students are only allowed to apply for YUTP sponsorship once. SIIP Overseas is included under SMP.

15. What expenses are covered under YUTP partial financial assistance?

YUTP partial financial assistance will cover your total expenses for accommodation (on/off-campus), visa application fees, daily meal, flight ticket (round trip), insurance (Health +Travel) and other miscellaneous (if applicable). Your UTP tuition fees should be covered by your UTP sponsor (PETRONAS, JPA, MARA, PTPTN, parents, etc)

16. I'm a PETRONAS scholar. Will PETRONAS sponsor me to undergo exchange?

As of 2016, PETRONAS is no longer sponsoring their scholars to undergo exchange. Please refer to PETRONAS Education Sponsorship Unit for updated information regarding this.

17. Will my sponsor allow me to go for student exchange?

You have to confirm and get approval from your sponsor whether you are allowed to go for exchange. Some sponsors will even provide some financial aid. But some sponsors like JPA only

allow their scholars to go for the Mobility programme only once and you need to apply for approval before you go. Find out more [here](#).

18. Is it necessary for me to purchase travel insurance?

Yes, it is necessary for students to purchase one to complement your health insurance. You may refer [here](#) as a guide to choose the best policy.

19. What is course-mapping?

Course-mapping is a process of matching the syllabus of our subject with Host University's.

20. How can I do course-mapping?

The course-mapping is done by your Mobility Coordinator. Find the course description/outline from Host University (HU) website (normally found in their course catalogue, undergraduate handbook, on the department's website, etc) and submit it to your Mobility Coordinator for their review and approval.

If the information isn't readily available online, inform your Mobility Coordinator and ask for his/her help to request the info directly from HU or from us.

21. What subjects that I can take for SEP?

You can take a minimum of 2 Core subjects, and the remaining you can choose from Minor, Elective, and/or MPU-related subjects. Make sure that the subjects have at least 80% similarity with UTP subjects and the credit hours are equivalent or more than UTP.

22. But I'm also taking non-Core subjects and my Mobility Coordinator isn't capable of mapping the course. What should I do?

You can meet with the course owner and request from him/her to do the course-mapping instead. For MPU subjects, you can meet with the MPU coordinator.

23. Do I have to take the same subjects when I return to UTP or can I apply for credit transfer?

You can apply for credit transfer and are not required to take the subjects back in UTP. Only subjects with **grade C and above** (based on the host university grading system) are eligible for exemption. For grades lower than that, it's not eligible, therefore you have to retake UTP.

24. How can I apply for course exemption?

You need to submit the SEP Learning Agreement (Post-SEP) & Credit Transfer Request Form to our office along with your Host University academic transcript.

25. I'm not eligible to apply for YUTP Mobility Financial Assistance. Is there another sponsorship opportunity for me?

You can try to request it from your sponsors or any bodies that support the exchange programme. Alternatively, you could seek assistance from your state gov office.

26. The Host University that I'm applying to request for proof of English Proficiency? What is the proof I can submit?

You can refer [here](#).

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