



**UNIVERSITI PUTRA MALAYSIA**  
PUTRA® International Centre  
Universiti Putra Malaysia  
43400 UPM Serdang, Malaysia

**MOBILITY INFO SHEET 2019 – 2020**

**Name of Institution: Universiti Putra Malaysia (UPM), Malaysia**

<b>Vice Chancellor</b>	Prof. Datin Paduka Dr. Aini Ideris <b>Vice Chancellor</b>  Office of the Vice Chancellor Universiti Putra Malaysia 43400 UPM Serdang Selangor Darul Ehsan Malaysia  Tel: +603 8946 6001/ 6002 E-mail: <a href="mailto:nc@upm.my">nc@upm.my</a>
<b>Deputy Vice Chancellor (Academic &amp; International)</b>	Prof. Dr. M. Iqbal Saripan <b>Deputy Vice Chancellor (Academic &amp; International)</b>  Office of the Deputy Vice Chancellor  4 <sup>th</sup> Floor, PUTRA® Chancellory Building Universiti Putra Malaysia 43400 UPM Serdang Selangor Darul Ehsan Malaysia  Tel: +603 8946 6024 E-mail: <a href="mailto:dvcai@upm.my">dvcai@upm.my</a>
<b>About UPM</b>	<p>Universiti Putra Malaysia (UPM) in Kuala Lumpur is ranked as the second best university in Malaysia (Times Higher Education 2019) and acknowledged among the top 300 universities in the world (QS World Ranking, place 202).</p> <p>A multi-disciplinary university with a distinguished 87-year history, Universiti Putra Malaysia is globally-recognised for its excellent educational and academic disciplines and programmes that have contributed immensely to knowledge and skilled human capital development since 1931.</p> <p>Universiti Putra Malaysia is located strategically within the Multimedia Super Corridor, which is only 10 minutes' drive to Putrajaya and 30 minutes' drive to the Kuala Lumpur City Centre.</p> <p>As one of Malaysia's largest and premier universities, Universiti Putra Malaysia has a long standing reputation for teaching and research excellence and has over the years become a favoured choice for students from all over the world.</p>

	<p>Universiti Putra Malaysia offers a wide portfolio of academic disciplines for its almost 26,000 students who are enrolled in its 74 bachelors, 7 diplomas and 42 coursework programmes and another 5 research programmes at the Master and PhD levels, comprising 265 fields of studies. Apart from the diploma and three bachelor programmes being offered exclusively at UPM's branch campus in Bintulu, Sarawak, all other courses are offered at the main campus in Serdang, Selangor.</p> <p>Generating and imparting knowledge is the core of all activities at Universiti Putra Malaysia as exemplified by its slogan "With Knowledge We Serve". Today, the university inherently possesses all the qualities and resources to compete head on with other renowned local and international institutions of higher learning.</p>
<b>Type of University</b>	Public
<b>Year Established</b>	1931
<b>Total of UPM Students</b>	30,000
<b>Faculties</b>	<ol style="list-style-type: none"> <li>1. Faculty of Agriculture</li> <li>2. Faculty of Forestry</li> <li>3. Faculty of Veterinary Medicine</li> <li>4. Faculty of Economics and Management</li> <li>5. Faculty of Engineering</li> <li>6. Faculty of Educational Studies</li> <li>7. Faculty of Science</li> <li>8. Faculty of Food Science and Technology</li> <li>9. Faculty of Human Ecology</li> <li>10. Faculty of Modern Languages and Communication</li> <li>11. Faculty of Design and Architecture</li> <li>12. Faculty of Medicine and Health Sciences</li> <li>13. Faculty of Computer Science and Information Technology</li> <li>14. Faculty of Biotechnology and Biomolecular Sciences</li> <li>15. Faculty of Environmental Studies</li> <li>16. Faculty of Agriculture and Food Sciences (UPMKB)</li> </ol>
<b>Higher Institution Centre of Excellence (HICoE)</b>	<ol style="list-style-type: none"> <li>1. Institute of Bioscience (IBS)</li> <li>2. Institute of Tropical Forestry and Forest Products (INTROP)</li> <li>3. Institute of Tropical Agriculture and Food Security (ITAFoS)</li> </ol>
<b>Research Institutes</b>	<ol style="list-style-type: none"> <li>1. Institute of Advanced Technology (ITMA)</li> <li>2. Institute of Social Science Studies (IPSAS)</li> <li>3. Malaysian Research Institute on Ageing (MyAgeing)</li> <li>4. Institute of Mathematical Research (INSPEM)</li> <li>5. <i>Halal</i> Products Research Institute (IPPH)</li> <li>6. Institute of Agricultural and Food Policy Studies (IKDPM)</li> <li>7. Institute of Plantation Studies (IKP)</li> <li>8. International Institute of Aquaculture and Aquatic Sciences</li> </ol>

## Mobility Student Programme Contact Information

<b>Address</b>	<p><b>PUTRA® International Centre</b>  Universiti Putra Malaysia  43400 UPM Serdang  Selangor Darul Ehsan  Malaysia</p> <p>Email:  mobility@upm.edu.my</p>
<b>Mobility Contact Person</b>	<p><b>Assoc. Prof. Dr. Noritah Omar</b>  Acting Director</p> <p>Tel: +603 8946 7258  Email: <a href="mailto:depdir.intl@upm.edu.my">depdir.intl@upm.edu.my</a></p> <p><b>Mrs. Saliza Mustafa</b>  Head of Division, PUTRA® International Centre</p> <p>Tel: +603 8946 6942  Email: <a href="mailto:head.intl@upm.my">head.intl@upm.my</a></p> <p><b>Ms. Nadia Zawani Hussin</b>  Administrative Assistant Officer, PUTRA® International Centre</p> <p>Tel: +603 8946 7446  Email: <a href="mailto:zawani@upm.edu.my">zawani@upm.edu.my</a></p> <p><b>Mrs. Rahayu Ridzuan (Inbound)</b>  Administrative Assistant, PUTRA® International Centre</p> <p>Tel: +603 8946 7808  Email: <a href="mailto:rahayu.ridzuan@upm.edu.my">rahayu.ridzuan@upm.edu.my</a></p> <p><b>Miss. Hajar Najiyah Mohd Pauzi (Outbound)</b>  Administrative Assistant, PUTRA® International Centre</p> <p>Tel: +603 8946 7808  Email: <a href="mailto:sh_najiyah@upm.edu.my">sh_najiyah@upm.edu.my</a></p> <p><b>Ms. Suhana Johan (Data)</b>  Administration Assistant, PUTRA® International Centre</p> <p>Tel: +603 8946 7808  Email: <a href="mailto:hanajohan@upm.edu.my">hanajohan@upm.edu.my</a></p>
<b>Website</b>	<p><a href="http://www.upm.edu.my">www.upm.edu.my</a>  <a href="http://www.intl.upm.edu.my">www.intl.upm.edu.my</a>  <a href="http://www.akademik.upm.edu.my">www.akademik.upm.edu.my</a></p>

## Mobility Related Information

<b>Semester in UPM</b>	<b>1<sup>st</sup> Semester/ Term</b>	<b>2<sup>nd</sup> Semester/ Term</b>
	<b>September</b>	<b>February</b>
<b>Duration of Mobility</b>	<b>1 Semester</b>	
<b>Mobility Application Submission Deadline</b>	<b>1<sup>st</sup> Semester/ Term</b>	<b>2<sup>nd</sup> Semester/ Term</b>
	<b>30 May</b>	<b>30 Sep</b>
<b>Application Materials</b>	Please refer to the following link <a href="http://www.intl.upm.edu.my">www.intl.upm.edu.my</a>	
<b>Language Requirement</b>	English, Malay or others	
<b>Documents Required to Apply as a Mobility Student in UPM</b>	<ul style="list-style-type: none"> <li>• Completed form of (SOK/INTL/BR01/INBOUND): <ul style="list-style-type: none"> <li>▪ Application for Study in UPM Form</li> <li>▪ Credit Transfer Form (if any)</li> </ul> </li> <li>• 2 recent passport-sized picture (White background only)</li> <li>• Latest transcript/semester result</li> </ul> <p>The above documents must be sent via email to: <a href="mailto:mobility@upm.edu.my">mobility@upm.edu.my</a></p> <p>Email subject must be: <b>MOBILITY APPLICATION IN UPM – Your Name / Passport Number</b></p>	

### Academic/ Course-related Information

<b>Person In-charge</b>	<b>Mr. Idris Johari</b> Senior Assistant Registrar, Enrolment, Scheduling and Infrastructure Unit, Division of Admission & Academic Governance, UPM  Tel: +603 8946 6057 Email: <a href="mailto:idrisj@upm.edu.my">idrisj@upm.edu.my</a>	
<b>Academic Calendar (2018/2019)</b>	<b>1<sup>st</sup> Semester/ Term</b>	<b>2<sup>nd</sup> Semester/ Term</b>
	<b>September</b>	<b>February</b>
<b>Application Submission Deadline</b>	<b>30 April</b>	<b>30 September</b>
<b>Expected to receive offer letter (if approved)</b>	<b>30 May</b>	<b>30 October</b>
<b>Course Information</b>	<b>Undergraduate</b> – Faculty and Academic Division <a href="http://www.upm.edu.my/academic/undergraduate/programmes_courses-8252?L=en">http://www.upm.edu.my/academic/undergraduate/programmes_courses-8252?L=en</a>	

	<p><b>Postgraduate</b> – Faculty and School of Graduate Studies (SGS)</p> <p><a href="http://www.sgs.upm.edu.my/programme_of_study-1872">http://www.sgs.upm.edu.my/programme_of_study-1872</a></p>																																																
<b>Courses taught in English for exchange students</b>	Most courses are taught in English for all local and international students.																																																
<b>Course / Credit Requirement</b>	<p>Please refer to the following link:</p> <p><a href="http://www.akademik.upm.edu.my/dokumen/BGAKA1_Specific_Program_Requirements_(Bachelor).pdf">http://www.akademik.upm.edu.my/dokumen/BGAKA1_Specific_Program_Requirements_(Bachelor).pdf</a></p>																																																
<b>Cross-faculty Courses</b>	Only minor/ elective courses are offered for students.																																																
<b>Courses of different levels</b> E.g. Year 2 students taking Level 3 courses	Depends on the agreement of the student's supervisor and faculty.																																																
<b>Academic transcripts of exchange students</b>	Yes, the academic transcript of exchange students will be sent to the students after the results are out upon request.																																																
<b>Grading Systems</b>	<table border="1"> <thead> <tr> <th>Alphabetical Grade</th> <th>Grade Point Marks</th> <th>Grade Point Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>80 – 100</td> <td>4.000</td> <td>Excellent</td> </tr> <tr> <td>A-</td> <td>75 – 79</td> <td>3.750</td> <td>Very Good</td> </tr> <tr> <td>B+</td> <td>70 – 74</td> <td>3.500</td> <td>Very Good</td> </tr> <tr> <td>B</td> <td>65 – 69</td> <td>3.000</td> <td>Good</td> </tr> <tr> <td>B-</td> <td>60 – 64</td> <td>2.750</td> <td>Good</td> </tr> <tr> <td>C+</td> <td>55 – 59</td> <td>2.500</td> <td>Satisfactory</td> </tr> <tr> <td>C</td> <td>50 – 54</td> <td>2.000</td> <td>Satisfactory</td> </tr> <tr> <td>C-</td> <td>47 – 49</td> <td>1.750</td> <td>Weak</td> </tr> <tr> <td>D+</td> <td>44 – 46</td> <td>1.500</td> <td>Weak</td> </tr> <tr> <td>D</td> <td>40 – 43</td> <td>1.000</td> <td>Very Weak</td> </tr> <tr> <td>F</td> <td>39 or below</td> <td>0</td> <td>Fail</td> </tr> </tbody> </table>	Alphabetical Grade	Grade Point Marks	Grade Point Value	Description	A	80 – 100	4.000	Excellent	A-	75 – 79	3.750	Very Good	B+	70 – 74	3.500	Very Good	B	65 – 69	3.000	Good	B-	60 – 64	2.750	Good	C+	55 – 59	2.500	Satisfactory	C	50 – 54	2.000	Satisfactory	C-	47 – 49	1.750	Weak	D+	44 – 46	1.500	Weak	D	40 – 43	1.000	Very Weak	F	39 or below	0	Fail
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## Accommodation

<b>On-campus Accommodation</b>	<p>On-campus accommodation will be reserved for mobility students on a “first comes, first serves” basis.</p> <ol style="list-style-type: none"> <li>1) <b>UPM Colleges</b></li> <li>2) <b>UPM Guest House</b></li> <li>3) <b>KMR OnePUTRA® RESIDENCE @ UPM</b></li> </ol>	
<b>Person In-charge</b>	<p><b>UPM Colleges</b>  <b>Mr. Azlan Ibrahim</b>  Head of Students Accommodation Section, Student Affairs Division  Tel: +603 8947 1325  Email: <a href="mailto:azlan_ibrahim@upm.edu.my">azlan_ibrahim@upm.edu.my</a></p> <p><b>UPM Guest House</b>  <b>Mrs. Rozlinawati Abdul Wahab</b>  Tel: +603 8946 7972  Email: <a href="mailto:upmquesthouse@upm.edu.my">upmquesthouse@upm.edu.my</a></p> <p><b>KMR OnePUTRA® Residence, UPM</b>  Tel: +603 8959 9146  Fax: +603 8947 1165  Email: <a href="mailto:oneputreresidence@gmail.com">oneputreresidence@gmail.com</a></p>	
<b>Application Deadline</b>	<b>1st Semester/Term</b>	<b>2nd Semester/Term</b>
	30 April	30 September
<b>On-campus Accommodation Application (UPM Guest House)</b>	<p>For accommodation application please refer:</p> <p><b>Roslinawati Abd Wahab</b>  Tel: +603-8946 7972  Email: <a href="mailto:rozelina@upm.edu.my">rozelina@upm.edu.my</a>  Email: <a href="mailto:guesthouse@upm.edu.my">guesthouse@upm.edu.my</a></p>	

## Visa Requirement

You are required to apply for the Electronic Visa Approval Letter (E-VAL) by **yourself** through the Education Malaysia Global Services Malaysia (EMGS) website before coming to Malaysia. Please be informed that EMGS will take approximately a maximum of one month to issue the E-VAL. After receiving the E-VAL, you are required to apply for a Single Entry Visa (SEV) from the Malaysian Embassy / High Commission in your country before coming to Malaysia. Kindly present the E-VAL to support your visa application to the Malaysian Embassy / High Commission in your country.

We would suggest you to pay the E-VAL payment using credit card directly to EMGS (Account name: Education Malaysia Global Services, Account No: 514057662341). If the payment of E-VAL is made through the institution, please submit the receipt via courier to:

**Mrs. Rahayu Ridzuan**  
**PUTRA® International Centre**  
**Universiti Putra Malaysia**  
**43400 UPM Serdang Selangor Darul Ehsan Malaysia**

Upon arrival, please submit your passport together with the payment receipt of UPM processing fee (MYR 270.00) to PUTRA® International Centre in order to get your visa from the Immigration Department.

Payment must be made through the CIMB Counter or Online Transaction to UPM Account:

**Account No: 8002155042**  
**Account Name: UPM COLLECTION**

VAL Application Deadline	End of June	End of November
Working during Mobility	On campus	Off campus
	Not allowed	Not allowed

## Health & Medical Insurance

<b>Medical Insurance Plan</b> (for exchange programme with the duration of one semester and above only)	It is <b>compulsory</b> for mobility students to purchase a medical insurance plan ( <b>6 months and more</b> ). The insurance details are: <ol style="list-style-type: none"> <li>1. Hospitalisation at private hospitals</li> <li>2. Personal accident</li> <li>3. Repatriation</li> </ol> <p><b>We would suggest you to purchase medical insurance from EMGS.</b></p>
<b>Health / Medical Examination</b>	It is <b>compulsory</b> for students to have their health / medical examination done at <b>UPM Health Centre</b> only. This is to ensure that the student is fit to go under the Mobility Student Programme at UPM. <p>Please refer to the front page of the UPM Medical Check-up Form for check-up instruction. For your information, the medical check-up report will only be valid for 2 months from the date of the check-up.</p>

### Services for Mobility Students

<b>Recommended Arrival Date</b>	<b>1st Semester / Term</b>	<b>2nd Semester / Term</b>
	2 weeks before September	2 weeks before February
<b>Airport Pick-up Service</b>	PUTRA® International <b>does not</b> provide an airport pick-up service. Student are advised to make own arrangements.	
<b>Cost of Orientation</b>	Please refer to the <b>Estimated Expenses Section</b>	
<b>Orientation Programme</b>	<b>1st Semester/ Term</b>	<b>2nd Semester/ Term</b>
	September	February

### Estimated Expenses Per Semester (5 months)

<b>Non – recurring Fee</b> (paid only once)	Tuition fee	<b>MYR 7,000.00 – MYR 20,000.00</b> <i>Depend on MoU and Faculty/programmes</i>
	Registration, Orientation, Co-curricular and Service fee	<b>MYR 502.00</b>
<b>University-administered Accommodation</b>	<b>Hall Lodging Fees</b>	<b>Compulsory Hall Meal Charges (if any)</b>
	MYR 500 to MYR 600/ month	-
<b>Private Accommodation (Off-campus)</b>	<b>MYR 1500 – MYR 3000</b> *Disclaimer: Arrangement is made by student	
<b>Food / Meals</b>	<b>MYR 5000 - 6000</b>	



<b>Personal Expenses</b> (e.g. laundry, sundries, local transportation, etc)	<b>From MYR 3000 – MYR 4000</b>
<b>Academic Expenses</b> (e.g. books)	<b>MYR 500</b>

## Dress Code for Students

All students are required to wear an appropriate and decent dress attire during class sessions. Shorts, miniskirts, sleeveless top, tight clothes and flip flop are **NOT** allowed.