STUDY ABROAD
Pre-Departure Briefing
GLOBAL EDUCATION
&
STUDENT EXPERIENCE
UTM INTERNATIONAL
2018
www.utm.my/international
innovative ● entrepreneurial ● global
Content

1 Student Responsibilities

2 Preparation

3 Health Insurance

4 Boarding & Arrival

5 Returning home & Re-entry
1 Student Responsibilities

- Apply for study abroad approval from DVC(Academic & International) through UTM International
- Respect host institution regulations
- Personal risk assessment ie health, culture, financial
- Monitor student’s status and academic matters during abroad

Have a good relations with UTM International & faculty
Valid contact information
1.1 Program Approval

Apply for study abroad approval from DVC (Academic & International), UTM. Application MUST be made 3 months before departure date.

UTM International will help student to apply for program approval including the budget approval (if any) from UTM after the acceptance letter received from the host university.

The approval letter will be sent to faculty and a copy for student. Student is required to inform the involvement in exchange program to the scholarship organizer.

Make sure your faculty is acknowledge of your involvement (refer to Academic Office).

For those who receive budget approval, check your budget claim from DVC (A&I) office. Level 3, Chancellery Building, U/p Ms. Leilawati 07-5530453/ Ms. Hila at 07-5530365.
1.2 Going Abroad Approval

Apply for going abroad approval from **DVC (Student Affairs & Alumni), UTM** after the letter of program approval is issued. Application MUST be made **1 month before** departure date.

Student is required to apply for going abroad approval from the university through DVC (Student Affairs & Alumni)

Fill up form and other document required and attached together with the program approval letter

Submit to Up: Mr. Miswan, Galeri Siswa. Contact the officer in-charge for confirmation Tel: 07-553 8848.

Note: Office of Student Affairs & Alumni is responsible to submit your name(s) to Malaysian Embassy in visited country through Wisma Putra Malaysia.
## 2 Preparation

### TRAVEL
- Flight booking, ground transport, airport transfer
- Important contact at host institution
- Travel documents (e.g., validity of passport, insurance, boarding pass, flight ticket, etc.)

### HEALTH
- Vaccination (if required)
- Medical Insurance
- Medicines

### WEATHER
- Suitable outfit
- Winter Coat, warmer, etc. (if needed)

### VISA
- Determine visa needed to enter and stay in the host country
- Application for student visa/pass at the embassy

### ACADEMIC
- Monitor academic record in AIMS
- Identify courses for registration at the host institution

### FINANCIAL
- Calculate living expenses abroad
- Consider currency exchange
Health Insurance

‘Insurans Berkelompok’ is automatically covered to UTM local students upon their registration. It CAN BE USED by students when going abroad.

What will be covered?

Caused by a disease
- Death ➢ RM 12,000
- Permanent Disability ➢ max RM12,000
- Funeral Cost ➢ RM 2,000

Caused by an accident
- Death ➢ RM 22,000
- Permanent Disability ➢ max RM12,000
- Daily Hospital Ward ➢ RM 50.00/ daily
- Ambulance Fees ➢ RM 250.00
- Funeral Cost ➢ RM 2,000

Death caused by fire ➢ RM 1,000

Get the confirmation letter from Office of Student Affairs & Alumni, (Ms. Sita at 07-553 0513) and fill-up the required form. The cover-note letter usually will be issue to student within 3 working days.

This insurance excludes the medical expenses. Students are COMPULSORY to purchase personal insurance which cover medical expenses when going abroad which covers for the entire period of stay and bring enough medicine and first aid kit.
Insurance coverage is the amount of risk or liability that is covered for an individual or entity by way of insurance services. Insurance coverage, such as travel insurance - is issued by an insurer in the event of unforeseen circumstances.
SAFETY & SECURITY STARTS EVEN BEFORE YOUR JOURNEY BEGIN

Airlines lose baggages all the time. If you find yourself at the short end of this deal, then the ongoing/ensuing trip can seem a nightmare. Nothing can put a price tag on the blissful knowledge that you have a PLAN-B, a reliable backup, in case something goes marginally or terribly wrong through your trip. Phew!! Peace of mind.

Delay or Cancellation of Flights
Insurance Against Lost Baggage
Insurance Against Lost/Vandalized Personal Belongings
Peace of Mind!!
Unforeseen Medical Emergencies While Travelling Abroad

Why Should You Buy Travel Insurance?
Many view Travel Insurance as an excess, a waste of time and something one can do without. In reality, Travel Insurance can be a lifesaver when dealing with problems while you travel.

Flights can be fickle— and when your long awaited flight does give up on you, or is delayed, the costs accumulated in waiting out the delay are sorted. Loss of your mobile phone, luggage, wallet, or important identity and/or travel documents can spell loads of problems when traveling abroad. More common than you would think, each year millions of tourists suffer accidents or fall ill when abroad.
EDUCATION TRAVEL TAKAFUL
<table>
<thead>
<tr>
<th>BENEFITS</th>
<th>EDUCATION TRAVEL TAKAFUL (Overseas) (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accidental Death</td>
<td>250,000</td>
</tr>
<tr>
<td>Permanent Total Disablement</td>
<td>250,000</td>
</tr>
<tr>
<td>Medical Expenses (Incl. All Cost of Emergency Dental Treatment)</td>
<td>300,000</td>
</tr>
<tr>
<td>Incurred During Accident or Sickness</td>
<td></td>
</tr>
<tr>
<td>Alternative Medicine Treatment</td>
<td>500</td>
</tr>
<tr>
<td>Follow Up Medical Treatment Upon Returning to Malaysia (Max up to 45 Days)</td>
<td>30,000</td>
</tr>
<tr>
<td>Subject to the Overall Medical Expenses Limit</td>
<td></td>
</tr>
<tr>
<td>Hospital Allowance (RM250 Per Day)</td>
<td>Up to Max RM15,000</td>
</tr>
<tr>
<td>Emergency Medical Evacuation (per event)</td>
<td>1,000,000</td>
</tr>
<tr>
<td>Emergency Medical Repatriation (per event)</td>
<td>1,000,000</td>
</tr>
<tr>
<td>Compassionate Care</td>
<td>5,000</td>
</tr>
<tr>
<td>For 1 Visiting Relative Due to Death or Hospitalisation of the Injured Person</td>
<td></td>
</tr>
<tr>
<td>Loss or Damage to Personal Luggage and Personal Effects While Travelling</td>
<td>Up to Max RM5,000</td>
</tr>
<tr>
<td>Single Article and Pair or Sets of Articles - RM500  Notebook - RM1,000</td>
<td></td>
</tr>
<tr>
<td>Loss of Personal Money</td>
<td>1,000</td>
</tr>
<tr>
<td>BENEFITS</td>
<td>EDUCATION TRAVEL TAKAFUL (Overseas) (RM)</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>Loss of Personal Travel Documents</td>
<td>5,000</td>
</tr>
<tr>
<td>Baggage Delay While Travelling (RM200 for Every 6 Hours)</td>
<td>Up to Max 800</td>
</tr>
<tr>
<td>Travel Cancellation</td>
<td>18,000</td>
</tr>
<tr>
<td>Travel Curtailment</td>
<td>18,000</td>
</tr>
<tr>
<td>Travel Delay (RM200 for Every 6 Hours)</td>
<td>Up to Max 3,600</td>
</tr>
<tr>
<td>Loss of Travel Deposit</td>
<td>7,500</td>
</tr>
<tr>
<td>Travel Overbooked (RM500 for Every 6 Hours)</td>
<td>Up to Max 1,000</td>
</tr>
<tr>
<td>Travel Misconnection</td>
<td>600</td>
</tr>
<tr>
<td>Missed Departure</td>
<td>1,000</td>
</tr>
<tr>
<td>Travel Re-Route</td>
<td>250</td>
</tr>
<tr>
<td>Personal Liability</td>
<td>1,000,000</td>
</tr>
<tr>
<td>BENEFITS</td>
<td>EDUCATION TRAVEL TAKAFUL (Overseas) (RM)</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>Adventurous Activities Extensions: Covered for Death, TPD, and Medical Expenses for:</td>
<td>Covered Up to Policy Limit</td>
</tr>
<tr>
<td>(Bungee Jumping, Sky Diving, Hang Gliding, Helicopter Rides for Sightseeing, Hot Air Ballooning, Jet Skiing, Mountaineering Below 3,000mtr Above Sea Level, Skiing or Snowboarding, Canoeing and White Water Rafting, Diving or Underwater Activities Using Breathing Apparatus but Not Exceeding 30mtr Depth)</td>
<td>Covered Up to Policy Limit</td>
</tr>
<tr>
<td>Hijacking &amp; Terrorism</td>
<td>Covered Up to Policy Limit</td>
</tr>
<tr>
<td>Chartered Flights</td>
<td>Covered</td>
</tr>
<tr>
<td>Premium Per Person</td>
<td><strong>350 (Incl. 6% GST)</strong></td>
</tr>
<tr>
<td>TRAVEL PROTECTOR PLUS</td>
<td>EDUCATION TRAVEL TAKAFUL</td>
</tr>
<tr>
<td>--------------------------------------------------------------</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>Single exit, single entry</td>
<td>Multiple exit, multiple entry</td>
</tr>
<tr>
<td>No cross border</td>
<td>Allows cross border</td>
</tr>
<tr>
<td>Premium depends on destination country and duration of stay</td>
<td>Premium is one time per six (6) month</td>
</tr>
<tr>
<td>Premium is paid for every single trip outside of Malaysia</td>
<td>One time payment</td>
</tr>
<tr>
<td>For example: A 21 day stay in Australia is only RM124.00 (incl. 6% GST) Please refer to slide no. 6</td>
<td>RM350.00/per six (6) month (incl. 6% GST) RM1.94 per/day</td>
</tr>
<tr>
<td>Each trip <strong>must not be more than 90 days consecutively outside of Malaysia</strong> lest the medical benefit will be considered as null and void</td>
<td>Each trip <strong>can be more than 90 days consecutively outside of Malaysia and up to maximum of 180 days</strong> and the medical benefit will still stand</td>
</tr>
</tbody>
</table>
PETALING JAYA: A Malaysian student is in dire straits after suffering a ruptured appendix while attending a youth forum in South Korea as he

Universiti Utara Malaysia (UUM) student Mohd Arif Gamar, 21, was one of five Malaysian students sponsored to represent the country at the 5th International Youth Forum on Historical Reconciliation in Seoul.

The youth from Sabah then found himself with a RM35,000 bill.

It turned out that his appendix had ruptured and he had to immediately undergo an operation at the Kangbuk Samsung Hospital as the condition was life threatening.
FOR ADDITIONAL INFORMATION

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4 Boarding & Arrival

4.1 Home Country

- Minimize problems before leaving

4.2 Departure

- Select right route and flight for travelling

4.3 Arrival in host institution

- Attend orientation
- Create a good relationship with International Office and faculty in host institution

4.4 Adjusting phase

- Be aware of possible difference
- Be polite, open-minded, understanding
- Don’t panic for any changes
- Engage with local people and adapt culture, language, food etc
4.5 Enjoy your students life in host institution

Contact UTM International at least ONCE a MONTH. Submit Blog post via UTM International Website at http://www.utm.my/international/submit-blog-post/

Students are encouraged to update your daily activities through vlog or posting via your own social media accounts (facebook, twitter, instagram). You are also encouraged to prepare photos or short videos to share your experiences.

#UTMoutboundmobility #UTMresearchinternship or #UTMstudentexchange or #UTMsummerschoolabroad #UTMIInternational #BringUTMtotheworld #IamUTM
5 Returning Home & Re-entry

COMPLETION OF PROGRAM
Complete ALL required documents for leaving (if any)

LEAVING HOST INSTITUTION

ARRIVAL IN HOME COUNTRY
Fee payment
Hostel registration
Student status
Credit transfer
Report to UTM International

SHARING SESSION
UTM STUDY ABROAD FAIR
UTM GLOBAL BUDDIES
SHARING SESSION EXPERIENCE

PROGRAM END
Program Report Template:
http://www.utm.my/international/pre-departure-program-report/

OUTBOUND MOBILITY FEEDBACK FORM
http://www.utm.my/international/outbound-mobility-feedback-form/

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HAVE A NICE TRIP & TAKE CARE!

Leave your worried behind and enjoy your study abroad!