

**good afternoon**  
**bonjour**  
**buenos días**  
**Griass di**  
**dobry den**  
**Guten Tag**

Technische  
Hochschule  
**Rosenheim**  
Technical University of Applied Sciences



**International  
Office**

## Info Sheet for Outgoing Students

Host University: Universiti Kuala Lumpur

Programme Agreement for Student Exchange

Cooperating Departments:

Rosenheim TUAS	Universiti Kuala Lumpur
BW – Faculty of Business Administration <a href="http://www.fh-rosenheim.de/die-hochschule/fakultaeten-institute/fakultaet-fuer-betriebswirtschaft/">http://www.fh-rosenheim.de/die-hochschule/fakultaeten-institute/fakultaet-fuer-betriebswirtschaft/</a>	Universiti Kuala Lumpur Business School <a href="https://www.unikl.edu.my/institutes/business-school/">https://www.unikl.edu.my/institutes/business-school/</a>
ING – Faculty of Engineering <a href="http://www.fh-rosenheim.de/die-hochschule/fakultaeten-institute/fakultaet-fuer-ingenieurwissenschaften/">http://www.fh-rosenheim.de/die-hochschule/fakultaeten-institute/fakultaet-fuer-ingenieurwissenschaften/</a>	Malaysian Institute of Chemical & Bioengineering Technology (MICET) <a href="https://www.unikl.edu.my/institutes/micet/">https://www.unikl.edu.my/institutes/micet/</a>
WI – Faculty of Business Administration and Engineering <a href="http://www.fh-rosenheim.de/die-hochschule/fakultaeten-institute/fakultaet-fuer-wirtschaftsingenieurwesen/">http://www.fh-rosenheim.de/die-hochschule/fakultaeten-institute/fakultaet-fuer-wirtschaftsingenieurwesen/</a>	Universiti Kuala Lumpur Malaysia Italy Design Institute (UniKL MIDI) formerly known as UniKL IPROM <a href="https://www.unikl.edu.my/institutes/iprom/">https://www.unikl.edu.my/institutes/iprom/</a> Universiti Kuala Lumpur Business School <a href="https://www.unikl.edu.my/institutes/business-school/">https://www.unikl.edu.my/institutes/business-school/</a> Malaysian Institute of Industrial Technology (MITEC) <a href="https://www.unikl.edu.my/institutes/mitec/">https://www.unikl.edu.my/institutes/mitec/</a>

### International Office Contact Details

Office Address:

UniKL International Office  
Universiti Kuala Lumpur  
Level 22, 1016, Jalan Sultan Ismail,  
50250 Kuala Lumpur  
Malaysia

Contact Person/s for exchange students:

Mr. Mohd Sufiza Harun

Phone:

0060321754428

Fax:

00603 2175 4446

E-mail:

[msufiza@unikl.edu.my](mailto:msufiza@unikl.edu.my), [all.uio@unikl.edu.my](mailto:all.uio@unikl.edu.my)

Website:

<https://www.unikl.edu.my/admission/exchange-mobility/areas/>

Facebook (if any):

<https://www.facebook.com/unikluio/>

### Application deadlines for exchange students

Application Deadline January Semester:

1<sup>st</sup> October

Application February Semester 2018 – UniKL Business School only:

1<sup>st</sup> November



**International Office**, Raum R 2.22

[international@fh-rosenheim.de](mailto:international@fh-rosenheim.de)

→ [www.th-rosenheim.de/international.html](http://www.th-rosenheim.de/international.html)

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Application Deadline July/September Semester: 1<sup>st</sup> April

#### Application documents for exchange students

Link to the online application (if any) or to the application information: <https://www.unikl.edu.my/admission/exchange-mobility/areas/>

What documents must be submitted?

1. Copy of Passport: Passport data information page
2. One (1) passport size of photo. Please refer to the requirements given by the Immigration <https://educationmalaysia.gov.my/how-to-apply/passport-photo-guidelines.html/>
3. Proof of Enrollment at Home University (letter in English by the Home University or student's card certified as true copy by the Home University)
4. Most recent Transcript of Records
5. Curriculum Vitae
6. Motivation Letter
7. English Language Competency Certificate (DAAD Language Certificate accepted)
8. Taking Subjects: UIO Form ISEM Learning Agreement - Inbound students – (signed and stamped by the Home University) – AVAILABLE AT <https://www.unikl.edu.my/admission/exchange-mobility/areas/>
9. Medical Screening  
*PRE – ARRIVAL:* Mobility students who are citizens of Germany are required to submit a declaration of their health status.  
*POST-ARRIVAL:* All students are required to attend a medical examination once they have arrived in Malaysia in any of the EMGS Panel clinic listed (<https://educationmalaysia.gov.my/how-to-apply/medical-screening/registered-overseas-clinics.html/>) within SEVEN (7) days of arrival. Any students who fail this medical screening will not be issued with a student pass and will be required to leave the country. This medical test include drug/ cannabis test too: pleased be more attentive to this matter, as drug laws in Malaysia may differ from those in the other countries.
10. INSURANCE PACKAGE: students should notify UniKL International Office which kind of insurance would like to purchase among those approved by EMGS (<https://educationmalaysia.gov.my/how-to-apply/insurance.html/>)

*Please note: The International Office of Rosenheim UAS will send all documents first as a scan, then as a hard copy to UniKL. Do not send any of the above documents yourself.*

INTERNATIONAL EXCHANGE STUDENTS PROCESSING FEE must to be paid in cash upon arrival: RM 120.00 per student.

#### Academic Calendar

Link to the website with your academic calendar: <https://www.unikl.edu.my/academic/academic-calendar/>

#### All UniKL Campuses (except Business School)

##### January Semester:

Beginning / End of Term: Mid January - Mid June  
Welcome days for exchange students: Mid January



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Final Exam Period: June  
Lecture-free Time: Mid June - Mid July

**July Semester:**  
Beginning / End of Term: End July - End December  
Welcome days for exchange students: July  
Final Exam Period: Beginning - End December  
Lecture-free Time: End December - Mid January

**UniKL Business School**

**February Semester:**  
Beginning / End of Term: February  
Welcome days for exchange students: February  
Final Exam Period:  
Lecture-free Time:

**September Semester:**  
Beginning / End of Term: End September – End January  
Welcome days for exchange students: September  
Final Exam Period: Mid - End January  
Lecture-free Time:

**Courses offered for exchange students**

Link/s to the catalogue/s of courses: <https://www.unikl.edu.my/programmes/>

**Please make sure to only choose courses from one Programme (at one campus)!**

Maximum of 18 UniKL credits (equivalent to 30 ECTS credits) to be validated per semester for undergraduates, max. 15 UniKL credits (25 ECTS credits) for postgraduate studies

UniKL Credits	ECTS Credits
1 Credit = 40 hours Student Learning Time (SLT)	1 Credit = 25 hours Student Learning Time (SLT)
3 UniKL Credit	5 ECTS Credits
A subject with 3 UniKL Credits: 3 x 40 hrs SLT = 120 hrs SLT	
120 hrs SLT/(25 hrs SLT/ECTS) = 4.8 ECTS (approx. 5 ECTS)	



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#### Visa Issues

Once UniKL receives all the application documents, they will provide the Acceptance Letter and share the Visa Application Guidelines. **DO NOT START THE VISA APPLICATION BEFORE.** Students will apply for their visa by themselves through the EMGS website: <https://educationmalaysia.gov.my/>

#### Accommodation Links

Student dormitories: If you prefer to stay on campus please indicate it in the UniKL Offer Response Form, which will be sent to you with your official Letter of Acceptance.

Private accommodations: Students can also opt to live off campus. The International Office will assist students to find suitable private accommodation close to campus.

Please refer to the information for both on- and off-campus accommodation in the UniKL information sheet.

#### Other Useful Links

Pre-Arrival procedure: <http://www.international.unikl.edu.my/#preArrivalModal>

Post-Arrival procedure: <http://www.international.unikl.edu.my/#postArrivalModal>

Admission Process: <http://www.international.unikl.edu.my/#admissionProcessModal>

EMGS – FAQs: <https://educationmalaysia.gov.my/frequently-asked-questions.html/>

Visa Application Status: <http://educationmalaysia.gov.my/index.php/emgs/application/searchForm/>

Kuala Lumpur City: <http://www.visitkl.gov.my/visitklv2/>

Malaysia Tourism: <http://www.tourism.gov.my/>

Auswärtiges Amt: [http://www.auswaertiges-amt.de/DE/Aussenpolitik/Laender/Laenderinfos/01-Nodes\\_Uebersichtsseiten/Malaysia\\_node.html](http://www.auswaertiges-amt.de/DE/Aussenpolitik/Laender/Laenderinfos/01-Nodes_Uebersichtsseiten/Malaysia_node.html)

DAAD: <https://www.daad.de/laenderinformationen/malaysia/de/>



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