Policy for Student Mobility from University of Reading UK to University of Reading Malaysia

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Introduction

1. Mobility from the University of Reading UK (**UoR**) to the University of Reading Malaysia (**UoRM**) implies a direct replacement of programme delivery, with no additional study time required beyond the original length of programme. Students will still graduate within the original timescale of their degree programme.
2. The primary method of mobility from UoR to UoRM is **Intercampus** Mobility taking place in the second year of the UK degree programme**.** Eligible UoR UK students can study at UoRM for one semester or one full academic year dependant on subject area/degree title, with the intention to return to UoR at the end of the mobility placement.
3. Usually **Campus Transfer**[1] or **Mobility to Transfer**[2] cannot take place. The default position remains that students are expected to return to UoR. In exceptional circumstances, requests can be considered on an individual case-by-case basis.
4. Module delivery is structured to ensure close replication between both campuses, ensuring that both cohorts of students follow similar syllabuses with delivery of material timed as closely as is possible. This should enable movement between campuses with minimal academic complication.
5. Any future short duration and / or summer school activity taking place between UoR and UoRM will be included in this document at the relevant time.

Mobility options

6. UoR students can undertake Intercampus mobility to UoRM subject to approval of both the UoR and UoRM academic schools.
7. Each academic school will determine when during the UK degree programme that a student can study at UoRM, which will be advertised in the Programme Handbook, School website, and on the UoR Study Abroad website.
8. UoR students should be made aware in advance by UoR Programme Directors, working with Study Abroad Coordinators, of any differences between available module provision, or requirements of accreditation or other professional bodies

[1] Changing the students' home campus location from UoR to UoRM for the rest of the duration of studies.
[2] Changing from a mobility student to a transfer student after arriving at UoRM.

regarding the place / mode of study which might impact their decision to undertake mobility.

9. Current opportunities include studying for the full-academic year in Part 2 at UoRM for the following UoR degrees:[3]
    a. BSc Accounting and Finance,
    b. BSc Building Surveying,
    c. BSc Business and Management,
    d. BSc Construction Management,
    e. BSc Construction Management and Surveying,
    f. BSc Psychology,
    g. BSc Psychology (4-year with Professional Placement),
    h. BSc Quantity Surveying,
    i. BSc Real Estate,
    j. BSc Real Estate Development & Planning,
    k. BSc Real Estate Finance,
    l. BSc Real Estate Finance with Foundation.
10. In addition:
    a. students registered onto the following degrees can study at UoRM for either semester 1 or semester 2 in Part 2:
        i. BSc Psychology,
        ii. BSc Psychology (4-year with Professional Placement).
    b. students registered onto the following degrees can study at UoRM for semester 1 in Part 2 only:
        i. BSc Psychology w Neuroscience,
        ii. MSci Applied Psychology (Clinical),
        iii. BA Psychology and Philosophy.
11. Timing of these opportunities are subject to approval and review of the relevant UoR and UoRM Schools. Any changes to the timing of Intercampus mobility options will require University Executive Board (UEB) approval.

Who can participate

12. Intercampus mobility opportunities at UoRM are available to full-time undergraduate students registered at UoR who meet the conditions outlined in this document.
13. Decisions regarding admission to UoRM from the above programmes will be made by the UoRM School, in consultation with the UoR School, in accordance with internal processes and requirements.

[3] As of December 2024.

14. Students who are in debt to UoR, or who have been found guilty of serious disciplinary offences under the Regulations for Student Conduct will not normally be permitted to take part.
15. In order to participate UoR students must have passed the necessary end of semester examinations at UoR and be qualified to progress to the next relevant stage of their degree programme, irrespective of location:
    a. Students who fail at first attempt or who are awarded a DNS in Part 1 will not normally be permitted to participate in semester 1 of Part 2 even if making an appeal in the case of a failed exam. Intercampus mobility might be possible in Part 2 semester 2, where permitted.
16. UoR students studying at UoRM are to be strongly encouraged to attend Mata Pelajaran Umum (MPU) classes whilst on the UoRM campus, even if not a formal requirement.
17. Students undertaking mobility must be in all respects qualified to otherwise continue with their studies at UoR if mobility to UoRM does not take place.
18. Students who are the subject of ongoing investigations for any of the following reasons will not normally be permitted to undertake Intercampus mobility or campus transfer:
    i. academic misconduct,
    ii. failure to engage with their studies,
    iii. fitness to study or fitness to practice,
    iv. breach of regulations for conduct,
    v. debt to the University,
    vi. investigation by the police for a criminal offence.
19. Any allegation under i-vi above which comes to light while the student is at UoR, relating to the student's time at UoRM, may result in the investigation being carried out at UoR or remotely by UoRM.
    a. For academic allegations under i-iii such investigations will be the responsibility of the UoRM Academic Director Teaching & Learning (ADTL) working with the UoR Chair of the Student Disciplinary Committee, Chair of Senate Standing Committee on Academic Misconduct (SCAM) and Provost UoRM as appropriate. The UoRM ADTL should liaise with the UoR School Director of Teaching & Learning (SDTL) and relevant Associate Pro-Vice-Chancellor (APVC) to ensure that penalties are consistent across campuses.
    b. For discipline allegations under iv-vi such investigations will be the responsibility of the UoRM Director of Student Welfare & Academic Services working with the UoR Chair of the Student Disciplinary Committee, Chair of SCAM and Provost UoRM as appropriate. The UoRM Chair of Academic Heads of Section (AHoS) should liaise with the UoR

SDTL and relevant APVC to ensure that penalties are consistent across campuses.

20. Monitoring of student experience and ongoing academic progression will be managed and administered at School level.

Application and student record management

21. Expressions of interest and applications are to be managed exclusively through the RISIS system.
22. Application outcomes will be provided to students by UoRM International Student Office.
23. Conditional and unconditional offers will be provided by UoRM International Student Office.
24. The administration of student records whilst at UoRM will be overseen by the UoRM International Student Officer (or designate) within the UoRM Student Welfare & Academic Services team and the sending UoR academic School, with support from the UoR Study Abroad Office where required.

Tuition fees

25. The fee status of UoR students studying at UoRM for less than a full academic year remains unchanged. The standard full-year tuition fee remains payable in the UK in full – home or international. No additional tuition-fee is levied at UoRM.
26. For full academic year mobility in Part 2, the student is only liable to pay the standard UoR Year Abroad tuition fee. This is currently set at 15% of the standard full-year tuition fee. This is payable in the UK with no additional tuition-fee levied at UoRM.
27. Any changes to the tuition fee structure listed above will require the approval of the University of Reading Fees Sub-group.

Changes to period of registration post arrival

28. **Extending registration period**:
    a. Students undertaking a semester of Intercampus mobility to UoRM will not normally be permitted to extend their Intercampus mobility period to a full academic year due to immigration restrictions.
    b. Students undertaking a full year of Intercampus mobility to UoRM will not normally be permitted to transfer their degree to UoRM, unless for exceptional circumstances which are fully approved by both UoR and UoRM (see 3).
29. **Reduction in registration period:** Students wishing to cut short their registration at UoRM will normally need to complete a 'Mobility Early Return Request' form

(available from the Study Abroad Office (SAO)), and must gain approval from UoRM Programme Lead (PL), UoRM Director of Student Welfare & Academic Services, UoR Study Abroad Coordinator, and UoR SDTL.

   a. If approved the decision will be processed by SAO, working in conjunction with relevant authorities at UoR and UoRM.
   b. If rejected the student has a right of appeal and should follow the Student Complaint process.

30. Once a semester has started, early return to UoR is normally only possible in emergency situations or for personal circumstances approved by both UoR SDTL and UoRM PL. Early departure can impact visa and tuition-fee status, as well as affect possible financial support.
31. In the event of significant local events (e.g. weather-events, political unrest etc) necessitating the repatriation of all UoR students, UoR and UoRM's Major Incident plans will come into effect.

Roles and responsibilities

32. The UoR campus through the Programme Directors and the UoR SDTL, working with the UoR SAO and relevant subject Study Abroad Coordinators, and supported by Marketing (UoRM and UoR), will advertise and promote the availability of study opportunities at UoRM to prospective and current UoR students.
33. The relevant UoR SDTL must ensure that all stakeholders at UoR and UoRM are kept informed of relevant developments that might impact mobility to UoRM.
34. Academic Schools currently involved in programme delivery and student mobility between UoR and UoRM will maintain regular communications to ensure effective information exchange to deliver mobility opportunities effectively.
35. UoRM Schools must notify in a timely fashion the SDTL, UoR academic counterparts, the UoRM International Student Officer and UoR SAO of any changes that might impact mobility to UoRM. Wherever possible this should be before the implementation of promotional activities for the next academic cycle.
36. Application and administrative processes related to the movement of students from UoR to UoRM will be overseen at UoR by the SAO working in collaboration with stakeholders at UoR and UoRM, in particular the UoRM International Student Officer.
37. SAO will produce an Operational Guide outlining activities, tasks and timelines required to deliver mobility options effectively. This will be saved in a TEAMS channel where UoR and UoRM colleagues involved in delivering mobility opportunities between UoR and UoRM can be provided access (upon request).

38. Students will receive supporting information about the full process of mobility from UoR to UoRM delivered by their academic Schools, SAO and both UoR and UoRM.
39. Malaysia visa and immigration guidance must only be provided to UoR students by trained representatives within the UoRM Student Welfare & Academic Services team.

Document control

Version	Section	Keeper	Reviewed	Approving authority	Approval date	Start date	Next review
1.0 (replacing 'Guidelines for Student Mobility to UoRM from UK campus' (March 2018)).	Study Abroad Office	MD	January 2025	UBTLSE	11 March 2025		3 years