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

Introduction

1. Mobility from the University of Reading Malaysia (**UoRM**) to the University of Reading UK (**UoRUK**) 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. There are four methods of mobility from UoRM to UoRUK:
    a. **Intercampus Mobility:** Study at UoRUK for one semester or one full academic year, with the intention to return to UoRM at the end of the mobility placement. Students pay tuition fees to UoRUK only.
    b. Intercampus Exchange: Study at UoRUK for a semester on a tuition fee-waiver basis with the student returning to UoRM at the end of the mobility placement. Tuition fees paid to UoRM only. The number of tuition fee-waiver places will be capped at a level agreed annually by the International and Global Engagement Strategy Board (IGESB).
    c. **Campus Transfer:** Changing the students' home campus location from UoRM to UoR for the rest of the duration of studies.
    d. **Mobility to Transfer:** Changing from a mobility student to a transfer student after arriving at UoRUK.
    e. **Mobile Progression:** Entry into Year 1 at UoRUK from UoRM Foundation Programme (IFP).
3. 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.

Mobility options

4. UoRM students studying on the Malaysia campus can undertake mobility to UoRUK subject to approval of the host UoRUK School:
5. For **intercampus mobility** options are limited to:
    a. Part 2, semester 1
    b. Part 2, semester 2
    c. Part 2, full academic year
    d. If the student elects to remain for Part 3 also, it would be expected that their registration will be transferred to the UoRUK campus.

6. For **intercampus exchange** the mobility option is limited to taking place in semester 2 Part 2 only.
7. For **Mobile Progression** a place on the chosen degree programme is dependent on the degree programme being available, the student having successfully completed the relevant IFP modules, and the student meeting the progression grade requirements for admission onto the degree programme.
8. Any changes to the timing of intercampus mobility options will require UBTLSE approval, in consultation with IGESB.
9. UoRM students should be made aware in advance by UoRM Programme Directors of any requirements of accreditation or other professional bodies regarding the place /mode of study which might impact their decision to undertake mobility.

Who can participate

10. Mobility opportunities at UoRUK are available to full-time undergraduate students registered at UoRM who meet the conditions outlined in this document.
11. Current opportunities include:[1]
    a. BSc Psychology
    b. BSc Psychology with Professional Placement
    c. BSc Quantity Surveying
    d. LLB Law
    e. BSc Accounting and Finance
    f. BSc Finance & Business Management
    g. BSc Business and Management
    h. BSc Real Estate
12. Timing of these opportunities are listed below, subject to approval of the host UoRUK School:

Programme	**Pt 2 Sem 1**	**Pt 2 Sem 2**	**Pt 2 year**	**Pt 3 year**
Accounting & Finance	✓	✓	✓	✓
Business and Management	✓	✓	✓	✓
Finance and Business Management	✓	✓	✓	✓
Real Estate	✓	✓	✓	✓
Law	✓	✓	✓	✓
Psychology	✓	✓	✓	✓
Quantity Surveying	✓	✓	✓	✓

13. Decisions regarding admission to UoRUK from the above programmes will be made by the UoRUK School in accordance with internal processes and requirements.

[1] As of September 2024.

14. In order to participate UoRM students must have passed the necessary end of semester examinations at UoRM and be qualified to progress to the relevant stage of their degree programme, irrespective of location.
    a. Students who fail at first attempt examinations [2] or who are awarded a DNS in Part 1 will not normally be permitted to participate – intercampus mobility or transfer - from UoRM to UoRUK in semester 1 of Part 2 even if making an appeal in case of a failed exam. Intercampus mobility might be possible in Part 2 semester 2.
    b. Students who fail at first attempt examinations[3] or who are awarded a DNS in Part 2 will not normally be permitted to undertake campus transfer from UoRM to UoRUK in Part 3 even if making an appeal in case of a failed exam.
15. All UoRM students who will complete their studies at UoRM are required to complete all required Mata Pelajaran Umum (MPU) modules before being awarded an undergraduate or honours degree.[4] UoRM students who are planning to undertake any time at UoRUK are required to attend MPU classes whilst on the UoRM campus.
16. Students undertaking mobility must be in all respects qualified to otherwise continue with their studies at UoRM if mobility to UoRUK does not take place. They must have satisfied all of the requisite progression requirements, and must satisfy any prerequisite requirements for modules they wish to study in UoRM.
17. 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
18. Any allegation under i-vi above which comes to light while the student is at UoRUK, 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 Academic Director Teaching & Learning (UoRM) working with the UoR University's Dean of Discipline, Chair of SCAM and Provost UoRM as appropriate. The Academic Director Teaching & Learning

[2] Including assessment by Examination and Examination Procedures.
[3] Ibid
[4] In accordance with the Malaysian Ministry of Higher Education Malaysia ruling on Section 41(5) of the Private Higher Education Act 1996 dated 1st September 2013 - https://www.reading.edu.my/current-students/general-studies-mpu (Date accessed 06.08.2026))

(UoRM) should liaise with the UoR School Director of Teaching & Learning and relevant Associate Pro-Vice-Chancellor to ensure that penalties are consistent across campuses.

b. For discipline allegations under iv-vi such investigations will be the responsibility of the UoRM Chair of Academic Heads of Sections (AHoS) working with the University's Dean of Discipline, Chair of SCAM and Provost UoRM as appropriate. The AHoS should liaise with the UoRUK School Director of Teaching & Learning and relevant Associate Pro-Vice-Chancellor to ensure that penalties are consistent across campuses.

19. Students who are in debt to UoRM, or who have been found guilty of serious disciplinary offences under the Code of Conduct Regulations will not normally be permitted to participate.
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, irrespective of planned mode of mobility.
22. Application outcomes will be provided to students by UoRM International Student Office.
23. Conditional and unconditional offers will be provided by UoRUK Study Abroad Office.
24. The administration of student records whilst at UoRUK will be overseen as follows:
    a. Intercampus mobility: Study Abroad Office / Host UoRUK academic School
    b. Campus Transfer: Host UoRUK academic School
    c. Mobility to Transfer: Host UoRUK academic School
    d. Mobile Progression: Admissions / Host UoRUK academic School

Tuition fees

25. Different tuition fee models apply to the different mobility options available for UoRM students studying at UoRUK for a particular time period.
26. Where applicable, tuition fees are set by the University of Reading Admissions and Fees Sub-group and are paid to UoRUK direct by the student.
27. The tuition fees are as follows: the:

Study Duration / Type to UoRUK	**Year 1 at UoRUK discount**	**Year 2 at UoRUK discount**
Two-year transfer	International Student Fee less 30%	International Student Fee less 35%
One-year intercampus mobility / transfer	International Student Fee less 30%	N/A
One-semester intercampus mobility	Pro rata International Student Fee less 30%	N/A
One-semester intercampus exchange	Tuition fee-waiver	N/A
Mobile Progression	International Student Fees less 20% for Year 1 of study.	Standard International Student Fees Year 2 onwards.

28. Discount rates for transfer and intercampus mobility are only available to UoRM students who started their bachelor level study at UoRM on their current UG degree programme.
29. UoRM students who receive the proposed tuition discount cannot receive any further discounts or scholarships awards on top of the proposed tuition fee discounts.
30. Students participating on intercampus exchange will not be charged tuition fees by UoRUK for their semester of study but must pay standard tuition fees to UoRM.
31. Any UoRM tuition fees Scholarships awarded at UoRM are not transferable to UoRUK. See UoRM Scholarship website for further information.
32. Any changes to the tuition fee structure listed in 22. will require the approval of the University of Reading Admissions and Fees Sub-group.

Changes to period of registration post arrival

33. **Intercampus mobility**: Students undertaking a semester of intercampus mobility to UoRUK will not normally be permitted to extend their intercampus mobility period to a whole year due to immigration restrictions.
34. **Mobility / Exchange to Transfer:** Students wishing to transfer from intercampus mobility / exchange to complete their degree at UoRUK will normally need to complete a 'Mobility / Exchange to Transfer Request' form (available from the Study Abroad Office), gaining approval from UoR School Director of Teaching & Learning (SDTL) and from UoRM Programme Lead (PL).
    a. If approved:
        i. The decision will be administratively processed by SAO.
        ii. Students will need to reapply for a student visa.
    b. If rejected the student has a right of appeal and should follow the UoRUK Student Complaint process.
35. **Reduce registration period:** Students wishing to cut short their registration at UoRUK will normally need to complete a 'Early Return Request' form (available from the Study Abroad Office), and gain approval from UoRM Programme Lead (PL), UoR School Director of Teaching & Learning (SDTL).
    c. If approved the decision will be processed by SAO.
    d. If rejected the student has a right of appeal and should follow the Student Complaint process.
36. Once a semester has started, early return to UoRM is normally only possible in emergency situations or for personal circumstances approved by both UoRUK School Director of Teaching and Learning and UoRM Programme Lead. Early departure can impact visa and tuition fee status.
37. In the event of significant local events (e.g. weather-events, political unrest etc) necessitating the repatriation of all UoRM students, UoRUK's Major Incident plan will come into effect.

Roles and responsibilities

38. The UoRM campus, through the UoRM International Student Office (ISO) working with relevant Academic Heads of Section (AHoS), Marketing (UoRM and UoR), and the UoRM Academic Director Teaching & Learning (ADTL), supported by the UoR Southeast Asian Hub, will advertise and promote the availability of study opportunities at UoRUK to prospective and current UoRM students.
39. The UoRM Academic Director Teaching & Learning (ADTL) must ensure that all stakeholders at UoRM and UoR are kept informed of relevant developments that might impact mobility to UoR.
40. Academic Schools currently involved in programme delivery and student mobility between UoRM and UoRUK will maintain regular communications to ensure effective information exchange to deliver mobility opportunities effectively.

41. UoR Schools must notify in a timely fashion the ADTL, UoRM academic counterparts, the UoRM International Student Office and UoRUK Study Abroad Office of any changes that might impact mobility to UoRUK. Wherever possible this should be before the implementation of promotional activities for the next academic cycle.
42. Application and administrative processes related to the movement of students from UoRM to UoR will be overseen at UoRUK by the Study Abroad Office (SAO) working in collaboration with stakeholders at UoRUK and UoRM, in particular the UoRM International Student Office (ISO).
43. SAO will produce an Operational Guide outlining activities, tasks and timelines required to deliver mobility options effectively. This will be saved in via a TEAMS channel where UoRUK and UoRM colleagues involved in delivering mobility opportunities between UoRM and UoRUK can be provided access (upon request).
44. Students will receive supporting information about the full process of mobility from UoRM and UoRUK delivered by their academic Schools, Study Abroad Office and both UoRUK and UoRM.
45. UK visa and immigration guidance must only be provided to UoRM students by trained representatives from UoR International Student Advisory Team.

Document control

Version	Section	Keeper	Reviewed	Approving authority	Approval date	Start date	Next review
1.0 (replacing 'Guidelines for Student Mobility to UK campus from UoRM campus' (March 2018)).	Study Abroad Office	MD	October 2024	UBTLSE			3 years
1.1 (update options and fee structure)	Study Abroad Office	MD	August 2026	UBTLSE	17.08.2026		3 years