

SECTION A. PROCESS FLOW FOR INTERNATIONAL STUDENT PLACEMENT

The administrative fee (non-refundable) for international student placement is as follows:

- a) for duration of **not more than 4 weeks**, the admin. fee will be **Euro 300**
- b) for duration **more than 4 weeks but less than 6 weeks**, the admin. fee will be **Euro 500**

STEP 1

- Enquiry received via e-mail and screening will be done. Those shortlisted from the screening will be forwarded to the HODs concerned for acceptance or otherwise.
- Applicants that are accepted by HOD will be notified with explanation on application process, forms, docs. and admin. fee
- After the application documentation and admin. fee had been received, application will then be process by the Officer-In-Charge, Ms.Masitah Shahabudin.

STEP 2

- Once the application had been processed, it will then be forwarded to the Dean, Prof. Premnath for final approval with the Coordinator, Assoc. Prof. Dr. Yeow TP in the loop. The applicant will then be informed on the decision from the Dean with all the necessary information and he/she will then need to complete a post approval form & documentation.
- At the same time the Senior Mgt (CEO, President & Registrar) and HOD concerned will be informed.

STEP 3

- At least one video Skype session will take place to ensure to ensure that applicant is prepared to start their student placement and to provide opportunity on clarifying any doubts. The applicant will then be introduced electronically to RUMCSA President should there be any questions from the student perspective to assist he/she to settled down upon arrival.
- A gentle reminder email will be send out to Senior Mgt, Coodinator and HOD concerned closer to the date of arrival.
- Before the end of student placement, applicant is required to complete a feedback form. A photo session will also be organised and this will be considered as a farewell session.