

STUDENT ATTACHMENT (RESEARCH ATTACHMENT/ INTERNSHIP)



[DEFINITION source : www.imcc.usm.my]

Research Attachment

Research attachment programme can be performed at one of our high end and cutting edge laboratories or facilities at USM to enhance research skills and in-depth understanding of research area. The programme will be supervised by an expert in the field at our Schools/Centres and is more suitable for postgraduate undergoing research study at their home countries.

Internship

Internship programme can be done under research, working at any USM departments or attach with our collaborating industries. USM is the National Secretariat of IAESTE Malaysia.

START

STEP 1 APPLICATION

Applicant to send a letter/ an email with CV/resume to request to do a research attachment/ internship to the Dean/ Supervisor (School of Industrial Technology) prior 2 months before the proposed date for arrival. State date of the propose program (start-end date).

There are also cases where applications that sent to IMCC and then forwarded to the Dean.



STEP 2 APPROVAL BY PPTI



School to identify :

- * Field, Research Title and Supervisor (Host University) through Programme Chairperson (Host University)
- * Supervisor (Home University) through the coordinator (Home University)

The Dean Office will issue the letter of acceptance of application to the applicant [copied to Supervisor (Host University) & IMCC]

Supervisor (Home University) needs to sign the letter of acceptance of the terms and conditions set by the school

STEP 3 APPROVAL BY IMCC

The applicants will received the following documents from IMCC (a copied of the documents will be send to PPTI)

- * Student Attachment Application Form
- * Health Declaration Report Form
- * Passport Photo Guidelines for Student Pass (Mobility)
- * Seven Steps to Get Student Pass Guidelines



IMCC will check whether there is any active MoA /MoU with the Home University for fee waive purposes

After IMCC have received all the completed documents, they will issued an Offer Letter to the applicant (a copied of the letter will be send to PPTI). IMCC will arrange for the applicant's accommodation (hostel)

STEP 4 VISA APPLICATION (EMGS)



Applicants refer to the Seven Steps to Get Student Pass Guideline

Applicants to apply the visa through Education Malaysia Global Services (EMGS). PPTI to inform IMCC name of (Home University) for IMCC to apply for the University name to be listed in EMGS system

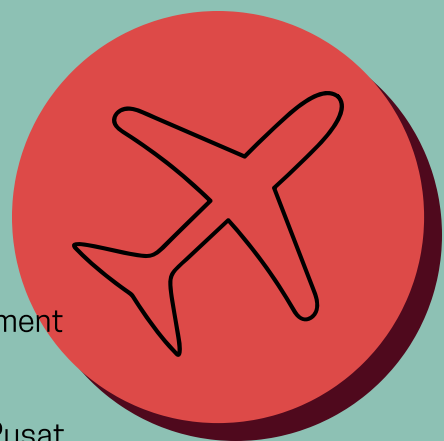
After two (2) weeks, the applicant to check their status of visa application through the EMGS

Visa Approval Letter (e-VAL) must be printed by applicants through the EMGS and bring it to the Malaysia Embassy at the Home Country to get a Single Entry Visa

STEP 5 SELF-REPORTING AFFAIR

PPTI :

1. Request for proof of a copy of travel insurance documents
2. Check applicant itinerary (inbound) to Penang (advise to arrive during weekdays)
3. Prepare applicants checklist for the self-reporting affair
4. Check with Supervisor (Host University) regarding the applicant's pickup arrangement from Airport to hostel
5. Obtain a hostel key, label the keys and give the keys to the student
6. Ensure that student deals with University Housing and Accommodation Centre (Pusat Perumahan dan Penginapan Universiti) for the payment of the hostel fee
7. Ensure that student deals with IMCC for Student Visa, matric number and card, WIFI and Student Card (less than 3 months, no matric card, only matric number)



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