

UMAP Exchange Program and
UMAP Credit Transfer Scheme (UCTS)

UMAP 交換留学プログラム および UMAP 単位互換方式 (UCTS)

Users' Guide 利用者ガイド



UMAP
University Mobility
in Asia and the Pacific

CONTENTS

INTRODUCTION.....	1
a. Why is a Common Educational Framework, UCTS, in Asia Needed?.....	1
b. Who will benefit from UCTS and what are its advantages?.....	2
c. Contributors for UMAP Users' Guide.....	2
1 What is UMAP?	3
2 UMAP Student Exchange Program	4
3 Eligible Members	5
4 Three Main Components of UMAP Exchange Program	6
1) UMAP Pledge of Agreement.....	6
2) Announcement of UCTS	6
3) UMAP Study Plan	6
4) The Pledge of Agreement (Sample)	7
5 UMAP Credit Transfer Scheme (UCTS).....	9
1) Objective	9
2) Definition of UCTS.....	9
6 UCTS Credit Conversion with Other Parts of the World	10
7 Comparative Grading Scales in Asia and the Pacific	11
8 UMAP Student Exchange Application Procedures.....	13
1) Student's Personal Data	14
2) Proposed Subjects for UMAP Study Plan	15
3) Certification of UMAP Study Plan.....	15
4) Example of UMAP Application Form	16

INTRODUCTION

a. Why is a Common Educational Framework, UCTS, in Asia Needed?

International educators need a permeable framework, including a common credit transfer system, for higher education in the Asia-Pacific region if they want to mobilize a large number of students for educational exchanges.

University Mobility in Asia and the Pacific (UMAP) has developed a UMAP Credit Transfer Scheme (UCTS) to facilitate greater student mobility in the region by providing a framework for establishing credit transfer arrangements. The UCTS model originally adopted the European Credit Transfer and Accumulation System (ECTS). In May 2013, the UMAP International Board officially adopted a new concept for UCTS in order to simplify the process of credit transfer among Asian higher education institutions. This new concept of UCTS is different from the European Credit Transfer System, which we had referred to in the past.

This Users' Guide intends to illustrate standardized measures to harmonize specific differences among institutions regarding their educational contents in order to improve their level of mutual understanding and trust.

As a result, use of the framework will help promote student mobility among participating institutions. As the number of participating universities and mobility students rapidly increases, it becomes difficult for universities to manage large-scale international mobility without a simple (transparent, compatible, and systematic) system to process the attendant paperwork. The newly introduced UMAP Credit Transfer System (UCTS) is a part of the permeable framework. It has the potential to promote student mobility not only among higher education institutions in the Asia-Pacific region, but also with other parts of the world by providing a simple, systematic measurement tool to count academic credits in the Asia-Pacific region.

b. Who will benefit from UCTS and what are its advantages?

Students	<ul style="list-style-type: none"> • Credit system among countries/territories covered by UCTS can be compared easily, making it simple to determine the correct credit equivalencies at the home institutions. • The number of courses/credits taken abroad that can be transferred back to the home institutions can be calculated easily. • Knowing the correct number of credits to transfer to their home university through UCTS, students can be assured that they can complete their coursework requirements back home and graduate on time.
Faculty and staff members	<ul style="list-style-type: none"> • Credit systems and equivalencies across regions and countries are easy to compare, making it simple to advise students on the number of courses they need to take abroad. • Simple, hassle-free method for calculating credits and facilitating transfer from host to home institution. • Reduces the time needed to understand and calculate credit equivalencies. • Increases your chances of finding new student exchange partners around the globe by letting UCTS resolve difficulties in transferring credits.

c. Contributors for UMAP Users' Guide

Taiji Hotta	Vice-Executive of International Planning, Professor, International Center, Hiroshima University
Angela Yung-chi Hou	Professor, Fu Jen Catholic University, Taiwan / Executive Director, Higher Education Evaluation and Accreditation Council of Taiwan
Glenn F. de Leon	Director, Office of International Relations, Ateneo de Manila University
Koji Kobata	Professor, Deputy Dean of School of Global and Community Studies, University of Fukui
Shingo Ashizawa	Professor, Faculty of Regional Development Studies, Toyo University / Deputy Secretary General, UMAP International Secretariat

1

What is UMAP?

Growth in the internationalization of higher education is driving the expansion of tertiary systems and institutions throughout the world. It articulates cross-border collaboration as well as intensifies student mobility. In order to respond to this significant development and trend in higher education, Asian countries decided to develop a collaborative model of a student mobility scheme on a regional basis, which would not only increase student mobility but also strengthen economic integration within the region.

In 1991, the countries in Asia and the Pacific established an international network entitled “The University Mobility in Asia and the Pacific (UMAP)”. It aims at enhancing student mobility and talent circulation through exchange programs and joint research projects to achieve a better and international understanding within each of the countries and territories in the Asia-Pacific region. As a voluntary organization, it mainly comprises governmental sectors and higher education institutions. Not-for-profit higher education institutions located in the Asia-Pacific region and accredited by its home accreditors are eligible to participate in UMAP. As of September 2016, UMAP has 11 countries/territories with full membership among 35 eligible countries/territories and 514 institutional members.

According to its purpose, UMAP developed two types of regional mobility initiatives, including semester and summer programs for student exchanges and research nets for academic collaboration. Participating institutions are expected to waive tuition fees for UMAP semester exchange students, and to grant credits towards the student’s home institution degree for study undertaken while on exchange. In addition, UMAP provides scholarships for students who participated to the ProgramC (Super Short-Term Program). In term of the research net, the researchers, academics, and staff members from higher education institutions of UMAP member countries/territories are encouraged to collaborate with each other in the areas of cross-border higher education as well as to explore the possibilities of facilitating communication and mutual understanding across cultures.

2

UMAP Student Exchange Program

Under the UMAP Exchange Program, student exchange is enhanced and facilitated between individual accredited higher education institutions, or consortium of institutions on the basis of mutual acceptance of the appropriateness of national accreditation determinations.

UMAP Student Exchange Programs

Program A	UMAP Multilateral Student Exchange Program [UME]	<p>Multilateral exchange program in which UMAP affiliated universities send and receive two students per year. If any two UMAP universities would like to exchange more than two students, they may do so by signing a bilateral agreement (Program B). Exchanges are made between UMAP affiliated universities on a tuition-waiver basis. Programs (at the undergraduate or postgraduate level) can last one or two semesters, beginning in the fall or spring semester.</p> <p>The UMAP National Secretariat in each participating member country/territory acts as the coordinator for UME. The host university waives tuition fees and manages to assist or provide exchange students in accommodation.</p>
Program B	UMAP Bilateral Student Exchange Program [UBE]	<p>Bilateral student exchange made between any two UMAP affiliated universities that would like to exchange more than two students. Conditions for the waiver/non-waiver of tuition fees will depend on the host universities. Programs (at the undergraduate or postgraduate level) can last one or two semesters, beginning in the fall or spring semester.</p> <p>The UMAP National Secretariat in each participating member country/territory acts as the coordinator for UBE between UMAP affiliated universities.</p> <p>Participating universities are encouraged to use the UMAP Credit Transfer Scheme (UCTS) to facilitate the transfer of earned credits to the participants' home universities.</p>

Program C	Super Short-Term Programs (SSTP)	<p>SSTP are short-term (one to eight-week long) programs offered by UMAP affiliated universities. Programs are generally offered between July and September, and are available in a wide range of disciplines: cultural studies, language proficiency courses, vocational training, entrepreneurship, and more. UMAP awards scholarships to selected participants.</p> <p>The UMAP National Secretariat in each member country/territory acts as the coordinator for UMAP affiliated universities participating in SSTP. More specifically, it collects information about the courses and assists UMAP in promoting the courses. Students apply for SSTP using UMAP's standard application form. Universities offering SSTP may charge or waive tuition fees for students coming from UMAP affiliated universities in other countries/territories.</p> <p>Participating universities decide whether or not to offer credits for SSTP. If credits are offered, they can be transferred using the UCTS.</p>
-----------	----------------------------------	---

3

Eligible Members

All public or private higher education institutions located in UMAP member countries/territories, and recognized in the participating home country/territory as nationally accredited, are eligible to participate in UMAP programs.

Host institutions are expected to waive tuition fees for UMAP exchange students, and to grant credits towards the student's home institution degree for study undertaken while on exchange.

UMAP member countries/territories and their higher education institutions agree to work toward standard arrangements for recognition of study undertaken by UMAP students. These institutions have agreed to use UMAP Credit Transfer Scheme (UCTS) on a voluntary basis for transparency in the conversion of credits between different higher education systems.

Students, both undergraduate and postgraduate, from UMAP participating institutions undertake a period of formal study, a minimum of one semester and a maximum of two semesters, while on exchange.

4

Three Main Components of UMAP Exchange Program

1) UMAP Pledge of Agreement

To participate in the UMAP Exchange Programs, universities are expected to sign the Pledge of Agreement with UMAP International Secretariat in advance in order to accept the principles of the UMAP exchange program concerning obligations of home and host institutions, and the preconditions concerning funding arrangements, especially to waive tuition fees for exchange students on a reciprocal basis.

Once signed, the agreement is valid until the termination is notified by either the university or UMAP IS in writing at least (6) months prior to the proposed termination date. In the event of termination, respective parties will honor all commitments to students currently participating in the program.

2) Announcement of UCTS

To participate in the UMAP Exchange Programs, universities need to announce their use of UCTS as a conversion scale for credit to other participating universities. Universities are required to show the number of UCTS credits for each course and issue a transcript that uses UCTS credits.

3) UMAP Study Plan

Once assigned to a host university, students are required to make a UMAP Study Plan and submit it to the host university. Students need to find courses at the host university relevant to their courses at their home university. This can be done by comparing course descriptions, syllabi, or the university catalogs of the host and home universities, after which they complete the form with their selected courses, credits and also UCTS credit equivalence. The host university should offer advice to the student's study plan and help him/her to finalize his/her course selections for the coming semester.

4) The Pledge of Agreement (Sample)

THE PLEDGE OF AGREEMENT
on
UMAP MULTILATERAL STUDENT EXCHANGE PROGRAM
between
[]
AND UMAP INTERNATIONAL SECRETARIAT

..... (University), (Country), as a participating institution of the University Mobility in Asia and the Pacific (UMAP) Multilateral Student Exchange Program (UME), hereby pledges to the UMAP International Secretariat (UMAP IS) as the representative of UMAP, that (University) will agree upon the following terms for the implementation of exchanges of undergraduate or graduate students (hereinafter referred to as “exchange students”) under the UME:

1. All participating exchange students should be currently enrolled students from every participating university.
2. The selection of exchange students will be subject to the authority and discretion of each host university. The maximum number of exchange students will not exceed two (2) per academic year in each university unless agreed upon between host university and home institution to engage a maximum of five (5) students in exchange program.
3. Exchange students shall be permitted to stay at the host university not longer than one year.
4. Exchange students will not be subject to fees for examination, admission and tuition from host university.
5. Exchange students will receive a letter of enrollment or note from the host university to apply VISAs for a length of time equivalent to the exchange term in the country where the host university is located.
6. After (University) hosts or participates in Program A (UME), undergraduate or graduate students can be accepted as exchange students to Short-Term Exchange Programs, Program B (UMAP Bilateral Student Exchange Program: UBE) or Program C (UMAP Student Exchange on Special Courses: USC).
7. Exchange students comply not only with international exchange and other requirements of the host country but also with rules and regulations of the host institution.

8. Exchange students may enroll into any courses/classes offered by host university, except courses with specific requirements determined by that university.
9. All participating universities agree to accept credits and to transfer credits earned by students from exchange program via UMAP Credit Transfer Scheme (UCTS), subject to the regulations and procedures of the respective universities.
10. All participating universities shall manage to assist or provide exchange students in accommodation.
11. Concerning with the implementation of this program, open and widespread participation shall be encouraged; all details shall be discussed and agreed by host and home universities with UMAP IS whenever necessary.
12. Notification is required at least one year earlier to the end date for the termination of agreement.
13. This agreement should be valid from the date signed by each participating university with UMAP IS. The Agreement may be terminated by the university giving six (6) months written notice to UMAP IS. In the event of termination, the respective parties will honor all commitments to students currently participating in the program.
14. The memorandum shall be concluded in English. Any revision or modification of the agreement shall be made in writing through discussion in UMAP committee and board meeting.

(Signature) _____ (Signature) _____

(Name) _____ Makio Takemura, Ph.D.

(Title) _____ Secretary General

(University) _____ UMAP International Secretariat

(Country) _____ Tokyo, Japan

Date _____ Date _____



UMAP Credit Transfer Scheme (UCTS)

1) Objective

UCTS has been developed to promote university student mobility with the objective to ensure that credits are transferable for study undertaken on exchange between UMAP participating institutions, and to facilitate greater mobility between UMAP member countries/territories and other regions.

UCTS concept is designed not to control or standardize any pre-existing rules and regulations at institutions. Rather, it is designed to provide more detailed information regarding the academic experiences of mobility students at host institutions using standardized indicators, while at the same time allowing institutions to retain their own pre-existing systems and regulations.

2) Definition of UCTS

UCTS accepts a range of different teaching hours and student workloads as equivalent when they are used to calculate credits from different nations and higher education institutions. Thus, it will create a common credit conversion scheme where UMAP participating institutions can transfer credits among themselves on a one-to-one basis, thereby promoting student mobility in the Asia-Pacific region.

A teaching hour is defined as a contact hour that a teacher spends in one instruction session. One teaching hour will be counted as one academic hour, not based upon the exact length of teaching hours. The actual amount of time varies from institution to institution. For example, in the case of Japan, 1 academic hour often means 45 minutes of instruction; in the US, many institutions teach approximately 50 minutes; and in Asian institutions, one academic hour can be between 45 to 60 minutes of instruction.

The student workload is defined as the amount of time that students need to complete all learning activities which consists of:

- a. Attending classes/lectures
- b. Fulfilling all other academic requirements such as homework, group projects, team discussion, preparation for examinations, internships, and individual study, etc.

Including 13 to 16 teaching hours, currently, the student workload durations range from 38 to 48 hours in Asia.

Therefore, the definition of UCTS is as follows:

One (1) UCTS = 38–48 hours of student workload.

This includes 13-16 academic hours of instruction.

6 UCTS Credit Conversion with Other Parts of the World

The following table illustrates a recommended conversion of UCTS with various national and regional credit systems:

Country/Region	UCTS	Asia	USA	Europe (ECTS)*	UK (CATS)**
Credit Conversion	1 UCTS	1 credit	1 credit	1.5 ECTS	3 credits
Student Workload	38-48 hrs.	38-48 hrs.	45 hrs.	37.5-45 hrs.	Converted from ECTS
Teaching Hours	13-16 hrs.	13-16 hrs.	15 hrs.	-----	-----

*ECTS – European Credit Transfer System

**These 3 British credits are based on the conversion principle of British credits with ECTS defined by the QAA (2008). This principle is effective among all higher education institutions that use CATS (Credit Accumulation and Transfer Scheme) in the UK.

7

Comparative Grading Scales in Asia and the Pacific

General trends of implementation of higher education institutions

This Table is a part of Hotta, Taiji. et al (2010) 「ACTSと各国の単位互換に関する研究」(Study on the ASEAN Credit Transfer System and Credit Transfer Systems in Asian Nations) [The Report of Mission Research by the Promotion Fund of Leading University Reform, The Ministry of Education, Culture, Sports, Science and Technology in Japan (MEXT), 2009], Hiroshima University, 403 pp.

(March 2010)

	China	ROK	Japan	Brunei Darussalam	Cambodia	Indonesia	Laos
Range of the number of credits required for the completion of a Bachelor's program	130–180 credits (more for majors and departments with a 5-year system)	128–168 credits	124–163 credits for the 4-year system (in 2007)	124 credits for most departments (However, ASEM conference material states 128 credits)	122–164 credits in 4 years	144–160 credits in 4 years (at the 3 schools surveyed this time)	150–265 credits
Grades and notation policies	Dependent upon each university: mainly a percentage system or ranking system [Percentage system] Excellent (80–100%), Good (70–79%), Pass (60–69%), Fail (0–59%) [Ranking system] Excellent Good Pass Fail	(1)4.5 as highest point: A+ 4.5 (95–100) A 4.0 (90–94) B+ 3.5 (85–89) B 3.0 (80–84) C+ 2.5 (75–79) C 2.0 (70–74) D+ 1.5 (65–69) D 1.0 (60–64) F 0.0 (0–59) (2)4.3 as highest point: A+ 4.3 A 4.0 A- 3.7 B+ 3.3 B 3.0 B- 2.7 C+ 2.3 C 2.0 C- 1.7 D+ 1.3 D 1.0 D- 0.7 F 0.0	It seems that many universities have adopted the following 4-rank evaluation. Very good (A) 80–100%; Good (B) 70–79%; Passing (C) 60–69%; Fail (D) 0–59% However, with the introduction of GPA, more educational institutions have recently been adopting a 5-rank evaluation with "Excellent". Excellent (S) 90–100%; Very good (A) 80–89%; Good (B) 70–79%; Passing (C) 60–69%; Fail (D) 0–59% *Notation of grades often differs among educational institutions, such as A, A+, and A*, in addition to the above "S".	Until 2009 80–100 1st Class Honours, 70–79% 2nd Class (upper) Honours, 60–69% 2nd Class (Lower) Honours, 50–59% 3rd Class Honours, 40–49% Pass Degree, 0–39% Fail; However, 0–49% has meant fail since 2009. GPA was introduced in 2009: A+ 90–100% = 5.0 A 80–89% = 4.5 B+ 75–79% = 4.0 B 70–74% = 3.5 C+ 65–69% = 3.0 C 60–64% = 2.5 D+ 55–59% = 2.0 D 50–54% = 1.5 P 40–49% = 1.0 F 0–39% = 0	A 85–100% = 4.00 GP B+ 80–84% = 3.50, B 70–79% = 3.00, C- 65–69% = 2.50, C 50–64% = 2.00, D 45–49% = 1.50, E 40–44% = 1.00, F <0–40% = 0.00>	A 80–100 B 70–79, C 60–69, D 50–59 E 0–49 (E=Fail) A 90–100 B 80–89, C 70–79, D 60–69, E 50–59 F 0–49 (F=Fail)	A (4.00)= Excellent, B+ (3.50)= Very Good, B (3.00)= Good, C+ (2.50)= Fair, C (2.00)= Fair, D+ (1.50)= Poor, D (1.00)= Very Poor, F (0.00)= Fail, (presently researching the percentage)
Presence or absence of GPA	Depends on the university	Present	Used in 41% of universities (in 2007)	Absent (In UBD, introduced since 2009)	Present	Present (will be reflected on the transcript upon completion)	Present
University's own regulations on credit transfer with overseas partner institutions	Nothing in particular; each organization decides for itself.	Up to 1/2 of credits required for graduation	Many universities follow the Standards for Establishment of Universities, Article 28. However, in event that the educational program requires specified course work, the maximum number of credits to transfer is often stipulated separately.	In 2009, UBD started the "New Generation" program. Regulations for credit transfer with foreign universities are based on those in ECTS ^[16] , UCTS ^[17] , and ACTS ^[18] .	Present (Each university has its own regulations.)	Present (by double degree program, etc.)	There is no regulation yet. However, it is now being created by the Quality Assurance Center under the Ministry of Education.

(March 2010)

	Malaysia	Myanmar	The Philippines	Singapore	Thailand	Vietnam
Range of the number of credits required for the completion of a Bachelor's program	120 credits (minimum number of credits to complete the Bachelor's course); 200 credits (Medical Department, etc.)	In general, 200 credits or more for 4- or 5-year Bachelor's courses and 140–200 credits for 3-year Bachelor's courses are needed to graduate.	210 credits in Accounting; 138 credits in Management; 134–152 credits in Law; 185–225 credits in Engineering	NUS: 120 MCs for 3-year programs and 160 MCs + honors project/thesis for 4-year programs. Faculty of Music has a program with 168 MCs. The average number of MCs registered by a student per semester is 20 MCs. Also, there are separate guidelines for the Faculties of Dentistry, Law, and Medicine (excluding Nursing). NTU: 108 AUs for 3-year programs and 144–146 AUs for 4-year programs, except 153–160 AUs for Engineering programs. 3-year programs are Business-related, and others (humanities, social sciences, science & technology) have 4-year programs. The average number of AUs registered by a student per semester is 16–21 AUs.	130–150 credits (130–140 credits are common in humanities and social sciences, 140–150 credits in science and technology)	Usually 135–140 credits (Confirmation necessary.)
Grades and notation policies	(In the case of the University of Malaya) 80–100 A 4.0 Distinction 75–79 A- 3.7 Distinction 70–74 B+ 3.3 Good 65–69 B 3.0 Good 60–64 B- 2.7 Good 55–59 C+ 2.3 Pass 50–54 C 2.0 Pass 45–49 C- 1.7 Conditionally Passed 40–44 D+ 1.3 Conditionally Passed 35–39 D 1.0 Conditionally Passed 00–34 F 0.0 Failed	4: 75–100% Excellent 3: 40–74% Good 2: 0–40% Fail 1: Incomplete	Usually: 1 (Excellent) 2 (Good) 2 (Fair) 4 (Incomplete)	For both NUS and NTU: GPA point A+ = 5.0 A = 5.0 A- = 4.5 B+ = 4.0 B = 3.5 B- = 3.0 C+ = 2.5 C = 2.0 D+ = 1.5 D = 1.0 F = 0	Usually: A Excellent = 4.0 GPT point B+ Very Good = 3.5 B Good = 3.0 C+ Fairly Good = 2.5 C Fair = 2.0 D+ Poor = 1.5 D Very Poor = 1.0 F Fail = 0 There is also a case as below: A Excellent = 4.0 GPT point A- Very Good = 3.67 B+ Good = 3.33 B Fairly Good = 3.00 B- Almost Good = 2.67 C+ Fair = 2.33 C Almost Fair = 2.00 C- Poor = 1.67 D Very Poor = 1.00 F Fail = 0	Present (from lowest: 1 to highest: 10; 5 or lower: Fail)
Presence or absence of GPA	Present	Present (There is an evaluation system which utilizes the grade point average)	Present	Both NUS and NTU have adopted GPA. In NUS, it is called CAP ^[19] . In NTU, TGPA ^[20] (per semester) and CGPA ^[21] (cumulative) are utilized as well.	Present by law	Present by law, but not implemented at universities yet.
University's own regulations on credit transfer with overseas partner institutions	National universities (UM ^[22] and UKM ^[23]) have stipulated the requirement of making a study plan prior to study abroad and regulations on the credit transfer based upon the level of similarity of course contents and minimum GPA. Private universities have fuller affiliation programs with foreign universities and are more flexible in credit transfer than national universities.	Unknown	Present	At both NUS and NTU, credits can be transferred, but grades cannot. Credits earned at other universities can be converted into the credits required to receive a degree. Letter grades will be converted into Pass/Fail and won't be reflected in the GPA or the degree rank. Both universities have their own guidelines on the minimum number (ratio) of credits to be earned at NUS and NTU as below. • NUS: <u>Bachelor's programs</u> —the greater of 50%, or 80 MCs of the required credits for the degree program. <u>Master's programs</u> (course work-based)—a minimum of 50% of the required credits for the degree program. • NTU: <u>Bachelor's programs</u> —a minimum 66 AUs for 3-year programs and 77 AUs for 4-year programs. No guideline is provided for graduate programs at NTU.	Based on the Bachelor's Course Establishment Standards and Graduate School Establishment Standards.	Present. Both domestic and international credit transfer is promoted.

Glossary

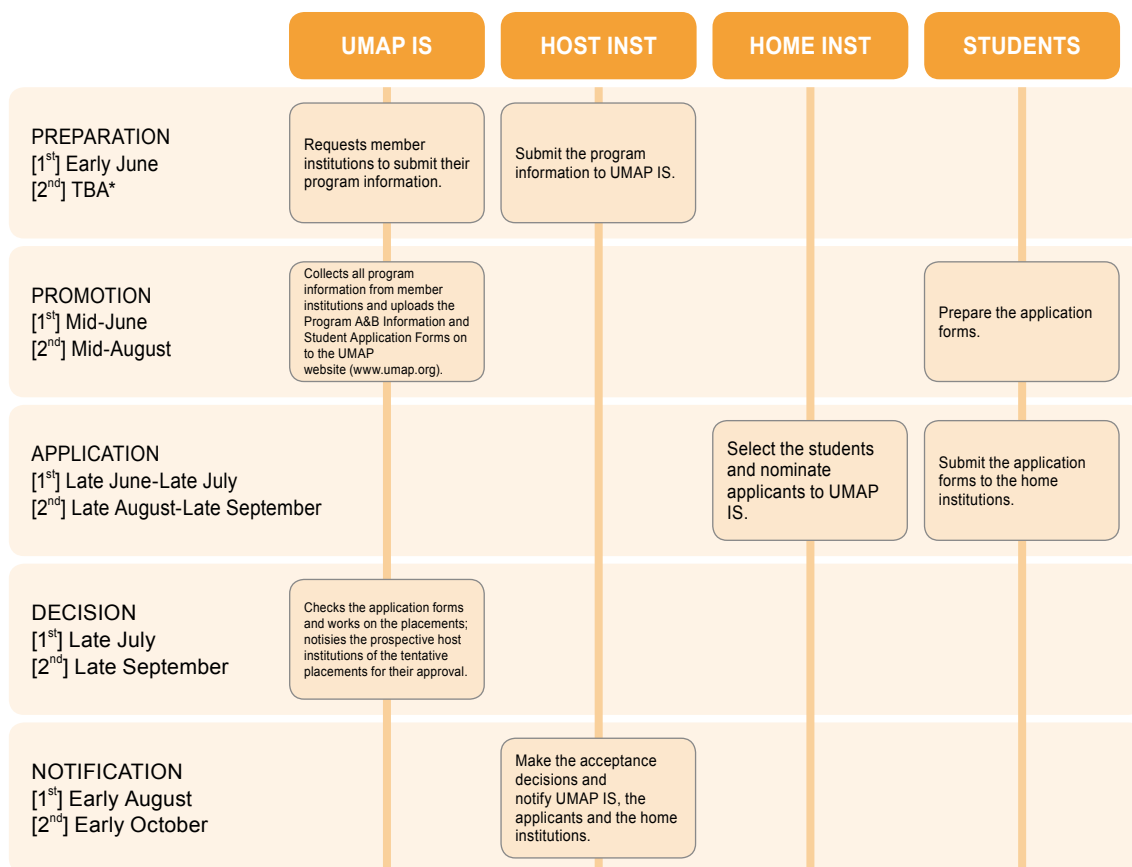
1	UBD	University of Brunei Darussalam
2	ASEM	the Asia-Europe Meeting
3	CHED	Commission of Higher Education of the Philippines
4	NUS	National University of Singapore
5	NTU	Nanyang Technological University
6	MC	Modular Credit
7	AU	Academic Unit
8	KCUE	Korean Council for University Education
9	NIAD	National Institute for Academic Degrees and University Evaluation, Japan
10	JUAA	Japanese University Accreditation Association
11	JHHE	Japan Institute for Higher Education Evaluation
12	JACA	Japan Association for College Accreditation
13	BDNAC	Brunei Darussalam National Accreditation Council
14	ACC	Accreditation Committee of Cambodia
15	FAAP	Federation of Accrediting Agencies of the Philippines
16	ECTS	European Credit Transfer and Accumulation System
17	UCTS	UMAP Credit Transfer System
18	ACTS	ASEAN Credit Transfer System
19	CAP	Cumulative Average Point
20	TGPA	Term Grade Point Average
21	CGPA	Cumulative Grade Point Average
22	UM	University of Malaya
23	UKM	National University of Malaysia (Universiti of Kebangsaan Malaysia)



UMAP Student Exchange Application Procedures

The UMAP Student Exchange Application Form and UMAP Study Plan are used for students who apply various student exchange programs under UMAP. These forms can be used both for incoming and outgoing students. The student must find subjects relevant to the course at the home institution, and complete the study plan with selected subjects and credits.

Application Flow for Program A & B



* The second cycle will be facilitated by UMAP IS for institutions that have unfilled spaces after the completion of the first cycle.

The UMAP Student Exchange Application Form and UMAP Study Plan are composed of three sections:

- (1) Student's personal data
- (2) A list of proposed subjects that students would like to take at a host institution, and detailed information about the number of credits for each subject at the home and host institutions for credit transfer. Additional information about UCTS may need to be provided for the credit transfer process
- (3) Certification of the UMAP Study Plan with signatures of the student and authorized home and host institution officers

1) Student's Personal Data

*To be completed by the student.

Information obtained by host and home institutions shall be handled with the same level of confidentiality as personal data obtained from their own students.

2) Proposed Subjects for UMAP Study Plan

*To be completed by the student in consultation with the home and host institutions

The study plan indicates: chosen subjects, subject credits of host and home institutions, UCTS credit equivalency of host and home institutions.

Three signatures are required for approval of the study plan: from the student, staff member at both home institution and host institution.

3) Certification of UMAP Study Plan

*To be completed by students and authorized administrative officers or academic advisers at both host and home institutions.

The UMAP Study Plan Form with UCTS serves as a self-contained record of the student's attendance and achievements at the host institution, and of recognition to be provided by the home institution.

4) Example of UMAP Application Form

UMAP 2016-2 Program A: Student Application Form

Student Personal Information	
Student Name:	(Surname) (Given name)
Gender:	<input type="checkbox"/> male <input type="checkbox"/> female
Date of Birth:	(yyyy/mm/dd)
Nationality:	
Home University/Institution:	
Student ID Number:	
Degree & Major:	
Language Ability: (Language Proficiency and Level)	
Period of Exchange Study:	<input type="checkbox"/> 1 semester <input type="checkbox"/> 2 semesters
Contact:	Email: Tel:
Top 5 Universities of Your Choice: (1 as the most desired)	1.
	2.
	3.
	4.
	5.

Important:

- a. Students are NOT allowed to send this application form directly to UMAP.
Students are required to send this application form along with the necessary documents to their home institution's office of international affairs, and follow the standard student exchange procedure.
- b. Should you have further questions, please contact your home institution's office of international affairs or you can reach us at umap-is@umap.org

UMAP Study Plan Form with UCTS

FRONT

1. STUDENT'S PERSONAL DATA

(NOTE: To be completed by the student. The information provided in this form will be treated in confidence by the home and host institutions. Data from the form may be used for UMAP/ UCTS statistical purpose, but only in an aggregated and non-identifiable manner.)

Student's Name: _____		Gender: <input type="checkbox"/> M/ <input type="checkbox"/> F	Student ID Number: _____	
Home Institution: _____		Home Country: _____	DEGREE: <input type="checkbox"/> B/ <input type="checkbox"/> M/ <input type="checkbox"/> D	Univ. Year: : <input type="checkbox"/> 1/ <input type="checkbox"/> 2/ <input type="checkbox"/> 3/ <input type="checkbox"/> 4
Host Institution: _____		Host Country: _____	Major: _____	

* In the section of DEGREE, B = Bachelor, M=Master's and D=Doctoral Degree

2. DETAILS OF THE PROPOSED UMAP STUDY PLAN FOR ONE SEMESTER (☐Spring / ☐ Fall / ☐ Other term [] in Year []

Host Institution		(your) Home Institution		Credits	
Course #	Title	Course #	Title	HOST Credits	HOME Credits

NOTE: If your study requires the 2nd semester registration at the same time, continue filling in the additional course list behind this sheet.

3. CONFIRMATION OF AGREEMENT ON STUDY PLAN BY ALL THREE PARTIES

This form must be signed by student and also counter-signed by the academic advisors/ staff members for both institutions' approval.

Student	Home institution's academic advisor/ staff member	Host University's academic advisor/ staff member
Signature: _____	Signature: _____	Signature: _____
	Title: _____	Title: _____
Date: _____	Date: _____	Date: _____

UMAP Study Plan Form with UCTS

FRONT

1. STUDENT'S PERSONAL DATA

(NOTE: To be completed by the student. The information provided in this form will be treated in confidence by the home and host institutions. Data from the form may be used for UMAP/ UCTS statistical purpose, but only in an aggregated and non-identifiable manner.)

Student's Name: AAAAAA BBBBBBBBBBB	Gender: <input type="checkbox"/> M/ <input checked="" type="checkbox"/> F	Student ID Number: 123456789
Home Institution: UMAP home University	Home Country: (e.g.,) Japan	DEGREE: <input checked="" type="checkbox"/> B/ <input type="checkbox"/> M/ <input type="checkbox"/> D Univ. Year: <input type="checkbox"/> 1/ <input type="checkbox"/> 2/ <input checked="" type="checkbox"/> 3/ <input type="checkbox"/> 4
Host Institution: UMAP host University	Host Country: (e.g.,) Thailand	Major: Asian & Pacific Study

* In the section of DEGREE, B = Bachelor, M=Master's and D=Doctoral Degree




2. DETAILS OF THE PROPOSED UMAP STUDY PLAN FOR ONE SEMESTER (☐ Spring / ☒ Fall / ☐ Other term [**in Year [2016]**]

List of course numbers and titles of courses you'd like to register at host institution and transfer to home institution			Credits	
Course #	Host Institution Title	(your) Home Institution Title	HOST Credits	HOME Credits
100	Asian Business	Asian Business Management	5	2
		Asian Organization Behaviors		2
		UMAP Short Internship		1
200	Asian Technology	Technology and Development	3	2
		Introduction of Asian Technology		1
300	Seminar in Asian Study	Seminar in UMAP Study	1	1

NOTE: If your study requires the 2nd semester registration at the same time, continue filling in the additional course list behind this sheet.

3. CONFIRMATION OF AGREEMENT ON STUDY PLAN BY ALL THREE PARTIES

This form must be signed by student and also counter-signed by the academic advisors/ staff members for both institutions' approval.

Student	Home institution's academic advisor/ staff member	Host University's academic advisor/ staff member
Signature: 	Signature: 	Signature: 
Title: Academic Adviser, Professor in Asian Study	Title: Registrar, Office of Academic Affairs	
Date: MONTH / DAY / YEAR	Date: MONTH / DAY / YEAR	Date: MONTH / DAY / YEAR

UMAP 日本国内委員会
(UMAP Japan National Committee)

事務局：

〒135-8630 東京都江東区青海 2-2-1

独立行政法人日本学生支援機構留学生事業部内

TEL: 03-5520-6012 FAX: 03-5520-6013

E-mail: umap@jasso.go.jp

〔2017 年 3 月〕



アジア太平洋大学交流機構 (UMAP)
日本国内委員会