GENERAL GUIDELINES

ON STUDENT EXCHANGE PROGRAMS - INBOUND AND OUTBOUND MOBILITY

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General Guidelines on Student Exchange Programs - Inbound and Outbound Mobility

I. INTRODUCTION

Scope of Partnerships and Exchanges

International student mobility programs are at the forefront of what the Ateneo de Davao University's (ADDU) considers as long-term academic linkages with partner institutions abroad, besides its endeavors of short-term global experiential learning programs. These partnerships imply inbound and outbound student exchange. Outbound mobility allows students from ADDU graduate and undergraduate programs to study for one to two semesters abroad wherein they are hosted by a partner institution. Inbound mobility is then the equivalent of the exchange wherein ADDU is the host institution of international students.

Student mobility programs are made possible by a signed Memorandum of Agreement (MOA) between ADDU and a partner academic institution. The number of students in the exchange program hosted by the two universities should equalize within a school year, if not within the indicated duration of the MOA. The terms of the agreement cover details on general regulations, student eligibility, and enrolment. Financial stipulations and university resource arrangements concerning the exchange are also detailed in the MOA (ANNEX 1).

Exchange students shall register at the host institution for the full academic year or for a minimum of one academic term or semester. The candidates must be enrolled and are completing an undergraduate program or graduate program at their respective home institutions. The candidates will be nominated by their home institution and will then be considered for admission as non-degree exchange students by the host institution. Candidates must satisfy admission requirements for exchange student status, including language proficiency requirements of the host institution or the host department. Participants in the exchange will be required to have completed at least two years of full-time university studies prior to participation in the exchange and should have completed at least one semester of studies at the home university.

Strategic Internationalization

Student exchange programs are pursued in light of the University's desire to promote strategic internationalization that assists its mission and vision as a Catholic, Jesuit, and Filipino University. ADDU is determined to promote cultural understanding and friendship with its Asian neighbors through mutual engagement in excellent instruction and formation with its partners abroad.

We believe that the opportunity to study abroad serves the students by its potential to be transformative. Through international study, a student can become a more informed global citizen and gain important skills applicable, not just in the professional world, but in their private lives. There is much to say about its potential to develop the whole person through experiential learning wherein students forge lasting friendships and create lifelong memories that align their perspective with that of a wider world.

These guidelines are meant to assist the University administration and academic departments at being well-oriented in the roll-out of regular student exchange programs. This means putting in place the necessary institutional mechanisms required for ADDU to meet the demands of hosting inbound students, and nominating (and eventually deploying) outbound students.

Phases of Implementation

The road to full implementation of our student mobility efforts will unfold in three phases, each increasingly more in collaboration with mobility coordinators from the academic departments, and less dependent on AIM alone.

PHASE 1: Initial Transition

The Ateneo Internationalization for Mindanao (AIM) Office will oversee and facilitate all mechanisms concerning inbound and outbound exchanges. This means from the primary application by outbound students, their nomination, their main application to the host university, all the way to arrangements for their deployment shall be facilitated by AIM's inbound and outbound mobility coordinators.

PHASE 2: Secondary Transition

Eventually, regular partnerships and more constant streams of international mobility will be established. At this phase, AIM will be able to identify the ADDU academic departments that are most activated during exchanges. These academic departments are, therefore, eligible to be assigned mobility coordinators who will then be in charge of the primary application, evaluation, and nomination of ADDU students applying to be participants of the outbound exchange.

However, the main application, pre-departure, departure, and post-deployment processes will remain as AIM's responsibility through its inbound and outbound mobility coordinators since these latter steps involve close coordination with the partner university (also known as the host institution for outbound exchanges).

The academic mobility coordinators will, therefore, be in close collaboration with the AIM mobility coordinators to oversee processes concerning exchanges.

PHASE 3: Full Implementation
Once each of the ADDU schools is assigned a mobility coordinator, then that means student mobility programs are in full implementation. This will be achieved slowly but surely, across multiple academic years and through building on various student mobility engagements from the first and second phases.

II. MECHANISM FOR OUTBOUND STUDENT EXCHANGE

These steps will have variations depending on the aforementioned phases of implementation. The main variation will be that of office assignment, which tasks fall on which mobility coordinator, the ones from AIM or from the ADDU schools. Aside from the terms of responsibility, the overall structure of proceeding remains the same. The timeline of these steps will be presented on the next segment of these guidelines.

Facilitation of these steps will be later turned over to the academic mobility coordinators ——————————

1. **Call for Nominations**
   The partner institutions have their own schedules for sending out calls for student exchange nominees. The calls for nominations will be collated by AIM from October to February, in anticipation of the next school year's fall semester (August) and spring semester (December) deployments for exchange.

   The final list of universities up for hosting ADDU students will therefore be finalized by February. AIM will cross-reference these listings with the active MOAs on mobility partnerships, and make sure that the slots being opened for student exchange favor equalization of deployment.

   During the first phase, when there is minimal traffic for student exchange, slot distribution will be managed by AIM, and student placements can remain general or by application basis. This means there is no need to pre-allocate slots for students depending on their academic departments. General application will suffice since the programs have yet to develop a niche or a trend of student participants. AIM will simply announce the list of universities the students can choose from, and from there begin

accepting student submission of requirements for official application to their desired host university.

For the latter phases, AIM will facilitate a meeting with the academic heads and their respective mobility coordinators to facilitate slot distribution, mix and matching how many students per academic department can apply to which universities. All this will depend on the course offerings and the established niche programs from previous exchanges. This way, the mobility coordinators will know how many primary applications they can pass for official nomination based on which outbound slots their academic department is considered a priority.

2. **Primary Applications**
   The application process for students will be divided into two stages: primary application, and official application.

   Primary applications happen around the same time as the call for nominations, which is around October of the school year before the fall semester deployment. This means, students will apply as sophomores, and will be participants of the exchange as juniors, studying abroad for a semester or two during the following school year.

   Since the final list of universities up for hosting outbound participants will not be published until February, the primary application that happens in October, therefore, is not yet the main application to the host university. But rather, it is an effort to qualify for the official applications to be a student exchange nominee.

   This first level of the application process is for the assessment of the mobility coordinator, and not yet the host university. The mobility coordinator will facilitate overall evaluation and conduct interviews to identify the shortlist of students who qualify for official applications. Primary application, therefore, does not guarantee acceptance to the exchange program with the partner university.

   It is also during this stage that the mobility coordinator facilitates the adjustments to the student applicants' Individual Plan of Study (IPS). This way, the IPS will be prepared for the possible credit transfer and for the necessary student registration arrangements for the semester of the exchange.

3. **Official Applications**
   By February, the list of universities are finalized and announced, and the students who passed the primaries will be asked to make their application official by accomplishing additional requirements stated in a registration checklist from their preferred host university.

The students will have a month to get their affairs in order and secure their documents. Official applications will therefore be concluded by March. Again, this will be processed by the mobility coordinators during the latter phases, but for the meantime, coordinated by AIM officers. Those who meet the requirements of the host university of their choice will then be confirmed as official outbound nominees of the student exchange program.

These steps will be facilitated by the AIM mobility coordinators

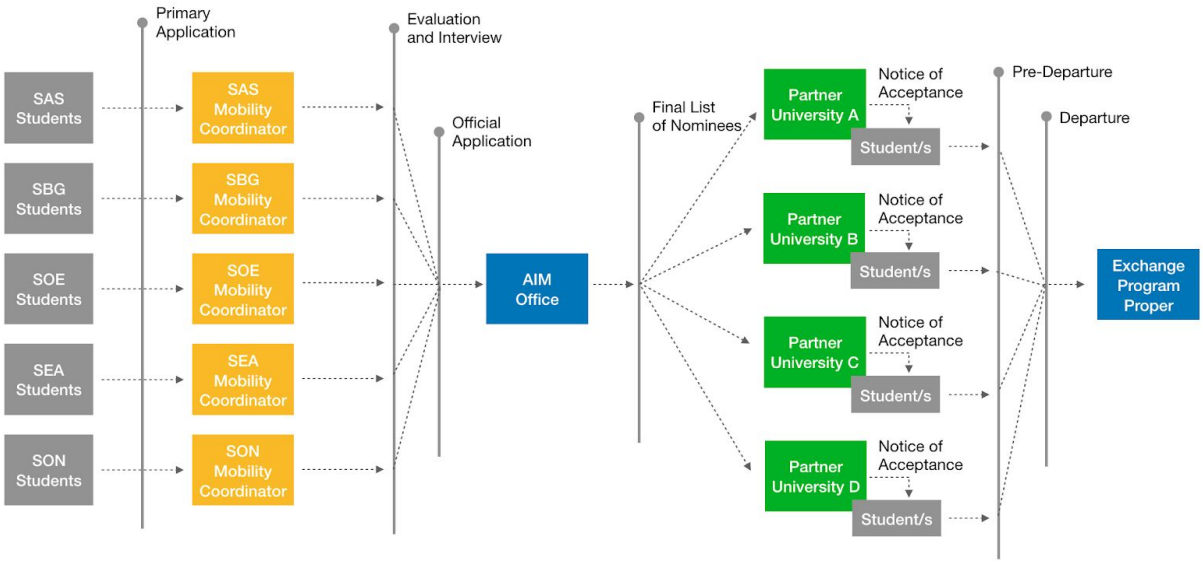
4. **Nomination and Acceptance**
   AIM will then send the list of student exchange nominees to the partner institution abroad, subject for their approval. The partner institution will send back to the students a Notice of Acceptance (NOA) via AIM, and the NOA will formalize the final list of exchange students. The NOAs will come in from May to June, just in time for the pre-departure preparations of the outbound exchange students.

5. **Pre-Departure Preparations**
   AIM will facilitate all preparations involving student exchange deployment such as the students' pre-departure orientation, visa applications, oversee airfare booking, etc. The pre-departure orientation will cover topics on cultural sensitivity, security and safety protocols, and host university and country briefing. Meanwhile, the AIM Process Coordinator will guide the students in the necessary arrangements for visa and student permit. Pre-departure preparations happen in the two months before the semester of exchange, which is June to July for the fall semester, and October to November for the spring semester.

6. **Departure and Exchange Program Proper**
   The fall semesters abroad are usually from late August to December, and the spring semesters are from January to May. Students are expected to submit reports, conduct themselves properly, and maintain the grades during their immersion abroad. All these things will be monitored by AIM in close collaboration with the host university.

7. **Post-Exchange**
   After the exchange, AIM shall facilitate the necessary arrangements for credit transfer, not just for the outbound participants, but for the inbound exchange students as well. AIM will acquire the student transcript and certificate from the host university, and provide copies for the registrar and the student. This stage also involves evaluation sessions with the students and the host universities.

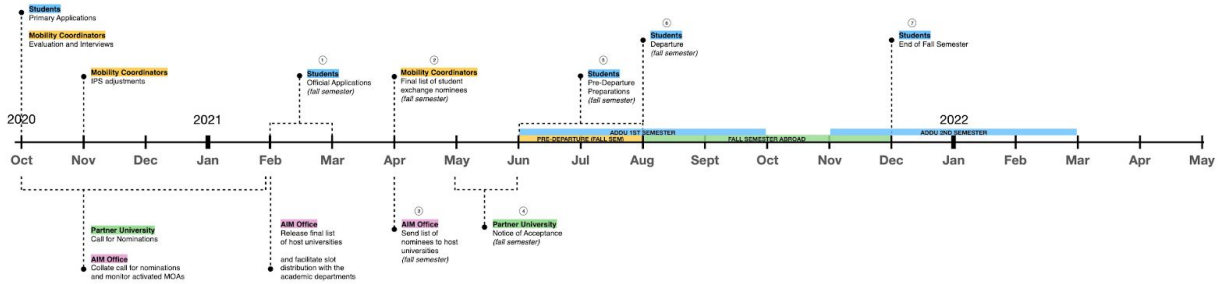
Flowchart of Outbound Mechanism



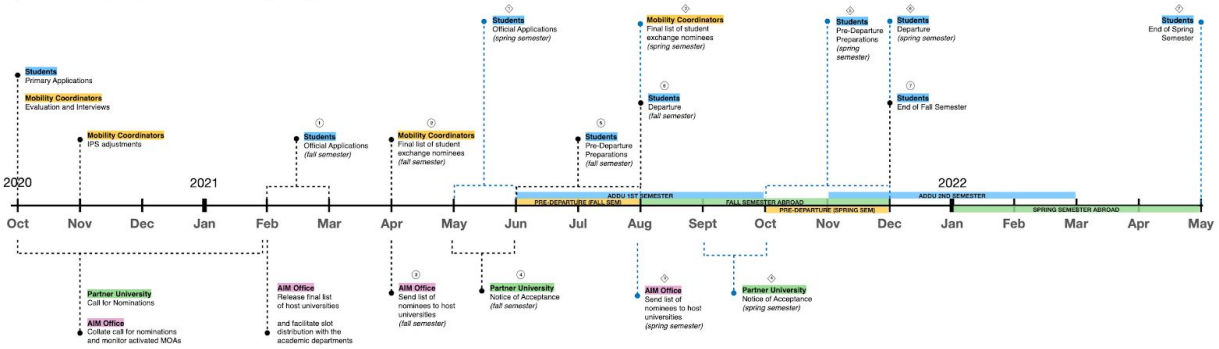
III. TIMELINE

The landscape version of these timelines will be provided as an annex. (ANNEX 2)

Fall Semester



With Spring Semester



IV. MECHANISM FOR INBOUND STUDENT EXCHANGE

The process for inbound exchange is simply the opposite of the outbound mechanism. AIM has assigned a separate mobility coordinator for this since the process is just as extensive. The general flow is as follows:

1. **Acceptance of Nominees and Exchange Student Admissions**
   AIM will disseminate a call for nominations from partner universities, detailing the semesteral calendar and general requirements for admission. AIM will review the list of nominees submitted by the partner universities, and provide them with an additional checklist for the admission of inbound exchange students.

   AIM, on behalf of ADDU, will facilitate the sending out of the notice of acceptance (NOA), and other immigration documents that will be needed by the inbound exchange student to come from ADDU, such as the Certification of Eligibility to Study (COES). This process will be repeated in preparation for the inbound nominees for the second semester.

2. **Pre-Arrival**
   AIM will facilitate pre-arrival. The office will ask for the submissions of airline e-tickets from the inbound students, confirming their arrival dates. AIM will also ask for the housing plan of the students, in order to make sure that they are well accommodated for their immersion. Inbound students will also be given an arrival guide to summarize these protocols.

3. **Arrival and Accommodation**
   The inbound exchange students are expected to arrive a couple of days before the start of the semester, to make allowances for getting settled in and begin visa applications and course registrations. The students will be in close communication with AIM on the day of their arrival. This way, they will be guided accordingly in their airport transfers and other local transportation. AIM is also in charge of monitoring their accommodations.

4. **Visa Processing**
   The AIM Process Coordinator will oversee visa application and facilitate the acquisition of the Special Study Permit (SSP) of the inbound exchange students. The checklist for international student visa application will also be provided by the Process Coordinator.

5. **Online and Manual Registration**
   Exchange students will have access to the SIS, and will be given an official University ID. They will be taught how to manage their units and apply to courses. AIM, at this point, will employ the help of the academic mobility coordinators in better integrating the exchange students into their respective host academic departments. Academic mobility coordinators will also provide load revision assistance when necessary.

6. **Orientation and City Tour**
   AIM will facilitate the orientation sessions for the international exchange students. Not only will they be informed of city ordinances, school rules, and other protocols for safety and security, but they will also be meeting other international students enrolled in the University. They will also be informed of mechanisms for their online and manual registration in the orientation. AIM will also organize a city tour for the exchange students with the help of the regular international students.

7. **Special Programs for International Students**
   AIM will make available for the exchange students the extracurricular programs they can share with the regular international students, such as:

   - **Orientation and General Assembly**
     This activity is set to inform the students about the University policies and student services that will help them in pursuing their educational and personal goals. The Orientation program is conducted at the start of every semester. On the other hand, the General Assembly is also the gathering of all the international students currently enrolled in the University. It is organized to strengthen the relationship between the students and AIM Office. More importantly, it intensifies the bond of the international students. This is organized once every academic year.

   - ***Panag-uban: Sui Generis* Leadership Camp**
     In the University's mission of forming *sui generis* students, the AIM Office offers a two-day Leadership Camp. It acknowledges one's identity and selfhood, and fosters global citizenship. This is conducted once every academic year. The camp is dubbed as Panag-uban - the *Visayan* term for camaraderie. The central theme of the camp revolves around the word camaraderie or the trust and friendship among people who spend a lot of time together.

   - **Culture Studies Lecture and Exposure Trip**
     The Culture Studies Lecture and Exposure Trip provides *Mindanaoan* experiential and appreciative activities for currently enrolled International Students of Ateneo de Davao University. It aims to engage international students through an intercultural encounter with a local partner community, heighten the international students' interest in the arts and culture of Mindanao, and educate the students about the history, contexts, and aspirations of Mindanao peoples. It is a three-day program organized once in the whole academic year that includes lectures and a trip.

- ***Dula Atenista*: Intramural Sports Program**
  The Dula Atenista: Intramural Sports Program is an exciting learning opportunity for the international students of the three Ateneo universities in Mindanao (Ateneo de Davao University, Ateneo de Zamboanga University, and Xavier University) to participate in competitive and recreational sport activities. It engages the students with the Traditional Filipino Games or the *Larong Pinoy* – while being exposed to other international students from different parts of Mindanao.

- ***Kaabay*: Student Care and Mentoring Program**
  The Kaabay: Student Care and Mentoring Program is a buddy system wherein international students in their first year are paired with Filipino students. This program aims to form a group that nurtures the sense of familiarity in the University. The group will also organize weekly kamustahan sessions or tutoring sessions to help the first year students.

8. **Exit Orientation and Evaluation**
   After the semester, the exchange students will be given a proper send off. They will also submit an evaluation of their experience. Their suggestions for improvement will be integrated well for other exchanges in the future.

9. **Remittal of Transcript of Records**
   The mobility coordinators from the academic departments will secure the remittal of transcript of records and certificates of the exchange students, and will provide copies for AIM to be forwarded to the partner institution abroad.

V. CREDIT TRANSFER SYSTEM

As a member of the University Mobility in Asia and the Pacific (UMAP), the Ateneo de Davao University is free to utilize the UMAP Credit Transfer Scheme (UCTS). The UCTS was developed to simplify the process of transferring credits earned in overseas exchange programs to the students' home universities. UCTS uses the 60 credit point scale originally developed for the European Credit Transfer Scheme (ECTS). These points can be applied to both trimester-based and semester-based academic years.

The UCTS credit point scale facilitates the conversion of credits between different grading systems. It is not intended to supplant the existing credit point scales (or other measures of student workload) used by the host and home universities, nor is it meant to replace universities' regulations and autonomy in terms of assessing students' learning outcomes. The document completely detailing the UCTS User's Guide will be provided as an annex. (ANNEX 3)

VI. ANNEXES

ANNEX 1: Sample MOA for Student Exchange
ANNEX 2: Student Exchange Timelines (Fall and Spring Semesters)
ANNEX 3: UMAP Credit Transfer Scheme (UCTS)

Logo of partner university

MEMORANDUM OF AGREEMENT
for the Exchange of Students

between

[PARTNER UNIVERSITY'S NAME]

and

Ateneo de Davao University

This Agreement, entered into and executed this **[Date]**, in Davao City, Philippines, by and between:

The **ATENEO DE DAVAO UNIVERSITY**, a non-stock, non-profit educational institution organized under the laws of the Republic of the Philippines, with principal office at Emilio Jacinto Street, Davao City, Davao del Sur, Philippines, and represented herein by its President, **REV. FR. JOEL E. TABORA, S.J.**, of legal age, Filipino and a resident of Davao City. For brevity and for purposes of this Agreement, the Ateneo de Davao University shall hereinafter be referred to as "ADDU;"

A N D

The **[PARTNER UNIVERSITY'S NAME]**, a private higher education institution organized under the laws of [country of partner university] with its principal office located at the [full address of partner university] and represented herein by its [President, **FULL NAME OF PRESIDENT]**. For brevity and for purposes of this Agreement, the [name of partner university] shall hereinafter be referred to as "[preferred partner university abbreviation];"

W I T N E S S E T H THAT:

ADDU, in its desire to promote strategic internationalization that assists its mission and vision as a Catholic, Jesuit, and Filipino University, is a willing partner in this bilateral agreement for student exchange with [PARTNER UNIVERSITY], as it shall promote cultural understanding and friendship with ADDU's Asian neighbors through shared engagement in excellent instruction and formation; and

The **[PARTNER UNIVERSITY]**, is likewise invested in this cooperation with ADDU as it shall promote/empower/support its [efforts in academic excellence and international engagement and other motivations…].

NOW therefore, for and in consideration of the above-mentioned premises, ADDU and the [PARTNER UNIVERSITY] hereby agree on and stipulate the following:

TERMS OF THE MOA

I. ACADEMIC COVERAGE

1. This MOA makes accessible to students all courses offered in the English language by the two universities.

2. Based on principal meetings, both ADDU and [partner university] prioritize student mobility among and between, but not limited to, the following academic programs: 1) [course 1], 2) [course 2], 3) [course 3], and 4) [course 4], etc…

I. GENERAL REGULATIONS, ELIGIBILITY AND ENROLMENT

1. The two parties agree to enter into a student exchange agreement, commencing in the academic year 202x-202x**.**
2. The participating students will register at the host institution for the full academic year or for a minimum of one academic term.
3. Each institution may send up to 2 students per academic year to participate in the exchange. Either institution may send a student for one semester/term rather than a full academic year, with two students enrolling for one semester/term each being equivalent to one student enrolling for one year. The number of participants may be increased, but subject to the mutual agreement of both universities.
4. It is expected that in any given year there will be an equal number of students exchanged from each institution.
5. Notwithstanding Clauses 3 and 4 above, while equal numbers in every year may not be possible, efforts will be made to have equal numbers exchanged over a five-year period.
6. The candidates will be students who are completing an undergraduate program or graduate program at their respective institutions.
7. The candidates will be nominated by their respective institutions to participate in the exchange, and will then be considered for admission as non-degree exchange students by the host institutions. Candidates must satisfy admission requirements for exchange student status, including language proficiency requirements of the host institution or the host department.
8. Participants in the exchange will be required to have completed at least two years of full-time university studies prior to participation in the exchange. Participating graduate students should have completed at least one semester of studies at the home university.
9. The host institutions will have the right of refusal of any candidate who may appear to be unacceptable for the exchange. Each sending institution will follow the exchange application deadlines set by the receiving institution.

II. EXCHANGE COORDINATORS

1. Each institution will appoint an office to act as the coordinator for the exchange. The exchange is coordinated the Ateneo Internationalization for Mindanao (AIM) Office on behalf of ADDU, and by the International Office of Partner University or another similar department on behalf of **Partner University**.
2. The exchange coordinators will facilitate the nomination process, the notice of acceptance of students, general communication between the partner institutions, and assist in the orientation, guidance, and visa concerns of the exchange students upon their arrival.
3. At the end of the academic year, the exchange coordinators will facilitate the mutual forwarding of report/official transcript of the exchange students' academic achievement.
4. The exchange coordinators will also facilitate the evaluation of the program and the annual review of the MOA and its stipulations.

III. FINANCIAL ARRANGEMENTS

1. The participants in the exchange will pay tuition and compulsory incidental fees (or any other fees) for the respective program at their home institution prior to departure for the host institution.
2. Each student will pay the appropriate tuition and fees to his/her home institution during attendance at the host institution. He/she will not pay tuition fees to the host institution. ADDU will waive its foreign fees for Partner University exchange students, and similarly, Partner University will waive any equivalent fees (foreign fees and incidental fees) for ADDU exchange students.
3. Exchange students from Partner University must be equipped to cover immigration charges pertaining to acquiring Special Study Permits and a Student Visa conversion from the Philippine Bureau Immigration. [Partner University States a similar counterpart for their country].
4. Exchange students will shoulder the rental fees, utilities, and other housing-related expenses. Both institutions agree to provide help and assist the foreign students in finding accommodation on or near the host institution's campus.

IV. RESOURCES AND REGULATIONS AT THE HOST INSTITUTION

1. Students from ADDU will be free to choose courses from the full range of courses at the Partner University's [Department of ____ from the School of _____], provided that they satisfy the individual course prerequisites, and on the understanding that additional selection procedures may be required for courses with limited enrolment.
2. Students from the Partner University will be free to choose courses from the full range of courses available at the ADDU's [Department of ____ from the School of _____], provided that they satisfy the individual course prerequisites, and other regulations as may be pertinent.
3. Participants in the exchange are not degree candidates and cannot become degree candidates in the host institution. Participation in the exchange will not attract preferential status.
4. Home institutions must ensure that they nominate exchange participants with healthy physical and mental disposition, and that the students are prepared to cover for their insurance abroad.
5. Exchange students from both Universities will provide their own health and accident insurance. Proof of adequate insurance coverage must be provided to the international office of each institution prior to or upon arrival.
6. Exchange students are subject to the rules and regulations of the host institution. The host institution reserves the right to dismiss any participating student at any time for academic or personal misconduct. The dismissal of a participant shall not abrogate the agreement for the arrangements regarding other participants or other future engagements between the partner universities.

V. DURATION, AMENDMENT AND TERMINATION OF THIS AGREEMENT

1. The parties will review the terms of the MOA annually to assess the success of the exchange, and will determine whether to continue, modify or discontinue the MOA. Each party reserves the right to terminate this MOA upon six (6) months written notice to the other. Any exchanges of students taking place at the time of termination

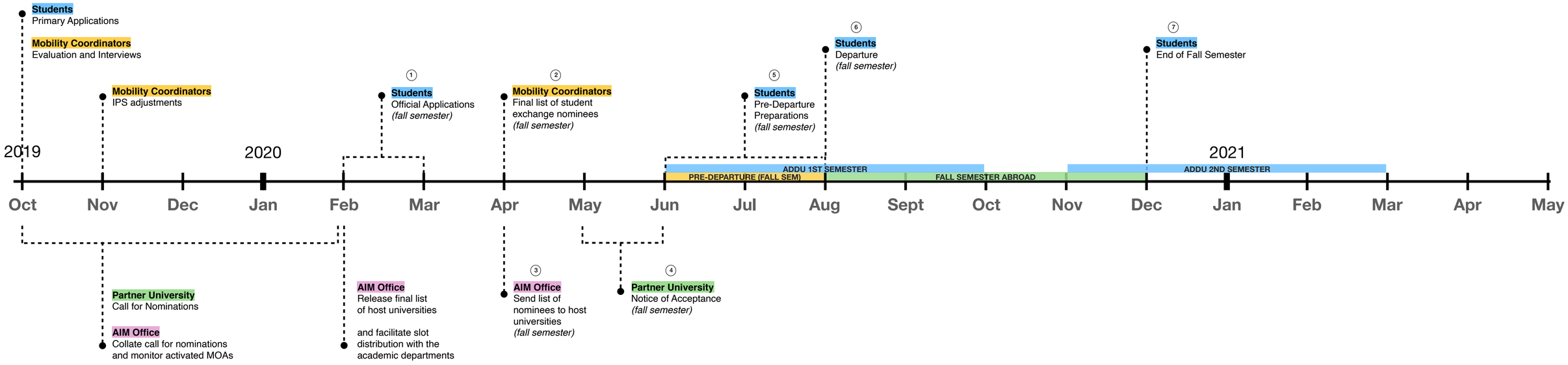
will not be affected; exchange students who already stay at the host institution will be allowed to complete the exchange program.

2. This MOA shall take effect when signed by both parties, and will remain in effect for a period of five years. Thereafter, it has to be renewed for another period.

IN WITNESS WHEREOF, the parties hereto have signed these presents on this _____day of [month] 2020, in Davao City, Philippines.

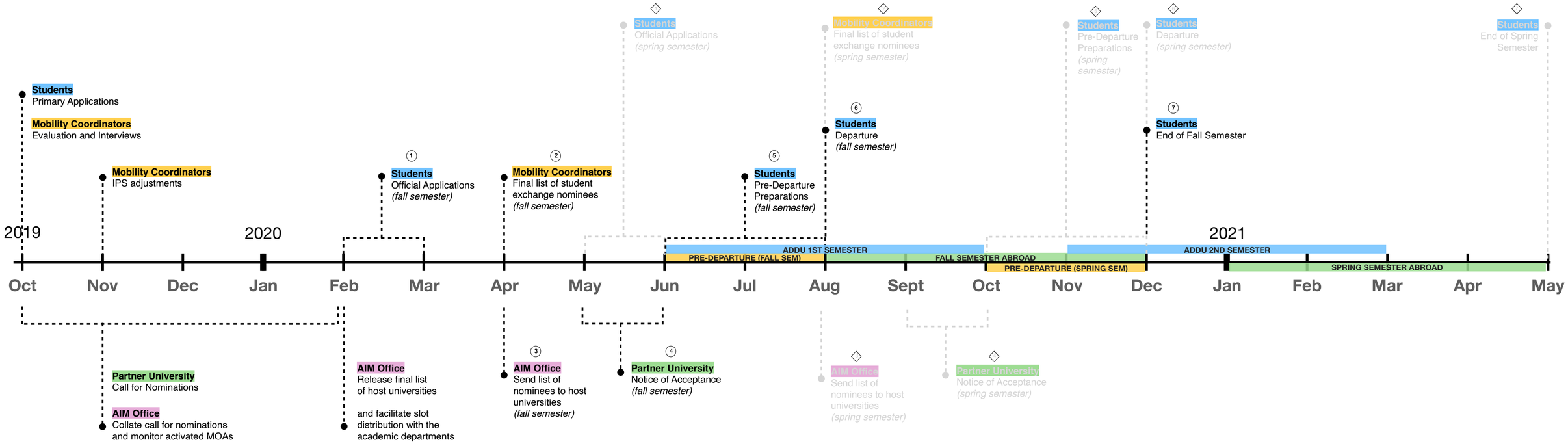
Rev. Fr. Joel E. Tabora, SJ President, Ateneo de Davao University Davao City, Philippines	**Name of President** President, [Partner University] [City and Country]
Date: _____	Date: _____
Dr. Gina Montalan Academic Vice President, Ateneo de Davao University	**Name of Dean or AVP** Dean or AVP, [Name of School - Partner University]
Date: _____	Date: _____

Student Exchange Timelines
(Fall Semester Cycle)



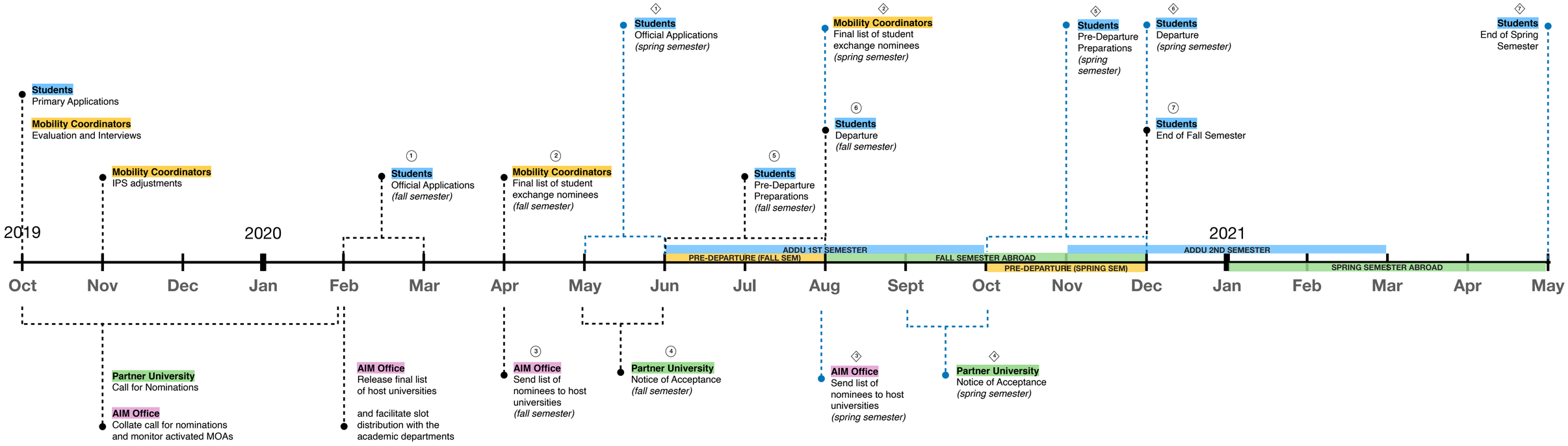
Student Exchange Timelines

(Fall Semester Cycle - highlighted)



Student Exchange Timelines

(Fall and Spring Semester Cycles)



UMAP Exchange Program

and

UMAP Credit Transfer Scheme (UCTS)

Users' Guide

(Revision-1)

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INTRODUCTION

a. Why is a common educational framework, UCTS, for 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 the 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). However, a research conducted in 2010 discovered that there were some similarities in credit systems of higher education among 13 ASEAN+3 nations. Based upon this finding, a new concept of credit transfer system, temporarily called "Asian Academic Credits" (hereafter AACs), was developed.

The concept of AACs was proposed to the UMAP International Board as a new version of UCTS in 2011. After many discussions and revisions of the original concept of AACs through UMAP Board meetings, finally, in May 2013, the UMAP International Board officially adopted the concept of AACs as a new system of UCTS in order to simplify the process of credit transfer among Asian higher education institutions. This new concept of UCTS is different from ECTS, which we had referred to in the past. Moreover, the concept of AACs (=UCTS) was also adopted at "the Fourth ASEAN Plus Three Education Ministers' Meeting as a part of "ASEAN Plus Three Guidelines on Transcripts and Supplemental Documents for Academic Records of Exchange Students" on November 1, 2019. The concept of AACs (=UCTS) was also introduced in an internationally well-known journal, the Journal of Studies in International Education, in January 2019[1].

This Users' Guide intends to illustrate standardized measures to harmonize specific differences among institutions regarding their educational contents in

[1] Hotta, T. (2019) The Development of "Asian Academic Credits" as an Aligned Credit Transfer System in Asian Higher Education. *Journal of Studies in International Education*, (First Published online, January 11, 2019) 23 p. doi.org/10.1177/1028315318822797

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 institutions and mobility students rapidly increases, it becomes difficult for institutions 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	• 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 institution through UCTS, students can be assured that they can complete their coursework requirements back home and graduate on time.
Faculty and staff members	• 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.

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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 July 2019, UMAP has 21 countries/territories with Full membership among 36 eligible countries/territories and more than 600 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 in Program C (Super Short-Term Program). In terms 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 has been administrating the following student exchange programs.

Program A	UMAP Multilateral Student Exchange Program [UME]	Multilateral exchange program in which UMAP Pledged institutions, in principal, send and receive two students per semester. However, institutions that accept more than two students per semester will be allocated an equal number of additional quotas for outbound exchange students. The quotas can be used from the following semester without an expiration date. Exchanges are made between UMAP Pledged institutions 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. The UMAP National Secretariat in each participating member country/territory acts as the coordinator for UME. The host institution waives tuition fees and provides or assists exchange students in finding accommodations. Member institutions are encouraged to use the UMAP Credit Transfer Scheme (UCTS) to facilitate the transfer of earned credits to the participants' home institutions.
Program B	UMAP Bilateral Student Exchange Program [UBE]	Bilateral student exchanges are made between any two UMAP Pledged institutions that would like to exchange more than two students per semester. Conditions for the waiver/non-waiver of tuition fees will depend on the host institutions. Programs (at the undergraduate or postgraduate level) can last one or two semesters, beginning in the fall or spring semester. If a particular institution would like to accept more than two students with non-waiver of tuition fees, it can do so by offering their program under Program B. The UMAP National Secretariat in each participating member country/territory acts as the coordinator for UBE between UMAP Pledged institutions. Participating institutions are encouraged to use the UMAP Credit Transfer Scheme (UCTS) to facilitate the transfer of earned credits to the participants' home institutions.

Program C	Super Short-Term Programs (SSTP)	SSTP are short-term (one to eight-week long) programs offered by UMAP Pledged institutions. Programs are generally offered between June and September, and are available in a wide range of disciplines: cultural studies, language proficiency courses, vocational training, entrepreneurship, and more. The UMAP National Secretariat in each member country/territory acts as the coordinator for UMAP Pledged institutions participating in Exchange Programs. More specifically, they assist UMAP in promoting the courses, and can collect information about the courses for distribution. Institutions offering SSTP may charge or waive tuition fees for students coming from UMAP Pledged institutions in other countries/territories. Participating institutions decide whether or not to offer credits for SSTP. If credits are offered, they can be transferred using the UCTS.
UMAP Summer Program	UMAP Discovery Camp	UMAP Summer Program is a special summer program provided by UMAP. Place and content of the program differ every year depending on the organizer of the program. It started in 2016 as "UMAP Discovery Camp 2016 (UDC2016)" in the Philippines and the program was continued in Japan in 2017, in Thailand in 2018, and in Taiwan in 2019. UMAP Summer Program 2020 in Malaysia, and Program 2021 in China are planned.
UMAP-COIL Honors Program		UMAP-COIL Honors Program is a special tie-up program between COIL and UMAP. COIL stands for "Collaborative Online International Learning," a form of teaching that uses Information and Communications Technology (ICT) to connect students in different countries so that they can participate together in projects designed to boost their understanding of various fields or to help them acquire specific skills.

3. Eligible Members

All public or private higher education institutions located in UMAP Full member countries/territories, and recognized in the participating home country/territory as nationally accredited, are eligible to participate in UMAP programs. An endorsement of the National Secretariat of the country/territory and the signing of the "Pledge of Agreement" with UMAP IS are required for participation in Programs A & B and C.

Host institutions are expected to waive tuition fees for UMAP exchange students (only Program A), 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 the 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 the UMAP Student Exchange Program

1) UMAP Pledge of Agreement

To participate in the UMAP Exchange Programs, institutions are required to sign the Pledge of Agreement with the 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 six (6) months prior to the proposed termination date. In the event of termination, the respective parties will honor all commitments to students currently participating in the program.

2) Announcement of UCTS

To participate in the UMAP Exchange Programs, institutions are encouraged to announce their use of UCTS as a conversion scale for credit to other participating institutions. Institutions 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 institution, students are required to make a UMAP Study Plan and submit it to the host institution. Students need to find courses at the host institution relevant to their courses at their home institution. This can be done by comparing course descriptions, syllabi, or the institution catalogs of the host and home institutions, after which they complete the form with their selected courses, credits and also UCTS credit equivalence. The host institution should offer advice on the student's study plan and help him/her to finalize his/her course selections for the coming semester.

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 participating universities.
2. The selection of exchange students will be subject to the authority and discretion of each host university. The maximum number of inbound and outbound exchange students for each university will not exceed two (2) per semester (Program A).
3. Regardless of Article 2 above, universities that accept more than two (2) exchange students in a given semester will be allocated an equal number of additional quotas for outbound exchange students. The quotas can be used from the following semester without expiration date.
4. The provisions of the preceding two paragraphs shall not preclude bilateral agreements made between any two (2) participating universities that hope to exchange more students (Program B: UMAP Bilateral Student Exchange Program (UBE)).
5. Exchange students shall be permitted to stay at the host university not longer than one year.
6. Exchange students will not be subject to fees for examinations, admission and tuition at the host university.
7. Exchange students will receive a letter of enrollment or note from the host university to apply for VISAs for a length of time equivalent to the exchange term in the country where the host university is located.
8. ……(University) shall host or participate in Program A. This shall not prevent its students from participating in Program B and/or Super Short-Term Programs (Program C) before the university hosts or participates in Program A.

9. Exchange students will comply not only with international exchange and other requirements of the host country, but also with the rules and regulations of the host institution.
10. Exchange students may enroll into any courses/classes offered by the host university, except courses with specific requirements determined by the university.
11. All participating universities agree to accept credits and to transfer credits earned by students from the exchange program via the UMAP Credit Transfer Scheme (UCTS), subject to the regulations and procedures of the respective universities.
12. All participating universities shall provide exchange students with accommodation or help them acquire their own accommodations.
13. Concerning the implementation of UME, open and widespread participation shall be encouraged; all details shall be discussed and agreed by host and home universities with UMAP IS whenever necessary.
14. As for the implementation of exchange students, notification is required at least one year earlier to the end date for the termination of this agreement.
15. This Agreement will 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.
16. 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 meetings.

(Signature)_____	(Signature)_____
(Name)_____	Makio Takemura, Ph.D.
(Title)_____	Secretary General
(University)_____	UMAP International Secretariat
(Country)_____	Tokyo, Japan
Date _____	Date _____

5. UMAP Credit Transfer Scheme (UCTS)

1) Objective

UCTS has been developed to promote student mobility with the objective to ensure that credits are transferable for study undertaken during 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 countries/territories 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. UCTS is equivalent to Asian Academic Credits (AACs).

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

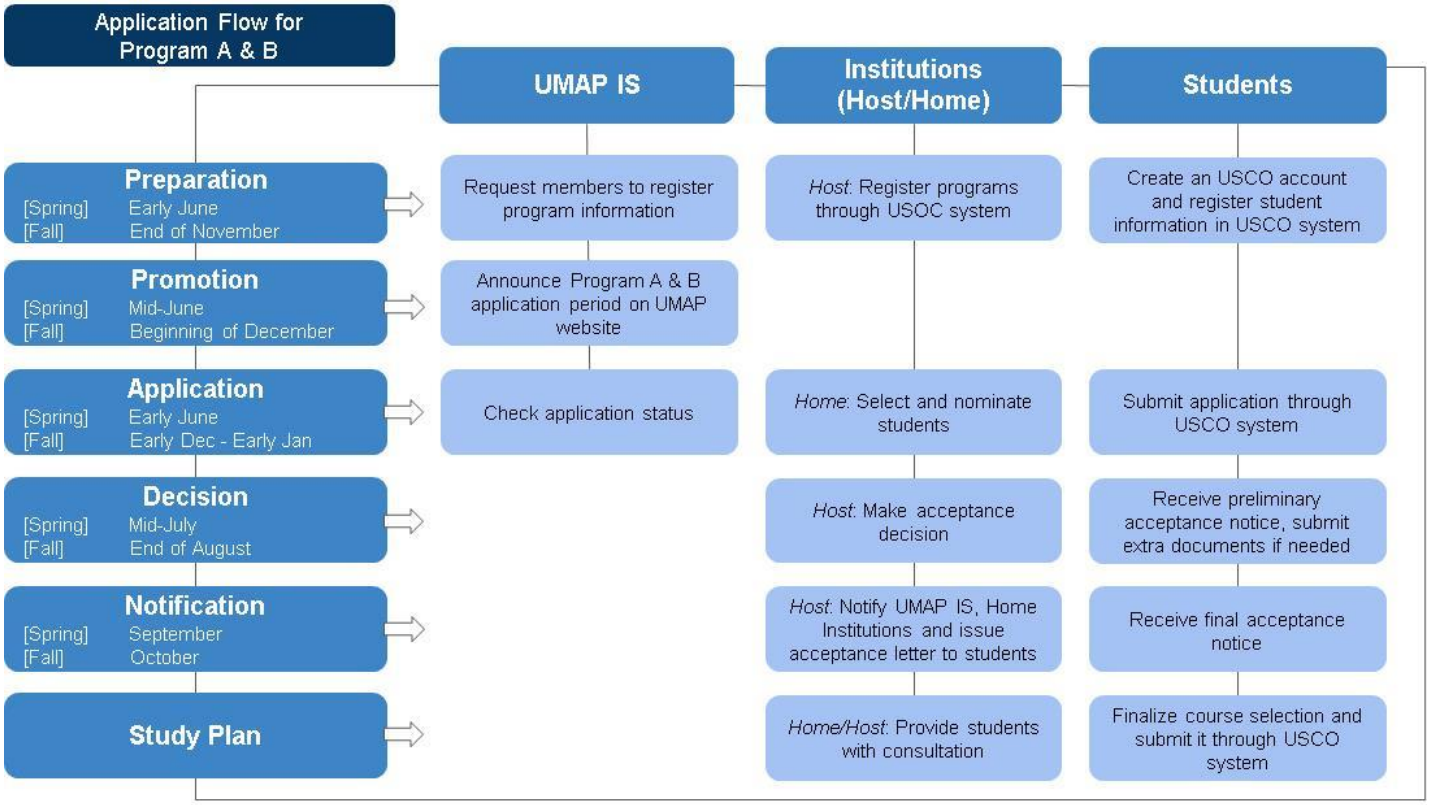
**These 3 British credits are based on the conversion principle of British credits with ECTS defined by the QAA (2008). This principle is effective among all higher education institutions that use CATS (Credit Accumulation and Transfer Scheme) in the UK.

7. UMAP Student Exchange Application Procedures

UMAP Student Connection Online (USCO) system is a user-friendly platform for communication, data storage and synchronization between students, home institutions and host institutions. The system can be used for Program A&B and Program C for upload of offered programs, application to preferred programs by students, nomination by home institutions, admission to host institutions and submission of study report by students after their completion of exchange programs.

As for Program A&B, UMAP offers two programs per year depending on the start of the study period (spring and fall semester student exchange). Each program has two application cycles so that Universities/Institutions may choose one or both cycles depending on their internal schedule of sending/accepting exchange students. This is to adjust the difference in academic year by country/territory and to provide students with more opportunity to study abroad. Regarding Program C UMAP provides three cycles for differences in program periods, which are generally between June and September.

Application Flow for Program A & B



*The above schedules are for the 1st cycle of the Spring and Fall semesters.
The 2nd cycle of both semesters will be scheduled some time after the 1st cycle.

1) Student registration on and application through the USCO System

Students are required to create an account and register their information in the USCO system before they apply for various student exchange programs under UMAP. The link to student registration is here (https://usco.umap.org/std/login.php?).

The student must find subjects relevant to the course at the home institution and detailed information about the number of credits for each subject at the home and host institutions for credit transfer. They also need to select programs that they would like to participate in at the host institution up to the limit of the system (e.g. Program A&B: 5). Additional information about UCTS may need to be provided for the credit transfer process and the study plan completed with selected subjects and credits before the start of study abroad. The list of UMAP programs are shown on the UMAP website (https://usco.umap.org/).

Before applying for preferred programs on the USCO System, students need to prepare necessary documents for application which differ by institution. For example:

- Transcripts (required)
- Certificate of Official Language Exams (required*)
- Motivation Letter(s) (depends on the institution)
- Copy of Passport (depends on the institution)
- Medical Certificate (after acceptance has been confirmed, depends on the institution)

For details on application procedure, refer to the USCO System Student Manual online at (http://umap.org/usco/#students-manual).

2) Nomination/acceptance by home/host institutions

When students apply for UMAP Programs through the USCO System, the information will be passed on to host institution coordinators. Decisions to nominate those students or not are required to be made by the nomination deadline in the USCO System. If applicants are more than two students (if the institution has a quota, two plus the number of the quota), the coordinator needs to select students for Program A (tuition waived). The application will be transferred to UMAP IS for confirmation and then passed on to host institutions.

The host institutions are requested to decide on the acceptance or refusal of each applicant

by the deadline shown on the timeline. If the number of applicants exceed the registered acceptance limit, the host institution must select which students to accept. If that is not done by the deadline of the registered timeline, applications will be passed on to the next preferred institution.

Information obtained by host institutions shall be handled with the same level of confidentiality as personal data obtained from their own students. For details on procedures in the USCO System, refer to the USCO System Institution Manual online at (http://umap.org/usco/#institutions-manual).

3) UMAP Study Plan

After a student's application has been accepted, it is recommended that they prepare a study plan even though it is not mandatory. Accepted students can download the UMAP Study Plan template and upload it after completion of the form in the USCO System. The study plan is to be completed by the student in consultation with the home and host institutions. It should indicate: chosen subjects, subject credits of the host and home institutions, and UCTS credit equivalency of host and home institutions.

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

8. Appendices

1) Resource data for UCTS

TABLE 1: A Comparative Chart of Three Asian Credit Transfer Systems and ECTS

Name of system	Student workload per credit(1)	Total number of credits annually
ECTS (Europe)	25-30h	60 ECTS credits
(original)AUN-ACTS	25-30h	60 AUN-ACTS credits
ACD-ACTS	40h	30 ACD-ACTS credits

Source: The table was made by the author based upon the following documents in European Commission (2009), University Mobility in Asia and the Pacific (1999), Association of Southeast Asian Nations University Network (2009) and Asian Cooperation Dialogue（2011）

NOTE:

(1) Student workload includes academic contact hours in classes, but also other educational activities performed by students, such as homework, writing academic reports, attending internships and doing field research.

TABLE 2: General Trends in Academic Credit Regulations in 24 Asian Countries and Territories (1)

(As of March 2015)

	Number of academic contact hours in class per credit (2)	**Amount of student workload per credit(3)**	**Average number of credits students earn per year**
Bangladesh	No single regulation, but often 13-14 weeks(4)	Greatly varied No single regulation	Greatly varied, but min. 40 credits (120/3)
Bhutan	No single regulation, but 15 weeks(4)	Often 1 credit=10 hours	120 credits (360/3)
Brunei Darussalam	No regulation, but 14 hours (and 1 hour for reading)	No regulation, 35-42 hours	No regulation, 31-32 credits (124-130/)
Cambodia	15 hours(4)	45 hours(5) (field work)	* 30 credits(5) (120/4)
China	No regulation, but often 15-16weeks(4)	No regulation, but often 40-45 hours	No regulation, Greatly varied No single regulation
East Timor	No single regulation, but often 1 credit= 14 hours	No single regulation,	40 credits (160 credits/4 years)

	Number of academic contact hours in class per credit [2]	**Amount of student workload per credit**[3]	**Average number of credits students earn per year**
Hong Kong[7] (2016~)	No single regulation, but often 12 hours (and one hour for final exam)	No single regulation, but often 1 credit=10 hours from 2016, 1 credit =20-30 hours[6] at the Univ. of Hong Kong	Greatly varied, but 31 credits (123/4) in one or 60 credits [7] (240/4) since 2016 in the other.
India	No single regulation, but often 16 -17 hours	No single regulation, Greatly varied, but 40 hours (recommended)	Greatly varied No single regulation
Indonesia	16 hours (actually 50 min. x 16 weeks[4])[5]	42.7 hours[5]	36 credits(144/4) [5]
Japan	15 hours[5] (30 hours)	45 hours[5] （30 hours）[6]	31 credits (124/4) [5]
Laos	16-17 weeks[4]	No regulations, Min. 48 hours	32-37 credits (130-150 credits/4 years)
Macao	No regulations, but often 14 hours (and 1-2 hours for reading and final exam)	No regulations, but often 42-48 hours (14-16 weeks x 3hours)	Varied, e.g., 42-48 credits (132-135/3 years) & 36 credits (144/4 years) at Univ. of Macao
Malaysia	No regulation, but often 14 weeks[4]	40 hours[5]	40 credits (120/3) [5]
Maldives	No single regulation, but 14 hours (and 2 hours of reading and final exam)	No single regulation, but often 1 credit=10 hours	120 credits (360credits/3 years=120 credits)
Mongolia	15-16 hours	40 hours[5]	Min. 30 credits (120/4)
Myanmar	16 hours[5]	No specific regulation, but at least 20 hours ((3+2) x 16 /4)	40-44 credits (162-178 /4)but also btw 168-174
Nepal	13 hours[5]	No single regulation, 39-45 hours	42 credits (167/4) in a program under semester system
Philippines the	16 hours[5] (and 2 hours of reading and final exam)	48hours[5] (and 6 hours for reading and final exam)	Greatly varied, but min. 35 (140/4)
Singapore	No single regulation, but 13 weeks	No single regulation, but (e.g.) 39 hours at two institutions	No single regulation, e.g., 34-40 credits (103-120/3)
South Korea Republic of	15 hours[5] （30 hours）	45 hours[5] （30 hours）[6]	32-35 credits(130-140/4)
Sri Lanka	15 hours[5]	No single regulation, but 45-50 hours	30 (90/3)
Taiwan	16 hours[5] (and 2 hours for reading and final exam)	No regulation, but often 36-54 hours (2-3 hours x 18 weeks for internship)	min. 32 credits (128/4)
Thailand	15 hours[5]	Min. 45 hours[5] for field work and internships	30 credits[5] (120/4)
Vietnam	15 hours[5]	Min. 45 hours[5]for practical education	30 credits (120/4) [5]

Source: This table was made by the author and 11 other research fellows, based upon the findings of a comparative study of 24 Asian countries and territories conducted between 2012 and 2015 with support from "The Grant for Scientific Research Type B (#24402045)" by the Japanese government.

NOTE:

1) All numbers are either a definition of government regulations or estimated numbers commonly used by local universities. Actual numbers often differ greatly depending on the field of study. If there is too large a gap in the difference of hours and credits, the list selects the smallest number since that tends to be the minimum requirement counted as legitimate and qualified by the government.

2) The number of academic contact hours means the hours of class sessions students attend. This teaching hour is based upon the academic hour, which is defined by each nation and/or institution. 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 universities teach approximately 50 minutes. Thus, in this chart, one teaching hour will be counted as one academic hour, not based upon the exact length of teaching hours.

3) The amount of student workload includes academic contact hours in class and the amount of time students spend outside of the classroom, on such tasks as homework, preparation for exams and writing reports. If there is no clear policy on this type of self-study, the number of hours used is often the duration of internships or field research per credit.

4) The number of weeks per semester was indicated since one credit is often calculated based upon the number of weeks per semester. If the duration of semester is 15 weeks, an institution tends to award one credit for every 15 hours of study in class.

5) The number is determined by a national government and applies to all universities in that nation.

6) The amount of workload only for seminar, laboratory, and field studies is under this definition by governmental regulations.

7) The National University of Hong Kong was now in a transition period to change the length of their bachelor's degree program from 3 to 4 years at the time the research was conducted in 2014. Those numbers reflect the National University of Hong Kong's plan, which started from 2016.

TABLE 3: A Proposed Conversion Table of AACs with Other Credit (Transfer) Systems

Nation /Region, (Name of credit [transfer] system), and number of countries and territories	Proposed credit conversion with 1 AAC credit(1)	Equivalency in student workload	Teaching/ contact hours
ASIA (AACs), [at least 24 countries and territories]	1 AAC credit	**38-48 hours**	13-16 hours
USA (2/3 of institutions(2))	1 credit	45 hours	15 hours
Europe & neighbouring countries [47 countries(3)]	1.5 ECTS points	37.5-48 hours	----------
England, UK (CATS)(4)	3.0 CATS points	1 ECTS = 2 CATS points [however, 1 CATS= 10 hours]	----------
Latin America (CLAR) (5) [18 countries]	1.5 CLAR credits	37.5-48 hours	----------
Middle East (ANQAHE) (6) [15 countries]	1 credit	45 hours	----------

Source: The table was made by the author based upon the following documents: Regel (1992), European Commission (2009), Quality Assurance Agency (2008), Tuning Educational Structure in Europe (TUNING) Project (2013), and Arab Network of Quality Assurance in Higher Education (2012)

NOTE:

(1) Although actual conversions contain some small fractions, e.g., 1 AAC equivalent to 1.5~ 1.6 ECTS, this proposed conversion table was made based upon the ease of credit transfer among a massive number of universities in a total of at least 106 countries and territories in the world.

(2) According to Shimizu (1998), about two thirds of American universities count one academic credit as 45 hours of student workload.

(3) 47 member states participate in the Bologna Process, where the use of ECTS is one of the main requirements.

(4) The CATS (Credit Accumulation and Transfer Scheme) has its own definition of one CATS point = 10 hours of student workload. However, CATS points on this table are calculated based upon the conversion principle of CATs points with ECTS, which was explained by the British Quality Assurance Agency. (Quality Assurance Agency, 2008).

(5) CLAR stands for "Latin American Reference Credit". (Tuning Educational Structure in Europe (TUNING) Project, 2013) It is a regionally aligned credit transfer system recently developed by a group of Latin American governments and universities. 1 CLAR credit=24-33 hours of student workload and requires students to take 60 CLAR credits per year. However, it converts with ECTS on a one to one basis. Thus, in this table, 1 CLAR point is treated the same as 1 ECTS point.

(6) One academic credit of ANQAHE (Arab Network of Quality Assurance in Higher Education) member state's higher education is equal to 45 hours of student workload (Arab Network of Quality Assurance in Higher Education, 2012). ANQAHE is an association of 15 member states and territories in the Middle East region. The board member states and territories are UAE, Kingdom of Bahrain, Kingdom of Saudi Arabia, Oman, Jordan, Egypt, Libya, Lebanon, Morocco, and other regular members are Kuwait, Palestine – Ramallah, Qatar, Sudan, Yemen, and Gazza – Palestine.

2) 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)

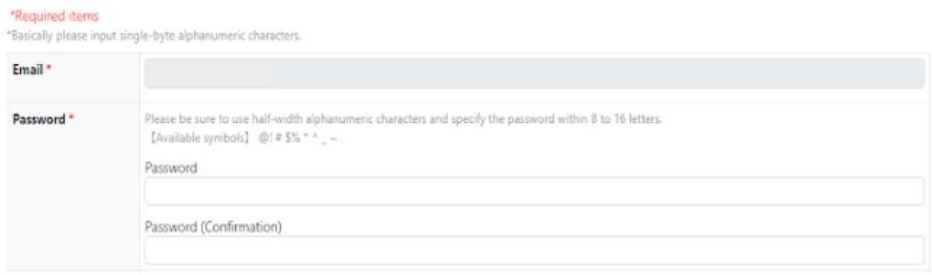
	Malaysia	Myanmar	The Philippines	Singapore	Thailand	Vietnam
Range of the number of credits required for the completion of a Bachelor's program	120 credits (minimum number of credits to complete the Bachelor's course); 200 credits (Medical Department, etc.)	In general, 200 credits or more for 4- or 5-year 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: Bachelor's programs—the grater of 50%, or 80 MCs of the required credits for the degree program. Master's programs (course work-based)—a minimum of 50% of the required credits for the degree program. • NTU: Bachelor's programs—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.

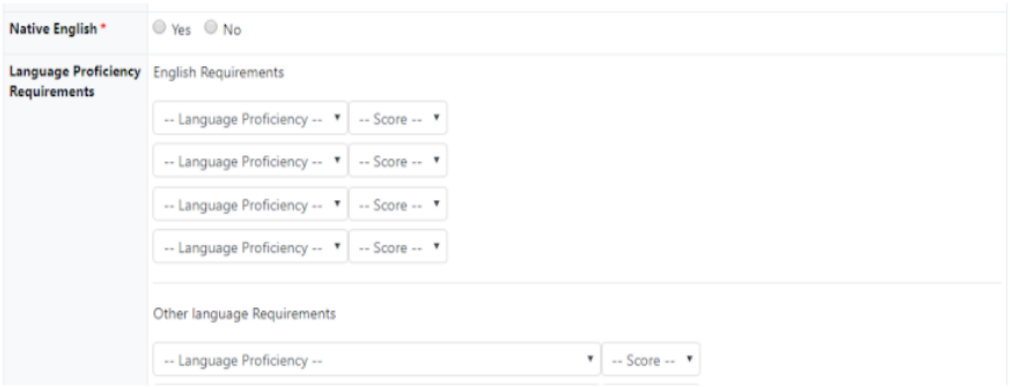
Glossary

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	JIHEE	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 Average1 Point
20	TGPA	Term Grade Point Average
21	CGPA	Cumulative Grade Point Average
22	UM	University of Malaya
23	UKM	National University of Malaysia（University of Kebangsaan Malaysia)

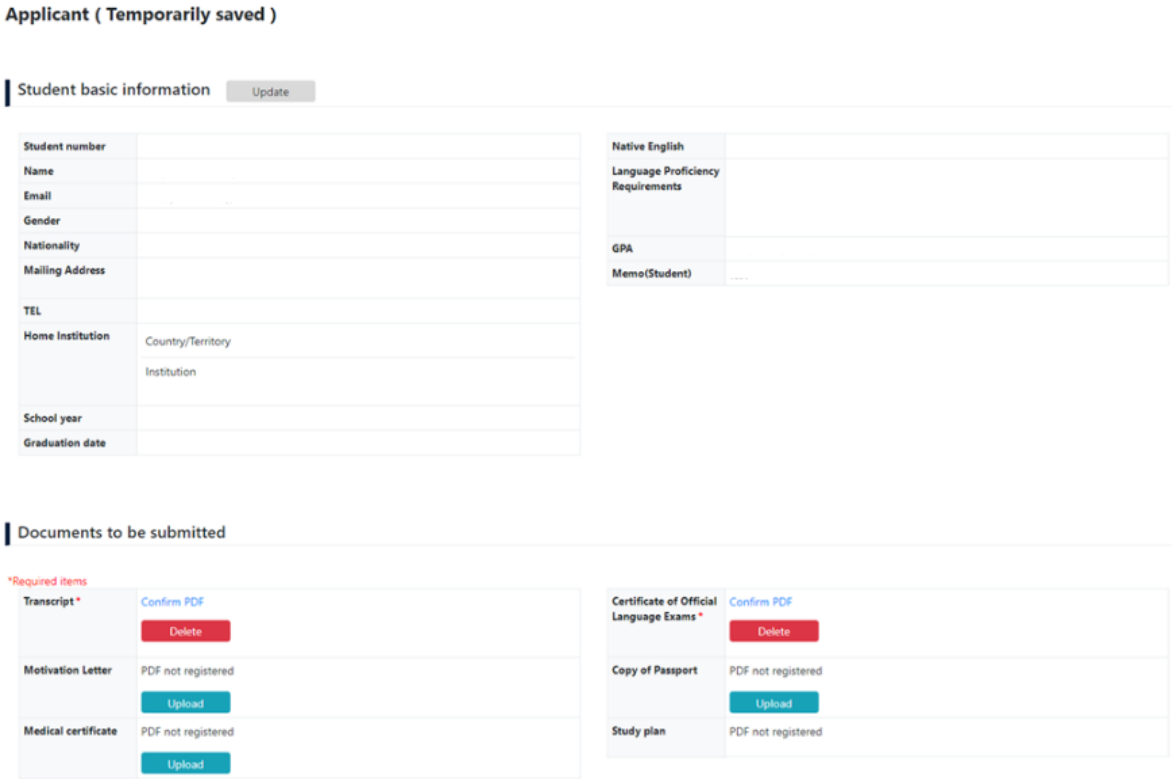
3) Example of UMAP Application Form in USCO System

a) Student account registration form:





b) Student application form:



4) Example of UMAP Study Plan Form with UCTS

FRONT

UMAP CREDIT TRANSFER SCHEME (UCTS) STUDY PLAN (For incoming students)

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: ☐M/ ☐F	Student ID Number: _____	
Student's Home Address: _____		Student email: _____	
Home Institution: _____	Home Country: _____	Univ. Year: :☐1/ ☐2/ ☐3/ ☐4	DEGREE:☐B/ ☐M/ ☐D
Host Institution: _____	Host Country: _____	Major: _____	

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

2. BASIC INFORMATION OF HOME & HOST INSTITUTION'S CREDIT TRANSFER WITH UCTS

Our institution complies with the following definition of UCTS. Thus, we will transfer credit on a one-to-one basis with other institutions which use the UCTS.

==========DEFINITION OF UCTS==========

One (1) UCTS = 38-48 hours of student workload. This includes 13-16 academic hours of instruction.

========== ==========

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

- To be completed and signed by the student and counter-signed by the academic advisor/staff members of both institutions.

BACK

List of course numbers and titles of courses you'd like to register at host institution and transfer to home institution				Credits	
Host Institution		(your) Home Institution		HOST	HOME
Course #	Title	Course #	Title	Credits	Credits

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

4 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: _____

FRONT

UMAP CREDIT TRANSFER SCHEME (UCTS) STUDY PLAN (For incoming students)

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 BBBBBBBBBB*		Gender: ☐M/ ☑F	Student ID Number: *123456789*
Student's Home Address:			Student email:
Home Institution: *UMAP home University*	Home Country: *(e.g.,) Japan*	Univ. Year: :☐1/ ☐2/☑3/ ☐4	DEGREE:☑B / ☐M/ ☐D
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. BASIC INFORMATION OF HOME & HOST INSTITUTION'S CREDIT TRANSFER WITH UCTS

Our institution complies with the following definition of UCTS. Thus, we will transfer credit on a one-to-one basis with other institutions which use the UCTS.

==========DEFINITION OF UCTS==========

One (1) UCTS = 38-48 hours of student workload. This includes 13-16 academic hours of instruction.

========== ==========

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

- To be completed and signed by the student and counter-signed by the academic advisor/staff members of both institu

BACK

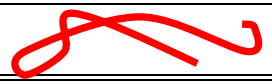
List of course numbers and titles of courses you'd like to register at host institution and transfer to home institution	Credits

Host Institution		(your) Home Institution		HOST	HOME
Course #	Title	Course #	Title	Credits	Credits
100	*Asian Business*	*aaa*	*Asian Business Management*	*5*	*2*
		bbb	*Asian Organization Behaivors*		*2*
		ccc	*UMAP Short Internship*		*1*
200	*Asian Technology*	*ddd*	*Technology and Development*	*3*	*2*
		eee	*Introduction of Asian Technology*		*1*
300	*Seminar in Asian Study*	*ggg*	*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.

4. 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 *AAAAAA BBBBBBBBBB*	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*