

Student Exchanges and Mobility Programme (SEMP)



**ASIAN ISLAMIC UNIVERSITIES ASSOCIATION
2018**

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Compiled by:

Student Exchanges Division Committee, AIUA

KUIPs, Perlis, Malaysia | KUIS, Selangor, Malaysia
KUIM, Melaka, Malaysia | IAIN Curup, Bengkulu, Indonesia
IAIN Kediri, Jawa Timur, Indonesia
| IAIN Batusangkar, Sumatera Barat, Indonesia
UIN Sunan Kalijaga, Yogyakarta, Indonesia |
IAIN Palangkaraya, Kalimantan Tengah, Indonesia
Universitas Hasyim Asy'ari Jombang, Jawa Timur, Indonesia
| IAIN Salatiga, Jawa Tengah, Indonesia
| IAIN Bengkulu, Indonesia

Foreword

Assalamualaikum wr.wb.

As a result of eight meeting, 5-7 July 2018 in Yogyakarta, we are delighted to present AIUA guidelines that consist of: Student Exchanges and Mobility Programme, Guidelines for Business Economic Partnership, Guidelines for Joint Award, Guidelines for AIUA QA Assessment Manual, AIUA-QA Framework, Practical Approaches to the Management of Joint Degree (JD) Programmes and Guidelines for Knowledge Dissemination.

Contemporary changes and disruptive technology, however, pose crucial challenges to us and to higher education institutions in general. A greater expectation to be able to deal with those challenges rests on Islamic higher education institutions, in particular, as the latter carry ethics and values as part of their mission to educate the future generations. To do so, it is an imperative for Islamic higher education institutions to build their capacity as well as expand their networks within and across the nations. Asian Islamic Universities Association serves as a unique and excellent platform for Asian Islamic Universities to learn and help each other to remain relevant and even gain recognition from a wider and non-traditional audience.

We hope our policies and actions on which cooperation and partnerships are forged between AIUA members and other promoting parties.

We wish you could use these guidelines and implement them in your institution.

Wassalamualaikum wr. wb

Yogyakarta, 27 Agustus 2018

Prof. Drs. K.H Yudian Wahyudi, M.A., Ph.D.
President of AIUA

Acknowledgement

The editors of the Guidelines are grateful to many people who have offered support, advice and suggestions. Further, we should like to thank all those who gave us the benefit of their experience in revising the earlier drafts. Many of their suggestions have been incorporated in this new version of the Guidelines. We thank our teams for the final layouting of this new version. The Guidelines could not have been produced without financial support, especially that of the AIUA and university members which, so far, have consisted of 63 universities.

Yogyakarta July 5, 2018

On behalf of the AIUA Commission for Students Exchange Programme:

KUIPs, Perlis, Malaysia	KUIS, Selangor, Malaysia
IAIN Curup, Bengkulu, Indonesia	IAIN Kediri, Jawa Timur, Indonesia
UIN Sunan Kalijaga, Yogyakarta, Indonesia	KUIM, Melaka, Malaysia
IAIN Batusangkar, Sumatera Barat, Indonesia	UNHASY Jombang, Jawa Timur, Indonesia
IAIN Palangkaraya, Kalimantan Tengah, Indonesia	IAIN Salatiga, Jawa Tengah, Indonesia
IAIN Bengkulu, Indonesia	IAIN Surakarta, Jawa Tengah, Indonesia

Introduction to Guidelines

Basic Principles

- Mobility of students either outbound or inbound with credits or not.
- The programme also refers to a programme which forms as Internationalization@Home.
- The guidelines are a reference for relevant programmes to promote student exchanges and balanced mobility in the AIUA countries (hereafter “SEMP”).
- Each country is encouraged to explore possible ways of support to promote the utilization of the Guidelines for the SEM P.
- Each country should make the Guidelines known to the universities and other related institutions in its country.
- When an AIUA country participates in the student exchanges framework under the Guidelines, a “focal point” within the government and/or other entity designated by the government should be appointed in each country.
- When a university or other higher education institutions participate in the student exchange framework under the Guidelines, the focal point should endorse the institution.
- Both the government (and/or other entity designated by the government) and the participating institutions in the country are encouraged to comply with all the terms of the Guidelines.
- Graduate or undergraduate level, it should be defined for this SEM P.
- The preferred medium of instruction is English, but other languages are not excluded.
- The academic fields should be decided by the partner institutions in accordance with their willingness and in consideration of their own situation and agreements.
- The SEM P Programmes promote and enhance moderate and tolerant Islam
- Any rules which are not mentioned in the Guidelines can be determined later by the SEM P Committee

The Basic Guidelines of Students Exchange Programme

1. Accepted and Recognised Proposals
2. Fair number of participants
3. Share the Cost
4. Length of Study and Programmes Types
5. Selection of Participating Students
6. Monitoring
7. Quality Assurance (need to be discussed in detail for example, it should be accredited of minimum B grade)

1. Accepted and Recognized Proposals

Overall Aim

An AIUA member should prepare a proposal towards a university with an Internationalization@Home programme. AIUA country members will discuss the proposal before it is accepted and recognized.

2. Fair Number of Participants

Overall Aim

AIUA country members should discuss the number of students who join the programme from each country member. This number should represent fairness and appreciation agreed by the rector of each universities.

3. Share the Cost

Overall Aim

A student who participates in this SEMP should be funded by his country. However, costs spent during this SEMP are discussed and accepted together by student countries and related universities. Therefore, financial and other support are considered across stakeholders, government, universities and other related institutions. These costs consist of accommodation, transportation, meals and others. Further principles are as the following.

FINANCE

Financial support for participating students, which includes but is not limited to the items below, should be considered based on the type of the SEMP (e.g. government sponsored vs. institutional-level voluntary) and the capacity and conditions of the stakeholders. Governments should encourage universities and relevant institutions to provide the following support in accordance with the policies of the country:

Home country (government, universities and other related institutions):

- Support travel to host country
- Provide international health insurance
- Allot living allowance to students

Host country (government, universities and other related institutions):

- Waive tuition fees
- Provide scholarships and/or research grants

STUDENT SUPPORT

Student support, which includes but is not limited to the items below, should be considered based on the capacity and conditions on the stakeholders. Governments should encourage universities and relevant institutions to provide the following support in accordance with the policies of the country:

Home country (government, universities and other related institutions):

- Provide information on scholarships and/or research grants
- Provide orientation for students before departure

Host country (government, universities and other related institutions):

- Post necessary information such as programmes of study, enrollment requirements and registration procedures, and academic calendar in English on a website
- Develop an international student handbook
- Support to obtain visas

- Arrange pick up on arrival and departure
- Provide orientation for students after arrival
- Support to find accommodations
- Provide basic medical care
- Establish a “buddy”/tutoring and international advisor system for international students

4. Length of Study and Programmes Types

Overall Aim

The length of study for this SEMP at minimum is three days (not including time spent for coming in and out of the country). This time spent refers to agreements defined for the SEMP. The length of student exchange study and programme types under the Guidelines are classified into the following categories:

Length of Study

1. shorter than three months
2. three months to less than six months
3. six months to twelve months
4. longer than twelve months

Programmes Types

1. degree awarding
2. credit awarding
3. others

In accordance with the agreements between the member countries and universities, the home university is encouraged to develop a system for accepting the transfer of credits in conformity with internationally recognized credit transfer systems such as the University Mobility in Asia and the Pacific (UMAP) Credit Transfer System (UCTS) and ASEAN Credit Transfer Systems (ACTS) and European Credit Transfer System (ECTS). Home institutions are encouraged to recognize earned credits from the host institutions.

5. Selection of Participating Students

Overall Aim

Every student of universities in AIUA country members should be benefited from this SEMP. Each student could join this programme at least one on his study time. The criteria for the selection of students have to be worked out and agreed upon between the home and the host universities. Balanced mobility is ideal.

Requirement of Participation

1. The student should pass the prerequisites of the SEMP. Examples of criteria are the student should be a student from a university of AIUA country members who is active and registers at the time.
2. The student should have good manner and never involves on disobey related rules.
3. The student is accepted by the host university.
4. The student has good healthy record (not pregnant, not have chronic illness and others), and good communication skill.
5. The student could also be responsible for the expenses that are not covered by the university.
6. The student should achieve at least 3.6 GPA

6. Monitoring

Overall Aim

An annual steering meeting is to be held back-to-back with the AIUA Meeting. Each country is encouraged to monitor programmes in its country, and collect relevant information on them, including statistical data, good practices and student reports.

Basic Rules

1. The above-mentioned information is reported, in accordance with the regulations of each country and depending on the situation, to the AIUA Meeting, and be provided through websites such as the National Information Center, which is supposed to be established in each country based on the articles in the UNESCO “Asia-Pacific Regional Convention on the Recognition of Qualifications in Higher Education”, and/or other websites designated by the governments.
2. All AIUA members need to create an unit which consists of two officers i.e. person in charge is rector or director)

7. Quality Assurance

Overall Aim

Under the policy framework of the participating country, its government should promote student mobility with quality assurance and encourage its quality assurance bodies to communicate and collaborate with relevant bodies across the AIUA countries. Universities and/or programmes of study for student exchanges are encouraged to be officially accredited and evaluated by relevant accreditation bodies and evaluation agencies.

We urge this association to define what it means by “quality assurance” so that each member of University will follow.

Yogyakarta July 5, 2018

Commision of Student Exchange and Mobility Programme (SEMP)

Venue: Room 303 - UIN Sunan Kalijaga Jogyakarta

Chair : Prof. Dr Hj Md. Som Sujimon,
Markas al-Dirasah al Islamiyah wal 'Arabiyah
(MARSAH). Islamic College of Johor, Malaysia
Secretary : Hammam, Ph.D. IAIN Salatiga, Central Java, Indonesia

Members:

Prof. Dr. Muhibbin UIN Semarang
Dr. Taufik Warman IAIN Palangkarya
Imam Mahfud, Ph.D, IAIN Jember
Dr. Muh. Nashirudin, IAIN Surakarta
Ihsan Nul Hakim, MA., IAIN Curup Bengkulu
Dr. Mif Rohim, MA., Universitas Hasyim Asy'ari Jombang
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Important points need to be addressed are the following:

A. Students:

1. All members of each commission of SEMP need to receive letter of appointment issued by AIUA Secretariat.
2. Working Plans of SEMP are as follows:

No	Activities	Month
1	Listing of internationalization programmes (host universities)	July-August 2018
2	Proposals from Home country (Univ)	September-November 2018
3	Selection and confirmation of Students to be sent	December 2018
4	SEMP Placement (names of AIUA universities)	January 2019

B. Fees

All fees that have been determined by secretariat should be collected and used properly

C. Appointment of chair

Whoever has been appointed as chairman in a committee needs to attend the meeting specified.

