



**U M A P**

University Mobility  
in Asia and the Pacific

# International Secretariat (IS)

*Fu Jen Catholic University*

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## **Timeline for Implementation of USCO: Full Features 1/2013**

2 Jan 2013: IS sent an official invitation letter to UMAP Member Secretariats to invite universities' participation in the UMAP Student Connection Online Programs (UME or UBE / USC).

1–31 January 2013: Universities who want to participate in the UME / UBE / USC must first sign the Pledge Agreement for UME with UMAP International Secretariat; they will immediately obtain USCO user account and password, and "USCO Manual for Administrators" for up-loading the university's information and courses' details that are opened for international students through USCO web-pages.

USCO Administrators at participating universities can issue USCO account and password to students for accessing information and using the "Standard UMAP Application Form & UCTS". "USCO Manual for Students" will also be supplied.

Students from all UMAP participating universities and in some cases other universities as well, can access information about UME, UBE, USC.

1-28 February 2013: Students who have explored courses information from USCO web-pages can make online applications according to the process of each program; UME, UBE, or USC. [The following process is for UME in particular]

*[The following process is for UME in particular]*

1-15 February 2013: For UME, students will access information at USCO web-pages and make their Study Plans in the "Standard UMAP Application Form & UCTS" then print-out the Form, and bring to the International Office and the academic advisor at their home university for approval. The USCO Administrator at students' home university will consult with academic advisor and concerning authority in the university to ensure transferable credits and grades earned from the host university. Then select 2 students and process for signature of approval on the Form, then allow the students to register their official application Forms online at UME program. At this stage user accounts issued to other students who are not selected will need to be disabled until UME placement date.

8 March 2013: Placement of UME students will be done by USCO computer system and results of student placement with their "Standard UMAP Application Form & UCTS" will be sent to each host university by USCO automatic e-mail system.

11-22 March 2013: Host universities will decide the acceptance of two applicants for UME and proceed in a normal procedure for exchange students

[www.umap.org](http://www.umap.org)

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who are coming to host universities in the following semester [Fall 2012].

[Timeline and Process for Taiwan Scholarship]

8-22 March 2013:

IS sends an official notification to qualified applicants' Home University and require all qualified applicants turn in application form, photocopy of passport and student ID, autobiography, Statement of Purpose, transcript, and other certification via E-mail to Taiwan National Secretariat (Taiwan NS [umaptaiwan@gmail.com](mailto:umaptaiwan@gmail.com)).

25 March-12 April 2013:

IS and Taiwan NS will announce qualified candidates. Qualified candidates are required to turn in registration certification from Host University, personal bank account information (name, bank account number and swift code, and other required remittance data), photocopy of the receipt with signature to UMAP Taiwan National Secretariat.

15-26 April 2013:

Applications will be reviewed by UMAP Taiwan NS for the preliminary review and all qualified applications will be submitted to the Bureau of International Cultural and Educational Relations, R.O.C. for final review.

31 May 2013:

The List of awarded students will be announced on the UMAP Taiwan NS website: <http://umap.moe.gov.tw/>

Successful award recipients will be notified of the results of their application via E-Mail ([umaptaiwan@gmail.com](mailto:umaptaiwan@gmail.com))

30 November 2013:

UMAP Taiwan NS will distribute 70% of the total scholarship to all awarded students.

The distribution will be made through wire transfer at the semester, and the applicants will be responsible for each transfer fee.

15 January 2014

15 February 2014

Awarded students are required to turn in a completed UMAP Credit Transfer Scheme (UCTS), official Transcript from his/her host university with required scores, photocopies of the Receipt with signature, his/her study report on the Exchange Student Program, and photocopy of the receipt with signature to UMAP Taiwan National Secretariat.

30 April 2014

Documents will be reviewed by UMAP Taiwan NS.

UMAP Taiwan NS will distribute 30% of the total scholarship to all awarded students.

The applicants will be responsible for each payment fee.

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[The following process is the same for UBE & USC]

- 1 Feb-30 April 2013: For UBE & USC, Students who have explored courses information from USCO web-pages can make their Study Plans in the "Standard UMAP Application Form & UCTS" then print-out the Form, and bring to the International Office and the academic advisor at their home university for approval. The USCO Administrator at students' home university will consult with academic advisor and concerning authority in the university to ensure transferable credits and grades earned from the Host University, then process for signature of approval on the Form. Then allow the students to register their official application Forms online at UBE or USC program. As the conditions on tuition fee waived or non-waived for UBE & USC will depend on the universities' MOU between each other, therefore the universities' USCO Administrators may need to communicate with host universities for their students. Vice versa may need to respond to communication from home universities of incoming international students.

However, in any case students should be informed on whether tuition fee will be waived or non-waived prior to using the UBE & USC online facilities. Host universities will decide the acceptance of the applicants for UBE & USC and proceed in a normal procedure for exchange students who are coming to host universities in the following semester [Fall 2012]. By using the "Standard UMAP Application Form & UCTS" students can be ensured that credits and grades earned from host universities can be transferred using the part of certified "Transcript of UMAP Study Program Results" for recording credits and grades in the transcript at home university.