

STUDENT EXCHANGE PROGRAMME POLICY

Responsible Officer	The Dean, PIDC		
Contact Officer	Dr. Ajay Telang ajay@pidc.edu.my		
Associated Documents	Application form – Part I & II Approval form PIDC – Part III		
Version	Authorized by	Approval Date	Effective Date
2.1	The CEO, PIDC	Dec 23	Jan 24

1. Principles

1.1 Policy

The Student Exchange Program aims to create opportunities for students to experience the learning process at other institutes of higher learning.

1.2 Purpose

- 1.2.1 The purpose is to enhance the participants' knowledge of dentistry by exposing them to technologies, facilities and our learning environment.
- 1.2.2 To enhance the participants' cultural and social understanding of Malaysia.
- 1.2.3 To create an exchange of knowledge and skills between host and participants.
- 1.2.4 To open the participants' mind to different approaches to similar problems.
- 1.2.5 To encourage independence in the planning of this program.
- 1.2.6 To develop professional community spirit among the participants and the host students.

2. Application and Scope

2.1 Scope

This policy applies to students who wish to come to Penang International Dental College on Student Exchange Program.

2.2 Student application procedure

The college recognizes the importance of effective application procedure to ensure smooth running of the program.

2.3 Procedure overview

- Application for incoming student
- Application for outgoing student

3. Application for Incoming Student Exchange Program

- 3.1 All students wishing to go on exchange program should be current dental student of a university/college.
- 3.2 Application to PIDC should be done 3 months prior to date of visit for processing of application.
- 3.3 The exchange duration should be at least minimum 5-10 working days.
- 3.4 Incoming exchange students are only allowed to observe all teaching and learning sessions.
- 3.5 No fee is charged for exchange program and no stipend will be given to the student.
- 3.6 Student is required to submit individual activity report to the Local Exchange Officer (LEO) of PIDC at the end of the exchange program.
- 3.7 Student should have sufficient finances to cover expenses during the period of stay in Penang, Malaysia.
- 3.8 The student is responsible for arranging visa and necessary documents.
- 3.9 Exchange students are required to have medical and personal accident insurance for their period of stay in Penang and the insurance cost will be borne by the student.
- 3.10 PIDC will assist the student to find suitable accommodation. However, the cost shall be borne by the student.
- 3.11 All matters regarding the cost of transportation and other personal needs at PIDC shall be borne by the student.
- 3.12 Exchange students are not permitted to perform any clinical procedures on patients.

Applications should be made by completing PART I and II of the application form and scanned copy must be emailed to:

Assoc. Prof. Dr. Ajay Telang
The Dean, PIDC
E-mail: ajay@pidc.edu.my

4. Application for Outgoing Student Exchange Programme

- 4.1 Student should write a request letter addressed to Dean before applying for any student exchange programme.
- 4.2 Student should have sufficient finances to cover expenses during the period in Host University.
- 4.3 Students are responsible for their own attendance and hence students are encouraged to utilize the elective postings or festive break.
- 4.4 Student is required to write a full activity report upon completion of the exchange programme.
- 4.5 Student should abide by the rules, regulations and policies of PIDC and the respective host university.
- 4.6 Student must have medical and personal accident insurance to cover all the medical/ personal accident expenses that may be incurred during the exchange programme. The insurance cost must be borne by the student.
- 4.7 The student is responsible for arranging visa and necessary documents.
- 4.8 PIDC will facilitate and support any exchange programme initiative by students.
- 4.9 The application form for applying for the outgoing student exchange programme is available on the PIDC e-portal.

5. Local Exchange Officer (LEO)

- 5.1 The Local Exchange Officer will represent the MDSA Exchange Programme for PIDC. Role of LEO is to represent PIDC at national IADS meetings, to keep in contact with National Exchange Officer (NEO) of his/her country as well as International Exchange Officer (IEO) and other NEOs.
- 5.2 To contact his/her NEO and to help establish, develop and improve student exchange system in Malaysia.
- 5.3 To facilitate and promote student exchange programme at PIDC
- 5.4 To use poster, guides, magazines, articles etc. in PIDC to promote the exchange programme and make PIDC students aware of the opportunities IADS offers them.
- 5.5 To be updated with the current exchange possibilities and IADS projects
- 5.6 To collect exchange applications from PIDC students and forward them to NEO or organize the exchange by himself/herself by contacting other schools which will be the exchange destinations.
- 5.7 To stay in contact with LEO or NEO, organizing his/her student exchange programme and provide him/her with confirmation notice as well as details of student arrival and stay.
- 5.8 To organize stay of exchangers from other schools, depending on the type of exchange and exchange contract settlements: within bounds of possibility to assist

students' arrival or to provide them with essential information on how to reach exchange destination, organize practices or visiting dental clinics, arrange meals, accommodation and organize social program or to appoint students responsible for such organization.

5.9 To attend meetings with NEO, meetings of NEOs/LEOs and make a report before IADS international meetings on exchange program at PIDC

5.10 To prepare information package of exchange program at PIDC: *Local Member Profile*

5.11 To prepare report of student exchange program and to be submitted to Dean

6. Recordkeeping

All record, documents and activity reports must be stored in a confidential PIDC file.

7. Confidentiality

Information and records about an applicant will be kept confidential and will only be divulged to staff of the college with direct involvement in the process and those to whom it is necessary to enable smooth running of the program.

8. Review

This policy will be reviewed and updated as and when required.

9. Approvals

Version	Authorized by	Approval Date	Review	Effective Date	Section Modified
1.0	The CEO, PIDC	15 th March 2018	15 th March 2018	16 th March 2018	--
2.0	The CEO, PIDC	--	February 2020	February 2020	Addition of clause numbers. Addition of personal accident insurance
2.1	The CEO, PIDC	--	January 2022	January 2022	Reviewed No changes Reviewed No changes
2.1	The CEO, PIDC	--	December 2023	January 2024	