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| **Time** | **Description** |
| 31 December 2013 | IS sent an official invitation letter to UMAP Member Secretariats to invite universities’ participation in the UMAP Student Connection Online Programs (UME or UME and UBE / USC). |
| 1 January-28 February J 2014 | 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. |
| 1 March- 15 March 2014 | 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.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] |
| 1 -15 March 2014 | 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. |
| 10 April 2014 | 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. |
| 30 April 2014 | Host universities will decide the acceptance of two applicants for UME and proceed in a normal procedure for exchange students who are coming to host universities in the following semester [Fall 2014]. |
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| [The following process is for UBE in particular] |
| 1 -15 March 2014 | For UBE, 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 will depend on the universities’ MOU between each other, therefore the universities’ USCO Administrators may need to communicate with host universities for their students. Vise 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. |
| 30 April 2014 | Host universities will decide the acceptance of applicants for UBE and proceed in a normal procedure for exchange students who are coming to host universities in the following semester [Fall 2014]. 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. |
| [The following process is for USC/SSTP in particular] |
| 28 February 2014 | Deadline for USCO participating institutions to propose Super Short Term Program:1) Develop a super-short program (1-4 weeks, more than 4 weeks student should bear the extra expenses) for next summer or later in 2014 with a few credits, at least 1 UCTS (38-48 student workload), by the end of February 2014. |
|  | 2) Apply to participate in the USCO-Program A (UME) program in January to February 2014, then, post your regular exchange program in the USCO-Program, a site as well as your super short program announcement at the USCO-Program C site.Accept one or two exchange students under the USCO-Program A(UME) if possible.3) Apply to the USCO-Super Short Program Scholarship at your UMAP National Secretariat before 28 February 2014. |
| Mid April 2014 | The list of universities offering Super-Short Term Scholarship Program will be screened by the committee meeting. In May, USCO-Super Short Program Scholarships awarded program will be announced if any. If you are not going to participate in the USCO-Program A, you can post your super short program announcement to the USCO online system in May 2014 after hearing the result of screening process. |
| May 2014 | Host universities will decide the acceptance of the applicants for USC or super short program offered after May 2014 and offer the scholarship up to ten participants proceeding in a normal procedure for exchange students who are coming to host universities in the following term [Summer 2014]. 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. |
| June 2014 | Host universities will implement super short program after June 2014. |