



PROGRAMME GUIDELINES

To participate in the Summer Programme organized by Faculty of Human Ecology, Universiti Putra Malaysia (UPM), you will need to ensure you have the following necessary information and documents:

1. Application Details:

- Check the program's official website or communication channels for application deadlines and requirements.
- Complete the online application form if available.

2. Personal Information:

- Full name, contact details (email, phone number), and home address.

3. Passport and Visa:

- Ensure your passport is valid for the duration of your stay in Malaysia.
- Check if you require a visa to enter Malaysia for the program duration and apply for one if needed.

4. Academic Details:

- If required, provide your current academic institution's name, your field of study, and current academic level (e.g., undergraduate, graduate).
- You might need to provide a recent transcript or academic records.

5. Language Proficiency:

- If the program is conducted in a language other than your native language, you might need to demonstrate language proficiency through a test like IELTS or TOEFL.

6. Health and Insurance:

- Ensure you have comprehensive health insurance that covers your stay in Malaysia.
- Check if you need to provide any medical records or certificates.

7. Travel Plans:

- Provide details about your travel plans, including arrival and departure dates, flight information, and transportation preferences.

8. Emergency Contacts:

- Provide emergency contact details of a family member or close friend.

9. Acceptance Documents:

- If you receive an acceptance letter or email, make sure to bring a copy with you.

10. Financial Information:

- Ensure you have sufficient funds to cover your expenses during the program especially when go for outing (Visit & Tour), extra meals, and any personal expenses.

11. Cultural Sensitivity:

- Research about Malaysian culture, customs, and etiquette to ensure you are respectful and aware during your stay.

12. Electronics and Supplies:

- Bring any necessary electronics (laptop, charger, etc.) and study supplies.

13. Local Currency:

- Bring some Malaysian Ringgit (MYR) for initial expenses upon arrival.

14. Confirmation Emails/Communication:

- Keep copies of any communication you've had with the program coordinators or with your agent.

Always remember to thoroughly read the program's official website, emails, and any provided guidelines to ensure you have all the necessary information and documents. If you have any doubts or questions, don't hesitate to reach out to the program coordinators for clarification.

GUIDELINES FOR ATTIRE AND ETIQUETTE

When participating in a summer program at Universiti Putra Malaysia (UPM), it's important to adhere to the appropriate attire and etiquette to show respect for the university's culture and values. Here are some guidelines for attire and etiquette:

Attire:

1. **Modesty:** Malaysia is a predominantly Muslim country, and modesty in attire is appreciated. Avoid wearing revealing or skimpy clothing, such as short shorts, low-cut tops, and crop tops.
2. **Casual and Comfortable:** The weather in Malaysia can be quite warm and humid, especially during the summer. Wear lightweight, comfortable clothing like t-shirts, breathable tops, lightweight trousers, skirts, or dresses.
3. **Cultural Sensitivity:** Consider cultural norms when choosing your attire. If you're visiting religious sites or attending formal events, wearing more conservative attire like long pants or skirts and covering your shoulders might be necessary.
4. **Footwear:** Comfortable sandals, flip-flops, or closed-toe shoes are suitable for most casual occasions. If you plan to visit places of worship, carry a pair of socks to wear inside.

Etiquette:

1. **Greetings:** Malaysians typically greet each other with a smile and a nod. A handshake is common, especially in more formal situations. Use your right hand for handshakes and other interactions, as the left hand is considered less clean.
2. **Respect for Elders:** In Malaysian culture, showing respect for elders is important. Address them with honorific titles like "Encik" for men and "Puan" for women, followed by their last name.
3. **Removing Shoes:** It's customary to remove your shoes before entering someone's home or certain indoor spaces, such as mosques and some traditional restaurants. Look for signs or follow others' lead.
4. **Public Behaviour:** Displaying affection in public is generally frowned upon. Maintain a respectful distance and behaviour, especially when interacting with people of the opposite gender.
5. **Dining Etiquette:** When dining, use your right hand for eating, as the left hand is traditionally used for personal hygiene. If you're sharing a meal with others, wait for the host to start eating before you begin.

6. **Giving and Receiving:** When giving or receiving items, use your right hand or both hands as a sign of respect. Use the right hand to pass objects, especially when dealing with food.
7. **Pointing and Gestures:** Pointing with your index finger is considered impolite. Instead, gesture with an open hand or use your thumb.
8. **Religious Sites:** When visiting mosques or temples, dress modestly and remove your shoes before entering. Women might be required to cover their hair with a scarf.
9. **Tipping:** Tipping is not widely practiced in Malaysia, as a service charge is often included in bills. However, leaving a small amount of change is appreciated.
10. **Cultural Sensitivity:** Be aware of local customs and practices and avoid behaviour that could be considered offensive or disrespectful.

By respecting these guidelines for attire and etiquette, you'll contribute to a positive and culturally sensitive experience during your summer program at UPM.

Certainly, when participating in a summer program at Universiti Putra Malaysia (UPM) or any international program, logistics such as flight tickets, accommodation, and other arrangements are essential to plan for. Here's some information to consider:

1. Flight Tickets:

- **Booking:** Research flights to Kuala Lumpur International Airport (KLIA) or Kuala Lumpur International Airport 2 (KLIA2). Look for flights that align with your program start and end dates.
- **Early Booking:** Booking your flights early can often save you money. Use flight comparison websites or apps to find the best deals.
- **Visa Requirements:** Check if you need a visa to enter Malaysia and ensure your flight itinerary aligns with your visa dates.

2. Accommodation:

- **University Accommodation:** Many summer programs offer on-campus accommodation options. Check with UPM if they provide dormitory or housing options for participants.
- **Off-Campus Options:** If on-campus accommodation isn't available or preferred, research nearby hotels, hostels, or serviced apartments. Consider factors like distance, safety, and transportation options.

- **Booking:** Reserve your accommodation well in advance to secure your preferred option. Check for any special rates or partnerships UPM might have with local accommodations.

3. Transportation:

- **Airport Transfer:** Check if UPM provides airport transfer services for incoming participants. If not, research reliable transportation options from the airport to your accommodation.
- **Local Transportation:** Familiarize yourself with local transportation options like buses, trains, and ridesharing services for getting around the city.

4. Program Schedule and Itinerary:

- **Program Details:** Review the program itinerary provided by UPM. Note the start and end dates, as well as any scheduled activities, classes, excursions, or cultural events.

5. Travel Insurance:

- **Health Coverage:** Ensure you have comprehensive travel insurance that covers medical emergencies, trip cancellations, and other unexpected situations.

6. Packing and Documents:

- **Passport and Visa:** Carry both your passport and visa, and make digital and physical copies of these documents.
- **Acceptance Letter:** Keep a copy of your acceptance letter or any relevant program-related documents.
- **Clothing:** Pack appropriate clothing considering the local climate, cultural norms, and program requirements.
- **Adapters:** Depending on your home country's plug type, you might need power adapters for your electronics.
- **Medications:** If you're on any medications, bring an adequate supply.

7. Local Currency and Finances:

- **Currency:** Familiarize yourself with the local currency (Malaysian Ringgit - MYR) and consider exchanging a small amount upon arrival for immediate expenses.

- **ATMs and Banking:** Locate ATMs or banks near your accommodation for cash withdrawals and other financial needs.

8. Emergency Contacts:

- **Program Contacts:** Save the contact information of program coordinators or emergency contacts provided by UPM.

9. Communication:

- **SIM Card:** Consider purchasing a local SIM card or an international roaming plan for communication.

Remember to communicate with the program organizers for any specific details they might provide. Proper planning and communication will ensure a smooth and enjoyable experience during the summer program at UPM.

Participating in a summer programme at Faculty of Human Ecology, Universiti Putra Malaysia (UPM) sounds like a fantastic opportunity. Engaging in academic and cultural activities, exploring a new environment, and connecting with fellow participants can lead to a memorable and enriching experience. By following the program guidelines, embracing the local culture, and being open to new experiences, you're likely to have a wonderful and enjoyable time during your summer program. Remember to make the most of every moment and create lasting memories! If you have any more questions or need further assistance, feel free to ask.