

FASS DY Q & A

1. Would I know my DY activities am I assigned to?

You can refer your DY activities from the FASS DY Master List which will be posted at FASS Notice Board, Second Floor.

2. Would I be able to change?

Changes would need to be made via DY Change Form. This will need the DY Coordinator approval.

3. May I know if I would be in Co-Funding Level 1 or Co-Funding Level 2?

It will be depending on your cGPA. If your CGPA is 3.8 and above, you will be in Co-Funding Level 1 but if it's below 3.8, you will be in Co-Funding Level 2. Please refer to FASS DY Briefing Slide (Funding).

4. Who would do the nomination?

FASS DY Coordinator will do the nomination.

5. If our name has been nominated, does it mean it is confirmed?

No. For SEP, each university has their own quota and cGPA requirements. Every DYCs need to submit the nomination list to UBD Global Affairs Office. GA Office will finalize the nomination list and release it to DY. Then the DY will inform the nominated students either it's successful or not. We can say it's confirmed once your DY instruct student to fill in the host university application form.

For Internship – It's confirmed once FASS DY receive acceptance letter from the host agency and same goes to COP.

6. Will we know which university/agency we are being nominated to?

The nomination is based on the DY Master List shared by FASS DY Office.

7. Can we contact the host university directly?

No. Any communication with any host university will have to go through FASS DY.

8. Can we contact GA Office directly?

No. Any communication has to go through FASS DY.

9. What would be the next process after our nomination has been approved by GA Office?

The DY will inform you via UBD email to proceed with the application if successful or divert/change university if it's unsuccessful.

10. For SEP, how do I apply to the host university?

FASS DY would either provide the application form through email or you will do the online application. It depends on the host university that you have been successfully nominated to.

11. What would I need to provide together with the application form?

You would need to read the form carefully on documents needed. If you still don't understand please your DYC. Make sure you refers to the checklist provided by the host university and arrange the required documents based on the checklist.

12. How many copies do we need to send?

You need to provide us with two copies.

13. Do I need to provide the soft copy?

Yes. This will need to be sent via email. Please upload it to your google drive and share the link to FASS DYC. Please name the document with your full name.

14. Where can we get financial support letter?

DY Unit at Student Central.

15. Where can we get English proficiency letter?

FASS Assistant Registrar.

16. Where can we get the certified copy of our transcripts?

Examination Office or FASS General Office.

17. Who could we approach to provide the recommendation letter?

Anyone of your lecturer (two lecturer)

18. What do they mean by UBD enrollment letter?

It is the acceptance letter that you received from UBD.

19. When will we need to return the application form?

The form would usually need to be return to DYC within few week of successful nomination. However, it will also depend on the closing dates given by the host university.

20. When will we hear the result of our application?

It all depends on the host university. Students will be notified via UBD email by DYC or the host university will email the student directly.

21. Can I withdraw after I successfully nominated or accepted?

NO.

22. What if we haven't heard anything from your office?

You may email us directly.

23. For Internship, who will make the application to host agency?

DY team will submit the application to host agency as soon as the nomination is finalize.

24. How can I know if I get accepted or rejected by host agency?

The DY team will notify students via UBD email.

25. Can I change my placement after I get accepted by the agency?

NO. Students are not allow to request for changes after the placement is confirmed.

26. For COP, what should I do after I get nominated?

The DYC will inform via UBD email on the next procedure as some COP placement or university didn't require students to fill in any application form.

27. For DY abroad, can I buy air ticket early?

You need to get the formal acceptance letter before buying air ticket.

28. For DY abroad, do we need to buy insurance?

Yes. Certain host university require you to buy specific insurance.

29. When can I apply for visa?

You can do the visa once you receive the original copy of the acceptance letter.

30. Where can we collect our acceptance letter?

FASS DY will inform you via email once we receive your acceptance letter. You will need to collect it from FASS DY office.

31. What would we need to do once we get the acceptance letter?

You need to bring the acceptance letter to DYU at the student central for the next process such as for applying an allowances.

32. Who should sign the OHSE form?

You will need to give your completed OHSE to FASS DY office for them to let the AR, DY coordinator and Dean to sign before you return it back to OSHE

33. Where can I get info on DY matter?

You can get info on DY from FASS DY Facebook and FASS website. But most of the time, any info on DY will be posted at FASS DY Facebook.