***Instructions: This form must be approved BOTH by Programme Leader and DY Coordinator. Once completed, submit the original copy to UBDSBE Office for filing and keep a copy for yourself as a reference.***

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| **PERSONAL DETAILS** |
| **Name** |  |
| **Reg.No** |  | **Contact No.** |  | **Email** |  |
| **Major** |  | **Accounting & Finance** |  | **Business Administration** |  | **Economics** |  | **Actuarial Studies** |

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| **DISCOVERY YEAR DETAILS** |
| **DY Activities** | **Academic Year** | **Semester** | **Months (Jan-June/July-Dec)** |
| **Student Exchange (one semester abroad)** |  |  |  |
| **Name of University** |  |
| **Country** |  |
| **Departure Date** |  |

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| **MODULE DETAILS**  |
| **No.** | **Module Code** | **Module Name** | **Host University** | **UBD** |
| **Credits/****Units** | **Contact-hr per wk** | **No. of weeks of study** | **Total contact hours** | **Equivalent****MCs** |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |
| **TOTAL UBD MCs** |  |
| ***Info:*** * ***One semester DY activity is equivalent to 16 MCs in UBD.***
* ***Total workload of 8 – 10 hours per week for 14 weeks is equivalent to 4 UBD MCs.***
* ***Or for 14 weeks per semester, 1 contact hour per week is equivalent to 1 UBD MC.***
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***Note: Try to provide all the necessary info about the contact-hours, total no.of weeks, etc. If it is unavailable, then leave it blank.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Submission** |  | **Signature** |  |
|  |
| **FOR OFFICE USE ONLY** |
| **Approved by Programme Leader** | **Approved by DY Coordinator** |
| **Name** |  | **Name** |  |
| **Signature** |  | **Signature** |  |
| **Date** |  | **Date** |  |

**Suhaimi Ali│UBDSBE 2016**