

AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY

**INTERNATIONAL/LOCAL EXCHANGE PROGRAMME (CREDITED PROGRAMME)**

**THE FLOWCHART DURING PROGRAMME**

	DOCUMENTS		ACTION	REMARKS
<div style="border: 2px solid black; padding: 10px; width: 60px; margin: 0 auto;">1</div> <div style="font-size: 2em; color: lightgray; margin-top: 10px;">↓</div>		<ol style="list-style-type: none"> <li>Students shall inform OSDCE KLM before leaving for Exchange Programme</li> <li>Students status will be changed from 'Active' (ACTIVE) to 'Student Exchange' (XC)</li> </ol>	STUDENT	
<div style="border: 2px solid black; padding: 10px; width: 60px; margin: 0 auto;">2</div>	<ol style="list-style-type: none"> <li><b>Report programme</b>  (Please find report template on KLM Resources)</li> </ol>	<ol style="list-style-type: none"> <li>Students need to prepare a report throughout the exchange program (Please check the templates for the report , video and picture Guidelines on KLM Resources)</li> </ol>	STUDENT	Please includes video and picture of the Programme For Starpoint Purposes

