

**INFO PACK FOR STUDENT EXCHANGE AND STUDY ABROAD
(UNDERGRADUATE)
2017 INTAKES**

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APPLICATION GUIDELINE

Criteria for Admission

- Second year students who are presently enrolled as an undergraduate student in your home institution. Your Home Institution need to be an exchange partner of Taylor's University.
- English Language Proficiency of minimum TOEFL 550, IELTS 6.5 or equivalent
- CGPA of 2.5 and above.
- All applications are subject to the approval of the respective school and the issuance of the Visa Approval Letter from the Malaysia's Immigration Department.
- All the documents for admission and professional pass application must be submitted to Global Mobility Office within the stipulated timeline. Any late application will not be accepted.
- During your application for the Student Pass and Visa, you are not allowed to stay in Malaysia.

Closing Date for Application

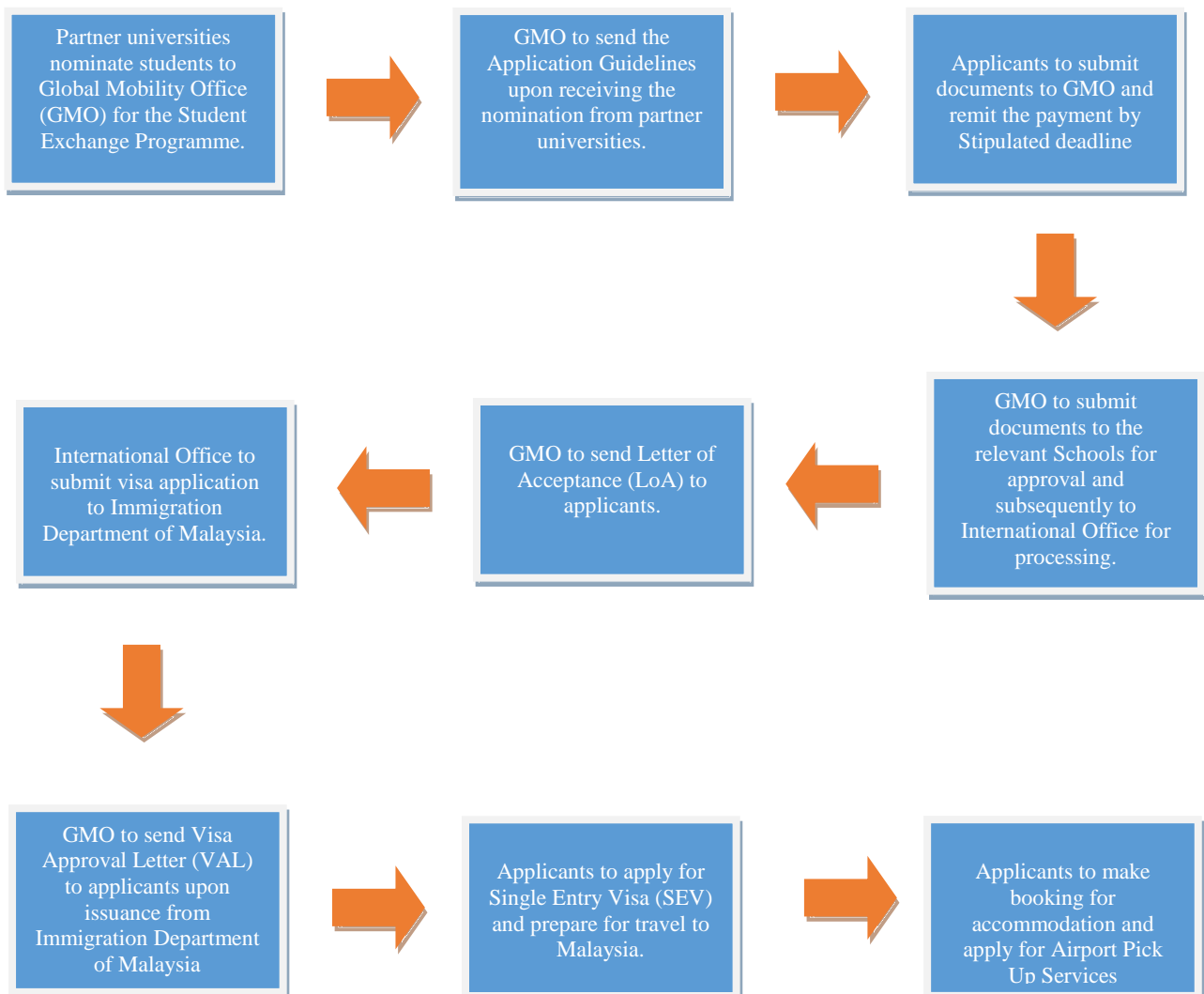
March Intake

- Nomination deadline: *September 30 of the preceding year*
- Document submission deadline: *October 30 of the preceding year*

August Intake

- Nomination deadline: *February 28 of the same year*
- Document submission deadline: *March 30 of the same year*

PROCESS FLOW FOR APPLICATION OF STUDENT EXCHANGE PROGRAMME



ACADEMIC INFORMATION

Exchange Duration

- One semester OR two semesters (one academic year).
- *For Hospitality, Tourism and Culinary Arts, it is limited to 1-semester exchange.*

Academic Calendar

	1st Intake (March - July)	2nd Intake (August - December)
Arrival Dates	One week before orientation	
Orientation Programme	22 March 2017	23 August 2017
Teaching period starts	27 March 2017	28 August 2017
Teaching period ends	14 July 2017	8 December 2017
Holidays	15 – 19 May 2017	16 – 20 October 2017
Examination period	17 – 28 July 2017	11 – 22 December 2017

- Each semester is approximately 18 weeks long. This comprises of 14 teaching weeks, 1 week semester break, 1 week study leave, and 2 weeks final examinations.
- Attendance to Orientation Programme is compulsory.

Academic Credits

Descriptions	Taylor's University
No. of credits per course	3 - 4 credits
For each credit, number of contact hours in a week	1 hour
No. of teaching week in a semester	14 weeks
Example of total number of contact hours in a semester for each module	42 hours (3 credits x 1 hour x 14 wk)

- Modules offered at Taylor's University are equivalent to 2, 3 or 4 credits.
- Minimum: 16 Credits
- Maximum: 20 Credits
- 1 credit is equivalent to 1 hour of contact per week
- Please liaise with your home institution on the no. of credits required for your semester exchange at Taylor's University.

Credit Transfer

Please download your examination results from the Taylor's University Student Portal and send it to your home institution.

Academic Grading

Grade	Marks	Grade Points	Definition	Description
A	80-100	4.00	Excellent	Evidence of original thinking; demonstrated outstanding capacity to apply, analyze, synthesize and evaluate information; outstanding grasp of subject matter; evidence of outstanding command of relevant knowledge base.
A-	75-79	3.67	Very Good	Evidence of some original thinking; demonstrated very good capacity to apply, analyze, synthesize and evaluate information; very good grasp of subject matter; and evidence of very good command of relevant knowledge base.
B+	70-74	3.33	Good	Demonstrate good capacity to apply, analyze, synthesize and evaluate information, good grasp of subject matter, and evidence of good command of relevant knowledge base.
B	65-69	3.00		
B-	60-64	2.67	Pass	Demonstrate adequate capacity to apply, analyze and synthesize information, adequate grasp of subject matter, and evidence of adequate command of relevant knowledge base.
C+	55-59	2.33		
C	50-54	2.00		
D+	47-49	1.67	Marginal Fail	Demonstrate inadequate capacity to apply and analyze information, insufficient grasp of subject matter, and evidence of limited command of relevant knowledge base.
D	44-46	1.33		
D-	40-43	1.00		
F	0-39	0.00	Fail	Demonstrated very weak capacity to apply and analyse information, very weak grasp of subject matter, and evidence of very weak command of relevant knowledge base.
WD	-	-	Withdrawn	Withdrawn from a module before census date, typically mid semester. [please refer to Description 1 below]
F(W)	0	0.00	Fail	Withdrawn from a module after census date, typically mid semester. [please refer to Description 2 below]
IN	-	-	Incomplete	An interim notation given for a module where a student has not completed certain requirements with valid reason or it is not possible to finalise the grade by the published deadline.

Add/Drop Subjects

Deadline: 2-weeks upon programme commencement. Please consult the Academic Services of the respective School for the Add/Drop Module Form.

Deferment and Withdrawal as Exchange Student

All deferments are subject to the approval of the School. Once you are deferred, you need to reapply for your admission and Student Pass and Visa. Please inform Taylor's University Student Exchange Coordinator and the Exchange Coordinator of your Home Institution.

ACADEMIC PROGRAMMES FOR STUDENT EXCHANGE

FACULTY	PROGRAMMES
Biosciences	Biotechnology, Biomedical Sciences, Food Science with Nutrition
Business	International Business
Hospitality, Tourism and Culinary Arts	International Hospitality Management, International Tourism Management, Culinary Arts & Foodservice Management, Culinology
Engineering	Mechanical Engineering, Chemical Engineering, Electrical & Electronic Engineering
Communication	Advertising, Public Relations & Marketing, Broadcasting, Public Relations & Event Management, Public Relations
Computing	Software Engineering, Computer Science, Information Technology
Architecture, Building and Design	Architecture, Quantity Surveying, Graphic Communication Design, Interactive Multimedia Design, Interior Architecture
Education	Primary Education

MISCELLANEOUS

Location and Campus Map

<http://university.taylors.edu.my/sites/default/files/images/about-contact-01-enlarge.jpg>

Accommodation

Details	On-Campus Private Accommodation on single / twin sharing basis
Estimated Accommodation Fee per semester (5 months)	USD2000 (USD400 per month)
Facilities	http://www.dkgroup.com.my/249_199_0_8/Web/WebPhoto/Facilities/Facilities.html
Email for Booking Form and Application	Name: Ms Karen Lai Email: karenlai@dkgroup.com.my
Application Deadline	One month before Programme Commencement
Details	On-Campus University Residence on single occupancy
Estimated Accommodation Fee per semester (5 months)	RM1,450 (USD365) per month RM7,250 (USD1,825) Deposit: RM2,500 (USD625)
Email for Booking Form and Application	Ms Cham at WeiFong.Cham@taylors.edu.my
Application Deadline	One month before Programme Commencement

Student Pass and Visa Application Fees (including Medical Health Insurance)

- 1 Semester (6 months) RM560 / USD140
- 2 Semesters (1 year) RM2038 / USD510

Estimated Living Expenses

Estimated Living Expenses (for reference only)	Accommodation: Books: Meal: Local Transportation:	USD 400 (per month) USD 200 (for 1 semester) USD 150 (per month) USD 50 (per month) Average: USD 640 per month
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Support Services

Arrival Pick-up service	Application can be made via online 7 days before arrival: http://studentcentral.taylors.edu.my/eServiceRequest/PreBoarding/_layouts/aq/preboarding/pbchecklist.aspx
Support for exchange Students	http://university.taylors.edu.my/campus-life/student-experience/international-student-experience
Orientation Guide	http://university.taylors.edu.my/campus-life/student-experience/orientation

CONTACT PERSON

INBOUND STUDENT EXCHANGE / STUDY ABROAD COORDINATOR

Shamila Ganapaty (Ms)

Assistant Manager | Global Mobility | Student Experience

Email: Shamila.Ganapaty@taylors.edu.my

Phone: +603 – 5629 6613 | Fax: +603 - 5629 5036

Website: www.taylors.edu.my

Student Exchange Application: www.taylors.edu.my/exchange

- *All information is subject to changes.*
- *Exchange Rate: USD1 = RM4*