



## FACTSHEET FOR STUDENT EXCHANGE PROGRAMME (GLOBAL MOBILITY OFFICE)

A. GENERAL INFORMATION		
Name of Institution	Taylor's University	
Year Established	1969	
Country	Malaysia	
Full Address	No. 1, Jalan Taylor's, 47500 Subang Jaya, Selangor Darul Ehsan, Malaysia	
Department In-Charge for Student Exchange	Name of Department	Global Mobility Office
	Institution Name	Taylor's University, Lakeside Campus
	Mailing Address:	No. 1, Jalan Taylor's, 47500 Subang Jaya, Selangor Darul Ehsan, MALAYSIA
	Telephone:	+603 - 5629 5000
	Fax:	+603 - 5629 5036
	Email:	<a href="mailto:global.mobility@taylors.edu.my">global.mobility@taylors.edu.my</a>
Relevant Website:	Institute:	<a href="http://www.taylors.edu.my">www.taylors.edu.my</a>
	Student Exchange:	<a href="http://www.taylors.edu.my/exchange">www.taylors.edu.my/exchange</a>
	Summer Programme	<a href="http://www.taylors.edu.my/mobility">www.taylors.edu.my/mobility</a>
Main Contact Point for Student Exchange (Inbound)	<b>INBOUND STUDENT EXCHANGE / STUDY ABROAD COORDINATOR</b> Shamila Ganapaty (Ms) Assistant Manager   Global Mobility   Student Experience Email: <a href="mailto:Shamila.ganapaty@taylors.edu.my">Shamila.ganapaty@taylors.edu.my</a> Phone: +603 – 5629 6613   Fax: +603 - 5629 5036	
Main Contact Point for Student Exchange (Outbound)	<b>OUTBOUND STUDENT EXCHANGE / STUDY ABROAD COORDINATOR</b> Lin Ong (Ms) Executive   Global Mobility Office   Student Experience Email: <a href="mailto:QuangLin.Ong@taylors.edu.my">QuangLin.Ong@taylors.edu.my</a> Phone: +603 5629 5886   Fax: +603 5629 5036	
Type of Institution:	Private Institution	
Location and Campus Map:	<a href="http://university.taylors.edu.my/sites/default/files/images/about-contact-01-enlarge.jpg">http://university.taylors.edu.my/sites/default/files/images/about-contact-01-enlarge.jpg</a>	
Student Enrollment:	Total no. of students:	12,000
	No. of international/exchange students:	20%
Staff Strength:	Full time academic : 600 Full time administrative: 550	

<b>B. ACADEMIC INFORMATION</b>			
Academic Calendar		<b>1<sup>st</sup> Intake (March - July)</b>	<b>2<sup>nd</sup> Intake (August - December)</b>
	Arrival Dates	One week before Orientation	
	Orientation Programmes	23 Mar 16	24 Aug 16
	Teaching period starts	28 Mar 16	29 Aug 16
	Teaching period ends	15 Jul 16	10 Dec 16
	Holidays	15 – 22 May 16	31 Oct – 6 Nov 16
	Examination period	18 – 30 July 16	11 -24 Dec 16
Language of Instruction	English		
Exchange Duration	One semester / Two Semester (One academic year)		
Study Load for exchange students per Semester		No. of credits / Courses per semester	
	Minimum study load	16	
	Maximum study load	20	
Credit Equivalence	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	
	For each course, total number of contact hours in a semester - Example	42 hours (3 credits x 1 hour x 14 wk)	
	Other information, if any:		

Grading – Subject to Changes	<b>Grade</b>	<b>Marks</b>	<b>Grade Points</b>	<b>Definition</b>	<b>Description</b>
	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.	
Course Information	<a href="http://www.taylors.edu.my/exchange">www.taylors.edu.my/exchange</a>				
Courses Restrictions / Requirements	NA				
Course Registration	Registration Period:		<b>March Intake</b> <ul style="list-style-type: none"> <li>Nomination deadline: <i>October 30 of the preceding year</i></li> <li>Document submission deadline: <i>November 30 of the preceding year</i></li> </ul> <b>August Intake</b> <ul style="list-style-type: none"> <li>Nomination deadline: <i>March 30 of the same year</i></li> <li>Document submission deadline: <i>April 30 of the same year</i></li> </ul>		
	Method: fill in module registration form and email to us		Module Registration Form and email to: <a href="mailto:Shamila.ganapaty@taylors.edu.my">Shamila.ganapaty@taylors.edu.my</a>		
	Add/Drop period:		Within 2-weeks upon commencement		

<b>C. APPLICATION</b>	
Academic Requirement	<ul style="list-style-type: none"> <li>• Undergoing undergraduate programme, 2<sup>nd</sup> year students:</li> <li>• English Language proficiency of minimum TOEFL 550, IELTS 6.5 or equivalent</li> <li>• CGPA of 2.5 and above.</li> </ul>
Application Form and Procedures	<a href="http://www.taylors.edu.my/exchange">www.taylors.edu.my/exchange</a> and please liaise with the Student Exchange Coordinator. Email: <a href="mailto:Shamila.ganapaty@taylors.edu.my">Shamila.ganapaty@taylors.edu.my</a> for Inbound Application

<b>D. ACCOMMODATION</b>	
Details	On-Campus Private Accommodation on single / twin sharing basis
Estimated Accommodation Fee per semester (5 months)	USD2000 (USD400 per month)
Facilities	<a href="http://www.dkgroup.com.my/249_199_0_8/Web/WebPhoto/Facilities/Facilities.html">http://www.dkgroup.com.my/249_199_0_8/Web/WebPhoto/Facilities/Facilities.html</a>
Email for Booking Form and Application	Name: Ms Karen Lai Email: <a href="mailto:karenlai@dkgroup.com.my">karenlai@dkgroup.com.my</a>
Application Deadline	One month before Programme Commencement

<b>MISCELLANEOUS</b>		
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
Visa Application Procedures	<a href="http://university.taylors.edu.my/international/student-exchange-and-study-abroad/inbound-exchange-programmes">http://university.taylors.edu.my/international/student-exchange-and-study-abroad/inbound-exchange-programmes</a>	
Visa Application Fee – Subject to Changes based on the Exchange Rate and Government Policy	USD125 (For 1 Semester) including Medical Healthcare Insurance  USD 450 (For 2 Semesters) including compulsory Medical Healthcare Insurance	
Health Record	Medical check-up prior to the application of Student Pass and Vaccination Certificate is required for those undertaking 2 Semesters.	
Arrival Pick-up service	Application can be made via online 7 days before arrival: <a href="http://studentcentral.taylors.edu.my/eServiceRequest/PreBoarding/layouts/aq/p/reboarding/pbchecklist.aspx">http://studentcentral.taylors.edu.my/eServiceRequest/PreBoarding/layouts/aq/p/reboarding/pbchecklist.aspx</a>	
Support for exchange students	<a href="http://university.taylors.edu.my/campus-life/student-experience/international-student-experience">http://university.taylors.edu.my/campus-life/student-experience/international-student-experience</a>	

- All information is subject to changes.
- Exchange Rate: USD1 = RM4.50

# GLOBAL MOBILITY OFFICE CONTACT SHEET

## **PARTNERSHIP, STUDENT EXCHANGE AND STUDY ABROAD**

Jayvien Lau (Ms)

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## **STUDENT MOBILITY - SUMMER PROGRAMME / STUDY TOUR / INTERNSHIP**

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**General Enquiries:** [global.mobility@taylors.edu.my](mailto:global.mobility@taylors.edu.my)

**Website:** [www.taylors.edu.my](http://www.taylors.edu.my)

**Student Exchange Application:** [www.taylors.edu.my/exchange](http://www.taylors.edu.my/exchange)

**Summer Programme Application:** [www.taylors.edu.my/mobility](http://www.taylors.edu.my/mobility)