



TAYLOR'S UNIVERSITY

Wisdom • Integrity • Excellence

**INFO PACK FOR STUDENT EXCHANGE
(UNDERGRADUATE)
AUGUST 2018 INTAKE**

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1. IMPORTANT NOTE

- **Please read this info pack carefully before applying for the Student Exchange Programme.**
- All the documents for admission and student pass application must be submitted to Global Mobility Office within the stipulated timeline. Any late application will not be accepted.
- All applications are subject to the approval of the respective school and the issuance of the Visa Approval Letter (VAL) from the Department of Immigration Malaysia.
- During your application for the Student Pass and Visa, you are not allowed to stay in Malaysia.
- **International students are not allowed to pursue their studies in Malaysia using a Tourist/ Social Pass. If you are detected to be in Malaysia via a tourist/ social pass, your application for the Student Pass will be denied indefinitely.**
- **PLEASE DO NOT MAKE ANY TRAVEL PLANS OR BOOK YOUR FLIGHT TICKET UNTIL THE VISA APPROVAL LETTER (VAL) HAS BEEN ISSUED. PLEASE NOTE THAT THE ISSUANCE OF THE VAL IS UNDER THE JURISDICTION OF THE DEPARTMENT OF IMMIGRATION MALAYSIA.**
- **Should a flight ticket be required, please have it as an open ticket as the issuance of the VAL is not guaranteed and is subject to the approval of the Department of Immigration Malaysia.**
- **Please note that the VAL approval process may take between 10 – 12 weeks upon submission of complete documentation to Education Malaysia Global Services (EMGS).**

2. APPLICATION GUIDELINE

Criteria for Admission

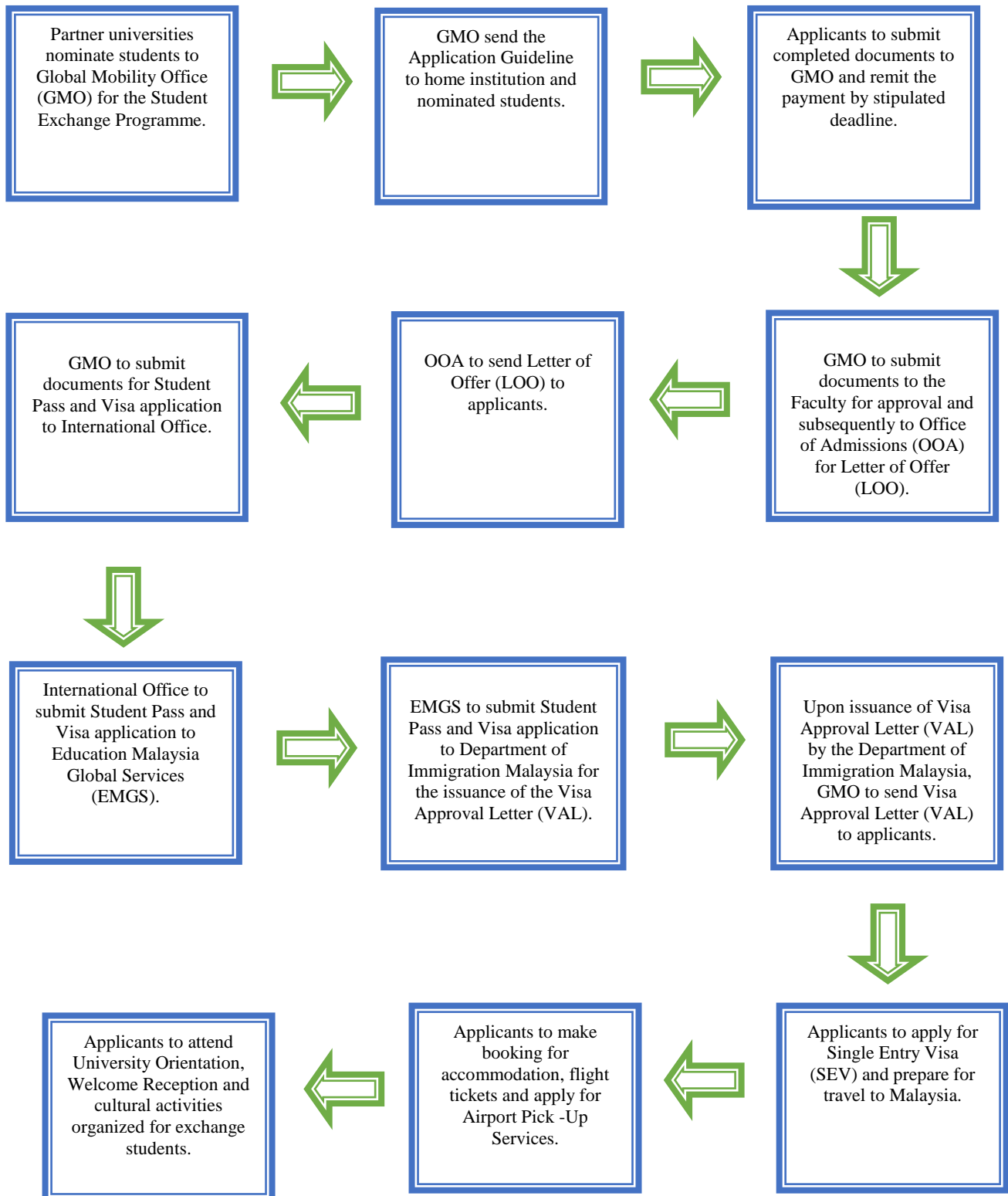
- Second year students who are presently enrolled as an undergraduate student in your home institution. Your Home Institution need to be an exchange partner of Taylor's University.
- English Language proficiency of minimum TOEFL iBT 61, IELTS 6.0 or equivalent
- CGPA of 2.5 and above.
- **Postgraduate students are not allowed to undertake modules from the undergraduate level.**

Closing Date for Application

August Intake

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

3. PROCESS FLOW FOR APPLICATION OF STUDENT EXCHANGE PROGRAMME



4. ACADEMIC INFORMATION

Duration of Student Exchange

- One semester or two semesters (one academic year).
- For programmes from the Faculty of Hospitality, Food & Leisure Management, the exchange duration is limited to 1-semester only.

Academic Calendar

	1st Intake (March - July)	2nd Intake (August - December)
Orientation Programme	21 March 2018	22 August 2018
Teaching period starts	26 March 2018	27 August 2018
Teaching period ends	29 Jun 2018	23 November 2018
Examination period	12 -28 July 2018	6 – 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 University Orientation and Welcome Reception is compulsory.

Academic Credits

Descriptions	Taylor's University
No. of credits per course	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	56 hours (4 credits x 1 hour x 14 wk)

- Modules offered at Taylor's University are equivalent to 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.
- **All re-sit of final examination must be done within Taylor's University in Malaysia. All exam papers are not allowed to be transferred out to your home institution.**

- **Any request for the re-sit examination to be done at your home institution will not be accepted.**

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 Module

Deadline: 2-weeks upon programme commencement. Please visit the Campus Central counter located at Block A, Level 2 for the Add/Drop Form. Please seek the approval from your home institution before you add/ drop any module.

Deferment and Withdrawal as Exchange Student

All deferments are subject to the approval of the School. Once you are deferred, you need to re-apply 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
Faculty of Business & Law	<ul style="list-style-type: none">• Bachelor of Business (Hons) International Business
Faculty of Hospitality, Food & Leisure Management	<ul style="list-style-type: none">• Bachelor of International Hospitality Management (Hons)• Bachelor of International Tourism Management (Hons) (Travel & Recreation Management)• Bachelor of International Tourism Management (Hons) (Events Management)
Faculty of Built Environment, Engineering, Technology & Design	<ul style="list-style-type: none">• Bachelor of Engineering (Hons) Mechanical Engineering• Bachelor of Engineering (Hons) Electrical & Electronic Engineering• Bachelor of Arts (Hons) In Graphic Communication Design• Bachelor of Arts (Hons) In Interactive Multimedia Design
Faculty of Arts & Social Sciences	<ul style="list-style-type: none">• Bachelor of Mass Communication (Hons) (Advertising)

5. DOCUMENTS FOR ADMISSION AND STUDENT PASS APPLICATION

- a. Duly filled Global Mobility Application Form at http://bit.ly/exchange_inbound
- b. Professionally taken passport-size photographs with **WHITE** background, size: 3.5cm (Width) x 4.5cm (Height)
- c. One (1) complete set of passport scanned in color including blank and cover pages.
 - i) Your passport must have a minimum of one year validity from the programme's commencement date at Taylor's University.
 - ii) Please scan in color and make sure the profile page, passport number and page no. is visible and with a maximum of 2 passport pages per A4 sheet.
 - iii) If your passport is due to expire, please renew your passport and send us a copy of your new passport.
- d. Academic Transcripts with grading systems in English or translated into English with certified true copy stamp from your university.
- e. Evidence of English Language Proficiency or Verification Letter from home institution equivalent to IELTS 6.0 or TOEFL iBT 61.
- f. Taylor's University Academic Module Registration Form
- g. A confirmation letter from your home institution stating that you are enrolled as a full-time student (please print on your university's letter head).
- h. Student Exchange Application Declaration
- i. Duly completed EMGS Declaration of Health Status Letter (this is only for countries that are exempted from the Pre-Arrival Medical Screening)

*The following countries have been exempted from the Pre – Arrival Medical Health Examination. Please note that you are still required to undergo the **Post – Arrival Medical Screening** upon arrival in Malaysia.*

Belgium	Finland	France
Germany	Netherlands	Spain
Sweden	Switzerland	Turkey
United Kingdom	Japan	United States of America
Australia	Korea	Denmark

- j. Pre-Arrival Medical Screening Health Examination Report (EMGS version).

*Applicants from countries not listed above are required to undergo the **Pre-Arrival Medical Health Screening**. While undergoing this Medical Screening, you must bring along the Health Examination Report to be completed by the medical practitioners with their signatory and official stamp.*

Please scan and upload all documents in color copy only.

PAYMENT DETAILS

Full payment (**1 semester**) via telegraphic transfer comprising of the following:

a) Education Malaysia Global Services and Processing Fees	USD150
b) Hospitalization & Surgical Insurance	USD70
c) IKad for foreign students issued by EMGS	USD20
d) Student Pass and Visa Fees	USD45
e) E-VAL	USD45

TOTAL PAYABLE	USD330
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Full payment (**2 semesters**) via telegraphic transfer comprising of the following:

a) Education Malaysia Global Services and Processing Fees	USD150
b) Hospitalization & Surgical Insurance	USD140
c) IKad for foreign students issued by EMGS	USD20
d) Student Pass and Visa Fees	USD45
e) E-VAL	USD45

TOTAL PAYABLE	USD400
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Exchange rate USD1= RM3.50

Payment Method

Mode of payment: Telegraphic transfer

Payable to "TAYLOR'S UNIVERSITY SDN BHD"

OCBC Bank (Malaysia) Berhad

Account No: 701-130855-6

Bank Address: Ground Floor, KL Main Branch, Jalan Tun Perak, 50050 Kuala Lumpur,
Malaysia

Swift Code: OCBCMYKLXXX

Refund Policy

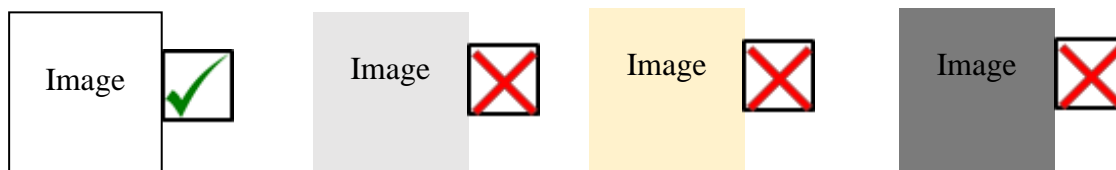
All payments are non – refundable once the application has been made to Education Malaysia Global Services.

6. REQUIREMENT FOR PASSPORT SIZE PHOTOGRAPH

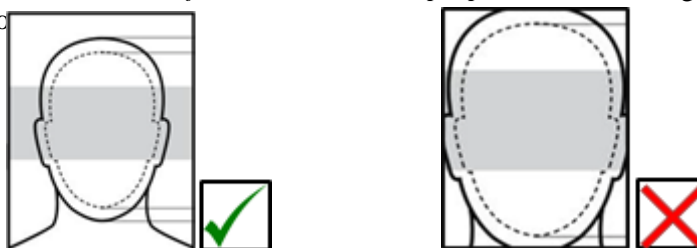
Kindly note that this is important since the same picture will be used on the Immigration System as well as printed on the iKad. Please ensure that the passport photographs are submitted according to the requirements below in order to avoid rejection from the Education Malaysia Global Services. Please check your passport photos using the Online Photo Checker prior to submission.

Online Photo Checker: <https://educationmalaysia.gov.my/how-to-apply/online-photo-checker.html/>

- Your photos must be in color and identical, not black and white
- Your photos must be taken against a **WHITE** background. Example as below:



- Please use professionally taken photo or those from the passport photo booth.
- Please label your file name according to your passport name and save it in the JPEG format.
- Your photos must be **professionally taken** and be in **45 millimeters (mm) height x 35mm width**. **Please do not use photos that have been cut down from larger pictures.** In the examples below, the one on the *left shows the correct proportions*. The image on the right shows incorrect proportions.



Do's	Don't
Free from reflection or spectacles' glare. We recommend photographs without spectacles.	The frames must not cover the eyes.
Please wear T-shirt with collar and in dark colors (including head scarf).	Digital enhancements or changes made digitally are not acceptable.
Your eyes must be open and clearly visible. For those with long hair, please tuck it neatly behind your ears.	No sunglasses or tinted spectacles, and no hair across the eyes. No "red-eyes".
Please look straight at the camera.	No side view is permitted. Do not tilt your head to one side.
Please have a neutral expression with the mouth closed.	Please do not grin, smile, frown or raised your eyebrows.
Please ensure that the photo is sharp and clear.	No Blur images.
Take your full head without any covering unless it is for medical or religious reasons.	
Make sure the facial features are clearly visible, from the crown of the head to the bottom of the chin.	

7. HOME INSTITUTION ACADEMIC TRANSCRIPTS

- Please include modules that you have completed and those that you have undertaken but have yet to be graded.
- All copies must be *certified true copies* (signed and stamped by your Home Institution Exchange Coordinator or Faculty Members). Please refer to the sample below

THIS IS TO CERTIFY THAT THIS
IS A TRUE COPY OF THE
ORIGINAL WHICH I HAVE
SIGHTED

Jane Doe

.....
Name: JANE DOE
Student Experience
Taylor's University
Date: 24/5/2012

8. REQUIREMENT FOR PASSPORT COPY

- Please scan all pages in **color** and single sided only.
- The page number must be clearly visible and with a maximum of 2 passport page per A4 sheet. Please refer to the sample below.



- The photo and passport number on the profile page must be clearly visible.
- Please email the file in **PDF format** only.
- If your passport is nearing the expiry date, please renew your passport and submit a copy of the new passport together with the other required documents.

9. TEMPLATE FOR CONFIRMATION LETTER

This letter must be printed on official university letterhead and must be signed.

Date

To Whom It May Concern

Confirmation of Student

This is to confirm that the following student is currently enrolled in our university:

Name: *(Please state full name as per passport)*

Gender:

Name of Home Institution:

Programme Enrolled in Home Institution:

If you require further information, please do contact me by (Please include your Email Address)

Thank you.

Yours sincerely,

(Signature)

Name:


Position:

10. MEDICAL HEALTH SCREENING


Pre-Arrival Medical Screening Health Examination Report

- All international students who are not exempted from the Pre-Arrival Medical Screening are required to undergo the medical screening prior to arrival in Malaysia.
- Please fill in ALL sections in the EMGS Pre – Arrival Medical Screening Report.
- Please attach the Laboratory Results for Section 3 together with the report. **The Laboratory Results must be submitted in English language only.**
- Please ensure that the Pre-Arrival Medical Screening Health Examination Report is completed by the medical practitioners with their signatory and official stamp.
- For Section 3, please state the results as Positive/ Abnormal or Negative/ Normal. Please do not state “√” or “/”. Example as below:

URINE TEST		
ITEM	POSITIVE/ ABNORMAL	NEGATIVE/ NORMAL
a. ALBUMIN		Negative
b. SUGAR		Negative



URINE TEST		
ITEM	POSITIVE/ ABNORMAL	NEGATIVE/ NORMAL
a. ALBUMIN		√ or /
b. SUGAR		√ or /



Post-Arrival Medical Screening (COMPULSORY FOR ALL INTERNATIONAL STUDENTS)

- Once you have reported to Taylor’s University, all international students are required to undergo the Post-Arrival Medical Screening.
- The Immigration Department of Malaysia will only endorse your Student Pass once you have passed the post arrival medical screening.
- **Please ensure that you are free from any drugs substance at least 4 months prior to arrival in Malaysia. If you fail the Post Arrival Medical Screening, your student pass application will be rejected and you are required to return to your home country.**

11. SINGLE ENTRY VISA (SEV)

- All international students are required to apply for the SEV prior to arrival in Malaysia.
- The SEV has to be applied in at the Embassy/ Consulate of Malaysia in your country.
- The payment for the SEV has to be made directly to the Embassy/ Consulate of Malaysia.
- Please state your preferred location for the SEV on the Global Mobility Online Application Form.

12. MISCELLANEOUS

Location and Campus Map

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

Accommodation

- a) On-Campus Private Accommodation on single / twin sharing basis:
<https://hostelhunter.com/my/en/home>
- b) U – Residence (On-Campus University Residence on single occupancy)
<https://taylorshostel.taylors.edu.my/>

Further details regarding the accommodation will be sent to you closer to the intake dates.

Estimated Living Expenses

Estimated Living Expenses (for reference only)	Accommodation: Books: Meal: Local Transportation:	USD 400 (per month) USD 100 (for 1 semester) USD 250 (per month) USD 50 (per month) Average: USD 800 per month
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Support Services

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

CONTACT PERSON

INBOUND STUDENT EXCHANGE / STUDY ABROAD COORDINATOR

Ms Shamila Ganapaty

Assistant Manager | Global Mobility

Email: Shamila.Ganapaty@taylors.edu.my

Website: www.taylors.edu.my

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