



INFO PACK FOR STUDENT EXCHANGE

MARCH 2021 INTAKE

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IMPORTANT NOTE

- Please read this info pack carefully before applying for the Student Exchange Programme.
- Complete documents for admission must be submitted to the Global Mobility Office within the stipulated deadline. Any late application will not be accepted.
- All applications are subject to the approval of the respective faculty 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 TRAVELLING 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.

STUDENT EXCHANGE PROGRAMME

Closing Date for Nomination & Application	Nomination period: 1 – 30 September 2020 Application period: 1 - 30 October 2020									
Academic Calendar	<p>March 2021 Intake:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Orientation Programme</td> <td style="text-align: center;">24 March 2021</td> </tr> <tr> <td>Teaching period starts</td> <td style="text-align: center;">29 March 2021</td> </tr> <tr> <td>Teaching period ends</td> <td style="text-align: center;">2 July 2021</td> </tr> <tr> <td>Examination period</td> <td style="text-align: center;">8 - 24 July 2021</td> </tr> </table> <ul style="list-style-type: none"> Each semester is approximately 18 weeks long. (including study leave and final examination). Attendance to University Orientation and Student Exchange Meet & Greet is compulsory. 		Orientation Programme	24 March 2021	Teaching period starts	29 March 2021	Teaching period ends	2 July 2021	Examination period	8 - 24 July 2021
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Teaching period starts	29 March 2021									
Teaching period ends	2 July 2021									
Examination period	8 - 24 July 2021									
Duration of Student Exchange	<ul style="list-style-type: none"> One semester or two semesters (one academic year). For programmes from the School of Hospitality, Tourism & Events, the exchange duration is limited to one semester only. 									

Academic Programmes Offered for Student Exchange	Faculty of Business & Law	<ul style="list-style-type: none"> • Bachelor of Business (Hons) International Business & Marketing
	Faculty of Innovation & Technology	<ul style="list-style-type: none"> • Bachelor of Design (Hons) in Creative Media • Bachelor of Information Technology (Hons) • Bachelor of Engineering (Hons) Electrical & Electronic Engineering • Bachelor of Engineering (Hons) Mechanical Engineering • Bachelor of Engineering (Hons) Chemical Engineering
	Faculty of Social Sciences & Leisure Management	<ul style="list-style-type: none"> • Bachelor of International Hospitality Management (Hons) • Bachelor of International Tourism Management (Hons) (Events Management) • Bachelor of International Tourism Management (Hons) • Bachelor of Mass Communication (Hons)
	Faculty of Health & Medical Sciences	<ul style="list-style-type: none"> • Bachelor of Biomedical Science (Hons) • Bachelor of Science (Hons) (Food Nutrition)
Admission Requirements	<ul style="list-style-type: none"> • Second year students who are presently enrolled as an undergraduate student in your Home Institution. • Your Home Institution must be an exchange partner of Taylor’s University. • English Language proficiency of minimum TOEFL iBT 78, IELTS 6.0 or equivalent • CGPA of 2.5 and above. 	

<p>Module Selection</p>	<ul style="list-style-type: none"> • Students can choose modules from one programme only. • Students need to fulfill pre-requisites in order to take certain modules. • The modules selected is subject to approval by the respective faculties. • All modules are subject to availability at the beginning of the semester. Any subsequent changes to the selection of modules are subject to the approval of the faculty and timetable availability. • Modules offered at Taylor’s University are equivalent to 3 or 4 credits. • 1 credit is equivalent to 1.5 ECTS. • 1 credit is equivalent to 1 hour of contact per week. • Minimum credits to be taken: 16 credits. • Maximum credits to be taken: 20 credits. • Please liaise with your home institution on the no. of credits required for your semester exchange at Taylor’s University.
<p>Academic Credits</p>	<ul style="list-style-type: none"> • No. of credits per course: 3 or 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 week) • Please refer to Appendix 1 for the academic grading.
<p>Add/Drop Module</p>	<ul style="list-style-type: none"> • Add/ Drop Module can be done within the first two weeks of class commencement. • Please seek the approval from your home institution before you add/ drop any module. • The request to add/ drop modules is subject to the approval by the faculty and also timetable availability.

<p>Re-Sit Examination</p>	<ul style="list-style-type: none"> • All re-sit of final examination must be done at Taylor's University in Malaysia. All exam papers are not allowed to be transferred out to your home institution. • Students are not allowed to take their re-sit back at their home institution or home country. • Any request for alternate assessment will not be accepted.
<p>Deferment and Withdrawal as Exchange Student</p>	<ul style="list-style-type: none"> • All deferments are subject to the approval of the School. • Once your application for deferment has been approved, 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.
<p>Single Entry Visa/ Visa on Arrival</p>	<ul style="list-style-type: none"> • Most nationalities have to apply for the Single Entry Visa (SEV) or Visa on Arrival (VOA). • The application and payment for the SEV has to be made directly to the Embassy/ Consulate of Malaysia prior to arrival in Malaysia. The list of SEV required countries can be obtained at https://visa.educationmalaysia.gov.my/guidelines/sev-required-countries.html • Please check the validity of the SEV prior to submitting the application to the embassy. • For nationalities that require the VOA, it must be obtained upon arrival at Kuala Lumpur International Airport.

PROCESS FLOW: ADMISSION TO THE STUDENT EXCHANGE PROGRAMME



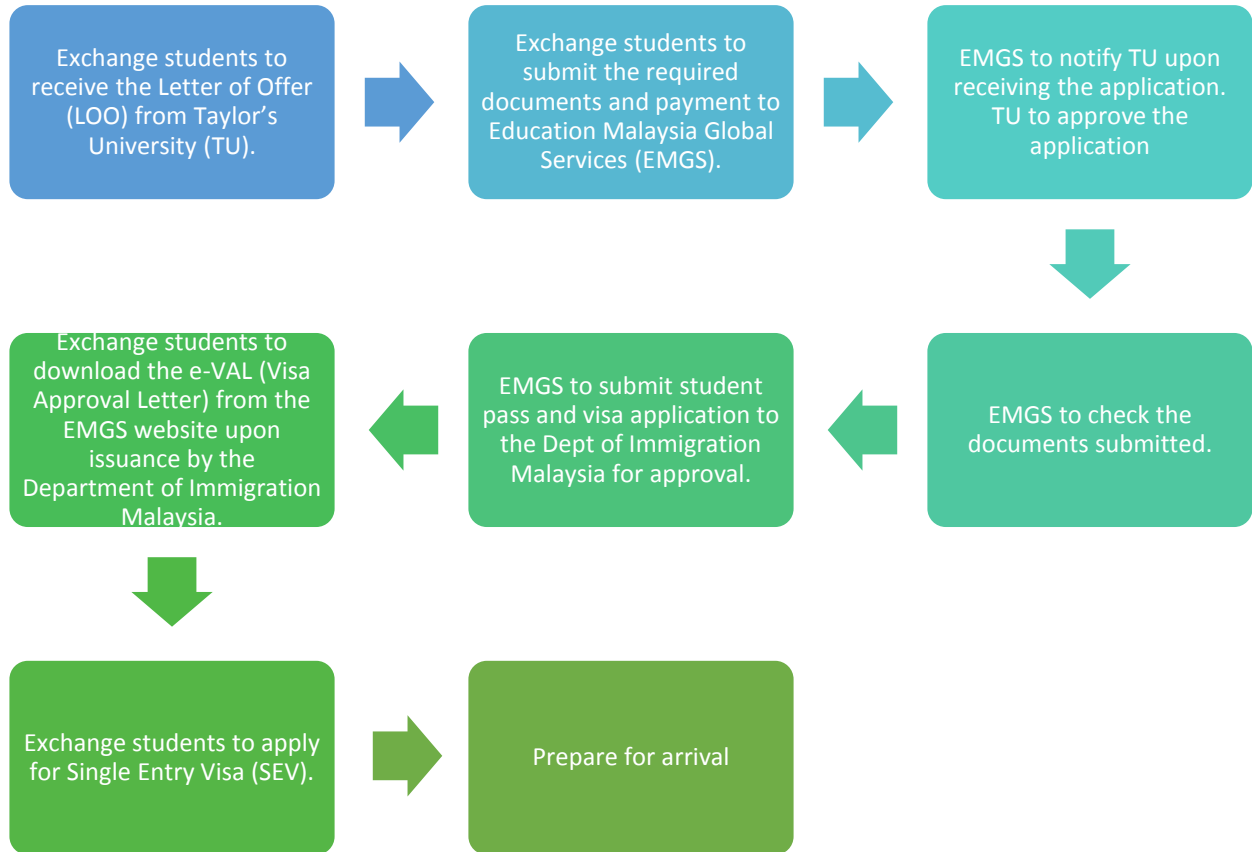
STEP 1: DOCUMENTS TO BE SUBMITTED FOR ADMISSION TO THE STUDENT EXCHANGE PROGRAMME

DOCUMENTS TO BE SUBMITTED TO TAYLOR'S UNIVERSITY. PLEASE SCAN ALL DOCUMENTS IN COLOR ONLY.

Duly filled Global Mobility Application Form	<ul style="list-style-type: none"> Please fill the online application form at: http://bit.ly/InboundExchange2021
Passport-size photograph	<ul style="list-style-type: none"> The passport photograph must be professionally taken. The background of the photo must be WHITE. The size of the photo must be 3.5cm (width) x 4.5cm (height).
Passport Data Page	<ul style="list-style-type: none"> 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. The photo and passport number on the profile page must be clearly visible. Your passport must have a minimum of 12 months validity from the programme's commencement

	<ul style="list-style-type: none"> • If your passport is due to expire, please renew your passport prior to submitting your application to Taylor's University and Education Malaysia Global Services (EMGS). • Please refer to Appendix 2 for the sample.
Academic Transcript	<ul style="list-style-type: none"> • The academic transcript must be submitted with grading systems in English or translated into English with certified true copy stamp from your university. • Please include modules that you have completed and those that you have undertaken but have yet to be graded. • Please refer to Appendix 3 for the sample.
English Language Proficiency	<ul style="list-style-type: none"> • Evidence of English Language Proficiency or Verification Letter from Home Institution equivalent to IELTS 6.0 or TOEFL iBT 78.
Taylor's University Academic Module Registration Form	<ul style="list-style-type: none"> • Please fill the form and upload together with the application documents. • Please ensure that the form has been signed by your Home Institution.
Student Exchange Application Declaration	<ul style="list-style-type: none"> • Please fill the form and upload together with the application documents.
Long-term medical condition, disability or impairment	<ul style="list-style-type: none"> • If you have any long-term medical condition, disability or impairment, please submit a supporting letter from your medical practitioner together with your application. The letter must be in English language. • The Centre for Counselling Services (CCS) at Taylor's University will contact you to discuss regarding the support that is needed to assist you during your exchange semester. • The final decision for acceptance is subject to the approval from the Faculty.

PROCESS FLOW: STUDENT PASS & VISA APPLICATION



- Exchange students are required to apply for the student pass and visa using the online system of Education Malaysia Global Services (EMGS). The application should be submitted directly to EMGS upon receiving the Letter of Offer (LOO) from Taylor's University.

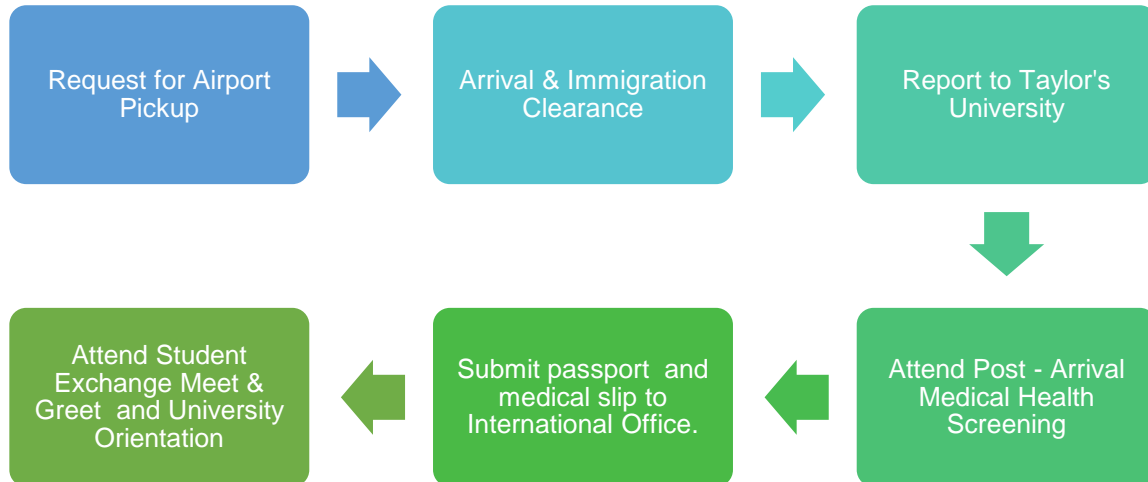
STEP 2: STUDENT PASS & VISA APPLICATION

DOCUMENTS TO BE SUBMITTED DIRECTLY TO EDUCATION MALAYSIA GLOBAL SERVICES (EMGS)

Letter of Offer	<ul style="list-style-type: none"> Please submit the Letter of Offer that you received from Taylor's University.
Passport-size photograph	<ul style="list-style-type: none"> The passport photograph must be professionally taken. The background of the photo must be WHITE. The size of the photo must be 3.5cm (width) x 4.5cm (height). The guidelines for the passport photo is available at: https://visa.educationmalaysia.gov.my/guidelines/passport-photo-guidelines.html
Passport Data Page and Observation Page	<ul style="list-style-type: none"> Please refer to Appendix 2 for the sample. Students originating from the countries listed below must provide a copy of ALL passport pages during the submission of student pass application to EMGS: <ul style="list-style-type: none"> ➤ Libya, Iran, Iraq, Somalia, Sudan, Syria, Yemen
Confirmation letter	<ul style="list-style-type: none"> Confirmation letter from your home institution stating that you are enrolled as a full-time student. The letter must be printed on your Home Institution's Letterhead and must be signed. Please refer to Appendix 4 for the sample.
EMGS Declaration of Health Status Form	<ul style="list-style-type: none"> Please fill the form and submit to EMGS.
Payment for the student pass and visa application	<ul style="list-style-type: none"> You will be informed on the exact amount to be paid during the submission of your visa application to EMGS. Please ensure that you choose Credit Card for the payment method.

Please refer to the STUDENT PASS AND VISA SELF - APPLICATION GUIDELINES for step-by-step information on submitting your application to Education Malaysia Global Services (EMGS).

PROCESS FLOW: ARRIVAL



<p>Post – Arrival Medical Screening</p>	<ul style="list-style-type: none"> • Once you have reported to Taylor’s University, it is compulsory for all international students to undergo the Post-Arrival Medical Screening within 7 days of arrival in Malaysia. • The medical screening must be done at the EMGS appointed panel clinic. • The Department of Immigration 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.
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<p>Student Pass Endorsement</p>	<ul style="list-style-type: none">• Upon immigration clearance in Malaysia, you will be issued with a Special Pass. The Special Pass is not a Student Pass and is only valid for 30 days from the date of entry to Malaysia. You are not allowed to travel to another country or East Malaysia with the Special Pass and prior to endorsement of your Student Pass. You can only travel once your Student Pass has been endorsed by the Department of Immigration Malaysia.• Upon reporting to Taylor’s University, all international students are required to submit their passport for the Student Pass endorsement. Your passport must be submitted to the International Office once you have completed the Post – Arrival Medical Screening.• The endorsement process will take 4 weeks and your passport will be submitted to the Department of Immigration Malaysia.• Please do not make any travelling plan to another country until your passport is returned by the Department of Immigration Malaysia.
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STUDENT PASS CANCELLATION

Student Pass Cancellation	<ul style="list-style-type: none">• It is compulsory for all international students to cancel the Student Pass prior to departure from Malaysia.• The cancellation process will take 4 weeks and your passport will be submitted to the Department of Immigration Malaysia.• You are not allowed to travel to East Malaysia or any other country once you have submitted your passport for the Student Pass cancellation.• You are required to travel back directly to your home country once the Student Pass has been cancelled. You are not allowed to travel to any other country prior to returning to your home country. This is a requirement set by the Department of Immigration Malaysia.
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MISCELLANEOUS

Accommodation	<ul style="list-style-type: none"> Off-Campus Private Accommodation on single / twin sharing basis: DK-MY Properties Management: karenlai@samaliving.co UJ Hostel: dinoloh3@gmail.com U – Residence (On-Campus University Residence on single occupancy): https://taylorshostel.taylors.edu.my/ 								
Estimated Living Expenses	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Accommodation:</td> <td style="padding: 5px;">USD 450 (per month)</td> </tr> <tr> <td style="padding: 5px;">Meal:</td> <td style="padding: 5px;">USD 300 (per month)</td> </tr> <tr> <td style="padding: 5px;">Miscellaneous (Transport, Book, etc)</td> <td style="padding: 5px;">USD 150 (per month)</td> </tr> <tr> <td colspan="2" style="padding: 5px; text-align: right;">Average: USD 900 per month</td> </tr> </table>	Accommodation:	USD 450 (per month)	Meal:	USD 300 (per month)	Miscellaneous (Transport, Book, etc)	USD 150 (per month)	Average: USD 900 per month	
Accommodation:	USD 450 (per month)								
Meal:	USD 300 (per month)								
Miscellaneous (Transport, Book, etc)	USD 150 (per month)								
Average: USD 900 per month									
Support Services	<p>Arrival Pick-up service: https://campuscentral.taylors.edu.my/StudentSupport/iss/PreBoarding/SitePages/Home.aspx)</p> <p>Orientation Guide: https://university.taylors.edu.my/en/campus-life/student-support/orientation.html</p>								
Location & Campus Map	<p>Taylor’s University Lakeside Campus 1, Jalan Taylor’s, 47500 Subang Jaya, Selangor, Malaysia. https://university.taylors.edu.my/en/about-taylors/contact-us.html</p>								
Contact Person	<p>Inbound Student Exchange Coordinator Ms Shamila Ganapaty Assistant Manager Global Mobility Email: Shamila.Ganapaty@taylors.edu.my https://university.taylors.edu.my/en/study/study-enrichment/student-exchange-and-mobility/inbound-student-exchange-programmes.html</p>								

APPENDIX 1

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.

APPENDIX 2

Format for Passport Data Page



APPENDIX 3

Sample of Certified True Copy for the Academic Transcript

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*

APPENDIX 4

TEMPLATE FOR CONFIRMATION LETTER

This letter is a SAMPLE only. This letter must be printed on your home university's 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: