

GUIDELINE FOR STUDENT EXCHANGE PROGRAMME WITH MODULE MAPPING REQUIREMENTS FOR TAYLOR'S BUSINESS SCHOOL STUDENTS

Definition

For exchange students who would like to participate in the Student Exchange Programme and requires module mapping to be done by their Programme Directors for credit transfer. The exchange students will receive a partial academic transcript from the host university if they pass all the modules diligently.

Guideline on Application

1. Students are required to visit [Global Mobility](#) in Campus Central portal.
2. Click on [Mapped Modules for TBS](#) to view the list of available host universities (HU) offered for you.
3. Student will submit the Global Mobility (GM) Online Application Form based on their preference/s via www.taylors.edu.my/exchange (select 'MY MODULES ARE MAPPED WITH A HOST UNIVERSITY' under Taylor's University Study Plan section).
4. Once GM informs student on the pre-selected HU after application deadline, if accepted by student, student will download a copy of the following documents:-
 - i. **Selected** HU mapped module registration form from [Global Mobility](#) in Campus Central portal.
 - ii. Student Exchange Module Registration Form (Double Major / Minor / Extension) available on www.taylors.edu.my/exchange.
5. Student will then set an appointment with their Programme Director (PD) to work on the study plan based on the mapped modules at the HU .
6. Programme Director will assist the student to finalise the student's Study Plan and will also work on the Study Plan for the students upon returning to TU.
7. Student will complete the Student Exchange Module Registration Form (Double Major / Minor / Extension), verified by their PD (keep as reference).
8. Student will follow the modules indicated in Point 7 to complete the Student Exchange Learning Agreement (SELA) emailed by GM prior to the exchange programme.
9. Total credits for modules selected at the host university must be equivalent to a minimum of 16 TU credits, and a maximum of 20 TU credits.
10. Credit transfer is based on the mapped modules. Any balance credits taken at the host university will be on non-credit bearing basis (e.g. if you only have 1 module of 4 TU credits mapped, the balance of 12 TU credits taken at the HU will not be credit transferred upon your exchange completion).

NOTE:

- **Mapped modules are subject to changes and availability at the host university. You will need to get your Programme Director to re-map any modules that are not listed in the approved mapped modules. Student may be required to extend a semester (delay in graduation) / overload in their final year for credits that are not transferred after their student exchange programme.**
- **Pre-selection is subject to first-come-first served basis and seats availability at the host university. Students are encouraged to apply as early as possible. However, you may / may not be pre-selected to your 1st host university preference.**

Common credit conversion:

1.5 ECTS = 1 TU Credit (6 ECTS = 4 TU credits)

12 ACTS = 7.5 ECTS (5 TU Credits)

15 UK Credits = 7.5 ECTS (5 TU Credits) / 20 UK Credits = 10 ECTS (6.6 TU Credits)

IMPORTANT TIMELINE FOR APPLICATION AND STUDENT EXCHANGE OUTBOUND PROCESS

	JANUARY / FEBRUARY INTAKE
	SEPTEMBER INTAKE

By **end-June** (Preceding Year) / **end-January** (Concurrent Year)



	Student Applicant
	Global Mobility
	School