

GUIDELINE FOR STUDENT EXCHANGE PROGRAMME WITH MODULE MAPPING REQUIREMENTS

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 or on deferment of one semester for non-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 their preferred host university (HU) website and download a copy of their syllabus available for exchange students.
2. If the syllabus is **NOT** available or found in the HU website, students can submit their request through Global Mobility (GM) via www.bit.ly/SyllabusRequest.
3. Once the students have submitted their online request to GM for their preferred host university (HU), Taylor's University Outbound Exchange Coordinator will email the link for the HU syllabus, once available.
4. Student will download a copy of the [Student Exchange Module Registration Form \(Double Major / Minor / Extension\)](#).
5. Student will set an appointment with their Programme Director (PD) to discuss on the modules to be undertaken at the HU.
6. Programme Director will assist the students to map the modules to be undertaken at the HU and check if credit transfer is possible.
7. The PD will also work on the Study Plan for the students upon returning to TU.
8. Once the [Student Exchange Module Registration Form \(Double Major / Minor / Extension\)](#) is completed, students may proceed to submit the GM Online Application Form.
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.

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)

GUIDELINE FOR EXPERIENTIAL EXCHANGE – NON CREDIT BEARING (DEFERMENT)

Definition

For exchange students who are not able to transfer any credit back to Taylor's University. Students are supported to spend a semester abroad on a non-credit bearing basis and are required to undertake host university's modules that are equivalent to a minimum of 12 credits at Taylor's University. The exchange students will receive a partial academic transcript from the host university if they pass all the modules diligently.

Guideline on Application

1. Student will download a copy of the [Student Exchange Module Registration Form \(Double Major / Minor / Extension\)](#).
2. Student will set an appointment with their Programme Director (PD) to discuss on their study plan upon returning to TU.
3. The PD will also work the Study Plan for the students upon returning to TU.
4. Students are allowed to take cross-disciplinary modules provided that no pre-requisite is required.
5. Student will complete the [Student Exchange Module Registration Form \(Double Major / Minor / Extension\)](#) – complete all areas except Table A and get PD's approval.
6. Once the Student Exchange Module Registration Form (Double Major / Minor / Extension) is completed, students may proceed to submit the GM Online Application Form.
7. Total credits for modules selected at the host university must be equivalent to a minimum of 12 TU credits (or required by HU), and a maximum of 20 TU credits.

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 (GM)
	School