

Frequently-Asked-Questions for Taylor's University Student Exchange Programme

Can I participate in the Student Exchange Programme?

The Student Exchange Programme is open to all degree students of Taylor's University who are in their 2nd year and above. This programme allows you to spend 1 semester abroad at one of our partner universities.

Am I eligible for the Student Exchange Programme?

To be eligible to apply for Student Exchange, you will need to have a minimum CGPA of 2.5. You will also need to have completed your first year of study at Taylor's University and have a good command of the English Language.

Do I need to have proof of language proficiency in order for me to go for my Student Exchange Programme?

It depends on the Host University in which you are undergoing your exchange with. Some may only require a supporting letter signed by Global Mobility or your School. If not, you will need to obtain a certificate in IELTS or TOEFL or equivalency with the specified requirement.

What if the English required by the host university is higher than what I have?

You may submit your results to the host university to see if they accept it. If not, you'll need to retake the English test later.

I have proof of English certification but it's more than 2 years, can I still use it to apply?

Yes, we accept any proof of English you may have for application to Global Mobility and to your host university later (unless specified). Just make sure that it's an official certificate that you are submitting.

What if I do not have any proof of language proficiency?

You may submit any English certification that you may have to us for now (may be your SPM results). However, you may need one when you apply to the host university later, if required. You may decide to take IELTS or TOEFL at that point.

How is my CGPA being calculated during my Student Exchange Programme?

Your CGPA results will NOT be taken into account during your exchange semester. It will be prorated based on your study years at Taylor's University.

How many credits am I supposed to take during my Student Exchange Programme?

The total credits taken at the host university will be equivalent to the number of credits you are supposedly to take at Taylor's University for the semester. Do refer your study plan.

Where can I find my Study Plan?

You should be able to see your Study Plan in your student portal. Otherwise, please check with your Programme Director.

What if I want to change my study plan and still want to participate in a Student Exchange Programme?

You need to discuss with your Programme Director on any changes to your study plan before applying for a student exchange programme if it's different from what's initially planned for you for student exchange.

How do I know how many credits I should take at the Host University and how do I convert the credit hours back to TU?

Students will usually undertake 30 ECTS during their exchange semester which is equivalent to 20 TU credits. For any other credit equivalency (different countries have different credit system), please check with Global Mobility but this can be done at a later stage. However, it's also the student's responsibility to make sure that they fulfil the credits taken during their exchange semester. Any credits that are not fulfilled / meet the minimum requirement for credit transfer will have to be taken when return to Taylor's University.

Which programmes should I take as my Free Electives modules during my exchange semester?

You can take any programmes offered for **EXCHANGE** students at the host university during your exchange semester, not necessarily your field of study (e.g. if you are a Biosciences student, you can take Business, Hospitality or even Music as your Free Electives) as long as there's no pre-requisite for the modules you are taking at the host university. Do browse through the **EXCHANGE** website, not their regular Bachelor programmes offering, which may not be available for exchange programmes.

Can I take a mixture of courses during my exchange semester?

Most students are only allowed to take one programme at the host university but some may be allowed to take a mixture of modules from other programmes as their 'electives' during their exchange semester. You may check with the host university later.

When do I select the modules that I need to take at the host university during my exchange semester?

That is done during your application process with the host university (after you've been nominated by Global Mobility). You do not need to worry about this at this point.

What if I decide to take a Minor, Specialisation or I am a student under Double Major?

We encourage students to opt for **Free Electives** pathway for participation in Student Exchange Programme. Students taking Minor / Double Major / Specialisation are required to get their Core Modules mapped by the Programme Director in charge. Please read the Guideline for Double Major/Minor/Extension for more info. **NOTE: A more tedious process is required under these pathways.**

Is the exchange semester at the host university same as my semester in Taylor's?

You will follow the academic term dates at the host university (Spring or Fall term) but transfer of credits will be based on one of your long semesters in Taylor's (March or August).

What if I have a short semester in January?

If the academic term at the host university clashes with your short semester, you will need to defer your short semester to the following year.

Can I take my short semester modules at the host university so that I do not have to defer?

If your short semester modules are MPU, you will not be able to take those at the host university and can only be deferred to the following year, unless you have free elective modules and if so, it's advisable for you to discuss with your Programme Director to rework on your study plan. Core modules must be mapped or moved to another semester. This applies to those on internship.

What do I need to do to defer my short semester?

You'll need to submit a deferment form to Campus Central before prior to your exchange semester.

Do I need to register my modules (OMR) at Taylor's if I am participating in Student Exchange Programme?

Yes, it's compulsory to perform your OMR as per your study plan for the semester you are due for student exchange. Upon the confirmation of your exchange and completion of a Student Exchange Learning Agreement (SELA), Global Mobility will assist you with the module add/drop. This also applies to those on non-credit bearing exchange (where a deferment of studies application would be required).

Will I be receiving a transcript for my Student Exchange Programme?

Yes. All exchange students will receive a partial transcript upon your return from exchange based on grading system of the host university.

What's the criteria to transfer all our credits from modules taken in the Host University?

Students are able to acquire credit transfer when returning to their home institution with a reasonable pass following Taylor's passing grade (minimum C) on all modules taken at the host university. Refer the [guideline](#) on Grade and Mark Equivalency for credit transfer. A Student Exchange Learning Agreement (SELA) will be prepared prior to your student exchange programme. Any failed modules / credits which are not transferable will have to be taken at Taylor's University upon return from student exchange programme (tuition fee applies and extension may be required).

How are my credits transferred?

Once we receive your partial transcript from the host university, a copy will be forwarded to Exam and Results Unit (ERU) for credit transfer (passed modules only). Any failed modules / incomplete credits will have to be taken at Taylor's.

Which universities can I go to for my Student Exchange Programme?

For a list of universities available for the Student Exchange Programme, please visit www.taylors.edu.my/exchange

Do I have to pay any tuition fees for the exchange semester and are there any other costs incurred?

You will need to pay Taylor's University's semester fees before you depart for your exchange semester. You do not need to pay any tuition fees to the Host University. All other expenses and cost of living is borne by student.

How much would one semester abroad cost me?

The rough estimation on the cost of living in countries of our Partner Universities is available at: www.taylors.edu.my/exchange

I am on PTPTN loan. Can I go for exchange?

You will not be able to get your loan disbursement using the results obtained from the host institution as the GPA is not captured in your semester abroad.

Is my current scholarship applicable to the exchange semester?

If you are on a TU scholarship, it shouldn't be a problem for exchange as you will still need to pay for your TU tuition fees. The bursary part will not change. For other scholarship holders (i.e. Maybank etc.), please check with your sponsor if the funding will be continued for your student exchange programme. Do speak to the Bursary team on this as they are familiar with the details of your scholarship.

How many host universities can I include in my application?

You can include up to 3 host universities of your choice in order of preference. First preference is based on first-come-first served basis and subject to seat availability. Students may not get their first preference. If all 3 preferences are not available, we will email you for an alternative preference.

My friend has applied as well and we would like to go to the same host university. Is that possible?

Allocation of host university is based on first-come-first served basis and subject to seats availability. You may or may not be allocated the same host university as your friend.

I am interested to apply for the International Grant offered. Am I eligible?

Please go through the requirements and eligibility for Erasmus+ application in the attachment file provided. Do take note that the grant is for full credit transfer ONLY. Students under Free Elective pathway are encouraged to apply.

The International Grant for the host universities listed does not include the host university that I want. Can I apply for the grant for the host university that I want then?

The grant is offered by the host universities (not Taylor's) and may differ each semester. If your first preference is a host university with grant but the other two are not, you may do so in your application to us. If you are not selected as one of the recipients, you'll be pre-selected to your next host university preference.

When is the interview conducted if I am shortlisted for International Grant?

It will be scheduled before your final exam, between June and July (exchange in Spring) / January (exchange in Fall). All shortlisted candidates will be informed via email.

Am I allowed to change the host university after submitting my application to Global Mobility?

Yes, if you decide to change your any of your host university preference after you submit your application to Global Mobility (before the application deadline), you may do so by email or drop by Global Mobility (subject to seat availability). Resubmission of application is not required to avoid duplication and priority in first-come-first served basis.

What if I want to change the exchange university after being nominated to the host university?

You are not encouraged to change the selected university to another one as by the time the nomination is done, the host university would have closed their nomination and application deadline.

Will Taylor's University assist in my visa application?

Each nationality has different processes and procedures for obtaining a student visa and these can change frequently. For this

reason, Taylor's University is not able to apply for the student's visa on your behalf but advise that you check the embassy / consulate website regularly for the updated information.

Will Global Mobility assist in my accommodation arrangement?

You will need to make your own accommodation arrangements as each individual have different preferences. Most importantly, you will need to consider the vital factors when making this decision such as your social networks and travelling time to and from campus. Pricing of the accommodation is normally important to exchange students and having a trusted roommate of same gender helps to ease the overall costs. In general, information on accommodation is provided by your host institutions hence do pay close attention to application's details and deadline and normally is has some options for on-campus and off-campus living.

Is purchase of Medical, Health and Travel Insurance compulsory for my Student Exchange Programme?

Yes. All exchange students are required to purchase and have a valid Medical, Health and Travel Insurance. Detailed information and requirements will be given to you at the pre-exchange / departure session. Please note that some partner universities from certain countries require you to purchase medical and health insurance directly from them. Prices differ at each university but you will be informed of this after you apply. Students will be responsible for any costs linked with these compulsory insurance necessities at the host university.

If I am an International student, do I need to renew my Malaysian student pass before I go for exchange?

Yes, you will need to renew your student pass through our International Office as soon as you have been nominated. Your Malaysian student pass must be valid throughout your study years at Taylor's University.

When do I purchase my flight tickets?

You can buy plane tickets once you have receive official acceptance from your host university and have your study plan approved by Taylor's University. These two aspects as well as attending the pre-departure briefing and obtaining the relevant student's visa will determine your final acceptance to the Taylor's University Student Exchange Programme. You should only purchase your flight tickets once the visa is approved as there is occurrence where student's application for visa has been denied.

Now that I know about student exchange and its requirements, what are the steps again to apply for the Student Exchange Programme?

Step 1: Research your options. Check the website of our partner universities for further information.

Step 2: Book an appointment with an advisor to talk through your options.

Step 3: Complete the [application](#) for your selected option (go to Apply Now).

Step 4: The Student Exchange Coordinator will notify you once your nomination has been finalised and approved by your academic faculties' members after the application deadline.

Please read through the full [application process](#) in the [information pack](#) and [guidelines](#) here: www.taylors.edu.my/exchange

I am a progressing / advancing student from Diploma to Degree. Which application form do I use?

Please use the same GM Application e-Form available before the deadline provided. Those applying after 15 June / 15 January, please email global.mobility@taylors.edu.my for further instructions.

What is the deadline to apply?

Global Mobility will process all applications submitted by 15 June (preceding year) for exchange in Spring / 15 January (same year) for exchange in Fall where students will be notified on which preferred host university they will be pre-selected to by June/January. Those who are progressing from Diploma to Degree at Taylor's University will be able to submit their application till 15 July (Spring-preceding year) / 15 February (Fall-same year). Erasmus+ application has a different deadline (please refer to the announcement on campus central portal). **NOTE: We encourage students to apply early as application is based on first-come-first served basis. Most of the 'more popular' host universities may have been taken. Do take note however that this is only pre-selection. Actual nomination is subject to students meeting the CGPA requirement where your unofficial transcript will be requested after your exam results are out in August/January respectively as well as approval by your School.**

Can I cancel my application after submission to Global Mobility?

If you change your mind, you can cancel your application anytime by emailing us before the application deadline. Students are also given the opportunity to accept / decline once they are pre-selected to a host university later. However, once you have accepted the offer, we do not encourage any withdrawals unless there's a valid reason to do so.

Will there be a penalty for withdrawing / cancelling my student exchange programme?

We do not encourage withdrawals after students are nominated to the host university, unless there's a valid reason to do so and subject to approval by your School.

What if I want to change my pre-selected host university after being pre-selected to one?

You may do so by checking with us on the seats availability, but we advise students to do research on which host university preferred before submitting your application.

I have questions relating to my academic modules, who can I check with?

For academic related matters, please check with your Programme Director. Global Mobility will assist in any other student exchange related matters.

I may need assistance in my formal application to the host university I've been nominated to later. What should I do?

Global Mobility is always here to assist. Just drop by to see us (and we will go through the application form with you but you don't

have to worry about that at this point. A pre-departure briefing video / info pack will also be provided for all prior to your departure.

I want to do a final year transfer. Is this the same as Student Exchange Programme handled by Global Mobility?

No, final year transfer (where you complete your studies overseas) is handled by University Placement Services (Placement@taylors.edu.my). Global Mobility handles student exchange where students spend one semester at one of our exchange partner universities and complete their remaining studies at Taylor's University.

Can I still participate in student exchange programme if I intend to also do a final year transfer?

We do not recommend student exchange programme if you are planning to transfer out as you will not have sufficient time to prepare for your transfer while you are still in overseas doing your exchange such as visa. There will be briefings as well which may need you to be in Malaysia. Your exchange visa does not allow you to continue your studies abroad. You will need to return to Malaysia after your exchange programme. You need at least half a year allowance for your preparation on a transfer programme.

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