

GUIDELINE FOR STUDENT EXCHANGE PROGRAMME (SEP) WITH FREE ELECTIVE(S)

This document provides essential guidelines for students interested in participating in the Student Exchange Programme (SEP) and who have chosen free electives as their complementary studies option.

The free electives enable credits to be earned from modules taken at the host institution. There is no need for prior matching or mapping of these modules with the free electives offered by Taylor's University (TU). Credits will be transferred back to your Taylor's program, provided all credit transfer conditions are met.

In addition, this pathway offers flexibility to explore courses beyond your TU programme, provided you meet the necessary prerequisites.

Please be aware that if your TU programme requires you to select electives from a specific, prescribed list unique to your programme, these are considered **core electives**, not free electives. In such cases, this document is not applicable. You should instead refer to the "Guideline for Student Exchange Programme (SEP) With Module Mapping / Double Major / Minor / Extension or Deferment." If you are unsure whether your electives are free or core, please consult your Programme Director for clarification.

Study Plan

When developing your Study Plan (MSP), it's essential to indicate your intent to participate in the Student Exchange Programme. You can consolidate all your free electives into a single semester. However, there's a limit: you can include a maximum of 5 free electives, totaling 20 TU credits, within that semester for your exchange.

While the minimum number of credits you must take depends on the specific number of free electives in your Taylor's University (TU) programme, a general guideline is to enroll in courses equivalent to at least 16 TU credits at your HU for credit-bearing purposes. This minimum applies unless the HU sets a different, lower cap.

Universities in Canada, Japan, South Korea and United States of America typically impose a credit cap of around 15-18 credits per semester. If you're planning your exchange program in either of these countries, it's advisable to design your study plan (MSP) to take fewer credits during your exchange semester. This approach helps ensure you stay within HU's credit limits.

Here's some of the common credit equivalents:

Credit system		TU equivalent
1.5 ECTS		1
12 ACTS	7.5 ECTS	5*
15 UKCATS	7.5 ECTS	5*
1 Japan credit		1
1 Korean credit		1

**only 4 credits will be transferred to the TU module*

Credit transfer

Upon completing your exchange programme, you will receive a partial academic transcript from the host institution. Credits will be transferred to your TU programme if the HU's module(s) receives a minimum passing grade following Taylor's passing grade of 'C' or minimum mark of 50% (for institutions which are using mark percentage). Any modules you fail, or credits not deemed acceptable for transfer must be retaken at Taylor's upon your return. This may incur additional tuition fees and potentially extend your study duration.

Students are responsible for maintaining the necessary credit enrollment at the host institution to ensure successful transfer back to their home programme. A credit shortage for any elective module will result in an automatic 'F - Fail' grade for that module. To prevent such issues, you must inform GM immediately of any changes to your enrolled modules at the host institution. Prompt communication is crucial to avoid complications and academic penalties.

Credits earned during your student exchange program do not contribute to the computation of your Cumulative Grade Point Average (CGPA). For each module enrolled at TU during the exchange semester, your Taylor's academic transcript will only show 'P' for Pass or 'F' for Fail. The specific grades you received from the host institution will not be recorded on your TU academic transcript.

Academic calendar

As an exchange student, you must adhere to the host institution's academic calendar, including its specific start and end dates, which will likely differ from Taylor's University (TU).

Planning for the April Semester:

- If you commence your exchange studies at HU *before* the April semester at TU starts, please note that the credits earned from HU will *only* be transferred to your April semester.
- Should you have modules scheduled for TU's short semester (February semester), you will need to defer that semester. This deferment could potentially extend the overall duration of your academic program.
- It's possible that your semester at HU may conclude earlier than Taylor's April semester. However, you are not allowed to enroll in other modules at Taylor's during the remaining months of the April semester. Just take it as a break before your semester at Taylor's commences in September.

Planning for the September Semester:

- Please be aware that Australia and New Zealand are not available as preferred exchange destinations for the September semester due to an overlap in their academic calendars with Taylor's.

Here is a general guide on the period/term at the host countries:

Country	TU April semester	TU September semester	Country	TU April semester	TU September semester
Argentina	Mar - July	Aug - Dec	Mexico	Jan - May	Aug - Dec
Australia	Feb - June	July - Nov	Netherlands	Feb - July	Sept – Dec/Jan
Austria	Feb - July	Sept – Jan/Feb	New Zealand	Feb - June	July - Nov
Belgium	Feb - June	Sept - Dec	Peru	Mar - July	Aug - Dec
Brazil	Feb - July	Aug - Dec	Philippines	Jan - May	Aug – Dec
Canada	Jan - Apr	Sept - Dec	Poland	Mar – July	Oct - Feb
China	Feb - July	Sept - Dec	Portugal	Feb - July	Sept - Jan
Czech Republic	Feb - June	Sept - Dec	Russia	Feb - July	Sept - Jan
Denmark	Feb - June	Aug/Sept – Dec/Jan	South Korea	Mar - June	Sept - Dec
Finland	Jan - May	Aug – Dec	Spain	Feb - July	Sept – Dec/Jan
France	Jan – May/June	Sept - Dec	Sweden	Jan – June	Sept - Jan
Germany	Mar – July	Sept/Oct – Feb/Mar	Switzerland	Feb - June	Sept - Jan
Hong Kong	Jan – May	Sept - Dec	Taiwan	Feb - June	Sept - Jan
Indonesia	Feb/Mar – June/Aug	Aug/Sept – Dec/Jan	Thailand	Jan - May	Aug - Dec
Italy	Feb - July	Sept - Feb	Turkey	Feb - June	Sept - Jan
Japan	Apr - Aug	Sept – Jan/Feb	United Kingdom	Jan – May/June	Sept - Jan
Kazakhstan	Jan - June	Sept - Jan	USA	Jan - May	Aug - Dec
Lithuania	Feb - June	Sept - Dec	Vietnam	Jan/Feb – June/July	Aug/Sept – Dec/Jan
Macao	Jan - May	Aug - Dec			

Please visit the university's website for their actual academic dates.