



**TAYLOR'S UNIVERSITY**

Wisdom • Integrity • Excellence

# INFO PACK FOR STUDENT EXCHANGE

**SEPTEMBER 2024 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 Global Mobility within the stipulated deadline. Any late application will not be accepted.
- All applications are subject to the approval of the respective School and the issuance of the eVAL (Visa Approval Letter) from the Department of Immigration Malaysia.
- **DURING YOUR APPLICATION FOR THE eVAL (VISA APPROVAL LETTER), 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 eVAL (VISA APPROVAL LETTER) WILL BE DENIED INDEFINITELY AND YOU WILL BE REQUIRED TO LEAVE THE COUNTRY.**
- **PLEASE DO NOT MAKE ANY TRAVELLING PLANS OR BOOK YOUR FLIGHT TICKET UNTIL THE eVAL (VISA APPROVAL LETTER) HAS BEEN ISSUED. PLEASE NOTE THAT THE ISSUANCE OF THE eVAL 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 eVAL is not guaranteed and is subject to the approval of the Department of Immigration Malaysia.

# 1) STUDENT EXCHANGE PROGRAMME

## NOMINATION & APPLICATION DEADLINE

Nomination period: 1 – 30 March 2024

Application period: 1 – 30 April 2024

## ACADEMIC CALENDAR

<b>Orientation Programme</b>	17 – 20 September 2024
<b>Last reporting date*</b>	7 October 2024
<b>Teaching period starts</b>	23 September 2024
<b>Teaching period ends</b>	3 Jan 2025
<b>Examination period</b>	6 – 23 Jan 2025

*\*Last reporting date – Last day students can report to Taylor’s University*

- Each semester is approximately 18 weeks long (including final examination).
- Attendance to the University Orientation is compulsory.

## DURATION OF THE STUDENT EXCHANGE PROGRAMME

- One semester or two semesters (one academic year).

## ACADEMIC PROGRAMMES OFFERED FOR THE STUDENT EXCHANGE PROGRAMME

### **Faculty of Business & Law**

- **Bachelor of Business (Honours) in International Business & Marketing**
- **Bachelor of Business (Honours)**
- **Bachelor of Finance & Economics (Honours)**
- **Bachelor of Laws (Honours)**

### **Faculty of Innovation & Technology**

- **Bachelor of Design (Honours) in Creative Media**
- **Bachelor of Information Technology (Honours)**
- **Bachelor of Computer Science (Honours)**
- **Bachelor of Software Engineering (Honours)**
- **Bachelor of Electrical & Electronic Engineering with Honours**
- **Bachelor of Mechanical Engineering with Honours**
- **Bachelor of Chemical Engineering with Honours**

- Bachelor of Quantity Surveying (Honours)
- Bachelor of Science (Honours) in Architecture

#### Faculty of Social Sciences & Leisure Management

- Bachelor of International Hospitality Management (Honours)
- Bachelor of International Events Management (Honours)
- Bachelor of International Tourism Management (Honours)
- Bachelor of Patisserie Arts (Honours)
- Bachelor of Culinary Management (Honours)
- Bachelor of Science (Honours) in Culinology
- Bachelor of Mass Communication (Honours)
- Bachelor of Psychology (Honours)
- Bachelor of Performing Arts (Honours)
- Bachelor of Education (Honours)

*\*For Bachelor of Science (Honours) Culinology:*

- *Students are required to bring their own complete set of kitchen attire and knife sets.*
- *Students are required to take typhoid inoculation and food handler course and certification prior to attending kitchen practical classes. The cost is estimated around ± RM200.*

#### Faculty of Health & Medical Sciences

- Bachelor of Biomedical Science (Honours)
- Bachelor of Food Science (Honours)
- Bachelor of Biotechnology (Honours)

### **ADMISSION REQUIREMENTS**

- 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 46, IELTS 5.5 or verification letter from your Home Institution.
- CGPA of 2.5 and above.

### **MODULE SELECTION**

- **Students can choose modules from one programme/ specialisation only.**
- **Students need to fulfil pre-requisites to take certain modules.** For example, Principles of Marketing is the pre-requisite for Services Marketing. This means you must fulfill the pre-requisite to take Strategic Management. **Both modules cannot be taken together and if you do not fulfill the pre-requisite, then you should not select the module.**

- **The modules selected are 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.

### **ACADEMIC CREDITS**

- No. of credits per course: 2 or 4 credits.
- No. of teaching week in a semester: 14 weeks
- 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 (24 ECTS).
- Maximum credits to be taken: 20 credits (30 ECTS).
- Example of total number of contact hours in a semester. for each module: 56 hours (4 credits x 1 hour x 14 week)
- Please liaise with your home institution on the number of credits required for your semester exchange at Taylor's University.
- Please refer to Appendix 1 for the academic grading.

### **ADD/DROP MODULE**

- 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 as well as timetable availability.

### **RE-SIT EXAMINATION**

- **All re-sit of final examination must be done at Taylor's University in Malaysia. All exam papers are not allowed to be transferred 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.

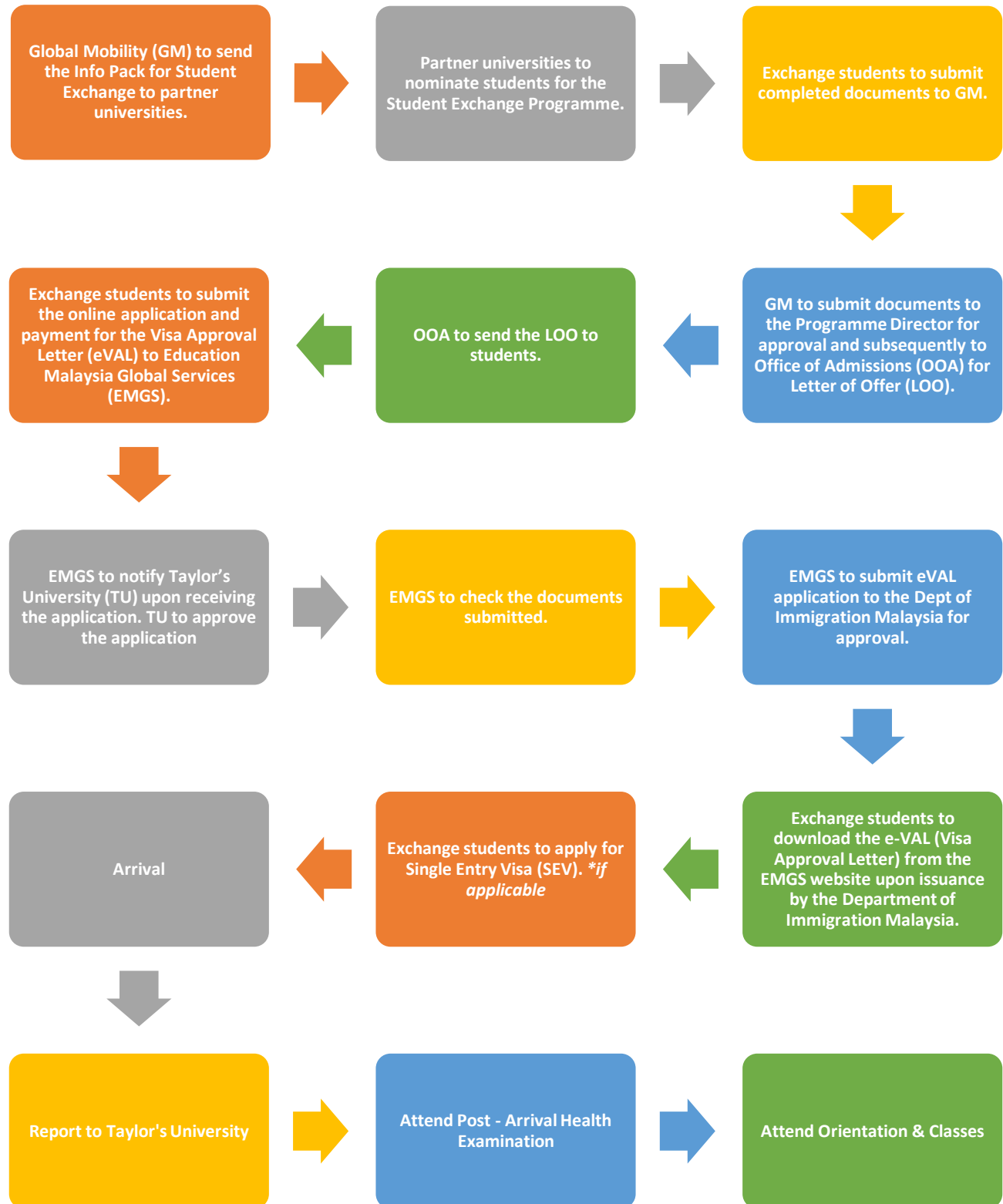
## **DEFERMENT AND WITHDRAWAL AS EXCHANGE STUDENT**

- All deferments are subject to the approval of the School.
- Once your application for deferment has been approved, you may need to re-apply for your admission and eVAL.
- Please inform Taylor's University Student Exchange Coordinator and the Exchange Coordinator of your Home Institution.

## **SINGLE ENTRY VISA/ VISA ON ARRIVAL**

- Most nationalities have to apply for the Single Entry Visa (SEV).
- The application and payment for the SEV has to be made directly to the Embassy/ Consulate of Malaysia or via eVISA 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.

## PROCESS FLOW FOR THE STUDENT EXCHANGE PROGRAMME





**DOCUMENTS TO BE SUBMITTED TO TAYLOR'S UNIVERSITY FOR ADMISSION TO THE STUDENT EXCHANGE PROGRAMME**

<p align="center"><b>Duly filled Global Mobility Application Form</b></p>	<ul style="list-style-type: none"> <li>• Please type your information on the form.</li> <li>• Please submit the form together with the required application documents to <a href="https://bit.ly/Inbound2024">https://bit.ly/Inbound2024</a></li> <li>• <b>Application period: 1 – 30 April 2024</b></li> </ul>
<p align="center"><b>Passport-size photograph</b></p>	<ul style="list-style-type: none"> <li>• The passport photograph must be professionally taken.</li> <li>• The background of the photo must be <b>WHITE</b>.</li> <li>• The size of the photo must be 3.5cm (width) x 4.5cm (height).</li> </ul>
<p align="center"><b>Certified True Copy of Passport Data Page</b></p>	<ul style="list-style-type: none"> <li>• Please scan the passport data page in <b>color</b> and single sided only.</li> <li>• The page number must be clearly visible and with a maximum of 2 passport page per A4 sheet.</li> <li>• The photo and passport number on the profile page must be clearly visible.</li> <li>• Your passport must have a minimum of 18 months validity from the programme's commencement.</li> <li>• <b>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).</b></li> <li>• <b>The passport copy must be submitted with a certified true copy stamp from your university.</b></li> <li>• Please refer to Appendix 2 for the sample.</li> </ul>
<p align="center"><b>Certified True Copy of Academic Transcript</b></p>	<ul style="list-style-type: none"> <li>• <b>The academic transcript must be submitted with grading systems in English or translated into English with certified true copy stamp from your university.</b></li> <li>• Please include modules that you have completed and those that you have undertaken but have yet to be graded.</li> </ul>
<p align="center"><b>Certified True Copy of English Language Proficiency</b></p>	<ul style="list-style-type: none"> <li>• Evidence of English Language Proficiency or Verification Letter from Home Institution equivalent to IELTS 5.5 or TOEFL iBT 46.</li> <li>• <b>The document must be submitted with a certified true copy stamp from your university.</b></li> </ul>

<p><b>Taylor’s University Academic Module Registration Form</b></p>	<ul style="list-style-type: none"> <li>• Please fill the form and upload together with the application documents.</li> <li>• Please ensure that the form has been signed by your Home Institution.</li> </ul>
<p><b>Affidavit Letter</b></p>	<ul style="list-style-type: none"> <li>• Please ensure that the name stated on all documents is the same as the full name on your passport.</li> <li>• If the names are different (Example: Name on transcript is Jane Doe but name on passport is Jane Emma Doe), please submit a confirmation letter from your home university stating that both names refer to the same person.</li> <li>• Please refer to Appendix 3 for the example.</li> </ul>
<p><b>Long-term medical condition, disability or impairment</b></p>	<ul style="list-style-type: none"> <li>• If you have any long-term medical condition, disability or impairment, please submit your latest medical report (not later than 6 months) to indicate your diagnosis, doctor’s recommendation and clearance to study abroad. The letter must be in English language.</li> <li>• The Centre for Counselling Services (CCS) at Taylor’s University will contact you to discuss the support that is needed to assist you during your exchange semester.</li> <li>• The final decision for acceptance into the Student Exchange Programme is subject to the approval from the School.</li> </ul>

## 2) VISA APPROVAL LETTER (eVAL) APPLICATION

### DOCUMENTS TO BE SUBMITTED TO EDUCATION MALAYSIA GLOBAL SERVICES (EMGS) FOR THE VISA APPROVAL LETTER (eVAL) APPLICATION

- Students can submit the eVAL application to EMGS upon receiving the Letter of Offer from Taylor's University.
- Please refer to the Guidelines for eVAL Application for step-by-step information on submitting your application.

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

### **3) POST – ARRIVAL**

#### **REPORTING TO TAYLOR’S UNIVERSITY**

- You are advised to arrive 2 weeks prior to commencement to settle down. (only if you have received the Visa Approval Letter)
- Once you have arrived in Malaysia, you are required to report to the university the next working day.
- You are not allowed to travel to other states in Malaysia or go for a holiday prior to reporting to the university.

#### **POST – ARRIVAL MEDICAL SCREENING**

- 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.
- You will be briefed regarding the medical screening during the reporting session.
- 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.
- **If you fail the Post Arrival Medical Screening, your student pass application will be rejected and you will be required to return to your home country.**

#### **STUDENT PASS ENDORSEMENT**

- 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 other states in Malaysia or other countries with the Special Pass and prior to the endorsement of your Student Pass.** You can only travel once your Student Pass has been endorsed by the Department of Immigration Malaysia. Failure to comply to the regulation can result in the Dept of Immigration rejecting your passport for the student pass endorsement process.
- 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 - 6 weeks and your passport will be submitted to the Department of Immigration Malaysia.

- **PLEASE DO NOT MAKE ANY TRAVELLING PLAN TO ANOTHER COUNTRY UNTIL YOU RECEIVE AN EMAIL FROM THE INTERNATIONAL OFFICE TO COLLECT YOUR PASSPORT.**

## **STUDENT PASS CANCELLATION**

- It is **COMPULSORY** for all international students to cancel the Student Pass prior to departure from Malaysia. **It is not possible to cancel the Student Pass from your home country.**
- **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.**
- **The cancellation process will take 4 weeks** and you would need to submit your passport and flight ticket (direct to your home country) 30 days prior to your departure date. The documents will be submitted to the Department of Immigration Malaysia for the Student Pass cancellation process.
- **You are not allowed to travel to East Malaysia or any other country once you have submitted your passport for the Student Pass cancellation.**

## **4) MISCELLANEOUS**

### **ACCOMMODATION**

Off-Campus Private Accommodation on single / twin sharing basis:

UJ Hostel: [dksenzahomes@dkgroup.com.my](mailto:dksenzahomes@dkgroup.com.my)

On-Campus University Residence on single/ twin sharing occupancy

U – Residence: <https://taylorshostel.taylors.edu.my/>

### **ESTIMATED LIVING EXPENSES**

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**

Arrival Pick-up service: Link will be emailed to students nearer to the intake commencement.

Orientation Guide:

<https://university.taylors.edu.my/en/campus-life/student-support/orientation.html>

## **Location & Campus Map**

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>

## **CONTACT PERSON**

Ms Shamila Ganapaty

Assistant Manager | Global Mobility

Email: [Shamila.Ganapaty@taylors.edu.my](mailto:Shamila.Ganapaty@taylors.edu.my)

Website: <https://university.taylors.edu.my/en/study/study-enrichment/student-exchange-and-mobility/inbound-student-exchange-programmes.html>

## 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 AFFIDAVIT 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 Name**

This is to confirm that both Jane Doe, as stated on the transcript/ proof of English language proficiency and Jane Emma Doe, as stated on the passport is referring to the same person.

Thank you.

Yours sincerely,

*(Signature)*

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Name:

Position:

APPENDIX 4

TEMPLATE FOR CONFIRMATION LETTER (FOR SUBMISSION TO EMGS)

***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:

The student mentioned above will be joining the Student Exchange Programme at Taylor's University. If you require further information, please do contact me by (Please include your Email Address)

Thank you.

Yours sincerely,

*(Signature)*

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Name:

Position: