

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. The exchange students will receive a partial academic transcript from the host university if they pass all the modules diligently.

Guideline on Application

1. Once the students have submitted their request online (www.bit.ly/SyllabusRequest) for their preferred host university (HU), Taylor's University Outbound Exchange Coordinator will email the link for the HU syllabus and complete the soft copy of the Student Exchange Module Registration Form (Double Major / Minor / Extension) to the students (www.Bit.ly/gmo_non-elective or www.Bit.ly/grant_non-elective – under International Grant).
2. Student will set an appointment with their Programme Director (PD) to discuss on the modules to be undertaken at the HU.
3. Programme Director will assist the students to map the modules to be undertaken at the HU and check if credit transfer is possible.
4. The PD will also work on the Study Plan for the students upon returning to TU.
5. Once the Student Exchange Module Registration Form (Double Major / Minor / Extension) is completed, students are required to submit the GMO Online Application Form together with the Student Exchange Module Registration Form.
6. Student will set an appointment with the Student Exchange Coordinator to finalise on the decision before being nominated to the HU.
7. 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)

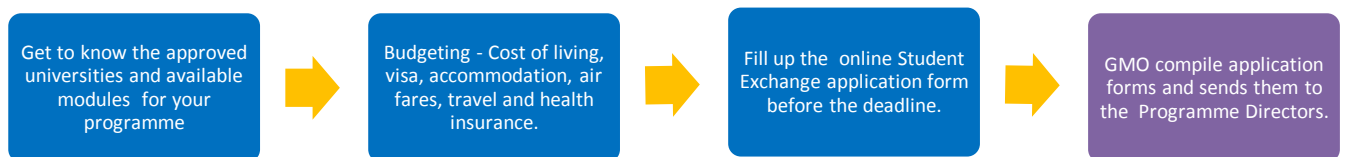
12 ACTS = 7.5 ECTS (5 TU Credits)

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

IMPORTANT TIMELINE FOR APPLICATION AND STUDENT EXCHANGE OUTBOUND PROCESS

	JANUARY / FEBRUARY INTAKE
	SEPTEMBER INTAKE

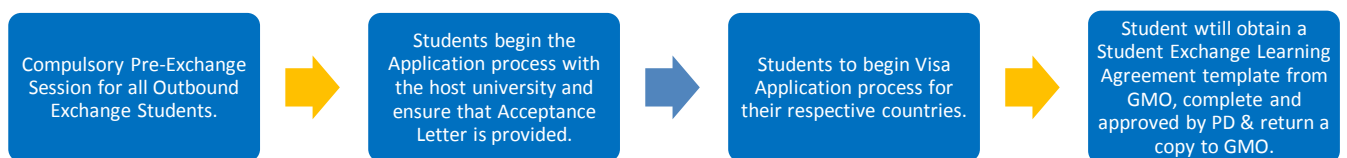
By **end-May** / **end-October** (Preceding Year)



June - July / **November - January**



August - October / **February - April**



November - December / **May - July**



	Student Applicant
	Global Mobility Office
	Faculty