



**TAYLOR'S
UNIVERSITY**
Wisdom • Integrity • Excellence



**TAYLOR'S
COLLEGE**
Wisdom • Integrity • Excellence
since 1969

OFFER GUIDE

Office of Admissions

Email: ooa@taylors.edu.my

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ACCEPTANCE OF OFFER

Congratulations on receiving an offer for admission into Taylor's. We are delighted that you are considering Taylor's for your higher education.

This Offer Guide explains everything you need to know about the offer. It will tell you what to do and when. It has been designed to help you make one of the most important decisions of your life a little bit easier.

A. How to accept the Offer?



Note:

1. Read the Policy, Terms and Conditions provided in this Offer Guide.
2. Refer to the email we sent upon Acceptance for details to make full semester payment.

B. How to defer this Offer?

If you wish to delay the start of your programme, you will need to decline this offer and reapply as new student with a new intake. You will be issued with a new Offer Letter.

C. How to decline this Offer?

If you do not wish to accept the offer, kindly decline this offer.

D. How to fulfill your Provisional/Conditional Offer?

Provisional Offer

Provisional offer refers to an offer made to an applicant enrolling for a programme based on trial examination or forecast results.

Conditional Offer

Conditional offer refers to an offer made to an applicant who has yet to meet Taylor's University Student Intake Standards, subject to the following criteria:

- Student must meet the given condition upon the intake commencement.
- Student must meet the given condition within a stipulated period after intake commencement.

IMPORTANT:

If you have been offered with either Provisional or Conditional Offer upon enrolment, please refer to the condition stated in your Letter of Provisional or Conditional Offer. You **MUST** submit your Actual Results or English Proficiency Test results upon Orientation to Campus Central, failing which, your enrolment of studies shall be void.

**Please note that this is not applicable to progression students.*

ENROLMENT AND ADMISSIONS RELATED INFORMATION

A. Policy, Terms and Conditions

These terms and conditions will form an essential part of any contract between Taylor's and student who received Offer Letter.

Enrolment and Admissions

1. Students need to ensure all the application documents submitted are sighted original by Taylor's within the stipulated period; original documents are to be presented to and sighted by Taylor's upon class commencement for domestic students and upon arrival for international students. Do note that completing this is important to avoid affecting the enrolment into Taylor's.
2. Students are advised to consider their choice of subjects/modules carefully based on their preferred pathway.
3. Once a student has embarked on a programme, changes of subject/module may be permitted in exceptional circumstances and where class size permits by the closing date of the subjects/modules enrolment for the semester, at the discretion of the Head of School or Programme Director.
4. The award of scholarships, bursaries, grants, waivers or financial assistance is subject to the absolute discretion of Taylor's and/or the relevant Transferee University.
5. In order to be eligible for registration with any professional body, you must meet the current requirements of the relevant body which may be subject to change without prior notice.
6. Registration for any external examinations and all submission of payment due to external examining bodies, are the sole responsibility of students.

Fees

1. Fees payable for the academic year are set out in the Fee Schedule. Fees will be reviewed annually. For the avoidance of doubt, Taylor's reserves the right to revise the fee payable for any given semester.
2. Fees payable for a semester is indicative based on a standard study load. The exact tuition fee will depend on the number of subjects/modules and credit load in which student enrolls in.
3. All fees are payable in advance. Full settlement of first semester fees is required upon acceptance. For subsequent semesters, full settlement of fees must be made by the commencement of the semesters.
4. After payment due date, Taylor's shall be entitled, but not bound to, take any necessary actions against students with outstanding fees such as barring from classes and/or facilities as Taylor's deem fit. Taylor's further reserves the right to withhold the release of all examination results, certificates and records of the student until the full settlement of fees and other outstanding payment are made.
5. A late payment penalty of RM100 per week up to maximum of RM300 will be imposed on any outstanding fees incurred after the payment due date. **Student who still has outstanding fees on the first day of Week 5 shall be terminated from the programme at Taylor's without further notice.**
6. Fees paid are not refundable except in the circumstance set out in sub-paragraphs (b), (c), (d) and (e) below and PROVIDED that a request in writing for such refund is received by Taylor's. Any refund of fees or part thereof is subject to the following:
 - (a) The Enrolment Fee, Processing Fee, International Student Charge and International Student Enrolment Fee are not refundable under any circumstances.
 - (b) Subject to sub-paragraph (a) above, if a student withdraws from the programme before the commencement of the semester, all fees paid may be refundable. An administration fee of RM500 will be charged.

- (c) Subject to sub-paragraph (a) above, if a student withdraws from the programme within the first two weeks of the semester, an amount not exceeding 70% of all fees paid may be refundable. An administration fee of RM500 will be charged. For the avoidance of doubt, all fees shall not be refundable from Week 3 of the semester onwards except as provided in sub-paragraphs (d) and (e) below.
 - (d) Subject to sub-paragraph (a) above, if a student is conditionally accepted into the programme based on forecast results but due to non-fulfilment of entry requirements upon official announcement of examination results, the student shall be terminated from the programme by Taylor's. The student is eligible for a pro-rated refund of all fees paid. (The pro-rated refund is calculated based on the number of weeks elapsing from semester commencement due date to the official notification date and proportionate to the total number of weeks of the relevant semester).
 - (e) Subject to sub-paragraph (a) above, if a student withdraws from the programme due to unsuccessful request for deferment of national service, the student is eligible for a full refund of all fees paid.
7. In the event that a student is being expelled, suspended or terminated due to any sort of misconduct or non-attainment of academic requirement, there shall be no refund of fees paid.
 8. Taylor's will issue any applicable refund under the name of parent/guardian as provided in the Application Form, unless otherwise advised by the student.
 9. All refund shall be free of interest and Taylor's reserves the right to set-off the refundable amount against any outstanding fees or whatsoever payments due and owing to Taylor's.
 10. All deposits paid shall under no circumstances be treated as payment of fees or any other payments required to be paid and may not be used to set-off any amount due and payable to Taylor's. All refund under the conditions hereof must be claimed within one (1) year from the date the student ceases to be a student of Taylor's, failing which student is deemed to duly authorise Taylor's to transfer the said amount into the University or College Improvement Fund. Students shall have no claim in respect of such amount thereafter. Taylors shall be entitled to utilise such Fund as Taylor's deem fit.
 11. Administrative fee is waived for refund of deposits and overpayment.
 12. For inter-programme transfer within Taylor's (including across institutions), an administration charge of RM200 will be imposed. This administration charge will be waived for the first inter-programme transfer by new students before the commencement of the first programme (excluding inter-institutional transfer). The amount of fees transferrable to the new programme is subject to the following:
 - (a) The Enrolment Fee, International Student Enrolment Fee and International Student Charge will be retained at the current programme and waived by the new programme
 - (b) Subject to sub-paragraph (a) above, if an inter-programme transfer is carried out within the first month of the semester all fees paid are transferrable to the new programme for the first transfer. For the second transfer, only 50% of the Tuition Fee and Resource Fee due and paid will be transferable to the new programme. For subsequent transfer, no amount is transferable. In the event of any surplus, such surplus amount shall not be refundable but may be used to set-off fees for the subsequent semester.
 - (c) Subject to sub-paragraph (a) above, if an inter-programme transfer is carried out after the first month of the semester but before the mid-semester, only 50% of the Tuition Fee and Resource Fee due and paid will be transferable to the new programme for the first transfer. For the second transfer, only 25% of the Tuition Fee and Resource Fee due and paid will be transferable to the new programme. For subsequent transfer, no amount is transferable.
 - (d) Subject to sub-paragraph (a) above, if an inter-programme transfer is carried out after the mid-semester, no amount is transferable.
 13. Students who have completed a programme and progressing to another programme (e.g: Pre-U, Foundation or Diploma to Degree) will need to pay the full Enrolment Fee again. International students will be charged only the same amount as local

student Enrolment Fee, however International students are required to pay the full International Student Enrolment Fee during enrolment and the fee adjustment will be reflected in the fee statement after two (2) working days. The excess payment after the adjustment will automatically be used to offset other fees due.

14. All references to “student” or “students”, wherever relevant or applicable, shall include any parent or legal guardian of the student in the case the student has not attained the age of majority at the time of admission.

15. FINANCIAL VERIFICATION

If you are supported by the government or a sponsoring agency, please attach an official copy of your sponsorship award letter. This letter must indicate in detail which fees will be provided through the government or sponsoring agency. Additional certification must be provided for any amount not covered by the government or the sponsoring agency.

B. Additional Requirement(s) for Professional Programmes

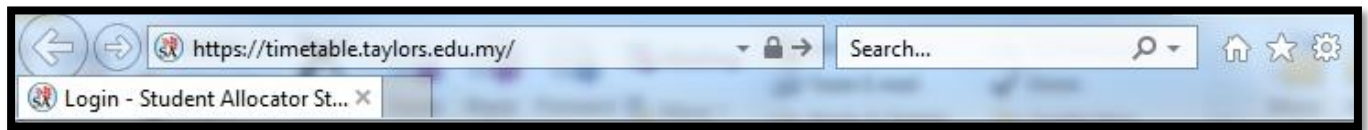
Programme	Statement
Bachelor of Medicine, Bachelor of Surgery – MBBS	<p>A. Malaysian Students</p> <p>The Ministry of Education (Higher Education) with the Malaysian Medical Council has set the minimum academic qualifications for entry into the MBBS programme. These entry requirements do not specify qualifications in Bahasa Malaysia.</p> <p>While entry into the MBBS programme and graduation are possible without a qualification in Bahasa Malaysia at Sijil Pelajaran Malaysia (SPM) level, for employment with the Ministry of Health a pass in Bahasa Malaysia and English at SPM (or its equivalent) is required.</p> <p>Therefore, if you are a Malaysian candidate for the MBBS programme and do not have a pass in Bahasa Malaysia at SPM, you are advised to obtain this qualification before you graduate in order to avoid delays or difficulties in obtaining housemanship placement.</p> <p>B. International Students</p> <p>Currently, house officer (Internship) positions in Malaysia are not available to international students, even if they graduate with a medical degree from a Malaysian University. International students who wish to enrol in the MBBS programme are advised to make their own alternate plans for housemanship following graduation.</p> <p>C. Permanent Residents of Malaysia / Spouses of Malaysian Citizens</p> <p>Permanent residents of Malaysia and spouses of Malaysian citizens who obtain their medical degree from a Malaysian University may be considered for houseman positions in Malaysia. However, placement is not guaranteed and the process of placement may take a different path and a longer duration than for Malaysians. These graduates are also subject to the Bahasa Malaysia requirements applicable to Malaysians.</p> <p><i>NOTE: The above information is based on current policies of the Government of Malaysia and are subject to change.</i></p> <p>Graduates from a medical programme who seek employment in the public sector shall attain a pass in Bahasa Malaysia and English at SPM or its equivalent.</p>

<p>Bachelor of Laws</p>	<p>A. Students who intend to transfer to UK partner Universities for the articulation pathways are subject to entry requirements prescribed by the relevant UK University and the UK Border Agency, which are subject to change at the sole prerogative of these authorities.</p> <p>B. Students who intend to pursue the Certificate of Legal Practice (CLP) Examinations will be subject to the CLP entry requirements imposed by the Malaysian Legal Profession Qualifying Board (LPQB) which are available on the LPQB official website, which are subject to change at the sole prerogative of the LPQB.</p> <p>C. Students who intend to pursue the Bar Professional Training Course (BPTC) are subject to the entry requirements prescribed by the relevant authority and subject to change by the relevant authority.</p> <p>D. Students who intend to practice law in Malaysia will be subject to the requirements imposed by Bar Council Malaysia which are available on the Bar Council's official website, which are subject to change.</p>
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C. Student Allocator User Guide for Module Add/Drop.

(1) Go to the below link:

<https://timetable.taylors.edu.my/>



(2) On Login page, enter your Taylor's Student ID and password (same as the password to access your Student Portal).

A screenshot of the login page. At the top, there is a grey header with the word 'Login' in white. Below the header, there are two input fields. The first is labeled 'StudentID' and the second is labeled 'Password'. Below these fields is a button labeled 'Login'.

(3) Access into Student Allocator web page.

You can see your Name and Programme / Intake / Semester shown on the screen.

A screenshot of the Student Allocator web page. The page has a dark sidebar on the left with a logo and the text 'TESTSTUDENT-1204809'. The main content area shows a welcome message 'Welcome TestStudent-1204809.' and a message 'You have not yet submitted your choices Submit Your Selection'. Below this, there is a table of modules. The table has columns for 'Programme', 'Module Name', 'Selection Status', 'Show Details', and 'No further choices required'. The modules listed are: Common Core : Business, Extension : Digital Marketing, Free Elective : Degree Free Electives, Major : Advertising, Major : Broadcasting, Major : Creative Media Design, Major : Education, Minor : Public Relations, MPU1 : MPU1 (Int'l), MPU1 : MPU1 (Local), and MPU2 : MPU2 (Local). The selection status for 'Common Core : Business', 'Minor : Public Relations', 'MPU1 : MPU1 (Local)', and 'MPU2 : MPU2 (Local)' is checked, while the others are unchecked.

- (4) Select the relevant module category (e.g. Common Core, Extension, Free Elective, Major, Minor, MPU, Specialisation etc.) by ticking the text-box on the left of the particular module category.

Then, click the “Show Details” button on the same row.

Reminder: You can only click and select the relevant module categories that you have registered during the Selection/Change of Specialization and Complementary Study and My Study Plan.

Welcome TestStudent-1204809.
✖ You have not yet submitted your choices [Submit Your Selection](#)

Programme Bachelor of Business (Honours) Intake 201803 Sem 3 Hide Details No further choices required ✓

Credits Accumulated: 0 [View modules you have chosen](#)

You can only click and select the relevant module categories that you have registered during the Selection/Change of Specialization and Complementary Study and My Study Plan.

Category	Module	Action	Status
<input checked="" type="checkbox"/>	Common Core : Business	Show Details	No further choices required ✓
<input type="checkbox"/>	Extension : Digital Marketing	Show Details	
<input type="checkbox"/>	Free Elective : Degree Free Electives	Show Details	
<input type="checkbox"/>	Major : Advertising	Show Details	
<input type="checkbox"/>	Major : Broadcasting	Show Details	
<input type="checkbox"/>	Major : Creative Media Design	Show Details	
<input type="checkbox"/>	Major : Education	Show Details	

- (5) Under the same module category, you can find a list of modules that are relevant to your programme / study plan. Select a preferred module by ticking the text-box on the left of the module code.

Then, click the “Show Details” button on the same row.

Welcome TestStudent-1204809.
✖ You have not yet submitted your choices [Submit Your Selection](#)

Programme Bachelor of Business (Honours) Intake 201803 Sem 3 Hide Details Descendant(s) require further choices ✖

Credits Accumulated: 4 [View modules you have chosen](#)

You can only click and select the relevant module categories that you have registered during the Selection/Change of Specialization and Complementary Study and My Study Plan.

☒ Common Core : Business Hide Details Descendant(s) require further choices ✖

You can select any modules that you meet its requirement, if any.

Module	Action	Status
<input type="checkbox"/> ACC60104 Introduction to Accounting	Show Details	
<input type="checkbox"/> COM61604 Business Communication	Show Details	
<input checked="" type="checkbox"/> ECN60104 Microeconomics	Show Details	Further choices required ✖
<input type="checkbox"/> ECN60204 Macroeconomics	Show Details	

- (6) Select the relevant module category and click the “Show Details” button on the same row.

Welcome TestStudent-1204809.
✖ You have not yet submitted your choices [Submit Your Selection](#)

Programme Bachelor of Business (Honours) Intake 201803 Sem 3 Hide Details No further choices required ✓

Credits Accumulated: 4 [View modules you have chosen](#)

You can only click and select the relevant module categories that you have registered during the Selection/Change of Specialization and Complementary Study and My Study Plan.

☒ Common Core : Business Hide Details No further choices required ✓

You can select any modules that you meet its requirement, if any.

Module	Action	Status
<input type="checkbox"/> ACC60104 Introduction to Accounting	Show Details	
<input type="checkbox"/> COM61604 Business Communication	Show Details	
<input checked="" type="checkbox"/> ECN60104 Microeconomics	Hide Details	No further choices required ✓

You must allocate to only one of the following Categories

Category	Action	Status
<input checked="" type="radio"/> Common Core	Show Details	No further choices required ✓

(7) Next, you could see the Activity Type (e.g. LEC01, TUT01, PRA01 etc.) under the selected Category.

Tick "LEC01" & Click the "Show Details" button on the same row.

Reminder: You must select only one of the Activities. If there are more than one Activity (e.g. LEC01 and LEC02; TUT01 and TUT02) that you are required to select, it is important that you select the same grouping that is showed by the last 2 digits (e.g. LEC01/03 and LEC02/03; TUT01/05 and TUT02/05).

Welcome TestStudent-1205787.
✖ You have not yet submitted your choices [Submit Your Selection](#)

Programme Bachelor of Business (Honours) Intake 201803 Sem 3 Hide Details Descendant(s) require further choices

Credits Accumulated: 4 [View modules you have chosen](#)

You can only click and select the relevant module categories that you have registered during the Selection/Change of Specialization and Complementary Study and My Study Plan.

☒ Common Core : Business Hide Details Descendant(s) require further choices

You must accumulate at least 0 and no more than 9999 tokens from the following Modules

<input type="checkbox"/> Module	ACC60104 Introduction to Accounting	Show Details
<input type="checkbox"/> Module	COM61604 Business Communication	Show Details
<input checked="" type="checkbox"/> Module	ECN60104 Microeconomics	Hide Details Descendant(s) require further choices

You must allocate to only one of the following Categories

☒ Category Common Core Hide Details Descendant(s) require further choices

You must select only one of the following Activities. If there are more than one Activity (e.g. Lec1 and Lec2; Tut1 and Tut2) that you are required to select, it is important that you select the same grouping that is showed by the last 2 digits (e.g. Lec1/03 and Lec2/03; Tut1/05 and Tut2/05).

<input checked="" type="checkbox"/> Activity Type	LEC01	Show Details No further choices required
<input checked="" type="checkbox"/> Activity Type	TUT01	Show Details Further choices required

(8) Select and tick one of the Activities with the slot that you prefer/choose.

Welcome TestStudent-1205787.
✖ You have not yet submitted your choices [Submit Your Selection](#)

Programme Bachelor of Business (Honours) Intake 201803 Sem 3 Hide Details Descendant(s) require further choices

Credits Accumulated: 4 [View modules you have chosen](#)

You can only click and select the relevant module categories that you have registered during the Selection/Change of Specialization and Complementary Study and My Study Plan.

☒ Common Core : Business Hide Details Descendant(s) require further choices

You must accumulate at least 0 and no more than 9999 tokens from the following Modules

<input type="checkbox"/> Module	ACC60104 Introduction to Accounting	Show Details
<input type="checkbox"/> Module	COM61604 Business Communication	Show Details
<input checked="" type="checkbox"/> Module	ECN60104 Microeconomics	Hide Details Descendant(s) require further choices

You must allocate to only one of the following Categories

☒ Category Common Core Hide Details Descendant(s) require further choices

You must select only one of the following Activities. If there are more than one Activity (e.g. Lec1 and Lec2; Tut1 and Tut2) that you are required to select, it is important that you select the same grouping that is showed by the last 2 digits (e.g. Lec1/03 and Lec2/03; Tut1/05 and Tut2/05).

<input checked="" type="checkbox"/> Activity Type	LEC01	Hide Details No further choices required				
<p>You must allocate to all of the following Activities</p> <table><tr><td><input checked="" type="radio"/> Activity</td><td>ECN60104/LEC01/01</td></tr><tr><td colspan="2">10:00 - 12:00 on Tuesday (Remaining Seats: 382) Week 14-Week 27 Marina Binti Mustapha</td></tr></table>			<input checked="" type="radio"/> Activity	ECN60104/LEC01/01	10:00 - 12:00 on Tuesday (Remaining Seats: 382) Week 14-Week 27 Marina Binti Mustapha	
<input checked="" type="radio"/> Activity	ECN60104/LEC01/01					
10:00 - 12:00 on Tuesday (Remaining Seats: 382) Week 14-Week 27 Marina Binti Mustapha						
<input checked="" type="checkbox"/> Activity Type	TUT01	Show Details Further choices required				

Most of the modules have only 1 slot of Lecture. No choice for selection.

(9) Repeat step 7-8 for all other Activity Types (e.g. TUT01, PRA01 etc.) under the same module.

Welcome TestStudent-1205787.
 ✖ You have not yet submitted your choices [Submit Your Selection](#)

Programme Bachelor of Business (Honours) Intake 201803 Sem 3 Hide Details Descendant(s) require further choices

Credits Accumulated: 4 [View modules you have chosen](#)

You can only click and select the relevant module categories that you have registered during the Selection/Change of Specialization and Complementary Study and My Study Plan.

☒ Common Core : Business Hide Details Descendant(s) require further choices

You must accumulate at least 0 and no more than 9999 tokens from the following Modules

<input type="checkbox"/>	Module	ACC60104 Introduction to Accounting	Show Details
<input type="checkbox"/>	Module	COM61604 Business Communication	Show Details
<input checked="" type="checkbox"/>	Module	ECN60104 Microeconomics	Hide Details Descendant(s) require further choices

You must allocate to only one of the following Categories

☒ Category Common Core Hide Details Descendant(s) require further choices

You must select only one of the following Activities. If there are more than one Activity (e.g. Lec1 and Lec2; Tut1 and Tut2) that you are required to select, it is important that you select the same grouping that is showed by the last 2 digits (e.g. Lec1/03 and Lec2/03; Tut1/05 and Tut2/05).

☒ Activity Type LEC01 Hide Details No further choices required

You must allocate to all of the following Activities

☒ Activity ECN60104/LEC01/01

10:00 - 12:00 on Tuesday (Remaining Seats: 382)
 Week 14-Week 27
 Marina Binti Mustapha

☒ Activity Type TUT01 Show Details Further choices required

☒ Module ECN60104 Microeconomics Hide Details No further choices required

You must allocate to only one of the following Categories

☒ Category Common Core Hide Details No further choices required

You must select only one of the following Activities. If there are more than one Activity (e.g. Lec1 and Lec2; Tut1 and Tut2) that you are required to select, it is important that you select the same grouping that is showed by the last 2 digits (e.g. Lec1/03 and Lec2/03; Tut1/05 and Tut2/05).

☒ Activity Type LEC01 Hide Details No further choices required

You must allocate to all of the following Activities

☒ Activity ECN60104/LEC01/01

10:00 - 12:00 on Tuesday (Remaining Seats: 381)
 Week 14-Week 27
 Marina Binti Mustapha

☒ Activity Type TUT01 Hide Details No further choices required

You must allocate to only one of the following Activities

☐ Activity ECN60104/TUT01/01

08:00 - 10:00 on Monday (Remaining Seats: 25)
 Week 15-Week 27
 Marina Binti Mustapha

☒ Activity ECN60104/TUT01/07

08:00 - 10:00 on Monday (Remaining Seats: 29)
 Week 15-Week 27
 Anthony Long Hian Hin

☐ Activity ECN60104/TUT01/12

14:00 - 16:00 on Wednesday (Remaining Seats: 30)
 Week 15-Week 27
 MUHAMMAD AIRIL SYAFIQ MOHD KHALID

☐ Activity ECN60104/TUT01/05

16:00 - 18:00 on Wednesday (Remaining Seats: 1)
 Week 15-Week 27
 Marina Binti Mustapha

Most of the modules have several slots of Tutorial and Practical. Student can select their preferred class slot, as long as it doesn't clash with other modules/classes.

If there is more than one Activity (e.g. LEC01 and LEC02; TUT01 and TUT02) that you are required to select, it is very important that you select the same grouping that is showed by the last 2 digits (e.g. LEC01/03 and LEC02/03; TUT01/05 and TUT02/05).

- (10) Repeat step 6-9 for all other Modules that require further choices.
Each of the modules has few Activity Types (e.g. LEC01, TUT01, PRA01 etc.) that you need to select.

Welcome TestStudent-1204809.
✖ You have not yet submitted your choices [Submit Your Selection](#)

Programme Bachelor of Business (Honours) Intake 201803 Sem 3 Hide Details Descendant(s) require further choices

Credits Accumulated: 12 [View modules you have chosen](#)

You can only click and select the relevant module categories that you have registered during the Selection/Change of Specialization and Complementary Study and My Study Plan.

☒ Common Core : Business Hide Details Descendant(s) require further choices

You must accumulate at least 0 and no more than 9999 tokens from the following Modules

Module	ACC60104 Introduction to Accounting	Show Details	
<input type="checkbox"/>	Module COM61604 Business Communication	Show Details	
<input checked="" type="checkbox"/>	Module ECN60104 Microeconomics	Show Details	No further choices required ✓
<input type="checkbox"/>	Module ECN60204 Macroeconomics	Show Details	
<input checked="" type="checkbox"/>	Module FIN60104 Introduction to Finance	Show Details	Further choices required ✖
<input type="checkbox"/>	Module LAW60104 Business Law	Show Details	
<input checked="" type="checkbox"/>	Module MGT60104 Introduction to Management	Show Details	Further choices required ✖
<input type="checkbox"/>	Module MGT60504 Strategic Management	Show Details	
<input type="checkbox"/>	Module MKT60104 Principles of Marketing	Show Details	
<input type="checkbox"/>	Module OBM60104 Organizational Behaviour	Show Details	
<input type="checkbox"/>	Module STA60104 Quantitative Methods for Business	Show Details	

- (11) After completing all required selection of all the modules that you intend to take (all chosen modules show “No further choices required” remark), you could scroll down to the bottom to view the Timetable layout.

Welcome TestStudent-1204809.
✖ You have not yet submitted your choices [Submit Your Selection](#)

Programme Bachelor of Business (Honours) Intake 201803 Sem 3 Hide Details No further choices required ✓

Credits Accumulated: 12 [View modules you have chosen](#)

You can only click and select the relevant module categories that you have registered during the Selection/Change of Specialization and Complementary Study and My Study Plan.

☒ Common Core : Business Hide Details No further choices required ✓

You must accumulate at least 0 and no more than 9999 tokens from the following Modules

Module	ACC60104 Introduction to Accounting	Show Details	
<input type="checkbox"/>	Module COM61604 Business Communication	Show Details	
<input checked="" type="checkbox"/>	Module ECN60104 Microeconomics	Show Details	No further choices required ✓
<input type="checkbox"/>	Module ECN60204 Macroeconomics	Show Details	
<input checked="" type="checkbox"/>	Module FIN60104 Introduction to Finance	Show Details	No further choices required ✓
<input type="checkbox"/>	Module LAW60104 Business Law	Show Details	
<input checked="" type="checkbox"/>	Module MGT60104 Introduction to Management	Show Details	No further choices required ✓
<input type="checkbox"/>	Module MGT60504 Strategic Management	Show Details	
<input type="checkbox"/>	Module MKT60104 Principles of Marketing	Show Details	
<input type="checkbox"/>	Module OBM60104 Organizational Behaviour	Show Details	
<input type="checkbox"/>	Module STA60104 Quantitative Methods for Business	Show Details	



TESTSTUDENT-1205787
TESTSTUDENT-1205787

LOG OFF

Abandon Choices

Print

SAVE CHOICES

Specialisation : Management

Show Details

Specialisation : Marketing


Show Details

Aug2018

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00	8:00 - 10:00 BUS60104/LEC01/01	8:00 - 10:00 BUS60104/TUT01/03					
9:00	JESRINA ANN XAVIER Week 14-Week 27	MUSLIM AMIN Week 15-Week 27					
10:00	10:00 - 12:00 MGT60104/LEC01/01	10:00 - 12:00 ECN60104/LEC01/01		10:00 - 12:00 FIN60104/TUT01/11			
11:00	KYRA LAW LEY SY Week 14-Week 27	Marina Binti Mustapha Week 14-Week 27		DBL NS58 (She Long Adam Week 15-Week 27			
12:00							
13:00							
14:00				14:00 - 16:00 MGT60104/TUT01/01			
15:00				DBL NS57 (Karen Tsen Mun Week 15-Week 27			
16:00				16:00 - 18:00 ECN60104/TUT01/13			
17:00				Marina Binti Mustapha Week 15-Week 27			
18:00	18:00 - 20:00 FIN60104/LEC01/01	18:00 - 20:00 MPU3113/LEC	18:00 - 20:00 MPU3113/LEC				
19:00	FELICIA CHONG HUI LING Week 14-Week 27	SERIT ANAK Week 15-Week 27	SERIT ANAK Week 14-Week 27				
20:00							
21:00							

(12) Once all the selections are completed, click "Save Choices" button.

Reminder: It is very IMPORTANT to Save & Submit your Choices.



TESTSTUDENT-1205787
TESTSTUDENT-1205787

LOG OFF

Abandon Choices

Print

SAVE CHOICES

Aug2018

	Monday	Tuesday
8:00	8:00 - 10:00 BUS60104/LEC01/01	8:00 - 10:00 BUS60104/TUT01/03
9:00	JESRINA ANN XAVIER Week 14-Week 27	MUSLIM AMIN Week 15-Week 27
10:00	10:00 - 12:00 MGT60104/LEC01/01	10:00 - 12:00 ECN60104/LEC01/01
11:00	KYRA LAW LEY SY Week 14-Week 27	Marina Binti Mustapha Week 14-Week 27
12:00		
13:00		
14:00		
15:00		
16:00		
17:00		
18:00	18:00 - 20:00 FIN60104/LEC01/01	18:00 - 20:00 MPU3113/LEC01/01
19:00	FELICIA CHONG HUI LING Week 14-Week 27	SERIT ANAK BINTI Week 15-Week 27
20:00		
21:00		

(13) If you do not select and complete all the required Activity Types (e.g. LEC01, TUT01, PRA01 etc.) that you need to select, you will see this error alert.

Then, click "Continue" to complete any selection that are pending.

You are not allowed to save invalid choices.

Your selection is incomplete. Please continue with the following pending module and activity.
TUT01 - FIN60104/TUT01 needs 1 you have 0

[Continue](#)

- (14) Click "Submit Your Choices" if you are happy with all your selections.
Click "Back" if you wish to make change(s) on your selection.

Your choices have been saved

However, they have not yet been submitted. Please remember to submit them when you are happy with them.

[Back](#) [Submit your choices](#) [Log off](#)

- (15) Click "Submit Choices".

Please confirm if you wish to submit your choices

[Submit Choices](#) [Cancel](#)

Reminder

It is very IMPORTANT to Save & Submit your Choices before you log out from Student Allocator web page. Failing to do so, all your selected classes and timetable are not captured in the systems.

What to expect after this?

- (1) You could make further changes on your timetable (e.g. change your class slot etc.) before the Module Add/Drop window period ends on 8 September 2019.
- (2) You could view your timetable on Student Portal the next day after you completed the Module Add/Drop.

D. Progression Related Information

Overview

Pre-U Studies / Foundation / Diploma Programmes

The completion of Pre-U Studies / Foundation / Diploma Programmes at Taylor's does not give the student automatic admission to a university, whether related to Taylor's or otherwise. Admission into University is determined by the student's academic performance and fulfilment of the University's entry requirements.

Undergraduate Programmes

The admission of a student into a University may be subjected to successful completion of studies at Taylor's and the fulfilment of the terms, conditions and the entry requirements stipulated by the University. Admission into the University is not guaranteed and Taylor's makes NO WARRANTY express or implied whatsoever that on completion of the relevant programme(s) at Taylor's, a student shall be admitted or is otherwise admissible by a University.

It is the student's responsibility to fulfill the requirements of the immigration or other relevant authorities of the country that the student wishes to enroll in.

FOR INTERNATIONAL STUDENTS

A. Electronic Visa Approval Letter (eVAL)

- After receiving the complete required documentation and payment, Taylor's International Office will submit the eVAL application on your behalf.
- The application will be submitted to the Immigration Department of Malaysia via EMGS at least 8 weeks prior to the commencement of programme. The status of your eVAL can be checked at <https://educationmalaysia.gov.my/emgs/application/searchForm/>.
- Upon approved of your eVAL from EMGS, you or your appointed agent will receive an email from Taylor's International Office which will contain important information, and will serve as your guideline upon your arrival. Please do not book your flight to Malaysia prior to receiving your eVAL.
- You must hold a valid **STUDENT PASS** issued by the Immigration Department of Malaysia in order to commence your study in Malaysia.
- Please note that Taylor's will only provide the Visa Application services to students, and does not include the Dependent Pass application (and/or other type(s) of pass application) to students' family members.

B. Single Entry Visa (SEV)

If you are from a country requiring a Single Entry Visa (SEV), you will need to bring the eVAL, your passport and other required documents to the Malaysian Embassy/Consulate as indicated on the eVAL to obtain your SEV.

Your eVAL is usually valid for six (6) months from the date of issuance and hence you must arrive in Malaysia one (1) month prior to your eVAL expiry.

You may refer to *VISA WITH REFERENCE (VDR)* Section in <http://www.imi.gov.my/index.php/en/main-services/pass.html?id=288>, if your Nationality is listed below, you are required to get an SEV prior to entering Malaysia as a Taylor's student.

STUDENTS FROM THE FOLLOWING VISA REQUIRED NATIONAL MUST OBTAIN VISA WITH REFERENCE (VDR) FROM MALAYSIA REPRESENTATIVE OFFICE OVERSEA BEFORE ENTERING MALAYSIA. STUDENTS MUST ALSO PROVIDE VISA APPROVAL LETTER' (VAL) AT THE POINT OF ENTRY

Algeria	Iraq	Russia
Argentina	Ireland	Rwanda
Austria	Italy	Samoa
Bahrain	Japan	Saudi Arabia
Bangladesh	Jordan	Senegal
Belgium	Kazakhstan	Serbia Montenegro
Bosnia Herzegovina	Kosovo	South Africa
Brazil	Kuwait	South Korea
Cambodia	Lao PDR	Spain
Cameroon	Lebanon	Sri Lanka
Chile	Liechtenstein	St Marino
China	Malta	Sweden
Croatia	Mexico	Syria
Cuba	Morocco	Taiwan
Czech Republic	Mozambique	Thailand
Egypt	Myanmar	Turkey
Finland	Nepal	Turkmenistan
France	Netherland	Ukraine
Germany	Nigeria	United Arab Emirates
Ghana	North Korea	United Nations
Guinea Republic	Oman	United States
Hong Kong (C.I / D.I)	Pakistan	Uzbekistan
Hong Kong (SAR / BNO)	Philippines	Venezuela
Hungary	Poland	Viet Nam
India	Qatar	Western Samoa
Indonesia	Romania	Yemen
Iran		

Source: Immigration Department of Malaysia as at 5Sep2017

C. Visa Application Related FAQs for Existing International Students

Q1: How do I know if I need to apply for a new Student Pass / Visa?

- A:** If you are progressing from Intensive English Programme to the **same main programme** as stated in the LOO, you may use your existing Student Pass to continue your studies.
- A:** If you are progressing into a **new main programme** than the one stated in the LOO, you are then required to apply for a new Student Pass for the new programme.
- A:** If you are transferring **from one programme into another programme**, then you are required to apply for a new Student Pass for the new programme.

IMPORTANT NOTE: You are only allowed to change programme ONCE while you are studying in Taylor's.

Q2: Why do I have to apply for new Student Pass / Visa?

- A:** Students must hold the correct Student Pass that matches the programme applied for to study legally in Malaysia. Therefore it is mandatory for you to apply for a new Student Pass every time you change your programme. You are required to cancel your existing Student Pass and re-apply for a new Student Pass.

Q3: How do I cancel my existing Student Pass?

- A:** Submit the following documents to IO Consultancy Counter (IOCC) at Campus Central (Block A Level 2) for processing.
- Original Passport
 - 1 x photocopy of flight ticket/confirmed itinerary (in English version) back to home country (dated 5 weeks after passport submission date to IOCC)
 - Cancellation fee of RM53 (in cash)
 - Kindly ensure that your existing student pass has a minimum validity of 2 months, if it is less than 2 months, please inform IOCC immediately and seek advice.

IMPORTANT NOTE: Only proceed for Cancellation process AFTER you've gotten approval to change programme (progressing into a **new programme** OR transferring **from one programme into another programme**)

Q4: When should I submit the above documents (in Q3) to IO Consultancy Counter (IOCC) for cancellation?

- A:** 5 weeks prior to your flight ticket date. However, if your existing Student Pass only has a validity of **2 months** at the point of registration, please inform IOCC immediately and seek advice.

Q5: Can I remain in Malaysia while waiting for my new Student Pass / Visa to be approved?

- A:** Yes, if you meet the following condition AND your existing student pass has a validity of at least 2 months:
- If your immediate family is currently residing in Malaysia by holding other valid visas or passes.

IMPORTANT NOTE: Refer to Q6 and Q7 below ONLY if you meet the above condition in Q5 and would like to remain in Malaysia. If you do not meet the above condition, please skip Q6 and Q7 below.

Q6: What is the Student Pass application procedure if I'm to remain in Malaysia during this process?

A: You must cancel your existing Student Pass and IO will assist to apply for a Special Pass (SP) to allow you to legally remain in Malaysia. Please check with IO Consultancy Counter (IOCC) for the SP application procedure. The total fees to be paid amounts to RM412 [i.e. RM359 for 2 SPs + RM53 for Cancellation (as per Q3 above)].

IMPORTANT NOTE: Approval for Special Pass (SP) is strictly up to the discretion of **Immigration of Malaysia**.

Q7: What happens if my new Visa is not approved before my last SP expires?

A: You will have to return to your home country before your SP expires and wait for the new visa application to be approved, as well as a confirmation email to be sent by IO once your eVAL is available for download from "EMGS's STARS System". If you are unable to enter Malaysia by Week 2 of the intake date, you will have to defer to the next available intake.

Q8: How do I apply for a new Student Pass?

A: By submitting the documents listed in the Application Checklist to IO Consultancy Counter (IOCC) by the stipulated deadline (Refer to Q9 below) to apply for a new eVAL for the new programme applied for.

Q9: What is the deadline for submission of the eVAL application documents?

- A:**
- i) **Direct/New Application:** 2 months before intake commencement date.
 - ii) **If you are holding a valid Student Pass:** 6 weeks before intake commencement date.

Q10: How long does it take to process my new eVAL?

A: Once IO received the complete set of application documents submitted by you, IO will process and liaise with Education Malaysia Global Services (EMGS) on your eVAL application. The entire eVAL Application takes around 8 to 10 working weeks.

You may check your eVAL Application Status from time to time through EMGS's Website: <https://educationmalaysia.gov.my/index.php/emgs/application/searchForm/>. If any additional document(s) is required by EMGS during the eVAL Application process, EMGS will notify Taylor's, and Taylor's will contact you via email to submit the additional documents. EMGS will then submit your Application to Immigration Department of Malaysia for their final Approval once they finished processing your documents.

Alternatively, you may download "**EMGS Mobile App**" and check the eVAL Application Status through your smart phone.

Q11: While waiting for the eVAL in my home country, can I visit Malaysia as a tourist?

A: It is not advisable for you to visit Malaysia using Social Visit / Tourist Pass as it will cause unnecessary delay to your eVAL process. Your eVAL Application will be put on hold once you are being tracked by Immigration, the process will only resume after you leave Malaysia and after your exit stamp is provided to EMGS via IO.

Q12: How will the eVAL be given to me?

A: Once your eVAL is approved by Immigration and ready for download, you will receive an email from IO, providing with guideline and instruction for you to download or you may opt to collect the original copy at IO Consultancy Counter (IOCC) if you are able to remain in Malaysia (refer Q5 above).

Q13: What should I do after I have my eVAL in hand (if I'm not in Malaysia)?

A: Before travelling to Malaysia and reporting to Taylor's, you have to check if you are from one of the Countries that requires a Single Entry Visa (SEV) to enter Malaysia.

- If **yes**, you will need to go to the Malaysian Embassy / Consulate / High Commission in your home country that is indicated on the eVAL (the same location that you have chosen earlier in the Change of Visa Form) to apply for an SEV after receiving the eVAL.
- If **no**, you may enter Malaysia by bringing with you the original eVAL and your Letter of Offer from Taylor's.

Q14: What is a Single Entry Visa (SEV)?

A: It is a Visa required by students to enter Malaysia, that is only applicable to students from visa required countries (refer to the VISA WITH REFERENCE (VDR) Section in <http://www.imi.gov.my/index.php/en/main-services/pass.html?id=288>).

- To apply SEV, students are required to submit the Letter of Offer, Payment, eVAL, and Passport to the stipulated Malaysian Embassy / Consulate / High Commission. Regarding the SEV application fee and the processing time to obtain the SEV Endorsement, students may consult the individual Malaysian Embassy / Consulate / High Commission, accordingly.

Q15: When should I enter Malaysia?

A: Your eVAL is valid for 6 months therefore you need to report to Taylor's at least 1 month before the expiry of the eVAL to enable the Student Pass endorsement process. Failing to do so, you will have to reapply another eVAL to the next available intake. Remember the following:

- If you are from a country **not requiring SEV**: latest to enter 1 month before your eVAL expires.
- If you are from a country **requiring SEV**: SEV is valid for 30 days, students must perform the journey to Malaysia before the eVAL and the SEV expires.

IMPORTANT NOTE: eVAL that has been used to apply for the SEV will become obsolete, so if you do not perform the journey with the SEV applied, you will have to reapply for another eVAL (you cannot use the same eVAL to reapply SEV for the 2nd time).

Q16: What if I'm using my Taylor's Foundation / Diploma forecast result to apply for a Bachelor Degree Programme but my Actual Result does not meet the Entry Requirement. What do I need to do?

A: **Scenario 1: Failed and need to re-sit for 1 Module(s)**

You may come in with Tourist Pass, take the exam and exit Malaysia thereafter. If you passed the exam, you may continue to progress into the Bachelor Programme, once the eVAL is approved and released by EMGS. You may then come in with eVAL and SEV in hand (refer to Q13-15 above).

A: **Scenario 2: Failed and need to repeat the Semester**

The eVAL Application for the Bachelor Programme that is currently in progress will be forfeited and cancelled, and you will have to reapply a new eVAL for the previous Foundation / Diploma Programme. You will need to resubmit payment and documents to restart the entire eVAL process. It is against the law to allow you to use a Bachelor Programme's Student Pass to commence classes for a Foundation / Diploma Programme. Thus, you can only commence classes for the Foundation / Diploma Programme after the eVAL for the Foundation / Diploma Programme is approved and released. If your Forecast Result is at the borderline of entry to the Bachelor Programme, it is advisable that you wait for the Actual Result before

applying for the Bachelor Programme to avoid a further delay in both your Foundation / Diploma & Bachelor programme commencement.

Q17: I've decided to change to another programme again while my eVAL application is still in progress, can I request to amend the eVAL application to the new programme so that I do not have to pay the eVAL application fees again?

A: No, the Visa Application Fees has been utilized for the eVAL Application for the initial programme, and EMGS fees made is not refundable / transferable. You will need to resubmit payment and documents to restart the entire eVAL process.

IMPORTANT NOTE: You are only allowed to change programme ONCE while you are studying in Taylor's.

Q18: If I still have other queries, who should I contact?

A: If it's about your enrolment of progression programme, please write to progression@taylors.edu.my

A: If it's about your eVAL application, please write to internationaloffice@taylors.edu.my

A. Plan for Your Accommodation



TAYLOR'S
HOSTEL MANAGEMENT

50% OF COLLEGE STUDENTS DROP OUT DUE TO ISOLATION, TIME MANAGEMENT AND STUDYING DIFFICULTIES.

Source: University Herald, *Loneliness, Isolation and Alcohol
Leading Causes for College Dropouts*, 2013.

WHERE YOU CHOOSE TO STAY IS IMPORTANT TO **ENSURE YOUR SUCCESS** IN COLLEGE AND UNIVERSITY

What are the consequences of choosing the
wrong accommodation?



Loneliness and Isolation

It's normal to feel homesick; that's why choosing the right accommodation that provides you with emotional well-being support system is important. Sharing your problems with others will help you integrate and adapt into the new learning environment easier.



Dropout Due to Study Difficulties

Coping with new learning and living environment can be challenging. Be sure to choose an accommodation that provides you with conducive learning spaces and additional academic support.



Difficulty Getting to Campus

The further you stay from campus, the more rigid your student lifestyle becomes. Long distances not only contributes to longer shuttle time to classes, it also limits your freedom to fully utilize campus facilities, and access to lecturers and peers.



Reasons why students regretted their accommodation choices:

- No welfare support
- Cannot adapt to new environment
- Unsafe environment
- Lack of support in studies
- No opportunity to develop valuable life skills

DISCOVER THE BEST STUDENT LIVING EXPERIENCE

We recognise that hostel life is a critical part of the total college and university experience. That's why we provide more than just a place to live. Our accommodations offer students quality living spaces where they can focus on learning within safe and conducive environments.

We are also committed to delivering a holistic living experience via our **Residents Welfare Support** programmes that compliment the personal development and learning of all our residents. This includes:



EMOTIONAL WELLBEING

Positive mental health plays a vital role in your academic and personal development. We offer a series of exclusive and empowering programmes that help you:

- Integrate and adapt well into your new living and learning environment
- Manage and conquer anxiety and stress
- Learn self-management and build self-confidence



SOCIAL WELLBEING

Positive social wellness involves building healthy and nurturing relationships as well as fostering genuine connections with your peers, who can offer support during times of need.

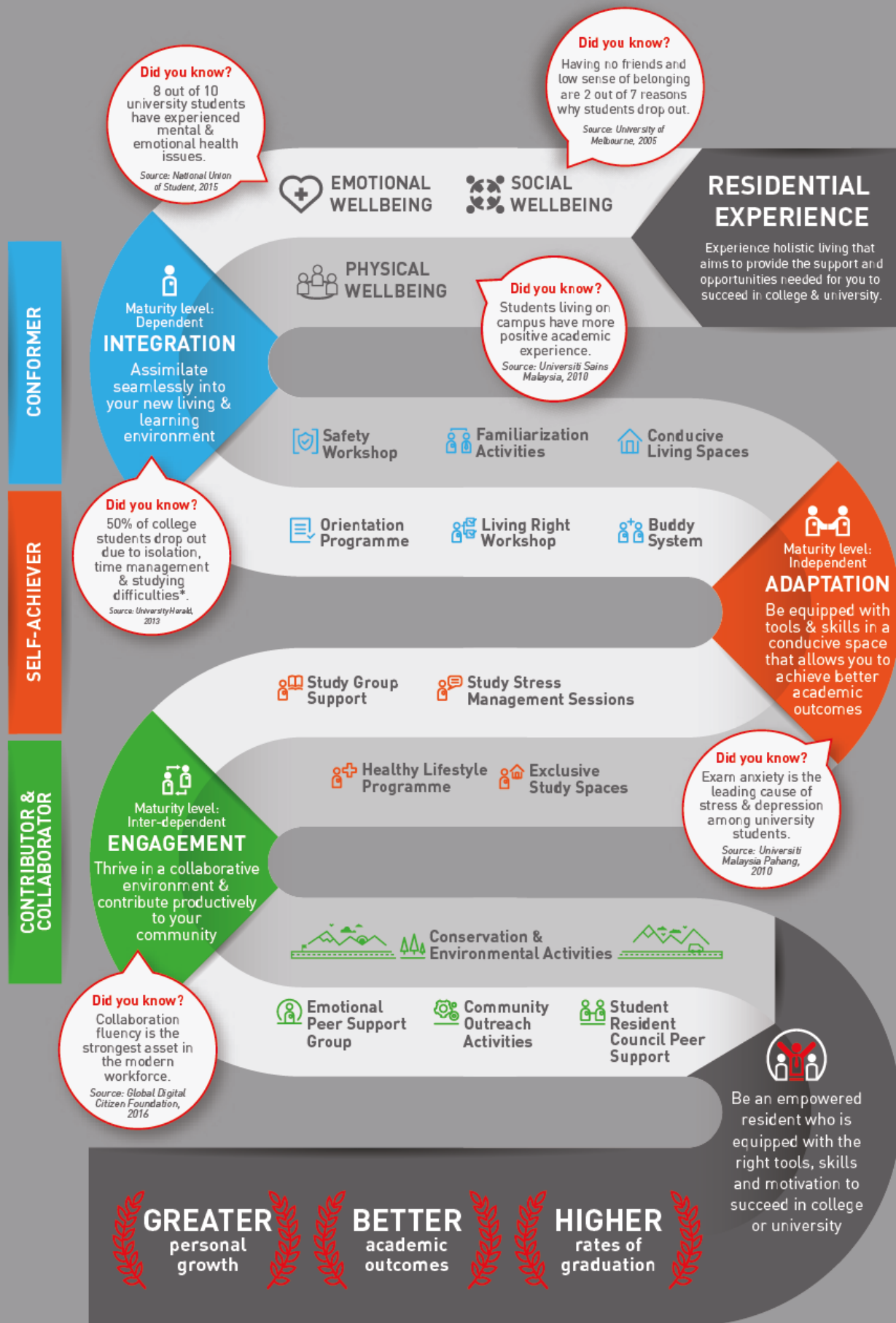
- Develop a sense of belonging and social inclusion
- Work together as a community to take ownership of their new living environment
- Live in harmony by learning respect and appreciation towards the customs and cultures of others



PHYSICAL WELLBEING

Positive Physical Wellbeing helps you adapt seamlessly into the new living and learning environment. We are committed to supporting you with the best living experience by providing:

- Conducive living and learning spaces
- Safe and high-security environment
- 24 hours support via our live-in housemasters
- Residence activities and workshops to ensure safe and healthy living





FACILITIES & SERVICES

- **Common Kitchen with outdoor dining area**
- **Kitchenette in selected U Residence apartments**
- **Housekeeping services**
- **In-house maintenance**
- **Live-in housemasters**
- **Multi-level security**
 - Access card system
 - 24-hour security
 - 24-hour surveillance
- **Online resident portal**
For maintenance requests, tenancy, etc.
- **Prepaid air conditioning**
(complimentary hours provided)
- **U Lounge**
A comfortable area for residents to relax &, with private rooms for music and games
- **Wi-Fi access**
(regulated for educational learning)

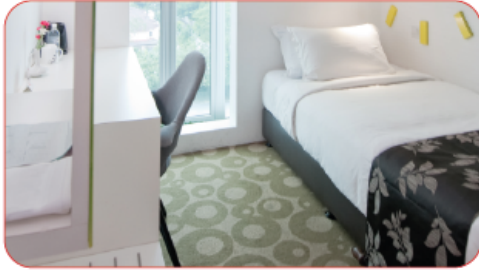




UNIT & ROOM TYPES

Choose from a variety of units to suit any need and budget. You'll be able to enjoy a fully-functional space in a ready-made home.

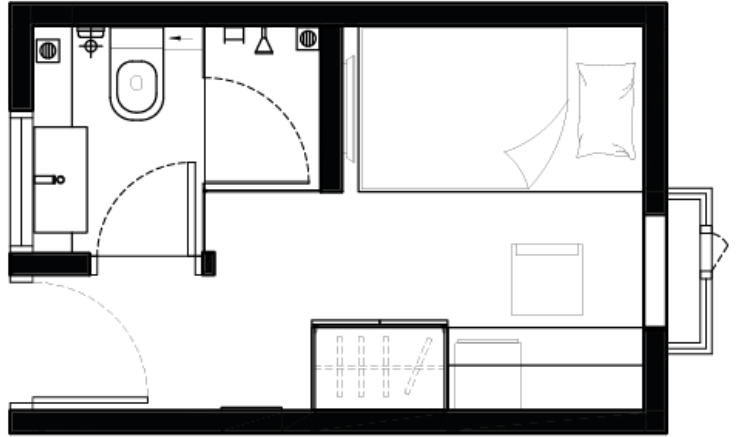
Ruemz (En-suite Type)



Standard Single

Room Size : 122 sqft

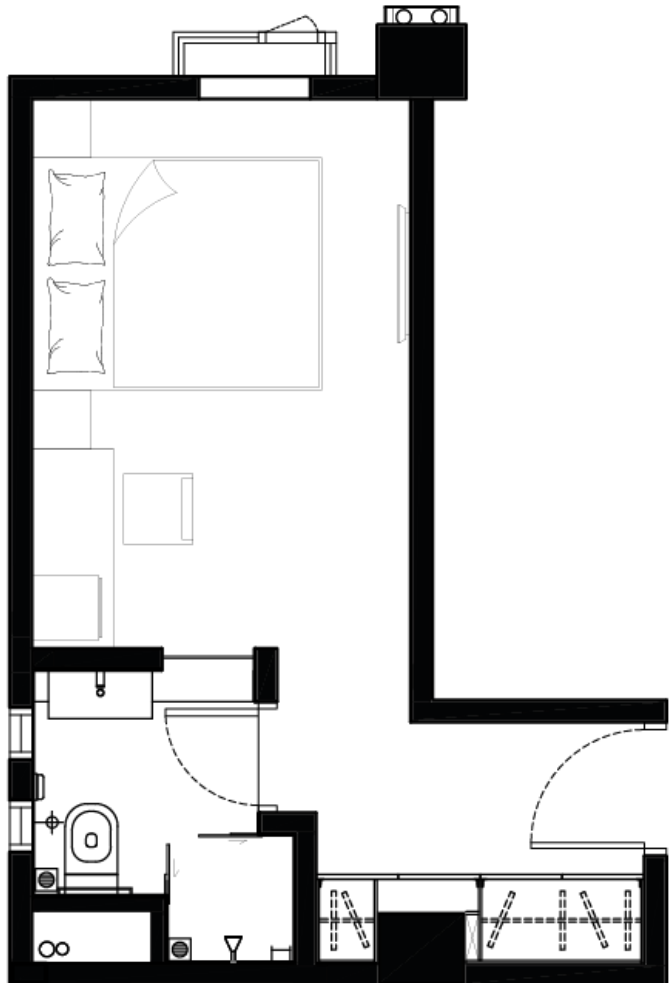
Bed Size : 3¹/₂ ft x 6.3 ft



Standard Double

Room Size : 173 sqft

Bed Size : 5 ft x 6.3 ft



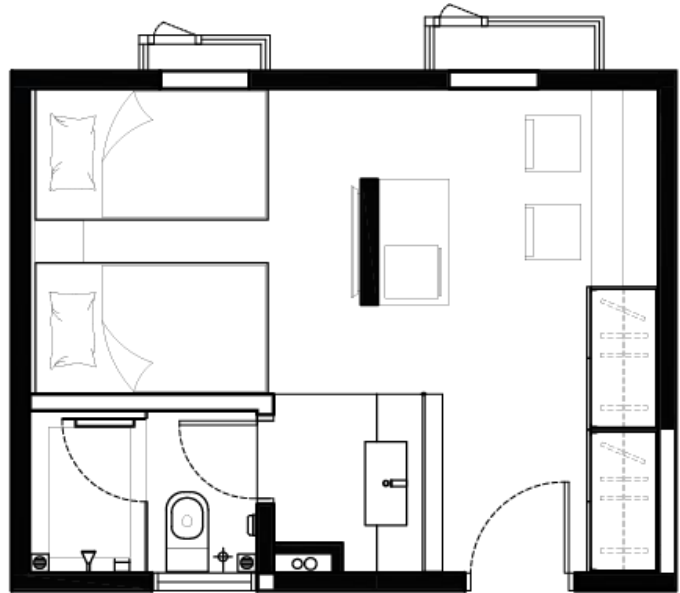
NOTE: Pillows, duvet, bed sheets, towels, toilet linens, and toiletries are NOT PROVIDED. Residents are required to bring their own.



Standard Twin

Room Size : 244 sqft

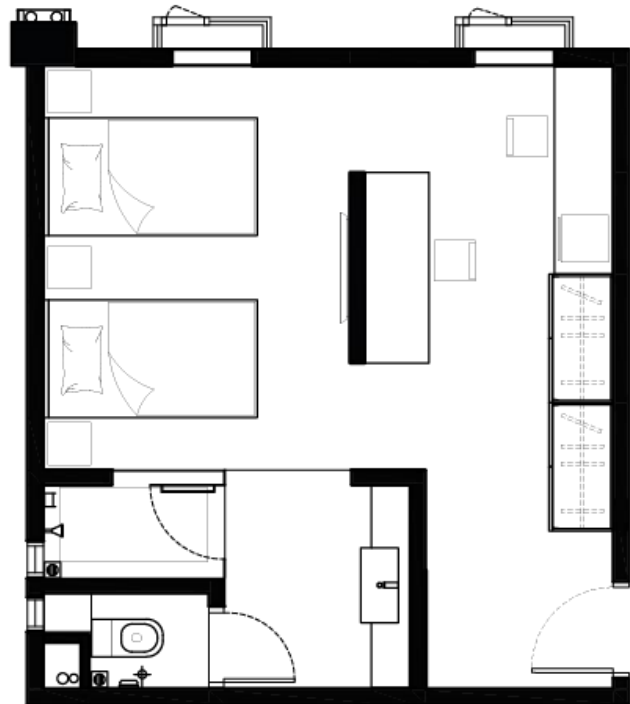
Bed Size : 3ft x 6.3 ft



Superior Twin

Room Size : 347 sqft

Bed Size : 3 1/2 ft x 6.3 ft



Deluxe Twin

Room Size : 320 sqft

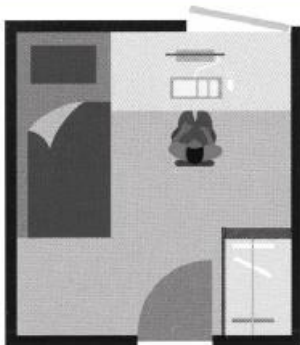
Bed Size : 3ft x 6.3 ft



NOTE: Pillows, duvet, bed sheets, towels, toilet linens, and toiletries are NOT PROVIDED. Residents are required to bring their own.

I UNIT & ROOM TYPES (cont.)

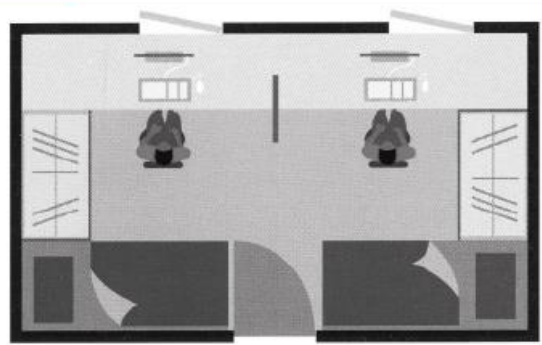
U Residence (Apartment Type)



Standard Single

Room Size : 82 sqft

Bed Size : 3 ft x 6.3 ft

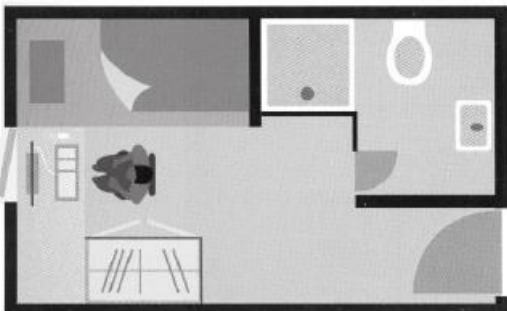


Standard Twin

Room Size : 151 sqft

Bed Size : 3 ft x 6.3 ft

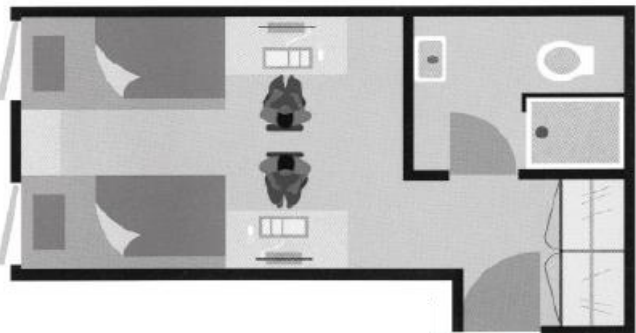
U Residence (En-suite Type)



En-suite Single

Room Size : 122 sqft

Bed Size : 3 ft x 6.3 ft



En-suite Twin

Room Size : 185 sqft

Bed Size : 3 ft x 6.3 ft

NOTE: Pillows, duvet, bed sheets, towels, toilet linens, and toiletries are NOT PROVIDED. Residents are required to bring their own.

No. of Pax Per Room	Room Type	Room Size (sqft)	Bed Size (ft x ft)	Monthly Rental (RM)	Deposit (RM)
U Residence					
1	En-Suite Single	122	3 ^{1/2} x 6.3	1,450	2,500
2	En-Suite Twin	185	3 ^{1/2} x 6.3	980	2,500
1	Standard Single	82	3 ^{1/2} x 6.3	1,150	2,500
2	Standard Twin	151	3 ^{1/2} x 6.3	890	2,500
1	Standard Single (with kitchenette)	82	3 ^{1/2} x 6.3	1,250	2,500
2	Standard Twin (with kitchenette)	151	3 ^{1/2} x 6.3	990	2,500

Above rental rates subject to change. Kindly confirm with THM office.

No. of Pax Per Room	Room Type	Room Size (sqft)	Bed Size (ft x ft)	Monthly Rental (RM)	Deposit (RM)
Ruemz					
2	Standard Twin	244	3 x 6.3	1,150	2,500
2	Superior Twin	347	3 ^{1/2} x 6.3	1,250	2,500
2	Deluxe Twin	320	3 x 6.3	1,350	2,500
1	Standard Single	122	3 ^{1/2} x 6.3	1,680	2,500
1	Standard Double	173	5 x 6.3	2,000	2,500

Above rental rates subject to change. Kindly confirm with THM office.

CHOOSE THE
RIGHT ACCOMMODATION
TODAY.



+603-5631 3400

Taylor's Hostel Management Sdn. Bhd. [267040-A]

Level 1, The Boardwalk, No. 2, Jalan Taylor's, 47500 Subang Jaya, Selangor, Malaysia

+603 5631 3400 +603 5631 3457 taylorshostel@taylors.edu.my taylorshostel.taylors.edu.my

B. Personal Data Protection Act 2010: Notice and Choice Principle Statement

Personal Data Protection Act 2010

Taylor's is committed to comply with the recently enacted Personal Data Protection Act (PDPA) 2010 in protecting its students' personal information that has been processed by Taylor's. We hope this section gives you as a student, a good understanding on how we handle your personal data that we collect and how you can control the disclosure of such data.

The information on the enforcement of PDPA 2010 which is provided below is in relation to the nature and type of data processed; how your data is collected and used; to whom your data can be disclosed; and your right to access and correct your personal information.

What Personal Data We Process?

Taylor's needs to process (that is, collect, use, store and ultimately destroy) your personal data for various academic, educational and administrative purposes. Generally, your personal data that we collect and process, includes but not restricted to:

Name, Identification number (NRIC), Passport number, Address, Contact numbers, Gender, Date of birth, Previous qualification, Personal email address, Photo and images, Marital status, Emergencies contact person(s) details, Family / guardian information.

Sensitive Personal Data

Some of the personal data that we process may include what is defined as 'sensitive personal data' under the Act and these include, but not restricted to:

Race, Religion, Health, Records of misconduct and disciplinary action, Records of criminal offence

This sensitive information shall be treated carefully by Taylor's and will only be used for specific purposes. It will not be released to a third party without your explicit consent unless it is necessary to protect your interests.

Provision of Information

The provision of all information requested for in the relevant forms of Taylor's is mandatory, unless specified otherwise. This is to enable us to process your application and / or request for our services.

Should you fail to provide the said information, Taylor's will be unable to process your request and / or provide you with the relevant services.

How do We Use Your Data?

The purpose for which personal data is collected and further processed includes, but not restricted to the following:

- To process application for admission
- To maintain students' personal details, academic and non-academic records
- To facilitate the internships, placement or industrial training as well as co-curricular related activities
- To provide the relevant administrative support, counselling and financial aids services
- To manage the use of facilities such as library, hostel, laboratories and so on
- To administer the graduation and alumni related events
- To administer the tuition fee and other payment
- To communicate with students on any important announcements including matters relating to career services, postgraduate studies and alumni
- To collect and relay information for relevant local or international statutory authorities or examination boards
- To contact student's next of kin in case of emergency
- To comply with any regulatory, audit or security related requirements

How is Your Data Collected?

Most, if not all, of your personal data was obtained from you directly, either from the following sources or from any other information you provided and this may include:

- Enquiry Form
- Various type of Application and / or Registration Forms
- All other School and / or Support Services related Request Forms
- Previous qualification related documents and / or certificates

In some instances, your personal data may have been obtained from external sources including, but not restricted to the following:

- Third parties such as previous educational institutions, law enforcement agencies and other government entities
- Third party service providers and any other future third parties in relation or incidental to the above
- Personal data which are available in the public domain
- Personal data which may be collected from cookies through the use of Taylor's website

Disclosure of Your Personal Data

Taylor's will keep your personal data confidential unless you have given the written consent to such disclosure or it is within the ambit of permitted disclosures under prevailing laws / guidelines, Taylor's may disclose your information to the categories of third parties as listed below (not restricted to):

- The Ministry of Higher Education, other relevant government departments / agencies, statutory authorities and industry regulators
- Malaysian Immigration Department and its appointed agencies
- Foreign embassies and their appointed agencies
- The police and other enforcement agencies where and when required
- Your sponsors including your parents / guardians
- Third parties that provide the internships or attachment placements
- Professional or accreditation bodies
- Taylor's external counterparts providing dual degrees, articulation or progression of study
- Third parties appointed by Taylor's to provide services to Taylor's such as auditors, lawyers, contractors, printing companies, travel agencies, training organiser and insurance companies
- Other institutions or companies within Taylor's Education Group

Your Right to Access and Correct Personal Information

You have the right to access and correct your personal information held by Taylor's under the Act. Taylor's always endeavours to upkeep the changes on your personal information in our student database system and hence you are encouraged to notify Campus Central of the changes in a timely manner.

You may do the following by completing the "**Student Profile Update**" online form via Campus Central Portal to update your personal data.

Any request to exercise your rights shall be administered as per the Act. Please be informed that pursuant to the Act, your request may be rejected in certain circumstances.

Should you have any queries pertaining to the above, please refer to Campus Central, Block A, Level 2 for appropriate advice and assistance.