

2016

PROGRAM GUIDE

AMERICAN DEGREE TRANSFER PROGRAM

SCHOOL OF LIBERAL ARTS AND SCIENCES

TAYLOR'S AMERICAN DEGREE TRANSFER PROGRAM

PROGRAM GUIDE 2016

This Program Guide has been prepared to provide information to ADP students about policies and guidelines in ADP. We suggest that you read this guide carefully so that you become familiar with the ADP practices. If there are issues, which are not dealt with in this guide, do not hesitate to contact any of the Taylor's ADP staff.

DISCLAIMER

This publication contains information which is current as of January 01, 2016. Changes in circumstances after this date may impact upon the accuracy or currency of the information. The University takes all due care to ensure that the information contained here is accurate, but reserves the right to vary any information described in this publication without notice.

TABLE OF CONTENTS

1. INTRODUCTION	
1.1. Dean’s Welcome	6
1.2. The Charter and Goals of Taylor’s	7
1.3. ADP Program Overview	8-9
1.4. Component Of An American Degree	9-10
1.5. Academic Calendar	11-12
2. ACADEMIC MATTERS	
2.1. Official Announcements	13
2.2. Academic Departments	13
2.3. Study Plans	13
2.4. Schedule of Module Offerings	13
2.5. Academic Assessment	14
2.5.1. Module Assessment	14
2.5.2. Evaluation of Cumulative Grade Point Average (CGPA)	14-15
2.5.3. Academic Transcript	15-17
2.6. Misconduct	18
2.6.1. Academic Dishonesty & Plagiarism	18
2.6.2. Academic and General Misconduct	18
2.7. Examination-Related Policies and Procedures	18
2.8. Academic Standing	18
2.8.1. School Board of Examiners (Module)	18
2.8.2. School Board of Examiners (Award)	19
2.8.3. Dean’s List	19
2.8.4. Academic Progression for Poor Performing Students	19-20
2.8.5. Conditional Admission	20
2.9. Completion of Program	20-21
2.10. Certificate Presentation and Celebration Ceremony	21-22
3. COMPULSORY MODULES FOR ALL PROGRAMS IN TAYLOR’S UNIVERSITY	
3.1. Mata Pelajaran Umum (MPU)	23
4. ACADEMIC SUPPORT	
4.1. Supports From Lecturers	24
4.1.1. Academic Advising	24
4.1.2. Lecturers Office Hours	24
4.2. Module Registration	24
4.2.1. Rules and Guidelines for Module Registration	24-25
4.2.2. Pre-Registration	25-26
4.2.3. Add and Drop	27-28
4.3. Repeat Modules Policy	29
4.4. Attendance Policy	29-30
4.5. Change of Major	30
4.6. Peer Assisted Study Sessions (PASS)	31

4.6.1.	PASS Session Offerings	31
4.6.2.	Who should attend?	31
4.6.3.	Roles and Responsibilities	31-32
5.	ADMINISTRATIVE MATTERS	
5.1.	Academic Records	33
5.1.1.	Submitting Required Documentation	33
5.1.2.	Updating Personal, Contact and Correspondence Details	33
5.2.	Semester Grade Result	33
5.3.	Withdrawal	33
5.3.1.	Withdrawal from Module	33-34
5.3.2.	Withdrawal from Program	34-35
5.4.	Missing Classes	35-36
5.5.	Student ID Card	36-37
5.6.	Deferment of Semester	37
5.7.	Reinstatement	37-38
5.8.	Students Mobility	38
5.9.	Request for Documents	39
5.9.1.	Module Syllabi	39
5.9.2.	Official Result Transcripts	39-40
5.9.3.	Verification of Study Letter	40
6.	STUDENT AFFAIRS AND SERVICES	
6.1.	University Placement and Application	41-44
6.2.	Taylor's ADP Clubs and Societies	45-46
6.3.	Work Study	47
6.4.	Internships Opportunities	47
6.5.	Housing and Transportation	47
7.	FEE POLICY	
7.1.	Type of Fees Charge to Students	48-49
7.2.	Payment	49
7.2.1.	New Student	49-50
7.2.2.	Returning Student	50
7.3.	Fees Payment by Instalment	50
7.4.	Transfer of Program (Within / Inter Institution)	51-52
7.5.	Deferment	52
7.5.1.	Deferment to the New Intake for New Student	52-53
7.5.2.	Deferment of semester / term for Returning Students	53-54
7.6.	Fee Refund	54
7.6.1.	Refund due to withdrawal of students on their own accord without Dean's intervention	55
7.6.2.	Refund due to withdrawal of student as enforced by the Dean / Principal (due to academic reason)	55
7.6.3.	National Service – limited to Malaysian only	56

7.6.4. Non-fulfilment of entry requirements upon official announcement of examination results during the semester	56
8. ACADEMIC FACILITIES	
8.1. Library	57
8.2. ICT (Information and Communication Technology)	57
8.2.1. Computer Labs	57
8.3. Science Laboratories	58
8.3.1 General Lab Rules	58
8.4. Student Lockers	59
9. FEEDBACK AND ISSUE RESOLUTION	
9.1. Opportunities for Feedback	60
9.2. Points of Contacts to Address Issues	60-61
10. ALUMNI RELATIONS	
10.1. Taylor's ADP Alumni Relations	62
11. ACADEMIC GOVERNANCE	
11.1. Governance Structure	63
APPENDICES	
Appendix I – Contact Information	64
ADP Administrative Staff	64
ADP Academic Staff	65-66
General Contact Details	67
Appendix II – General Study Plans	68-69
Appendix III – 2+2 Year Study Plan and 1+4 Year Study Plan	70-73
Appendix IV – Schedule of Module Offerings	74
Appendix V – Science Lab Safety Rules and Regulations	75-77

Glossary of Terms

- Foundation Certificate** : An award granted on successful completion of a foundation programme, which normally requires 50 credit hours over a period of two semesters of full-time study.
- Bachelor Degree** : An award granted on successful completion of an approved undergraduate academic degree, which normally requires a minimum of 120 credit hours over a period of three years or three-and-a-half years of full-time study after a pre-university qualification.
- Semesters** : Foundation: An academic year is divided into two semesters, each consisting normally of 22 weeks of academic period. This includes 18 teaching weeks, 1 week of mid-semester break, 1 study week, 2 weeks of examinations.
Degree: An academic year is divided into two semesters, each consisting normally of 18 weeks of academic period. This includes 14 teaching weeks, 1 week of mid-semester break, 1 study week, 2 weeks of examinations.
- Credit Hours** : All Modules within the semesters are allocated credit hours as per the Malaysian Qualifications Agency (MQA) guidelines. Credit hours are a measure of the notional amount of study required for a particular module. Credit hours, accumulated as the student progresses through their programme of study, are earned when a student passes a module.
- Assessment** : A generic term for a set of processes that measure a student's achievement of the intended learning outcomes in terms of knowledge acquired, understanding developed, skills gained and attributes demonstrated. These assessments may include written, aural and oral examinations, essays, class tests, portfolio, dissertations and practical activities.
- Prerequisite Module** : Refers to a module, which a student must take and pass, or be credited with, before proceeding to another specified module.
- Co-requisite Module** : Refers to a module, which a student must enrol in at the same time as, or in some cases prior to, enrolling in the desired module.
- Grade Point Average (GPA)** : GPA is calculated for every semester. It is the ratio of the summation of the product of credit hours and grade points of all the modules in a particular semester to the total number of credit hours in the semester.
- Cumulative Grade Point Average (CGPA)** : The CGPA gives an overview of a student's performance over the period of their studies. It is the ratio of the summation of the product of credit hours and grade points of all the modules from the first to the current semester to the total number of credit hours accumulated thus far.
- Class of award** : A means of distinguishing differences in achievement by individual students of the intended learning outcomes for the degree programme. The final CGPA, after completion of the total number of credit hours required to graduate from a particular programme, determines the class of degree to be awarded to a student.

1. INTRODUCTION

1.1 DEAN'S WELCOME



Welcome to Taylor's ADP! I am pleased that you are joining us to embark on the first phase of your university studies.

This is an exciting time to become a part of ADP in Taylor's University. The university has made the study environment a top priority with its move to Lakeside campus, and you will most certainly experience the benefits of that focus. ADP as a transfer program is providing you with opportunities to successfully transfer to reputable universities in the U.S. and other countries.

Because ADP has established itself as the premier transfer program in Malaysia, we are attracting bright and talented students. Many ADP students before you have transferred to universities that are listed in the top 50 universities in the world. ADP prides itself for its sound preparation as our graduated students pursued their studies successfully while being in a challenging academic environment and adjusting to a new life style.

Many of our lecturers and staff have been in ADP for many years. They have the background and experience to guide you to transfer to your university of choice. Be prepared to join this vibrant academic community, poised to challenge you academically and intellectually, while providing the support and resources to aid in your successful transfer.

This guide will familiarize you with the ins and outs of studying in an American style university environment. Again, welcome to Taylor's ADP. We look forward to supporting you throughout your studies in ADP.

Andy Nazarechuk, Ph.D.
Dean of Taylor's American Degree Transfer Program

1.2 THE CHARTER AND GOALS

The charter aim of Taylor's ADP is to unite students and faculty in common goals which direct the program towards a culture of professionalism, empowerment and educational excellence.



- Creating an environment of discovery, nourishment and excellence through holistic education
- Fostering the spirit of cooperation, interactive learning and sharing
- Respect for fairness, equality and diversity



To inculcate the necessary qualities, abilities and knowledge in order to start ahead and stay ahead in the working world according to Taylor's Graduate Capabilities

- Discipline – specific knowledge
- Cognitive capabilities – foundations and skills for lifelong learning and problem solving
- Soft skills – communication, inter and intrapersonal skills, cosmopolitan thinking and intercultural competence and being technology savvy



- To prepare students for admission into top universities in the U.S and elsewhere
- To prepare students for life and career in the fast evolving and demanding world
- To guide students in realizing their value and contribution towards society

1.3 PROGRAM OVERVIEW

The American Degree Transfer Program (ADP) at Taylor's is a credit-transfer program that offers modules in the fields of business, actuarial science, engineering, computer science, mass communication, applied sciences, psychology, and liberal arts. A wide range of majors can be pursued in the above fields of study.

Students complete about half of the degree requirements at Taylor's ADP and the other half is completed at the university-of-choice in the U.S. About 40 modules in total are completed within the duration of their four years of studies, where 20 modules (60 credit hours) are completed at ADP (Malaysian students are also required to complete 9 credit hours of MQA compulsory modules at ADP) while the rest are completed in the U.S. Since the total duration to obtain a U.S. degree is four years, students spend about two years in Taylor's and another two years in the U.S., hence the "2+2" option.

Students can join the Taylor's ADP directly after high school. It is not required to do a pre-university or foundation program prior to enrollment; however, upon admission in Taylor's ADP, students must be focused on their studies from day one because they enter a university environment that prepares them for transfer to a university of their choice in the U.S. It is noted that while the majority of students transfer to U.S. universities, some students transfer to Canadian and Australian universities.

Another feature of the ADP program is that we have an attractive pathway for students who have the ambition to enroll in an Ivy League university. The majority of Ivy League universities do not accept transfer students. However, numerous ADP students transferred successfully to those Ivy League schools after spending one year in ADP after high school. We refer to that as the "1+4" option.

Tailored to the American learning style, ADP prepares students for a smooth transition to the flexible and holistic American education system. As such, students are required to take a wide range of modules (subjects) where they are continuously assessed throughout the semester. They are also expected to actively participate and share their opinions in discussions, assignments and presentations.

Famed for producing high-quality transfer students, students experience the following at Taylor's ADP:

- Mingle with the brightest students in the nation
- Be taught by experienced lecturers, fully dedicated to ADP
- Transfer modules to top-notch U.S. universities
- Opportunities to shine in extracurricular activities
- Strong support systems that ensure the best possible college experience

Quick Facts about the American Degree Transfer Program	
Duration	1-year (1+4 option; Ivy League and some other universities), or 2-year (2+2 option)
Intakes	January/ May /August
Entry Requirements (Business, Engineering and Liberal Arts)	i) Full Offer - Minimum 5 credits in SPM, O-levels or equivalent (including English or Mathematics) ii) Conditional Offer – Minimum 5 credits in SPM, O-Level or equivalent in any subjects.
Computer Sciences	i) Full Offer - Minimum 5 credits in SPM, O-levels or equivalent (including English and Mathematics)
Assessment Format	70% continuous assessment and 30% final examination for majority of modules

1.4 COMPONENT OF AN AMERICAN DEGREE

General Education:

An academic program that offers modules in the arts and sciences that provides students with a broad and holistic educational experience. Modules typically are introductory in nature and provide students with fundamental skills and knowledge in Mathematics, English, arts, humanities, and physical, biological, and social sciences. Completion of a general education program is required for a baccalaureate degree.

Core Requirements:

Core requirements also known as “core modules.” Core modules are the required modules within a degree or certificate and must be completed with a grade of "C" or better.

Electives:

Elective modules are modules that are in addition to the core requirements of a program. Students choose electives based on a list specified by their program or in specific approved areas of interest. Students should choose electives in consultation with their program advisor.

Major:

A major is a program of study offering both depth and breadth in a particular discipline or field of study. The requirements and the curriculum for a major are determined by the academic department offering the major.

Double Major:

Double majors or dual majors consist of two majors attached to a single degree. Students can complete the requirements for two majors at the same time and they can use the same General Education and Elective credits. Students can complete two degrees in an additional 6 months to 1 year.

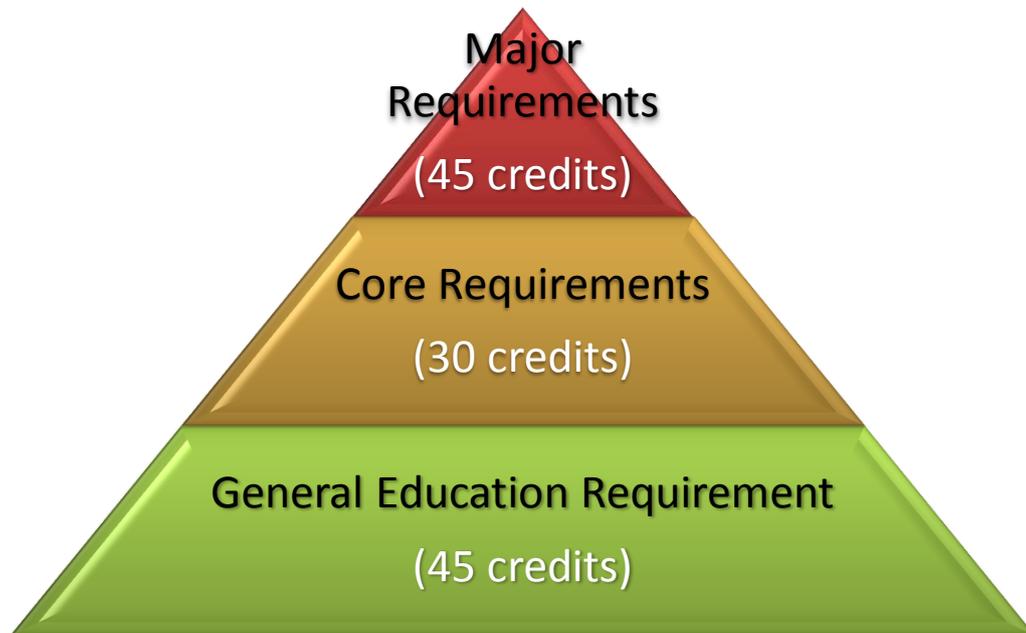
Double Major examples:

- Two **complementary** majors - strengthens skill for intended career.
- Business + Communication
- Psychology + Education
- Two **completely different** majors - for personal interest and accomplishment.

- Engineering + Theatre
- Politics + Dance

Minor: A minor is a program of study, with less depth than a major. It may be completed to complement, or as an addition to a major. Minors are not mandatory. The requirements and the curriculum for a minor are determined by the academic department offering the minor.

Credit Hours: Credit hours are strictly time-based references for measuring educational attainment used by American universities and colleges; a semester hour is one hour of class, recitation, or two or more hours of laboratory work, per week through one semester of approximately 14 weeks



1.5 ACADEMIC CALENDAR



AMERICAN DEGREE TRANSFER PROGRAM



ACADEMIC CALENDAR 2016-2017

(Approved by Senate Approval on July 13, 2015)

SPRING 2016 Semester (14 Weeks)				ADP
Week No	Date	Day	Academic Activities	
	January 20	Wednesday	TU Integrated Orientation	
	January 21	Thursday	Academics report back from semester break	
	January 21-22	Thursday and Friday	ADP Orientation (Program Specific)	
1	January 25	Monday	Thaipusam (PH)	
1	January 26	Tuesday	First day of classes for ADP First day Of Add/Drop	
1	January 29	Friday	Last day Of Add/Drop	
1	January 30	Saturday	ADP Parent Orientation	
2	February 05	Friday	Last day New Students report to School	
3	February 08-09	Monday - Tuesday	Chinese New Year (PH)	
	February 10	Wednesday	Chinese New Year Break	
7	March 11	Friday	Course Withdrawal Deadline with W Grade	
8-9	March 14-25	Monday-Friday	Summer 2016 Pre-Registration Weeks	
14	April 29	Friday	Last day of classes	
14-15	April 30 - May 07	Saturday-Saturday	Final Exam Week	
14	May 01	Sunday	Labor Day (PH)	
15	May 02	Monday	Replacement of Labor Day (PH)	
	May 08 - 22		Semester Break	
MPU/UCM/MPW January Semester (10 weeks)				CVE
Week No	Date	Day	Academic Activities	
1	January 25	Monday	First day of classes	
	February 08-12	Monday-Friday	Chinese New Year Break	
10	April 04	Friday	Last day of classes	
11	April 09-23	Saturday-Saturday	MPU/UCM Final Exam	
**Any changes to the MPU/UCM semester calendar, please refer to Citizenship Value Education Unit, SLAS at 03 56285104/5105				
SUMMER 2016 Semester (09 weeks)				ADP
Week No	Date	Day	Academic Activities	
	May 18	Wednesday	TU Integrated Orientation	
	May 19	Thursday	Academics report back from semester break	
	May 19-20	Thursday-Friday	ADP Orientation (Program Specific)	
1	May 23	Monday	First day of classes First Day Of Add/Drop	
1	May 27	Friday	Last Day Of Add/Drop	
	May 27	Friday	Last Day New Students Report to School	
	June 04	Saturday	ADP Parent's Meeting	
4	June 17	Friday	Course Withdrawal Deadline with W Grade	
5-6	June 20- July 1	Monday-Friday	Fall 2016 Pre-Registration Weeks	
5	June 22	Wednesday	Nuzul Quran (PH)	
8	July 06	Wednesday	Hari Raya Break	
	July 07-08	Thursday-Friday	Hari Raya (PH)	
9	July 22	Friday	Last day of Classes	
9-10	July 23-30	Saturday-Saturday	Final Exam Week	
10	July 30	Saturday	Summer 2016 Certificate Presentation and Celebration	
	July 31 - August 21		Semester Break	

Remarks:

- ** Min credit hours for International Students are 12 credits for long semester and 6 credits for short semester (exception is given for last semester student).
- ** If student would like to enroll for more than 18 credit hours, an approval from Dean/Deputy Dean is required.
- ** Withdraw Course with W Grade - from Week 2 to Week 7 (inclusive) for long semester or Week 2 to Week 4 (inclusive) for short semester.
- ** For early exam request, please check the procedures with Academic Services Department at the beginning of semester.
- ** Fees Deadline:
 - Due on the first day of semester commences.
 - Late payment penalty will be imposed starts from 3rd week.
 - Student will be terminated due to fees related if payment not being received by 5th week.

FALL 2016 (14 weeks)				ADP
Week No	Date	Day	Academic Activities	
1	August 17	Wednesday	TU Integrated Orientation	
	August 18	Thursday	Academics report back from semester break	
	August 18-19	Thursday and Friday	Orientation Days	
1	August 22	Monday	First day of classes First Day Of Add/Drop	
1	August 26	Friday	Last Day Of Add/Drop	
2	August 31	Wednesday	National Day (PH)	
2	September 02	Friday	Last Day New Students Report to School	
2	September 03	Saturday	ADP Parents Meeting	
4	September 13	Tuesday	Hari Raya Haji (PH)	
5	September 16	Friday	Malaysia Day (PH)	
7	October 03	Monday	Awal Muharram (PH)	
7	October 07	Friday	Course Withdrawal Deadline with W Grade	
8-9	October 10-21	Monday-Friday	Spring 2017 Pre-Registration Weeks	
11	October 30	Sunday	Deepavali (PH)	
	October 31	Monday	Replacement of Deepavali	
15	December 02	Friday	Last day of Classes	
15-16	December 03-10	Saturday-Saturday	Final Exam Week	
	December 10	Saturday	Fall 2016 Certificate Presentation and Celebration	
	December 11 - January 22		Semester Break	

MPU/UCM/MPW September Semester (10 weeks)				CVE
Week No	Date	Day	Academic Activities	
1	August 29	Monday	First day of classes	
	October 31 - November 04	Monday-Friday	Semester Break	
10	November 04	Friday	Last day of classes	
11	November 12-26	Saturday-Saturday	MPU/UCM Final Exam	

**Any changes to the MPU/UCM semester calendar, please refer to Citizenship Value Education Unit, SLAS at 03 56295104/5105

Remarks:

- ** Min credit hours for International Students are 12 credits for long semester and 6 credits for short semester (exception is given for last semester student).
- ** If student would like to enroll for more than 18 credit hours in long semester, an approval from Dean/Deputy Dean is required.
- ** Withdraw Course with W Grade - from Week 2 to Week 7 (inclusive) for long semester or Week 2 to Week 4 (inclusive) for short semester.
- ** For early exam request, please check the procedures with Academic Services Department at the beginning of semester.
- ** Fees Deadline:
 - Due on the first day of semester commences.
 - Late payment penalty will be imposed starts from 3rd week.
 - Student will be terminated due to fees related if payment not being received by 5th week.

Spring 2017		Spring 2018	
Jan 16-20	Orientation Days	Jan 22-26	Orientation Days
Jan 18	Academics report back from semester break	Jan 25	Academics report back from semester break
Jan 25	Semester Starts	Jan 29	Semester Starts
Feb 10	ADP Parents' Meeting	Feb 10	ADP Parents' Meeting
Apr 28	Semester Ends	Apr 04	Semester Ends
Apr 29-May 06	Final Exam Week	Apr 05-12	Final Exam Week
Summer 2017		Summer 2018	
May 15 & 19	Orientation Days	May 21-25	Orientation Days
May 18	Academics report back from semester break	May 24	Academics report back from semester break
May 22	Semester Starts	May 28	Semester Starts
June 04	ADP Parents' Meeting	June 09	ADP Parents' Meeting
Jul 21	Semester Ends	Jul 27	Semester Ends
Jul 22-27	Final Exam Week	Jul 28-Aug 04	Final Exam Week
Fall 2017		Fall 2018	
Aug 14 & 18	Orientation Days	Aug 20-24	Orientation Days
Aug 17	Academics report back from semester break	Aug 22	Academics report back from semester break
Aug 19	ADP Parents' Meeting	Aug 27	Semester Starts
Aug 21	Semester Starts	Sept 07	ADP Parents' Meeting
Nov 24	Semester Ends	Dec 07	Semester Ends
Nov 25-Dec 02	Final Exam Week	Dec 07-14	Final Exam Week

Approved by:

Anindita Desgupta

Dr. Anindita Desgupta
Deputy Dean

STUDENTS' COPY

* No class during Public Holiday (PH)

This calendar is correct at the time of printing and is subject to change without any prior notice

2. ACADEMIC MATTERS

2.1 OFFICIAL ANNOUNCEMENTS

Taylor's University and, more specifically, ADP's official announcements are made online through the Student Portal at portals.taylors.edu.my.

Information related to modules, extra-curricular activities, events, etc. are communicated through numerous other channels including bulletin boards in the ADP office and ADP classroom area, and other means as communicated by lecturers and ADP student leaders.

2.2 ACADEMIC DEPARTMENTS

The lecturers of ADP are members of one or more academic departments in ADP. The departments are:

- Business including Accounting, Economics
- Mathematics and Computer Science
- Language
- Liberal Arts including Mass Communication, Psychology, Sociology, History, Political Science, Theatre and Film, Literature, Music
- Natural Science and Engineering

Contact information of lecturers is provided in [Appendix I](#).

2.3 STUDY PLANS

First-year students must make some choices according to their major. General Study Plans and Module Selection Advisories are given in [Appendix II](#) act as guidelines for the proper selection of modules to ensure that the modules taken in ADP counts toward the degree when students transfer to their university of choice.

Second year students should make themselves familiar with General Education and major requirements for the shortlisted universities that they are intending to apply to.

Sample Study Plan for 2+2 program and 1+4 program is in [Appendix III](#).

2.4 SCHEDULE OF MODULE OFFERINGS

Most modules offered in ADP are offered every semester. However, some are offered only once or twice a year. The current schedules of module offerings until 2016 are given in [Appendix IV](#). Students should take into account when the modules are being offered when they select modules during their pre-registration.

2.5 ACADEMIC ASSESSMENT

2.5.1 Module Assessment

Continuous assessment through module work in the form of presentations, individual assignments, group projects, quizzes, practical work and participation form 70% of students' final grade for modules. The 30% component is a final examination which students must sit for and do well in order to pass a module.

Students should refer to their module outlines for specific information on policies and procedures relating to the module assessment, such as make-up assessment and re-submitting module work.

2.5.2 Evaluation of Cumulative Grade Point Average (CGPA)

Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) represent numerically a student's quality of performance.

All modules in ADP follow the grading scale below for the overall assessment of student performance.

Percentage	Grade	Points per Credit Hour	Percentage	Grade	Points per Credit Hour
97% - 100%	A+	4.00	70% - 73%	C	2.00
90% - 96%	A	4.00	67% - 69%	C-	1.70
87% - 89%	A-	3.70	64% - 66%	D+	1.30
84% - 86%	B+	3.30	60% - 63%	D	1.00
80% - 83%	B	3.00	55% - 59%	D-	0.70
77% - 79%	B-	2.70	0% - 54%	F	0.00
74% - 76%	C+	2.30			

Other Grades	Definition	Comment
W	Withdrawn	A notation given if withdrawn from a module before the withdrawal deadline, typically mid semester.
I	Incomplete	An interim notation given for a module where a student has not completed certain requirements for valid reasons. The I-Grade must be removed by completing the module within the first four weeks of the following semester.
P	Pass	A notation given for satisfactory completion.
NP	No Pass	A notation given for unsatisfactory completion.

Calculating GPA and CGPA

A student's GPA for a semester sums up how well a student has done during the entire semester. With reference to the sample transcript on the next page, a student's GPA for the Winter 2012 semester is calculated as follows:

GPA = Summation of (Credit Hours x Grade Points) for all modules graded in the semester ÷ Total (Hours Calculated) for all modules graded in the semester = 39.90 ÷ 13 = 3.07

A student's CGPA is the weighted mean value of all grade points earned through the modules enrolled in Taylor's ADP. With reference to the sample transcript on the next page, a student's CGPA after 4 semesters is calculated as follows:

CGPA = Summation of (Credit Hours x Grade Points) for all modules thus far ÷ Total (Hours Calculated) for all modules graded thus far = 131.10 ÷ 43 = 3.05

Important Notes:

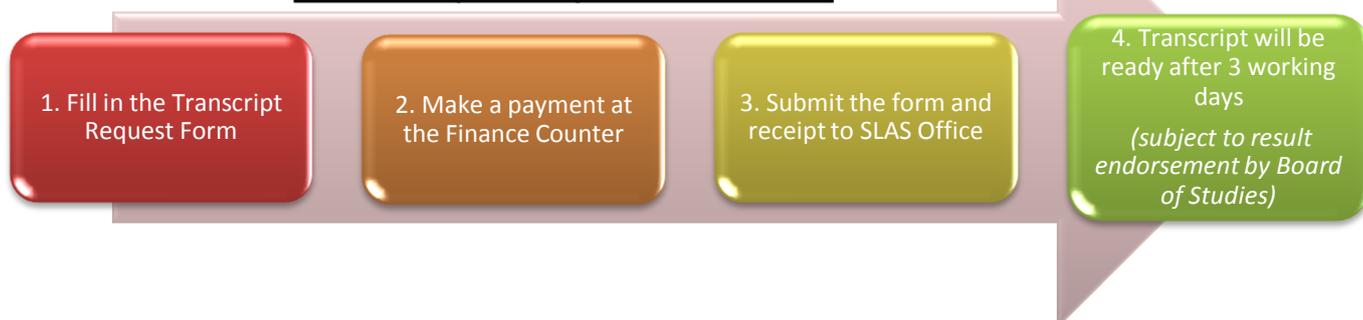
- Hours Calculated are used in the calculation of GPA and CGPA, and does not include MPW/MPU modules.
- If a student retakes a module in the following semester, only the latest sitting will count towards the CGPA while past sittings are excluded from the calculation.

2.5.3 Academic Transcript

Academic transcripts are very significant for students as they would have to provide their transcripts to university admissions officers when they are applying to transfer their module credits to U.S. universities. The transcripts not only show the grades obtained for modules they have taken, but also the credit hours that were completed, as well as the CGPA to date.

University admissions officers, especially those from prestigious universities, would first consider the CGPA and the credit hours completed when deciding whether to make an offer to students for transfer. Students would need a minimum CGPA of 2.00 to be eligible for credit transfer to U.S. universities.

Transcript Request Process



Sample Student's Transcript



TAYLOR'S UNIVERSITY

Wisdom • Integrity • Excellence

Full Name : PANG VIVIAN
Family Name : PANG
Student Number : 0322684
Programme : American Degree Transfer Program
Major : Computer Science
Intake : January 2015
Date of Issue : 07 January 2016

OFFICIAL ACADEMIC TRANSCRIPT

<u>Semester</u>	<u>Module Code</u>	<u>Module name</u>	<u>Credit Hours</u>	<u>Grade</u>	<u>Grade Points</u>
Spring 2015	CSCI102	Programming in C++ (previously Fundamentals of Programming Language)	3	A-	3.70
	ENGL093	Basic Writing II	3	A	4.00
	MATH110	College Algebra	3	A	4.00
	MPU3113	Hubungan Etnik	3	A	4.00
	Semester Summary :		Total Hours Completed : 12	Total Grade Points : 35.10	
		Total Hours Calculated : 9	GPA : 3.90		
Summer 2015	EVGL101	English Composition I	3	A-	3.70
	MATH171	Calculus I	5	B+	3.30
	SOCS101	Sociology I	3	A	4.00
	Semester Summary :		Total Hours Completed : 11	Total Grade Points : 39.60	
		Total Hours Calculated : 11	GPA : 3.60		
Fall 2015	ENGR196	Engineering Problem Solving	3	A-	3.70
	MATH172	Calculus II	5	A-	3.70
	MPU3123	Tamadun Islam dan Tamadun Asia (TITAS)	3	B-	2.70
	PHYS211	Physics for Science and Engineering I (With Lab)	4	C+	2.30
	WREL105	World Religion	3	A	4.00
	Semester Summary :		Total Hours Completed : 18	Total Grade Points : 50.80	
		Total Hours Calculated : 15	GPA : 3.39		
Cumulative Summary :		Total Hours Completed : 41	Total Grade Points : 125.50		
		Total Hours Calculated : 35	CGPA : 3.59		

*** End of Transcript ***



Registrar

Page 1 of 1

THIS STATEMENT IS ISSUED WITHOUT ALTERATION OR ERASURE.

EXPLANATORY NOTES ARE PRINTED OVERLEAF.

GRADING SYSTEM

Grade	Mark	Grade	Definition	Description
A+	97% - 100%	4.00	Outstanding	Evidence of original thinking; demonstrated outstanding capacity to apply, analyse synthesize and evaluate information; outstanding grasp of subject matter; evidence of outstanding command of relevant knowledge base.
A	90% - 96%	4.00		
A-	87% - 89%	3.70		
B+	84% - 86%	3.30	Very Good	Evidence of some original thinking; demonstrated very good capacity to apply, analyse, synthesize and evaluate information; very good grasp of subject matter; and evidence of very good command of relevant knowledge base.
B	80% - 83%	3.00		
B-	77% - 79%	2.70	Good	Demonstrated good capacity to apply, analyse, synthesize and evaluate information, good grasp of subject matter, and evidence of good command of relevant knowledge base.
C+	74% - 76%	2.30	Average	Demonstrate inadequate capacity to apply and analyse information, insufficient grasp of subject matter, and evidence of limited command of relevant knowledge base.
C	70% - 73%	2.00		
C-	67% - 69%	1.70	Below Average	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.
D+	64% - 66%	1.30		
D	60% - 63%	1.00		
D-	55% - 59%	0.70		
F	0% - 54%	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.

LEGEND

W	-	-	Withdrawn	Withdrawn from a module before census date, typically mid semester
I	-	-	Incomplete	An interim notation given for a course where a student has not completed certain requirements for valid reasons. The I-Grade must be removed by completing the course within the first four weeks of the following semester.
P	-	-	Pass	Given for satisfactory completion of a non-graded module. Note: Non-graded module is module that is 'graded' with 'pass' or 'fail' without any grades such as Grade A, B, C or D and not included in GPA or CGPA. For MPW Modules only.
NP	-	-	No Pass	A notation given for unsatisfactory completion. Note: Non-graded module is module that is 'graded' with 'pass' or 'fail' without any grades such as Grade A, B, C, or D and not included in GPA or CGPA. For MPW Modules
AU	-	-	Audit	Given for a module where attendance is for information only without earning academic credit.
R	-	-	-	Module repeated; Previous grade(s) indicated with "*" is/are not calculated in CGPA.

2.6 MISCONDUCT

2.6.1 Academic Dishonesty and Plagiarism

Students enrolled in Taylor's ADP are expected to uphold students' code of conduct the academic principles of honesty and fairness at all times. Academic dishonesty includes, but is not limited to, cheating in quizzes, exams and assignments, plagiarizing, fabricating of information or citations, facilitating acts of academic dishonesty by others, and tempering with the academic work of fellow students. Students caught in the act or are involved in such acts of dishonesty will be penalized in their module work. Please refer to the Taylor's University Student Handbook for detailed policies, procedures, penalties and outcomes relating to Academic Dishonesty and Plagiarism.

2.6.2 Academic and General Misconduct

Taylor's ADP students are expected to comply with the rules and regulations of Taylor's University. To read more on issues relating to prohibited activities, attendance, tardiness, dress code policy, academic misconduct, penalties, copyright protection of books and class materials, restrictions on smoking, consumption of food and drink, cell phones, use of the University's facilities, expulsion and appeals, please refer to the Taylor's University Student Handbook.

2.7 EXAMINATION-RELATED POLICIES AND PROCEDURES

Taylor's ADP follows the examination policies and procedures as implemented by Taylor's University. As such, details on policies and procedures relating to the issuance of the final examination time table, issuance of grades, absence from examinations, misconduct during examinations and academic appeals may be found in the Taylor's University Student's Handbook.

2.8 ACADEMIC STANDING

2.8.1. School Board of Examiners (Module)

The aim of the Board of Examiners (BoE) meeting is to ensure that all students' grades are assessed properly, and that cases of students with poor academic performance are addressed.

The BoE meeting is held among the Dean and the heads of academic departments to review students' final grades at the end of the semester. After the review is completed, a report on students' performance along with recommended action against poor performing students is presented to the Board of Studies for approval and endorsement.

2.8.2 School Board of Examiners (Award)

The School Board of Examiners (Award) will endorse the progression of students after considering all their results after every examination, including thesis examination and the status of students under conditional offer.

The board also will endorse students under Dean's list or Poor Academic Standing in every semester.

2.8.3 Dean's List

A **Dean's List** is a category of students who achieve high grades during their stay in an academic term or academic year.

Dean's list requirements are as below:

1. Minimum 12 credit hours
2. No grade C- or lower
3. No F, I, or W grade
4. No repeat module taken in the stipulated academic term
5. Minimum GPA Required- 3.50
6. Spring and Fall semester only

2.8.4 Academic Progression for Poor Performing Students

Students should attain a minimum GPA of 2.00 in every semester. If they do not meet this criterion for the first time they will be put on notice. If their GPA is below 2.00 in later semesters they are put on academic probation and, eventually, they would be dismissed from the program. The table below depicts the various stages.

Number of accumulated semesters with a GPA of less than 2.00	Academic Standing	Imposed Remedial Actions
One Semester	Academic Probation 1	<ol style="list-style-type: none">1. A warning letter will be issued to the student cc parent.2. Regular meeting with Academic Advisor
Two Semesters	Academic Probation 2	<ol style="list-style-type: none">1. A Probation 2 letter will be issued to the parents cc to student.2. Student status will be temporarily suspended until he/she meets with Academic Advisor to review his/her study plan.
Three Semesters	Academic Probation 3	<ol style="list-style-type: none">1. A Probation 3 letter will be issued to the student cc parent.2. Student status will be temporarily

		suspended until he/she meets with Head of Academic Success Mentor to sign an Academic Probation Agreement.
Four Semesters	Exclusion	1. A termination letter will be issued to student.

Important Notes:

- Students who do not meet the minimum CGPA requirement of 2.00 consistently should consider changing majors or reconsider their stay in the program;
- The Award Board committee’s decision on poor performing students’ academic progression is final.

2.8.5 Conditional Admission

While Full Admission is granted to students whose SPM results include 5 credits in any subjects (including English or Mathematics, with a minimum pass in Bahasa Malaysia), students can be granted Conditional Admission under two circumstances below.

- Student obtains 5 credits in any subject without English or Mathematics
- SPM/O-level forecast results with 5 credits in any subject.

Such students are accepted conditionally into the program with the requirement that they must obtain a minimum GPA of 2.00 in the first semester. These students’ first semester performances are subject to review by the BoE committee. If they do not meet the requirement they may be excluded from the program or put on ‘Final Probation’, depending on the decision by the BoE(A). If a student who is on Conditional Admission obtains a GPA lower than 1.00, he/she will be excluded from the program with the option to Appeal.

Students on Conditional Admission (based on forecast results) are required to provide the ADP Academic Services Office with a verified copy of their actual SPM/O-levels results once the results are released.

2.9 COMPLETION OF PROGRAM

Students who have completed at least 30 credit hours with minimum CGPA of 2.00 and fulfill at least U1 and U3 category under MQA requirements should fill in the *Program Completion Application Form* in order to complete ADP. This form should be submitted to the ADP Academic Services Office in the last semester at ADP.

Certificates will be issued to students based on the following policy of completion of credits:

<i>Certificate of Completion</i>	Students have completed required credit hours by respective major with a minimum CGPA of 2.00 and completed all MQA requirements
<i>Certificate of Recognition</i>	Students have at least completed 30 and less than total credit hours required by respective major with a minimum CGPA of 2.00 and completed all U1 and U3 under MQA requirements
<i>Certificate of Attendance with Incompletion letter of MQA requirement</i>	Students complete less than 30 credit hours; Students do not complete all or part of MQA requirements

When completing the *Program Completion Application Form*, students should also specify the universities they have applied to and the one they have chosen to transfer to (if known at the point in time). Completing students should specify in the whether they want to attend the Certificate Presentation and Celebration ceremony at the end of either the Summer or Fall semesters. Students who have responded that they are attending the ceremony will be sent an information pack and contacted by ADP administrative staff for rehearsals. Students' parents are also invited to attend a ceremony.

Students who have completed their studies at Taylor's ADP can also request for a *Statement of Academic Completion* from the ADP Academic Services Office. A *Statement of Academic Completion* is an official statement that confirms a student has completed all academic requirements of the program and is eligible to graduate.

2.10 CERTIFICATE PRESENTATION AND CELEBRATION CEREMONY

The Certificate Presentation and Celebration Ceremony is a special occasion where completing students are recognized for their academic achievements in the program. Hence, they are given this opportunity to commemorate their accomplishments with invited family members, friends, peers and members of staff. Completing students are encouraged to participate in the Certificate Presentation and Celebration Ceremony as a final send-off before they embark on completing their undergraduate degree at the transfer universities in the U.S.

Students' CGPAs are used to determine whether a student qualifies for the ceremony from Taylor's ADP, and recognition for Best Student Award and Honors Student Award, and subsequently entrance to universities they have applied to for credit transfer.

Students are only considered to complete from Taylor's ADP when they fulfill the following requirements:

- At least 30 credit hours and a minimum CGPA of 2.00; and
- Completion of MQA Compulsory Modules

The general guidelines for students attending Certificate Presentation and Celebration Ceremony are as follows:

1. Dress code is formal:
 - a. For men: Long sleeve shirt and long pants (preferably dark blue/black) or traditional attires;
 - b. For women: Knee-length skirt/long skirt/long pants with blouse or traditional attires.
2. 'Certificate recipients' for 'Certificate Presentation and Celebration Ceremony' briefing will be on the same day of Certificate Presentation and Celebration Ceremony before the ceremony.
3. Guests are to be readily seated in the ceremony hall prior to the start of the ceremony
4. Guests are requested to stand during the academic procession of the Guests of Honor, academic staff and graduating students.
5. Be attentive during the ceremony and refrain from excessive noise (use of mobile phones is prohibited in the hall).
6. 'Certificate recipients' and guests are to stand when the Guests of Honor and academic staff leave the hall during the academic recession.
7. Students are to collect their certificates at the entrance of the hall.

3. MALAYSIAN GENERAL STUDIES MODULES (MPU)

3.1 The Ministry of Higher Education (MOHE), now known as Ministry of Education (MOE) through its notification letter JPT/GS1000-610Jld 1(36) dated 26 November 2012 requires all Mata Pelajaran Wajib (MPW) modules offered by private higher education institutions to be replaced by Mata Pelajaran Umum (MPU) modules from 1st September 2013 onwards.

MPU is a set of compulsory modules that is **MANDATORY** for all students who pursue Diploma, Advanced Diploma and Degree programs.

MPU essentially covers four categories:

- a. U1 – Philosophy, Values and History
- b. U2 – Personal and Skills Developments (Soft Skills)
- c. U3 – Broadening Knowledge about Malaysia
- d. U4 – Community Service and Co-Curriculum

Category	Diploma		Bachelor Degree	
	Malaysian Student	International Student	Malaysian Student	International Student
U1 – Philosophy, Values and History	Pengajian Malaysia 2 (3 credits)	Bahasa Melayu Komunikasi 1 (3 credits)	Hubungan Etnik (3 credits)	Pengajian Malaysia 3 (3 credits)
			Tamadun Islam dan Tamandun Asia (TITAS) (3 credits)	Bahasa Melayu Komunikasi 2 (3 credits)
U2 – Personal and Skills Developments (Soft Skills)	√ (2-3 credits)*	√ (2-3 credits)	√ (2-3 credits)*	√ (2-3 credits)
U3 – Broadening Knowledge about Malaysia	√ (2-3 credits)	√ (2-3 credits)	√ (2-3 credits)	√ (2-3 credits)
U4 – Community Service and Co-Curriculum	√ (2 credits)	√ (2 credits)	√ (2 credits)	√ (2 credits)
Total Credit Hours	9-11 credits	9-11 credits	12-14 credits	12-14 credits
Total MPU Subjects	4	4	5	5

- Students without qualification in SPM Bahasa Melayu are required to take Bahasa Kebangsaan A under U2 category. (This module is calculated in GPA/CGPA calculation)

U1 Modules	Compulsory to be completed *Not calculated in GPA/CGPA
U2 Modules	Optional to be completed in the US *Calculated in GPA/CGPA
U3 Modules	Compulsory to be completed * Calculated in GPA/CGPA
U4 Modules	Optional to be completed in the US * Calculated in GPA/CGPA

- For more information, please refer to TU 2016 Handbook.

4. ACADEMIC SUPPORT

4.1 SUPPORTS FROM LECTURERS

4.1.1 Academic Advising

Every student has one designated advisor, and students are expected to consult with their designated advisor on their academic progress and module selection. Note, the role of the academic advisor is to monitor student advisees' academic progress and grades, and guide advisees accordingly taking into account their abilities, interest and aptitude.

4.1.2 Lecturers Office Hours

Students encountering academic-related problems in their module(s) should seek help directly from their module lecturer. Office hours of lecturers are posted at their office. Students are advised to schedule their appointments by contacting lecturers by email. (See [Appendix I](#) for a full list of email addresses)

4.2 MODULE REGISTRATION

4.2.1 Rules and Guidelines for Module Registration

- a. Prior to visiting their academic advisor, students should decide which modules to register for either during the Pre-Registration week or add/drop week.
- b. All students must ensure they completed all MPU and UCM modules before transfer to universities abroad.
- c. A normal module load for the *Summer semester*, is three (3) modules plus an MQA subject (unless a student has already taken the required MQA subjects).
- d. A normal module load for *Fall and Winter semester*, is four (4) modules plus an MQA subject (unless a student has already taken the required MQA subjects).
- e. For first-year students, please use the appropriate module selection advisory or study plan when selecting modules.
- f. For second year students, please look at the degree requirements of the three shortlisted universities.
- g. Typically, non-Liberal Arts students can take a total of two (2) Humanity/Arts modules, two (2) Social Science modules, and a Communication module (COMM 105 or SPCH 105).
- h. The preferred combination of Science modules for non-Science/non-Engineering majors including Actuarial Science is: one (1) Physical Science module (CHEM 105 or PHYS 211) and one (1) Life Science module (BIOL 160). If Science is not a student's forte, select CHEM 101 and BIOL 160.
- i. If students are consistently weak in Math and/or Sciences (repeated Ds and Fs), consider changing major.

- j. If students received a grade of less than 2.00, repeat the module as soon as possible. Please note on the *Add/Drop Form* whether the module is a repeat so that the request gets higher priority.
- k. Students who wish to repeat modules, for which they received a grade greater than 2.00, must provide a letter of consent from their parents/guardians. Note that repeats may make it more difficult to get in to top universities. Also note, only the latest (not the higher of the two) grade is used for the calculation of the CGPA.
- l. Students are not allowed to take meaningless modules just to improve their CGPA (e.g., MATH 110 if they already passed MATH 171).
- m. A student must take an English module until he/she have at least a C in ENGL 101. Note that numerous universities give transfer credits if you take both ENGL 101 and ENGL 102.
- n. Actuarial Science students should take STAT 261 (Calculus based) and not STAT 230.

4.2.2 Pre-Registration

Returning students are required to choose next semester's modules during Pre-Registration week. Pre-Registration week for each semester is highlighted in the academic calendar

Long semester – Week 8 & 9

Short semester – Week 5 & 6

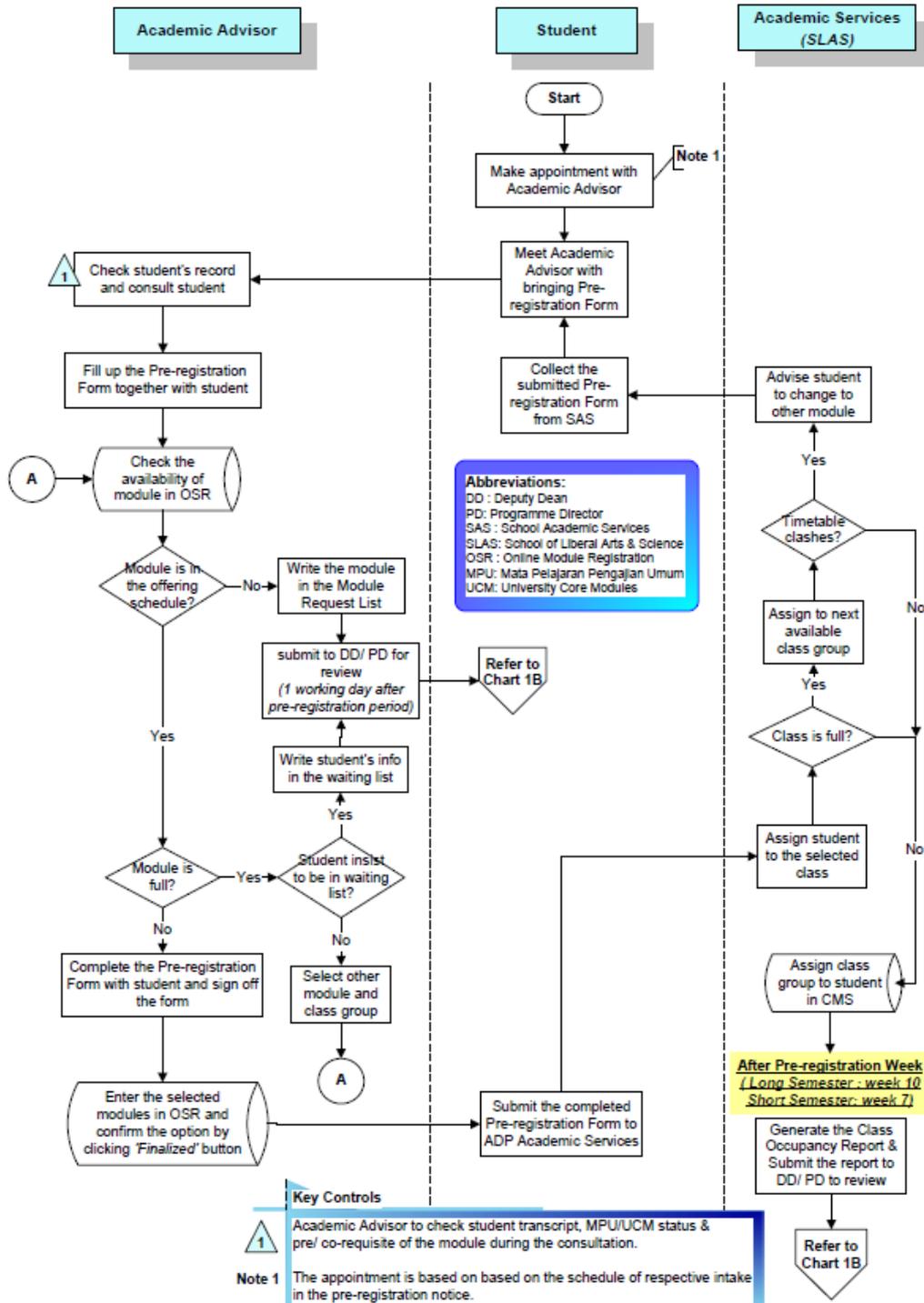
Pre-Registration Process Flow:

- Step 1: **Check** Pre-Registration duration for your respective intake.
- Step 2: **Make** an appointment with your Academic Advisor based on the above schedule.
- Step 3: **Select** desired modules based on Module Offering Schedule and **choose** the class from Master Timetable. The timetable is available at Student Portal, Notice Boards, and ADP Office.
- Step 4: **Meet** your Academic Advisor for consultation to decide the modules for next semester.
- Step 5: **Complete** the Pre-Registration Form with Academic Advisor's approval (sign off)
- Step 6: Academic Advisor will register and **finalize** the modules in Online Student Registration Module (OSR)
- Step 7: **Submit** Pre-Registration Form to Program Office before due date for each intake for class selection. It is **First Come First Serve** basis according

to seniority.

Step 8: **Check** Student Portal for official timetable **after final exam week**

Pre-Registration for American Degree Transfer Programme **CHART 1A**



4.2.3 Add and Drop

Add/Drop week takes place in the first week of the semester. Returning students are required to add and/or drop modules only in the following scenarios:

- Switching to alternative sections (which are available) when there is a clash of classes in the student's timetable;
- Dropping a module when none of the sections are available due to clashes in the student's timetable, and having the option to add a different module where there is no clash;
- When a student did not obtain a grade of 2.00 for a module in a semester, he/she should re-take the module immediate before he/she can take more advanced modules (module pre-requisites must be followed);
- Under special circumstances (such as transfer requirements) when students need to re-take a module to improve on the earlier module grade, with permission from the Dean.

Add/Drop Process Flow:

Step 1

Students complete the *Add/Drop Form* during the Add/Drop week. The form can be obtained from the ADP Academic Services Office.

Step 2

Students meet the advisors to obtain approval for the module(s) Add/Drop request.

Step 3

Advisors approve by signing-off the *Add/ Drop Form*.

Step 4

Students submit the approved *Add/Drop Form* to ADP Academic Services Office reception.

Step 5

ADP Academic Services Office will process *Add/Drop Forms* with signatory approval from the advisor.

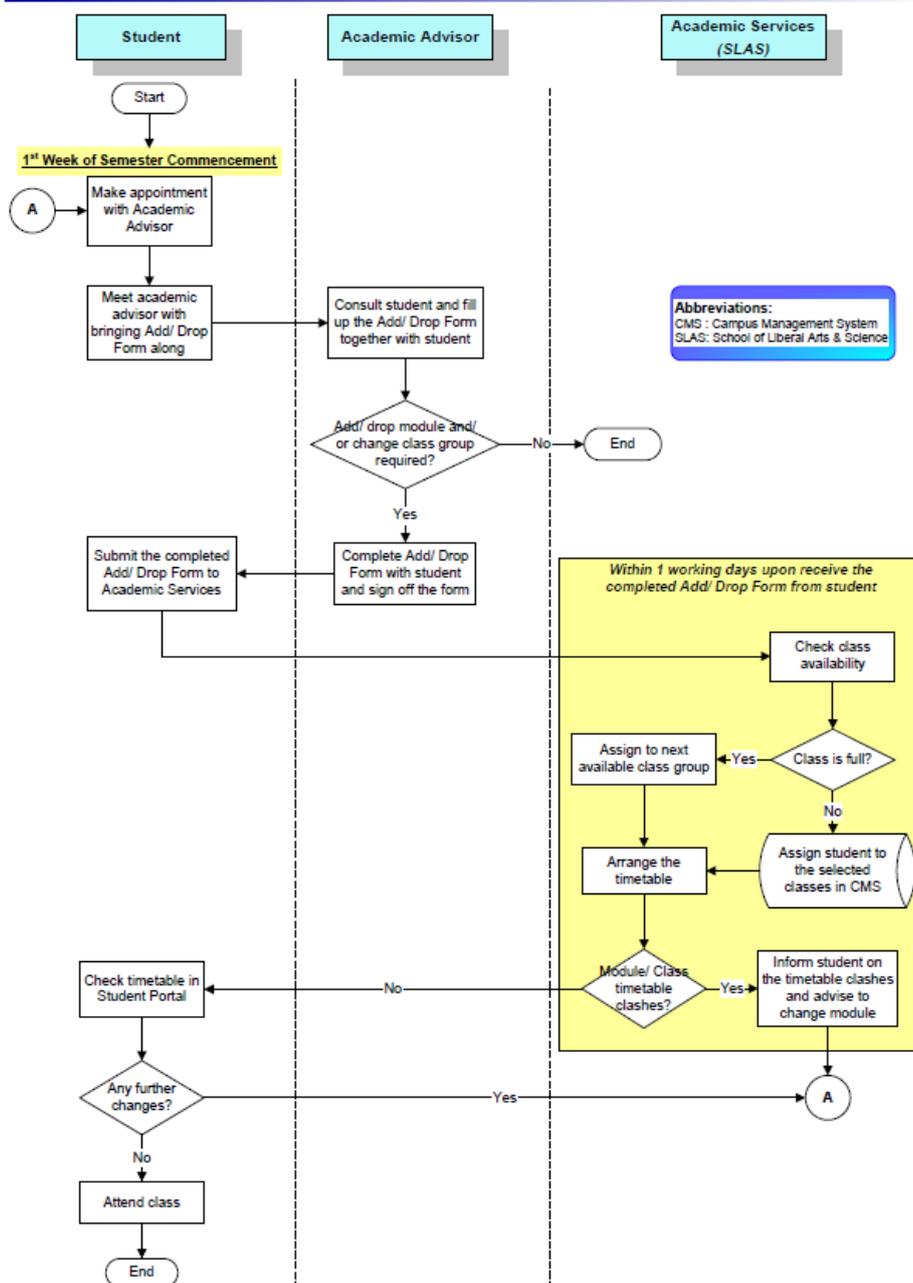
Step 6

Updates to students' module selections, timetable and fees will be reflected by the following day on their Student Portal. If a selected module does not appear the student's timetable, it is due to that module section being full. If so, the student should inform the ADP Academic Services Office to address the issue.

Important Notes:

- Students are not permitted to Add/Drop modules to suit their scheduling convenience as this would disrupt other students who genuinely have clashes in classes.
- Students are not allowed to Add/Drop any modules after the Add/Drop week, unless in exceptional circumstances with the approval of the Dean.
- Students are not allowed to drop MPU or UCM modules unless approved by Dean or Deputy Dean.
- Fee balances will be carried over the following semester, or refunded if a student is withdrawing or will complete the program by the end of the current semester. Updated fees owing will have to be paid immediately.

Modules Add Drop for American Degree Transfer Programme only **CHART 1**



4.3 REPEAT MODULES POLICY

- ADP Repeat Policy is to accept the **latest grade** attained by the student.
- Students are only allowed to repeat a module for a maximum of 3 times.
- Students who have attained the grade C and above for the module is not advised to repeat.
- Students who wish to repeat modules, for which they received a grade C and higher, must provide a letter of understanding on the ADP Repeat Policy and obtain an approval from the Dean/Deputy Dean.

4.4 ATTENDANCE POLICY

Regular attendance and punctuality are required of all students.

All absences must be supported by a medical certificate or letter from a parent/guardian. Parents/guardians will be informed through letters/e-mails should their son/daughter be regularly absent from classes.

Students should be aware that their absences from lectures and tutorials (where applicable) may seriously jeopardize the successful completion of the program pursued. Students who do not meet a **minimum required attendance of 80% of scheduled classes** in each module (subject) **may not be permitted to sit for the final examinations.**

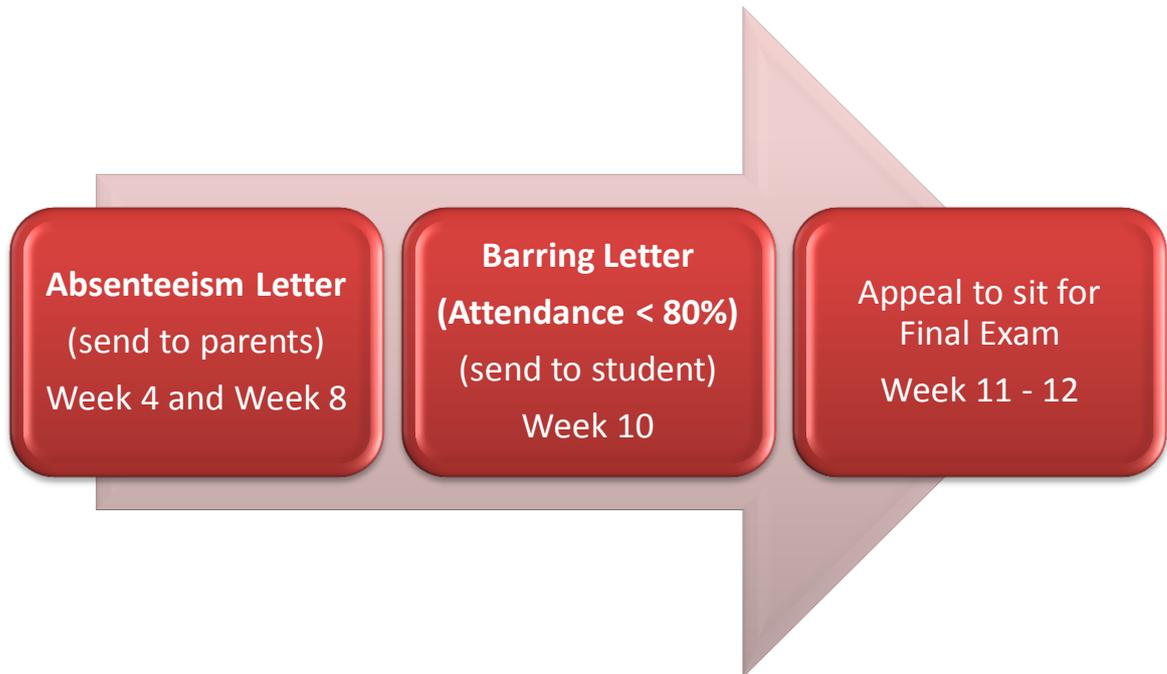
- In cases of illness, or other circumstances beyond their reasonable control, students may be excused from attendance at classes, on application in writing lodged with the University.
- The granting of an exemption from attendance at classes does not carry with it any waiver of terms and conditions or any exemption from payment of any fees or charges, nor does it imply exemption from, or concessions relating to, assessments or examinations.

If a student's attendance falls **below 50%** without a valid reason, **his/her name will be automatically taken off the rolls and all fees paid will be forfeited.**

If a student is **continuously absent for one month** without a valid reason, **his/her name will be taken off the rolls and all fees paid will be forfeited.**

International students must comply to Malaysian Ministry of Higher Education regulation whereby a student who is **absent for three (3) consecutive days without a valid reason or prior permission has to be reported to the Police Department and the Malaysian Immigration Department.** Action may be taken which can result in the revoking of their student pass and visa.

Absenteeism Processes



Note: For Short Semester, the absenteeism letter will be generated on Week 2 and Week 4. Barring letter will be sent on Week 7 and Appeal will be in Week 8.

4.5 CHANGE OF MAJOR

Students are permitted to change majors out of their own interest or if they feel they are struggling to maintain good grades in the program. While contemplating which major to change to, students should consult their academic advisor for guidance on what majors to consider.

Students wanting to change majors must update the ADP Academic Services Office by completing the *Change of Major Form* and obtain signatory approval from their academic advisor. This should be done during the module of their studies at ADP.

4.6 PEER ASSISTED STUDY SESSIONS (PASS)

PASS is a program initiative which gives students of varied abilities the opportunity to meet with a senior student with excellent academic achievements to study and learn in small groups in the presence of a mentor. The PASS Leader helps them with all their problems, enquiries and exercises etc which are crucial to their modules and success.

4.6.1 PASS Session Offerings

These are the offered modules for PASS Session.

ACCT201	ENGL 101	MATH 172
ACCT202	MATH 161	MATH 271
CHEM105	MATH 162	STAT230
ENGL093	MATH 171	

The above PASS sessions are conducted once a week for each module. Each session lasts one hour and may consist of between 10 to 15 students. The latest PASS session schedules and venues are displayed on the PASS bulletin board along the ADP classroom corridor. Students who would like to consider PASS sessions should approach their respective module lecturers for recommendation into one of the sessions.

4.6.2 Who should attend?

All students can join PASS. They are not selected and don't have to fill any forms. It is **free of charge**. Students are encouraged to be consistent in their PASS attendance to optimize their results.

4.6.3 Roles and Responsibilities

The roles and responsibilities of PASS leaders, module lecturers and students are as follow:

PASS Leaders

PASS leaders prepare lesson plans with the guidance of the respective PASS module lecturers. Lesson plans are checked and signed off by the lecturers before the session is conducted by PASS leaders. While conducting the sessions, PASS leaders are tasked to find out the weaknesses of students attending the PASS sessions, get them pro-actively involved in the session learning and track their

progress. Progress tracking reports are then relayed back to the lecturers for evaluation. PASS leaders are paid on an hourly basis for conducting the sessions with students. PASS leaders only deliver the lesson plans and track students' progress, but do not interfere with the lecturers' evaluation of students. PASS leaders are not permitted to assist students in their module assignments, but they can review mistakes made in the marked assignments and tests.

Module Lecturers

The involvement of module lecturers is an essential part of the success of the PASS program. The responsibilities of the lecturers include selecting capable and suitable students as PASS leaders (through nominations and interviews); Selecting PASS session topics and reviewing lesson plans prepared by PASS leaders; and holding discussions with PASS leaders about students who are at risk and how to deal with them.

PASS Students

Students who have been selected to attend PASS sessions should complete a *PASS Registration Form* and submit it to the PASS Advisor – Mrs. Parvinder Singh. All PASS students must maintain a certain participation score to be allowed to continue in the PASS session. Students whose scores are below par and who wish to continue may appeal to the PASS leader by obtaining the endorsement of their academic advisor. Students who are not able to attend PASS sessions must inform their respective PASS leaders.

Students in PASS who still require additional help on top of the PASS sessions can also sign up for a Personal Tutoring Program. Arrangements can be made with the student to engage one of the PASS leaders for personal tuition. The charges may be arranged individually.

5. ADMINISTRATIVE MATTERS

5.1 ACADEMIC RECORDS

5.1.1 Submitting Required Documentation

It is the student's responsibility to provide the ADP Academic Services Office with correct and complete details and documentation pertaining to their enrollment in Taylor's ADP. Important documentation (i.e. IC/Passport, Official Results Transcripts) must be submitted at the point of registration.

5.1.2 Updating of Personal, Contact and Correspondence Details

Students are also required to update the ADP Academic Services Office on any changes in personal and contact details such as correspondence address, E-mail, telephone and mobile numbers during the module of their studies. Students should do so by completing and submitting the *Profile Update Request Form* or via the **Student Central Portal** (<http://studentcentral.taylors.edu.my>).

5.2 SEMESTER GRADE RESULT

Semester grade results are made available *two (2) weeks or there (3) weeks* after the end of a semester's final examinations. At that point in time, semester grade results will be mailed to students' correspondence address, while students can check their semester grade results online through their Student Portal. Students may request for Official Result Transcripts through the ADP Academic Services Office.

Kindly refer to section 5.9.2 for Official Result Transcript requests.

5.3 WITHDRAWAL

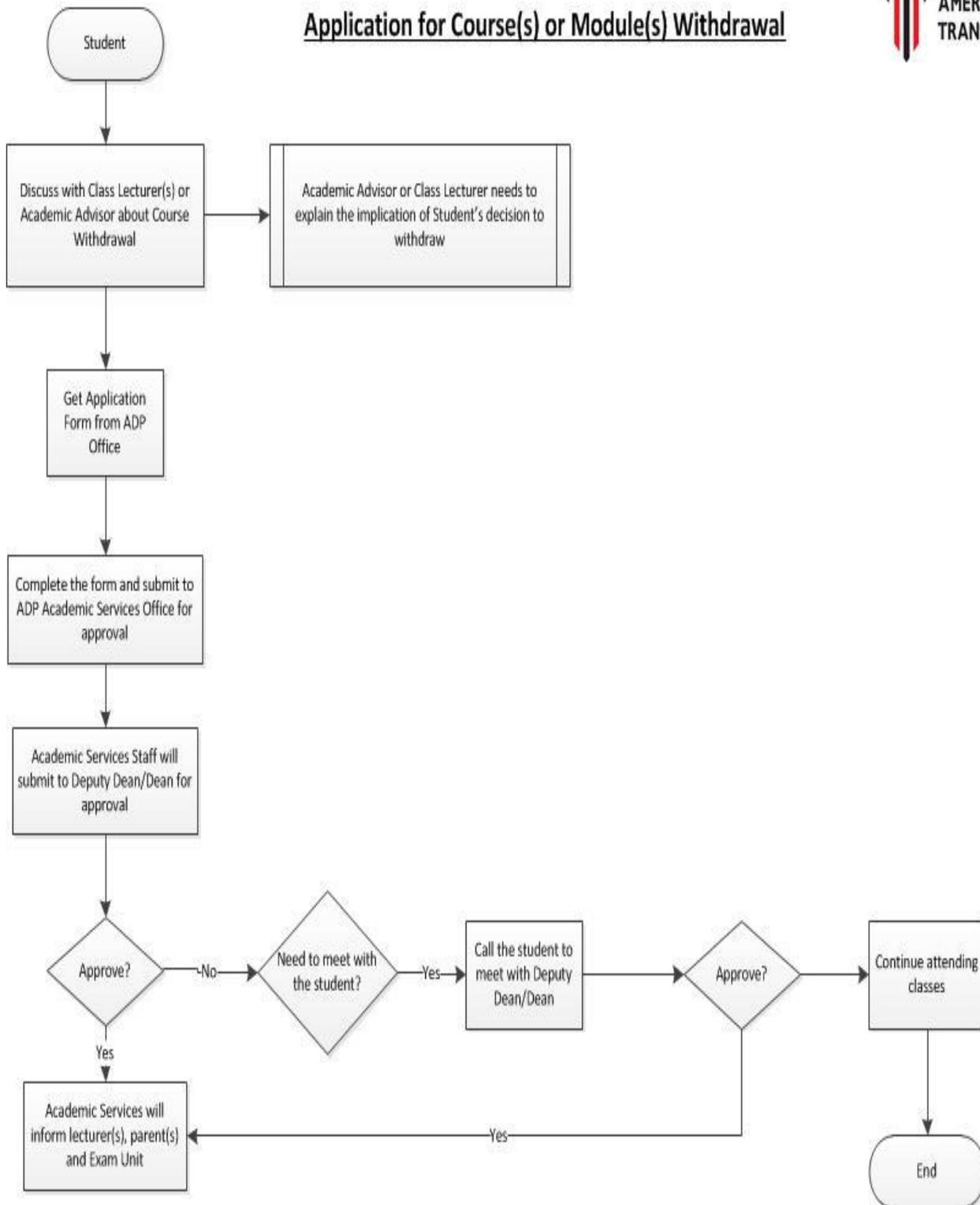
5.3.1 Withdrawal from Module

Students may request to withdraw from the module enrolled from Week 2 until to Week 7 (Spring and Fall semester) or Week 4 (Summer semester).

Guidelines:

- Subject to the Dean's approval;
- W-grade will be awarded to the module and it will show in the Semester Grade Result and in the Official Result Transcript;
- The credit hours are not counted in the Grade Point calculation;
- No fee refund/carry over will be given for withdrawals.
- Students are not allowed to withdraw English modules such as ENGL090, ENGL093 and ENGL101
- Students are not allowed to withdraw any UCM modules.
- Withdrawal request past the deadline **WILL NOT** be considered.

Application for Course(s) or Module(s) Withdrawal

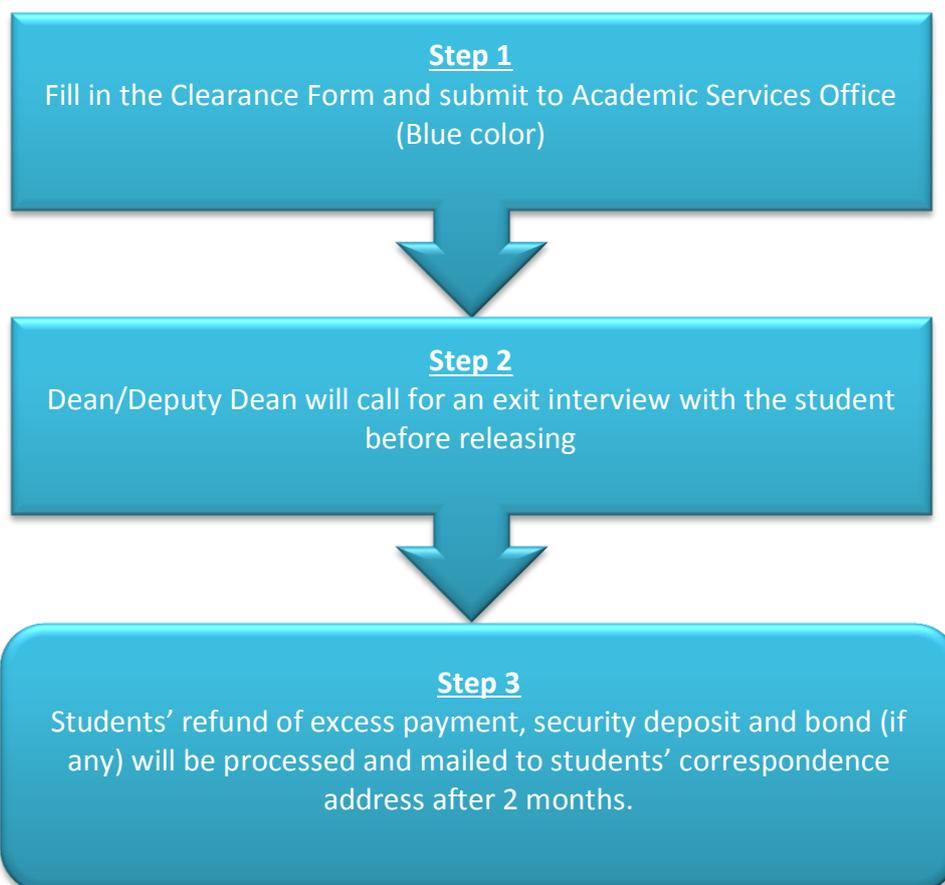


5.3.2 Withdrawal from Program

Students wanting to withdraw from the program at any time of a semester should officially do so by submitting the completed *Clearance/Payment Refund Form* to the ADP Academic Services Office. Students who withdraw from the program

during the semester will automatically receive a Z-Grade for all their registered modules.

Program Withdrawal Process Flow:



5.4 MISSING CLASSES

Students are required to attend all classes for the modules which they have registered. Accumulated class absenteeism from a module without valid reasons may result in a student being barred from sitting for the final exam (missing final exam will result in an automatic fail for the module). It is the lecturers' prerogative whether they wish to mitigate the negative impact on the students' assessment during the semester over missed classes.

Students who miss classes are advised to inform the lecturers. Lecturers have the right to mark the student absent with permission or absent without permission regardless of reasons given.

If students miss classes due to illness, they should obtain an official medical certificate and produce the original mc/letter to the ADP Academic Services Office and a copy must be given to their respective module lecturers (refer to the process flow below).

Submitting Medical Certificate Process Flow:

Step 1

Students who are absent due to illness must obtain a medical certificate from a qualified medical practitioner as proof of illness or hospitalization.

Step 2

Student must make copies of medical certificate for each class lecturers and submit the original medical certificate to the ADP Academic Services Office.

Step 3

The copies of medical certificate must be verified and stamped by the Academic Services Office before being submitted to respective lecturers. The number of copies should tally with the number of classes missed.

5.5 STUDENT ID CARD

Student ID cards are issued to new students when they have successfully registered into Taylor's ADP. The ID card displays the student's photo, full name (as per NRIC), student number, program name and the validity/end of enrollment date.

Students are required to display their ID card at all times when on Taylor's University Lakeside Campus grounds, and specifically when they are entering computer laboratories, library and when entering the examination halls and other Taylor's facilities.

Lost ID cards must be reported to the Taylor's University Student Central. A replacement fee of RM25 will be imposed for a replacement card. The ID card is not transferrable and can be revoked by the institution without prior notice. Once the validity date of the card has expired, the card cannot be used in campus, nor can it be used for accessing Taylor's facilities. The student will need to renew the card at Student Central. ID cards which are expired, defaced or tampered with will be rejected and withheld by the relevant Taylor's University authorities.

First semester students must obtain their Student ID Cards by following the process flow below.

Student ID Cards for First Semester Students Process Flow:

Student IDs (New and replacement of Student IDs)

This set of procedures covers the photo taking session, printing and distribution of the student IDs at Student Central. It aims to ensure that:

- Correct information is set-up in the system before printing of Student IDs, to minimize wastage of cards.
- Students collect their Student IDs on time, to minimize uncollected cards.

- a) **Photo taking session**
 - i) Student has to provide 1st semester full payment receipt to Student Advisor before the photo taking takes place.
 - ii) Once the picture is taken, students can collect their Student ID from Student Central at least 24 hours later, provided they have attended the Safety Workshop during the Orientation week.

- b) **Replacement of Student IDs**
 - i) A replacement fee will be charged in the event that the student loses their Student ID
 - ii) The replacement charges will be waived if the student ID returned to Student Central is found to be expired, damaged, with bar code error, or information is incorrect.
 - iii) The replacement card will be available for collection by the next working day.

5.6 DEFERMENT OF SEMESTER

Students who wish to defer semester(s) of study must complete the *ADP Deferment Form*, stating the reasons for deferment, and submit it to the ADP Academic Services Office before the start of the semester. Informing the ADP Academic Services Office of deferring a semester is especially important if a student has already registered for modules and paid fees for the semester.

Students who fail to inform the ADP Academic Services Office of their deferment will not have their paid tuition fees forwarded to the next semester. Students will also risk receiving an F-grade for registered modules in their Official Result Transcript if they have not notified ADP Academic Services Office regarding their deferment.

Students who have deferred one or more semesters should Pre-Register their modules with their respective Academic Advisors during Pre-Registration week in the semester before they re-commence their studies.

Maximum deferment period is up to three (3) semester or one (1) year.

Note: International Students who wish to a defer semester must seek verification from International Office before submitting deferment request to School of Academic Services.

5.7 REINSTATEMENT

Students who have ended their previous enrollment in Taylor's ADP, and subsequently wish to be re-admitted may apply for re-instatement. Re-instatement is subject to the Dean's approval. Should the Dean approve the application for re-instatement, the student is required to pay registration fees and register as a new student. The Dean's decision to accept/reject a student's re-admission is final.

International students' re-instatement into the program is subject to International student registration requirements. For more information, International students can refer to the Taylor's University International Student Handbook, or contact the International Office via email at InternationalOffice@taylors.edu.my; or via telephone at 03-5629 5038, 03-5629 5039 or 03-5629 5040.

5.8 STUDENTS MOBILITY

Service Modules cater to students who wish to take Taylor's ADP modules to obtain module credits as part of their undergraduate degree requirements. Such students usually consist of the following:

- Students from other programs such as RMIT as offered by Taylor's University;
- Returning Taylor's ADP graduates who have transferred to other universities;
- Students from other ADP program within Malaysia.
- An exchange student from other countries.

These students can register to take any Taylor's ADP in accordance to the Schedule of Module Offering in **Appendix III**.

Service Module Registration Process Flow:

Step 1

Check the modules which are offered by Taylor's ADP in the semester of study by contacting Enrollment and Admission Department or through ADP website.

Step 2

Students should request for the ADP module syllabi by emailing admission@taylors.edu.my with the specific requests. The module syllabi is needed to verify credit transferability to students' respective universities.

Step 3

Students must obtain a Service Module approval letter from their universities which verify and confirm transferability of modules toward students' major at their respective universities.

Step 4

Submit an *Application Form* along with current transcripts from the university, and the approval letter from the university;

Step 5

New students who have never registered with Taylor's University are required to pay relevant registration fees to confirm enrolment.

Step 6

All payment must be made before the start of the semester.

5.9 REQUESTS FOR DOCUMENTS

5.9.1 Module Syllabi

Current students and graduates can download past module syllabi (module outlines) from the Taylor's ADP website at <http://www.taylorsadp.edu.my>. If there are module outlines which can't be found on the website, please email Norhanim.Azman@taylors.edu.my with the specific requests.

5.9.2 Official Result Transcripts

Walk-In Requests Process Flow:

Step 1

Student pays RM5 per transcript at the Payment Counter of the Enrollment and Admissions Services block.

Step 2

Student provides payment receipt to the ADP Office reception.

Step 3

ADP Office will send student's request to the Registry for transcript printing.

Step 4

Registry sends the requested transcript to the ADP Office for student's collection.

Step 5

Student collects the transcript from the ADP Office reception when notified or after 3 working days.

Requests via Phone or Email Process Flow:

Step 1

Student pays RM5 per transcript via the following methods:

- 1) Online banking or cash deposit machine (CDM)
 - a) Bank Name : OCBC Bank Berhad
Account Number : 701-130855-6
Account Name : Taylor 's University Sdn Bhd
- 2) Friend or relative paying on student's behalf
 - a) Students can ask another person to pay and collect the transcript on their behalf. The student should send an authorization email to Sumathi.Sinnasamuy@taylors.edu.my, to notify of the representative's details (full name and NRIC No./Passport No.), who will be collecting the transcript on student's behalf.

- 3) Residing overseas
 - a) Wired transfer (TT) to
 - i) Beneficiary Name : Taylor 's University Sdn Bhd
Bank Information : OCBC Bank Berhad
Ground Floor, Kuala Lumpur Branch,
Jalan Tun Perak, 50050 Kuala Lumpur, Malaysia
Account No. : 701-130855-6
Swift Code : OCBCMYKLXXX

Step 2

Student sends payment slip to ADP Office via email to Sumathi.Sinnasamy@taylors.edu.my or via fax to 603-5629 5128. Student is required to write his/her full name and contact number on the payment slip.

Step 3

Once the ADP Office receives the payment slip, it will then verify the payment with the Payment Counter at Enrolment and Admissions Services.

Step 4

Once payment is verified, ADP Office will send student's request to the Registry for transcript printing.

Step 6

Registry sends the requested transcript to the ADP Office for student's collection.

Step 5

Student's authorized representative collects the transcript from the ADP Office reception. (Students can also request the ADP Office to send the transcripts to their residing address. A courier fee of RM50 should also be included when making payment.)

5.9.3 Verification of Study Letter

Students requesting for Verification of Study Letters should complete the *Official Document Requisition Form* and submit it to the ADP Academic Services Office reception or go to **Student Central Portal** (<http://studentcentral.taylors.edu.my>).

An official letter will be generated which states and verifies that a particular student is enrolled full-time in Taylor's ADP within the stipulated duration and period of studies. Verification of Study Letters can be requested, for example, for EPF withdrawal for paying semester fees, and for National Service deferment.

6. STUDENT AFFAIRS AND SERVICES

6.1 UNIVERSITY PLACEMENT AND APPLICATION

Taylor's ADP's University Placement Counselor is at hand to counsel and provide guidance to students wishing to apply to universities abroad to transfer their module credits and complete their degree. The counseling services aims to help students evaluate their choices of universities based on their current academic standing, their chosen major and modules taken to date, module transferability, financial viability, visa requirements, and overall social-cultural aspects of the universities. Students on both the "1+4" and "2+2" transfer options are advised to check with the respective universities for entry requirements and application deadlines.

Students should start discussions with the University Placement Counselor from their second semester or at the beginning of their third semester. Below are guidelines on how to go about using the services:

Placement Counseling Process Flow:

Students should make an appointment with Sumathi via email Sumathi.Sinnasamy@taylors.edu.my before the counseling session.

Walk in enquiries: Tuesdays at 10.00am till 1.00pm
Thursdays at 2.00pm till 5.00pm

Timeline for Preparation of U.S. University Application

Semester 1

- ❖ Identify/confirm your chosen Major course
- ❖ Attend all University Visits and Education Fairs at ADP
- ❖ Start your background research on (10-12 U.S. universities of your choice). See sample of research template in Excel format below:

University Name	CGPA	Fee	US News Ranking	Term	Priority Deadline	Final Deadline	Major	Remarks
Drake University	2.5	USD 28,382 + 8,410	3 (Regional Midwest)	Fall	1-Mar	1-Jul		
				Spring	1-Dec	1-Dec		
				Summer	15-Apr	15-Apr		
University of Michigan, Ann Arbor	3.5 (3.0-4.0)	USD 37,265 + 9,192	28	Fall		1-Feb		
				Winter		1-Oct		
				Spring Half Term & Summer Half Term		1-Feb		
University of Wisconsin - Madison	3.5 (3.0-4.0)	USD 25,421 + 7,780	42	Spring		1-Oct	Actuarial Science	
				Fall		1-Feb		
University of Iowa	2.5	USD 25,099 + 8,750	71	Fall or Summer		1-Apr		
				Spring		15-Nov		
Temple University	2.5	USD 23,422 + 9,886	132	Fall		1-Jun		
				Spring		1-Nov		

Semester 2

- ❖ Make an appointment with Ms. Sumathi Sumathi.Sinnasamy@taylors.edu.my for advice and guidance
- ❖ Attend all University Visits and Education Fairs on campus to find out more about your Major course

Semester 3

Start compiling the following documents:-

1. Cover letter
2. ADP transcript
3. SPM: Copy of original certificate and English translated version
4. Form 5: Copy of original report card and English translated version
5. Form 4: Copy of original report card and English translated version.
6. PMR: Copy of original certificate and English translated version.
7. Form 3: Copy of original report card and English translated version.
8. TOEFL Score result
9. Dean's List Letter
10. Counselor's evaluation – this can be your ADP advisor or your lecturer who knows you well.
11. High School teacher's recommendation letter if you're applying with 1st semester result.
12. School Leaving Certificate - copy of original certificate and English translated version
13. Testimonials from your high school (example, sports, co-curricular activities, leadership etc.)
14. High school & ADP profile, if any, for Freshman application.
15. Passport- biography copy
16. Financial Documents:
 - a. Cover letter from the bank/Financial Statement
 - b. Financial affidavit, if the university requests
17. Immunization Record for International (including Malaysian) Students
18. Report of Medical History
19. International Student Agreement

Semester 3 & 4

- ❖ Start applying to universities of your choice
- ❖ Do NOT miss the application deadlines !!!!!

Documents required for University Application

For Common Application: go to www.taylorsadp.edu.my and click on **University Info** for further information and guide



AMERICAN DEGREE TRANSFER PROGRAM

Required documents for University Application

Start compiling the following documents

To view samples of documents go to www.taylorsadp.edu.my and click on **University Info**

1. Cover letter
2. ADP transcript
3. SPM: Copy of original certificate and English translated version
4. Form 5: Copy of original report card and English translated version
5. Form 4: Copy of original report card and English translated version.
6. PMR: Copy of original certificate and English translated version.
7. Form 3: Copy of original report card and English translated version.
8. TOEFL Score result/IELTS

9. Dean's List Letter
10. Counselor's evaluation – this can be your ADP advisor or your lecturer who knows you well.
11. High School teacher's recommendation letter if you're applying with 1st semester result.
12. School Leaving Certificate - copy of original certificate and English translated version
13. Testimonials from your high school (example: sports, co-curricular activities or leadership)
14. High school & ADP profile, if any, for Freshman application.
15. Passport- biography copy

16. Financial Documents:
 - a. Cover letter from the bank/Financial Statement
(kindly indicate total amount which include tuition fees & leaving expenses)
 - b. Financial affidavit , if the university requests
17. Immunization Record for International (including Malaysian) Students
18. Report of Medical History
19. International Student Agreement

Keep to university application deadline.

University Application Process Flow:

Step 1

Students take TOEFL/IELTS (and SAT if required).

Step 2

Counselor gives application checklist to student to compile the required documents for application.

Step 3

Student is to prepare English translation of documents where necessary; Counselor to certify true copy and English translation.

Verification of documents will be one working day.

Step 4

Students apply online to the preferred universities.

Step 5

Students pay the application fees.

Step 6

Students send supplemental documents to universities through AsiaXpress. Students should follow-up to check with the universities whether the complete documentation has been received by the universities.

Step 7

Students wait for admission notifications.

Step 8

If students receive admission notifications, students would have to reply by accepting or rejecting the universities. Kindly note the deadline given by the university.

Step 9

Once an admission notification is accepted, student can proceed to apply for visa.

Besides University Placement Counseling services, Taylor's ADP organizes road shows throughout the year where admissions officers from U.S. and Canadian universities visit Taylor's ADP and spend time speaking to interested students about the prospects of studying at the universities. Seminars and workshops on U.S. universities application and admissions are also held every half yearly at Taylor's University to guide students through the application and admissions process.

Students are also advised to watch for announcements of U.S. universities' scholarships which are offered exclusively to Taylor's ADP students. Students who qualify do not automatically obtain the scholarship, but are required to apply through Taylor's ADP's University Placement services. They would be put through shortlisting and interview processes before chosen students are awarded university scholarships which would cover part of their tuition fees and/or housing. More information on scholarships that are being offered, the application and selection processes can be obtained from the University Placement Counselor or ADP Official Facebook and taylorsadp website.

6.2 TAYLOR'S ADP CLUBS AND SOCIETIES

Taylor's ADP offers a variety of extra-curricular (ECA) and co-curricular (CCA) activities for its students through their student clubs/societies. Students are given the opportunity to be involved in and/or run for office in any one of the ADP clubs/societies, or even start a new club/society.

Each student-run club/society must be guided by an ADP lecturer who is the elected club/society advisor. Taylor's ADP's clubs and societies are monitored and supported by the Associate Dean of External Relations – Mr. Gunasegaran Govindarajoo. All matters relating to activity/project proposals and approvals, finances, general meetings, changes to the executive committee and advisor, forming a new club/society and all ECA/CCA related issues and queries should be directed to the Associate Dean of External Relations.

All clubs and societies are required to maintain proper documentation consisting of their groups' profile (constitution, committee and membership list, group formation), financial statements, records of events (proposals, reports, supporting documents and pictures), and official correspondences (meeting minutes, correspondences with the Associate Dean of External Relations and club/society advisors, and external correspondences). A copy of the abovementioned documentation (or updates to the documentation) must be submitted to the Associate Dean of External Relations as and when required.

Clubs and societies should operate in accordance to their respective constitution and objectives. The club/society executive committee should always consult with their elected advisor for important matters relating to its activities and projects. The advisor's approval for project proposals are required, after which the proposals have to be approved by the Associate Dean of External Relations before the activities can be carried out.

The clubs and societies in Taylor's ADP are as follow:

ADP Student Union

The ADP Student Union is a student elected body that is similar to the House of Representatives in America. Other than channeling the voices of ADP students to the upper management of Taylor's, they also organize events like the orientation party and prom night, and offer services such as used-book sales to students, just to name a few.

ADP Cup

The ADP Cup is organized by a subcommittee of the ADP Student Union with the objective to bring all ADP students closer through various bonding activities. From sports games to marathons, parties to Suit Up days, and the publication of the ADP yearbook, the ADP Cup has lived up to its credentials of being all-inclusive of every ADP student

ADP Community Service Club

ADPCSC works to both support and supplement existing structures and organizations set up locally, nationwide and internationally by participating actively as volunteers, fundraising, and promoting awareness of similar interests through individually or collaboratively organized campaigns and events. ADPCSC gives opportunity for individuals

who want to make a difference by providing a platform of opportunities to work with other like-minded individuals, hereby increasing the collective impact and efficiency of work towards social change.

Actuarial Science Society

The society is a good avenue for Actuarial Science majors to mingle and find out more about the career path, and is also open to those who just want to know more about the profession. Events organized by the members include workshops related to the field, quizzes, treasure hunts and Mathelagic competitions which draws participation from high school students as well.

Arirang Club

Annyeong-Haseyo! To put it simply, Arirang is a Korean-based club, founded to provide all students with experiences unique to Korean culture. The club organizes the annual Korean Cultural Night along with regular Korean movie screenings. Korean language is also taught by our Korean students to those who want to pick up more than just a few phrases. Gomabseubnida!

Econo-Mania Club

Like the name suggests, students in this club are Econo-maniacs. What do they do? Apply their economic knowledge, concepts and skills in fun-filled and challenging events that members organize.

Engineering Society

An avenue for future engineers to meet, share and generate interest in the field of engineering. Members cultivate ideas, design and build mechanical or electrical contraptions, and organize activities such as field trip to expose students to engineering applications in society.

Our Malaysia Group (OMG)

OMG brings Malaysians together to promote unity, a sense of identity and belonging in true Malaysian spirit and style. Members take part in activities from simple Malaysian trivia to cultural nights and field trips to popular Malaysian landmarks.

The Business Entrepreneurship Society of ADP (Be_ADP)

If entrepreneurship, marketing communication, professional development and corporate social responsibility strike your fancy, Be_ADP is the perfect place for you to acquire business knowledge and soft skills in managing an organization.

The Grapevine

The Grapevine is a mass communication club which runs publicity campaigns for ADP-related activities. The Grapevine is known for organizing the annual fun-filled Halloween Party for Taylor's students, along with sales bazaars which gives its members opportunities to hone their mass communication skills.

6.3 WORK STUDY

Students are given the opportunity to pursue work study opportunities with Taylor's School of Liberal Arts. Many of the work study opportunities include, but are not limited to:

- Administrative work at the ADP Academic Services Office
- Student ambassadors at Taylor's University Open Days, education fairs, school fairs, etc.
- Additional work (such as marketing or counseling) outside of the regular office hours

Students must have completed at least one semester at Taylor's ADP before they are eligible to apply for work study. Students who are enrolled in other programs, who are interested in work study at Taylor's ADP can apply, but acceptance of their application will be treated on a case-by-case basis.

Specific job function openings for work study students will arise occasionally (e.g. web programr or graphic designer). Students with the appropriate skills may apply, and may be required to provide proof of their skills in the form of a portfolio of previous works done. Only shortlisted candidates will be notified of their selection.

6.4 INTERNSHIP OPPORTUNITIES

Companies from various industries do approach Taylor's ADP to look for students to fill certain internship vacancies. Not only will internship opportunities provide students with a technical training ground for their future careers, students would benefit from the exposure to real-world scenarios in the industry and this would help students develop the soft skills needed for their job functions.

6.5 HOUSING AND TRANSPORTATION

Outstation and International students have a number of housing options at and around the campus. Along with the housing options, Taylor's also provides frequently scheduled shuttle bus services from the campuses to certain pickup point near student housing.

More information on housing options available at Taylor's University Lakeside Campus, or within the vicinity of its surrounding areas, or shuttle bus service schedules to and from the campus, should seek assistance at Student Central, located at Block B, Level 1 of the Lakeside Campus. Alternatively, students can obtain more information from their Student Portal.

7. FEE POLICY

7.1 TYPES OF STUDENT FEES

The following are the fees charged to students and applicants of Taylor' University and Taylor's College programs but not limited to:

- **Processing Fee:** The fee is applicable for a program that conducts assessments / I interviews before accepting students to the program. The fee is not refundable and not transferable.
- **Registration Fee:** Charged to Malaysian students during registration of the first semester of the program applied. The fee is not refundable and not transferable.
- **International Student Registration Fee:** Charged to International Students during registration of the first semester of the program applied. The fee is neither refundable nor transferable. The fee is ONLY refundable provided that the student visa is not approved.
- **International Student Charge:** Charged to International Student during registration of the first semester to a Taylor's program. This is an administrative charge for visa application and immigration related matters. The fee is not refundable and not transferable.
- **Hospitalization and Surgical Fee:** Charged to International Students during registration of the first semester of the program applied. The fee is used to cover hospitalization and surgical insurance.
- **Tuition Fee:** Charged every semester according to the module / subject students registered for. The fee is refundable and transferable.
- **Resource Fee:** Charged every semester / term to the student. This fee is used for student advising services, library services, computer laboratory services and examination fees. The fee is refundable and transferable.
- **International Student Annual Fee:** Chargeable (twice a year) to all International Students, including students with Dependent / Diplomatic / Malaysia My Second Home (MM2H) Pass. This fee is used to cover all events and activities, welfare management and relevant immigration matters as well as renewal of

hospitalization and surgical insurance coverage for International Students. The fee is refundable and transferable.

7.2 PAYMENT

7.2.1 New Student

- **Full payment of first semester / term fees is required upon registration or by the commencement date of the first semester.**
- International Students need to pay the International Student Charge and Hospitalization and Surgical upon registration. International Student Registration Fee, Semester 1 Tuition Fee, Resource Fee and International Student Annual Fee are to be paid before or by the commencement date of the first semester. If the student visa application is denied by the Immigration Department; the International Student Registration Fee, International Student Charge, Hospitalization and Surgical Fee and any advanced payment of Tuition Fee will be refunded, after deducting the administrative charge.
- Late payment penalty will be charged for payments made after the end of Week 2 of the semester.
- Student will be barred from classes and campus facilities if full payment is still not received by Day 1 of Week 3 of the semester.
- 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 is made. Upon full payment, the student will be allowed to resume access to classes and campus facilities.
- Student will be terminated from the program if full payment is still not received by Day 1 of Week 5.
- The above policy is not applicable for Sponsored Students.
- Full payment of Registration Fee, Resource Fee and First Semester Tuition Fee must be received before the Student Verification Letter can be issued to a student who wishes to apply for external loans /scholarship, Majlis Amanah Rakyat (MARA) loan or Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN).
- Fee schedule for a program is applicable for the duration of the program as stated in the schedule for a registered student. For any semester /

term continued or extended beyond the duration of the program stated in the schedule at the time of registration, new fees will apply to the extended period.

- The late payment penalty can be waived by the Cashier following the Guideline for Late Payment Penalty Waiver

7.2.2 Returning Student

- Full payment of subsequent semesters / terms is required **before or by the commencement date** of the new semester / term.
- Late payment penalty will be charged for payments made after the end of Week 2 of the semester.
- Student will be barred from facilities / classes if full payment is still not received by Day 1 of Week 3 of the semester. 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 is made. Upon full payment, the student will be allowed to resume access to classes and campus facilities.
- Student will be terminated from the program if full payment is still not received by Day 1 of Week 5 of the semester
- The above policy is not applicable for Sponsored Students.
- The late payment penalty can be waived by the Cashier following the Guideline for Late Payment Penalty Waiver

7.3 FEES PAYMENT BY INSTALLMENT

Students wishing to pay their semester fees by installments must complete the *Payment by Installment Application Form* before the semester fees are due (at the start of the semester). Student must go to Credit Control Department to fill in the form and get it approved by Finance Manager.

Only Malaysian students may apply for the Instalment Scheme to pay their semester / term fees.

7.4 TRANSFER OF PROGRAM (WITHIN / INTER INSTITUTION)

Student must settle the balance outstanding fees due at the current program before applying for transfer to the new program (within/ inter institution).

- 7.4.1 For students who are transferring to a new program (ie. with a different program code) in a new calendar year, the new fee structure of the new program will apply.
- 7.4.2 For inter-institutional transfer, a cheque will be issued to the new campus on the transferred amount.
- 7.4.3 Not all scholarships / bursary schemes is transferable (refer to Taylor's University / Taylor's College Scholarship, Bursary and Financial Aid Manual).
- 7.4.4 For 100% transferable fees, the scholarship / bursary should be applied in the new program; i.e.: Sibling Discount, Alumni Discount, Developing Town Study Grant, Bumiputera Study Grant and Principal Award.
- 7.4.5 The fee implication for transfer of program as follows:

Type of fees	Before the commencement of semester	Within one month from the commencement of semester	One month after the commencement of semester and before mid-semester	After mid-semester to the end of the semester
Registration Fee / International Student Registration Fee	Retained at current program and waived by the new program. If international student is yet to pay, charged by the new program.	Retained at current program and waived by the new program.	Retained at current program and waived by the new program.	Retained at current program and waived by the new program.
International Student Charge	Retained at current program and waived by the new program	Retained at current program and waived by the new program	Retained at current program and waived by the new program	Retained at current program and waived by the new program
Hospitalization and Surgical Insurance	If student is already covered, retained at current program and waived by the new program. If the student is yet to cover but has paid,	Retained at old program and waived by the new program	Retained at old program and waived by the new program	Retained at old program and waived by the new program

	transfer 100% to the new Program.			
International Student Annual Fee	Transfer 100% to the new program	Transfer 100% to the new program	Transfer 50% to the new program	No amount is transferable
Bond Deposit / Advanced Tuition Fee	Transfer 100% to the new program	Transfer 100% to the new program	Transfer 100% to the new program	Transfer 100% to the new program
Tuition Fee	Transfer 100% to the new program	Transfer 100% to the new program <i>(Applicable to the first transfer only)</i> <i>For subsequent transfer, only 50% transferable to the new program</i>	Transfer 50% to the new program	No amount is transferable
Resource Fee	Transfer 100% to the new program	Transfer 100% to the new program <i>(Applicable to the first transfer only)</i> <i>For subsequent transfer, only 50% transferable to the new program</i>	Transfer 50% to the new program	No amount is transferable
Administrative Fee	For new student who applies for the first transfer before the commencement of the first program intake; admin fee will be waived by the new program. For other students, admin fee will be charged by the new program	Charged by the new program	Charged by the new program	Charged by the new program

7.5 DEFERMENT

7.5.1 Deferment to the New Intake for New Student

- If the student chooses to defer to another intake that is within same year, the same fees will apply.
- If the student chooses to defer to another intake of the following year, student shall pay the new fees.

- Students must settle the balance or pro-rated¹ outstanding semester fees due (whichever is higher) before applying for deferment and all fees paid will be transferred as table below:

Type of fees	Before the commencement of semester	Within one month from the commencement of semester	One month after the commencement of semester and before mid-semester	After mid-semester to the end of the semester
Registration Fee / International Student Registration Fee	Retained at current intake and waived by the new intake. If international student is yet to pay, charged by the new intake.	Retained at current intake and waived by the new intake.	Retained at current intake and waived by the new intake.	Retained at current intake and waived by the new intake.
International Student Charge	Retained at current intake and waived by the new intake.	Retained at current intake and waived by the new intake.	Retained at current intake and waived by the new intake.	Retained at current intake and waived by the new intake.
Hospitalization and Surgical Insurance	Retained at current intake and waived by the new intake.	Retained at current intake and waived by the new intake.	Retained at current intake and waived by the new intake.	Retained at current intake and waived by the new intake.
International Student Annual Fee	Transfer 100% to the new intake	Transfer 100% to the new intake	Transfer 50% to the new intake	No amount is transferable
Bond Deposit / Advanced Tuition Fee	Transfer 100% to the new intake	Transfer 100% to the new intake	Transfer 100% to the new intake	Transfer 100% to the new intake
Tuition Fee	Transfer 100% to the new intake	Transfer 100% to the new intake	Transfer 50% to the new intake	No amount is transferable
Resource Fee	Transfer 100% to the new intake	Transfer 100% to the new intake	Transfer 50% to the new intake	No amount is transferable
Administrative Fee	Waived at new intake	Waived at new intake	Waived at new intake	Waived at new intake

7.5.2 Deferment of semester / term for Returning Students

- The student must settle the balance or pro-rated ² outstanding semester fees due (whichever is higher) before applying for deferment and all fees paid will be transferred as in table below.

- If the deferment is upon request of the Dean / Deputy Dean (before mid-semester/ term), all fees paid shall be transferable to the new semester / term.
- The fee implication for deferment of semester / term are as follows:

Type of fees	Before the commencement of semester	Within one month from the commencement of semester	One month after the commencement of semester and before mid-semester	After mid-semester to the end of the semester
Tuition Fee	Transfer 100% to the new semester	Transfer 100% to the new semester	Transfer 50% to the new semester	No amount is transferable
Resource Fee	Transfer 100% to the new semester	Transfer 100% to the new semester	Transfer 50% to the new semester	No amount is transferable
International Student Annual Fee	Transfer 100% to the new i semester	Transfer 100% to the new semester	Transfer 50% to the new semester	No amount is transferable
Bond Deposit / Advanced Tuition Fee	Transfer 100% to the new semester	Transfer 100% to the new semester	Transfer 100% to the new semester	Transfer 100% to the new semester
Administrative Fee	Waived at new semester			

7.6 FEE REFUND

All refunds 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 the University.

Refunds will be made in the name of the parent / guardian / sponsor / student as declared in the application form.

7.6.1 Refund due to withdrawal of students on their own accord without Dean's intervention

	Before the commencement of semester	Within 2 weeks from the commencement of semester
Withdrawal of new students <i>*Also applicable to withdrawal of students in the transferred case but subject to one transfer only. Any subsequent transfer will not be entitled to any refund.</i>	100% of all fees paid is refunded except for registration fee, international student registration fee and international student charge <i>Administrative fee will be charged</i>	70% of all fees due and paid is refunded except for registration fee, international student registration fee and international student charge Student must settle the balance outstanding fees due before withdrawal. Student must settle the balance outstanding fees due before re-enrolment to any Taylor's program <i>Administrative fee will be charged</i>
Withdrawal of returning students <i>*Also applicable to withdrawal of students in the transferred case but subject to one transfer only. Any subsequent transfer will not be entitled to any refund.</i>	All fees paid are refunded <i>Administrative fee will be charged</i>	70% of all fees due and paid are refunded <i>Administrative fee will be charged</i>

**** No fees will be refunded after 2 weeks from the commencement of the semester.**

7.6.2 Refund due to withdrawal of student as enforced by the Dean / Principal (due to academic reason)

Withdrawal after the commencement but before mid-semester	Withdrawal after mid-semester
Pro-rated ³ Tuition Fee, Resource Fee and International Student Annual Fee due and paid except Registration Fee / International Student Registration Fee and International Student Charge will be refunded	No fees will be refunded

7.6.3 **National Service – limited to Malaysians only**

- If the student withdraws to join National Services **before commencement of the program**, all fees paid are refundable (except Registration Fee).
- If the student withdraws to join National Services **after the semester has commenced**, only the pro-rated⁴ fees (except Registration Fee) are refundable.
- However, if the student is required to leave the program due to denial of National Service deferment, the student will be eligible for a full refund of all fees paid (except Registration Fee).
- The request for refunds must be supported by Official Decline Letter on Deferment of Services from National Service authority.
- University will only issue the letter to support student deferment application from National Service Authorities upon the full settlement of Semester 1 fees.

7.6.4 **Non-fulfilment of entry requirements upon official announcement of examination results during the semester**

- Pro-rated Tuition and Resource Fees due and paid except registration fee are refundable.

8. ACADEMIC FACILITIES

8.1 LIBRARY

Students have access to the Taylor's University Lakeside Library which houses a large collection of books, journals and audio visual content. The library which spans 4 levels provides students with dedicated areas for quiet reading, meetings, discussion, work and a 24/7 study area. Students also have access to computers, printing and photocopying facilities and automated self-service loan kiosks.

The library's staff are also available to assist students in locating titles from the collection on campus as well as from other libraries at Taylor's other campuses and the National Library for intra- and inter-library loans and reservations.

Taylor's library website allows students to search and reserve books, and to renew book loans. Students also have access to an expansive list of online journals and databases for conducting research reading, as well as an online resource for information literacy and search, referencing and website evaluation. Students can access the library website at library.taylors.edu.my.

The lakeside library opening times are as follows:

Monday – Friday	:	8.00am – 9.00pm
Saturday	:	9.00am – 5.00pm

(Closed on Sundays and Public Holidays)

8.2 ICT (INFORMATION AND COMMUNICATION TECHNOLOGY)

8.2.1 Computer Labs

Students are free to use any of the computing facilities at Lakeside Campus' computer labs and the library, subject to the terms and conditions of use of Taylor's ICT Policy and Guidelines.

Students can use any of the computing facilities as long as it is not in use by a scheduled module session. Taylor's ADP has a designated computer lab (Block D, Level 7, Computer Lab 20) for all computing-related practical module sessions.

Students who encounter technical difficulties with computers, logins, Internet connections or printing should contact ICT Helpdesk at extension 8000, or seek their help at Block D, Level 7. Reports over faulty IT equipment or programs can also be lodged through the Student Portal.

8.3 SCIENCE LABORATORIES

8.3.1 General Lab Rules

Students must adhere to rules and regulations, as well as instructions from the lecturer or lab supervisor/assistant whenever present in the science labs. Students are also required to sign and return the science lab terms of use slip to the lecturer before they are allowed to use the labs, thereby acknowledging their responsibilities. A copy of the rules, regulations and terms of use acknowledge slip can be found in Appendix IV.

Chemistry and Biology Lab

Modules: BIOL 160, CHEM 101, CHEM 105 and CHEM 106

Location: ADP Chemistry Lab, Block E, Level 7

Breakage and Injury

Any breakages or injuries must be reported to the lecturer or supervisor immediately. In the event a person or his/her clothing catches fire in the Chemistry Lab, use the Fire Shower to put out the fire immediately. If acid or corrosive chemicals splash onto a person's face or eyes in the Chemistry Lab, use the Face/Eye Wash Fountain immediately.

An injured person should be immediately referred to the nurse on duty at the University's Health Services Centre, which is located at Block C, Level 1.

Physics Lab

Modules: PHYS 211 and PHYS 212

Location: Physics Lab, Block D, Level 4, Room D4.06

Apparatus Storeroom: D5

8.4 STUDENT LOCKERS

Classroom Lockers

Students who would like to use the lockers along the ADP classroom corridors to keep their personal belongings on campus can inquire at the Student Central Counter (Level 2) to rent the lockers. It is students' responsibility to ensure that personal belongings kept in the lockers are securely locked using their own padlocks.

Science Lab Lockers

Students should only bring stationeries, calculators, lab manuals and personal valuables into the lab. Other items such as bags, books, notes, food and drink are not allowed in the labs. There are lockers that are located outside the science labs which students can use to keep their valuable items. Students have to use their own padlocks to secure the lockers.

9. FEEDBACK AND ISSUE RESOLUTION

9.1 OPPORTUNITIES FOR FEEDBACK

Taylor's ADP places utmost importance in maintaining quality in the service delivery of all aspects of the program. As such, we appreciate constructive feedback and suggestions from students and are committed in improving our service. Students can channel their views and opinions through:

- *Online Module Evaluation* to be completed by students at the end of each module
- Staff-Student Consultative Committee
- Email to the member of staff involved in handling the issue
- Student Central Online Feedback

9.2 POINTS OF CONTACTS TO ADDRESS ISSUES

Communication should be channeled according to the issues involved. When a resolution is not reached at the 1st level of contact, students could escalate the issue to higher levels of authority as indicated in the order below (*highest level being the Dean*).

Issue: Academic instruction, learning materials, assessment, timetable, exam and grades

1. Lecturer
2. Academic Advisor
3. Program Director
4. Dean / Deputy Dean

Issue: University placement

1. SLAS University Relations and Placement Manager
2. Dean

Issue: Club/Society-related matters and events

1. Club/Society Advisor
2. Associate Dean of Alumni
3. Dean

Issue: Student affairs

1. Executive
2. Program Director
3. Deputy Dean / SLAS Academic Services Manager
4. Dean

Issue: International students' affairs

1. International Office Counter Staff
2. SLAS Academic Services Manager
3. Dean / Deputy Dean

Issue: Admission and enrollment matters

1. Administrative Staff
2. ADP Manager
3. Dean

Issue: Administrative matters

1. Administrative Staff
2. ADP Manager
3. Dean

10. ALUMNI RELATIONS

10.1 TAYLOR'S ADP ALUMNI RELATIONS

Since Taylor's ADP's inception in 1996, thousands of students have benefited from Taylor's ADP's unique broad-based approach to its curriculum. These students were successfully placed in reputable universities around the world, graduated and have since gone on to pursue their careers in the US, in other countries as well as locally in Malaysia.

The ADP Alumni Relations Office maintains a record of ADP alumni and connects with them through official emails as well as through social networking sites. Through contact with the alumni, ADP continues to receive valuable feedback on the transferability of modules and study experience in the U.S. With their feedback Taylor's ADP continues to keep the program and its module offerings current and relevant.

The relations office plans to tap on the loyal alumni base with a series of events in the near future, which includes an annual networking event, ADP alumni job placement drives, and other social and business-networking activities.

Completing students should submit the completed Program Completion Application to the ADP Academic Services Office before the end of their final semester at ADP and attending the ceremony will be given alumni pack and form to be filled in. Students have to ensure they furnish the Taylor's University Alumni Relations Office with their latest contact details, their chosen university which they are transferring to as well as their major, in order for the Office to contact them in the future.

Students are also required to submit I-20 to University Relations and Placement Office for record.

11. ACADEMIC GOVERNANCE

11.1 GOVERNANCE STRUCTURE

Taylor's ADP falls under the governance structure of Taylor's University Council and the University's Academic Board. ADP follows the general directives of the University Council and the Academic Board in matters relating to operations and admissions, teaching instruction, curricula, grading, examination, the awarding of certificates of recognition for completion of studies in ADP, and the promotion and development of teaching and learning effectiveness, administration and overall program effectiveness.

While ADP is accountable to the University Council and the Academic Board, ADP exercises its discretion in coordinating the following aspects of academic activities at its divisional level, which is in accordance to general directives from the University Council and the Academic Board:

- School Board of Studies
- Board of Examiners
- Board of Appeals
- Program Review Committee
- Student-Staff Consultative Committee
- Disciplinary Committee
- Academic Integrity Committee
- Admissions Committee

Please refer to pages 79 – 80 of the Taylor's University Student Handbook for descriptions of these functional committees.

APPENDIX I – CONTACT INFORMATION

ADP Administrative Staff

Staff Name	Position	Email
Dr. Andy Nazarechuk	Dean	Andy.Nazarechuk@taylor.edu.my
Associate Professor Dr. Anindita Dasgupta	Deputy Dean	Anindita.Dasgupta@taylor.edu.my
Ms. Thamayanthee Letchumanan	Associate Dean, Teaching and Learning	Thamayanthee.Letchumanan@taylor.edu.my
Mr. Gunasegaran a/l Govindarajoo	Associate Dean, External Relations	Gunasegaran.Govindarajoo@taylor.edu.my
Ms. Prema Ponnudurai	ADP Program Director	Prema.Ponnudurai@taylor.edu.my
Ms. Nur Ainif Omar	CVE Program Director	NurAinif.Omar@taylor.edu.my
Ms. Farah Anida Mansor	Manager, Academic Services	FarahAnida.Mansor@taylor.edu.my
Ms. Metilda John	Manager, University Relations and Placement	Metilda.John@taylor.edu.my
Ms. Masliza Alias	Assistant Manager, Academic Services	Masliza.Alias@taylor.edu.my
Ms. Kalaivani Nadarasion	Administrative Executive, Academic Services	Kalaivani.Nadarasion@taylor.edu.my
Ms. Nazihah Mohd Yusof	Administrative Executive, Academic Services	Nazihah.MohdYusof@taylor.edu.my
Ms. Norhanim Azman	Administrative Executive, Academic Services	Norhanim.Azman@taylor.edu.my
Ms. Syamimi Yahaya	Administrative Executive, Academic Services	Syamimi.Yahaya@taylor.edu.my
Ms. Shamala Devi Rajamany	Senior Administrative Assistant	Shamala.Devi@taylor.edu.my
Ms. Sumathi Sinnasamy	Administrative Assistant	Sumathi.Sinnasamy@taylor.edu.my
Mr. Nagappan Sinna Kolandai	Chemistry Lab Supervisor	Nagappan.Sinna@taylor.edu.my

SLAS Academic Staff

Department of Business

Staff Name	Position	Email
Ms. Lim You Ping	Stream Coordinator	YouPing.Lim@taylors.edu.my
Mr. Cheong Kok Choy	Senior Lecturer	KokChoy.Cheong@taylors.edu.my
Mr. Gunasegaran Govindarajoo	Senior Lecturer	Gunasegaran.Govindarajoo@taylors.edu.my
Ms. Thanam Murugan	Part-Time Lecturer	Thanam.Murugan@taylors.edu.my

Department of Engineering and Applied Science

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Ms. Bessie Ong	Senior Lecturer	Bessie.Ong@taylors.edu.my
Ms. Kalarani Vellasamy	Lecturer	Kalarani.Vellasamy@taylors.edu.my
Ms. Sonya Prabha	Chemistry Lab Assistant	Sonya.Prabha@taylors.edu.my

Department of Language

Staff Name	Position	Email
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Ms. Thavamalar Thuraisingam	Senior Lecturer	Thavamalar.Thuraisingam@taylors.edu.my
Ms. Eshodha Ann	Lecturer	Eshodha.Ann@taylors.edu.my
Ms. Banumathi	Part-Time Lecturer	Banumathi.AVRajendram@taylors.edu.my

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Staff Name	Position	Email
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Mrs. Parvinder Kaur Hukam Singh	Senior Lecturer	ParvinderKaur.Hukam@taylors.edu.my
Ms. Pat Chan Lai Ngo	Lecturer	LaiNgo.Chan@taylors.edu.my
Mr. Vijaya Samarawickrama	Senior Lecturer	Vijaya.Samarawickrama@taylors.edu.my
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Mr. Gary Chong Khin Jin	Part-Time Lecturer	GaryKhinJin.Chong@taylors.edu.my
Ms. Lim Kar Gee	Part-Time Lecturer	KarGee.Lim@taylors.edu.my

Department of Mathematics and Computer Science

Staff Name	Position	Email
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Ms. Chandra Reka Ramachandiran	Lecturer	ChandraReka.Ramachandiran@taylors.edu.my
Mr. Daniel Pu Chuan Hsian	Lecturer	ChuanHsian.Pu@taylors.edu.my
Mr. Phang See Wang	Lecturer	SeeWang.Phang@taylors.edu.my
Mr. Thiagarajah Arunasalam	Lecturer	Thiagarajah.Arunasalam@taylors.edu.my

Department of Citizenship Value Education

Staff Name	Position	Email
Ms. Audrey Lee Kim Choo	Stream Coordinator	Audrey.Lee@taylors.edu.my
Mr. Abdul Razak Mohd Kassim	Lecturer	Abdulrazak.Mohdkassim2@taylors.edu.my
Ms. Fadhilah Raihan	Lecturer	FadhilahRaihan.Lokman@taylors.edu.my
Dr. Kannaki Vaithlingam	Coordinator U3 & Lecturer	Kannaki.Vaithlingam@taylors.edu.my
Ms. Norsafizar Binti Mohd Noor	Lecturer	Norsafizar.Mohdnoor@taylors.edu.my
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Ms. Siti Noor Amyah	Lecturer	SitiNoorAmyah.Khasbullah@taylors.edu.my
Mr. Zaim Azizi Bin Abu Bakar	Coordinator U4 & Lecturer	Zaim.Bakar@taylors.edu.my

General Contact Details

**School of Liberal Arts and Sciences
American Degree Transfer Program
Taylor's University**

Lakeside Campus
No. 1, Jalan Taylor's
47500 Subang Jaya
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Telephone

ADP General Line: +603 5629 5501

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Website: www.taylorsadp.edu.my

General Email: admission@taylors.edu.my

Facebook: www.facebook.com/taylorsadp

APPENDIX II – GENERAL STUDY PLANS

Module Selection Advisory for Students in Semesters 1 – 3

Students who enroll into ADP first choose a major and undertake allocated modules in their first semester under a General Study Plan. From their second semester onwards, students are required to choose their own modules. Generally students in their first to third semesters should complete modules which enhance their Fundamental Skills and Knowledge; along with General Education modules, as well as modules which are recommended and highly transferrable to most U.S. universities (refer to the next page).

Students should take note that transferability of modules is subject to variables such as recognition by the school/department of the universities, level of detail and difficulty and breadth of syllabus, and General Education and major requirements of the university.

For some majors, students will be recommended to take foundational-bridging modules based on students' previous academic qualifications, depending on whether they have taken the module in their previous education and at what level. While students may not earn transfer credits from these modules to their transfer universities, these modules serve as essential preparation for proper academic performance in later more advanced modules.

Every effort is made to ensure that ADP's module syllabi are current with that of the majority of U.S. universities. While the module syllabi are tailored to U.S. universities requirements, our students have successfully transferred to other universities around the world. However, students should take note of the differing transfer requirements of universities other than the U.S. (see below), and plan their module selection appropriately. It is highly advisable for students with intentions to transfer to non-U.S. universities to discuss the transfer requirements with Ms. Metilda John or Ms. Sumathi Sinnasamy, which would directly affect their module selections.

- Canadian universities – credit transfer based on module syllabus evaluation
- Australian universities – block transfer agreements with some universities
- Local universities and in other countries – subject to recognition of module syllabus and credits

Course Advisory for First Year Students

Students who are Second Year onwards should refer to University Placement Counselor for more information

American Degree Transfer Program
Taylor's University, Lakeside Campus

Fundamental Skills & Knowledge

	Category	Rec. Credits	Course Code	Course Name	Credit Hours	Requisites		Comment
						Pre-	Co-	
I.	Written Communication	3	ENGL101	English Composition I	3	EPT or ENGL 093		Compulsory for all students
II.	Oral Communication	3	COMM105	Interpersonal Communication	3		ENGL 101	
			SPCH105	Effective Public Communication	3		ENGL 101	
III.	Quantitative Analysis	3 or 5	MATH110	College Algebra	3			No background in Add Math or failed Add Math
			MATH150	Pre-Calculus	3			Add Math with Grade C
			MATH161	Calculus for Business	3			Add Math with Grade B and above
			MATH171	Calculus I	5			Add Math with Grade B and above

General Education Courses

	Category	Rec. Credits	Course Code	Course Name	Credit Hours	Requisites		Comment
						Pre-	Co-	
I.	Physical Sciences	4	CHEM101	Fundamentals of Chemistry	4			
			CHEM105	General Chemistry I (with lab)	4	High School Chem.		
			PHYS211	Physics for Science & Engineering I (with lab)	4		MATH 172	
II.	Social Science	3	POLS101	American Government	3		ENGL 101	
			POLS150	Contemporary Southeast Asia	3		ENGL 101	
			POLS207	International Relations	3		ENGL 101	
			PSYC201	General Psychology	3		ENGL 101	
			SOCS101	Sociology I	3		ENGL 101	
III.	Humanities	3	ENGL200	Intro. to American Literature	3	ENGL 101		
			COMM101	Intro. to Mass Communication	3		ENGL 101	
			HIST101	World Civilizations I (to 1500)	3		ENGL 101	
			HIST102	World Civilizations II (from 1500)	3		ENGL 101	
			HIST105	U.S. History to 1877	3		ENGL 101	
			HIST106	U.S. History since 1877	3		ENGL 101	
			PHIL101	Introduction to Philosophy	3	ENGL 101		
			WREL105	World Religion	3		ENGL 101	
IV.	Fine Arts	3	MUSC103	Introduction to Music	3		ENGL 101	
			THTR101	Foundations of Acting I	3			
			FILM101	Introduction to Film	3			

APPENDIX III – 2+2 YEAR STUDY PLAN AND 1+4 YEAR STUDY PLAN

BUSINESS

YEAR 1			
SEMESTER 1			
No	MODULE	CREDIT HOURS	
1	ENGL101 English Composition I	3	
2	MATH161 Calculus for Business 1	3	
3	GBUS102 Pre-Business	ACCT201 Accounting 1	3
4	MPU3113 Hubungan Ethnik (Malaysian)	MPU3153 Bahasa Melayu Komunikasi 2 (International)	3
Total Credit Hours		12	

YEAR 1		
SEMESTER 2		
No	MODULE	CREDIT HOURS
1	MATH162 Calculus for Business II	3
2	One module from Humanities	3
3	One module from Communication	3
Total		9

YEAR 1			
SEMESTER 3			
No	MODULE	CREDIT HOURS	
1	ACCT202 Accounting 2	3	
2	ECON202 Microeconomics	3	
3	One module from Social Sciences	3	
4	One module from Natural Sciences	4	
5	MPU3123 TITAS (Malaysian)	MPU3173 Malaysian Studies (International)	3
Total Credit Hours		16	

YEAR 2		
SEMESTER 4		
No	MODULE	CREDIT HOURS
1	ECON203 Macroeconomics	3
2	STAT230 Statistic I	3
3	One module from Natural Sciences	4
4	One module from Humanities	3
5	One module from U2 category	3
Total Credit Hours		16

YEAR 2		
SEMESTER 4		
No	MODULE	CREDIT HOURS
1	One module from Communication	3
2	One module from Social Sciences	3
3	One module from Fine Arts	3
Total Credit Hours		9

YEAR 2		
SEMESTER 4		
No	MODULE	CREDIT HOURS
1	One module from U3 category	3
2	One module from U4 category	2
Total Credit Hours		5

TOTAL CREDIT TO COMPLETE PROGRAM (NOT INCLUSIVE MPU/UCM)	53-56
TOTAL CREDIT TO COMPLETE PROGRAM (INCLUSIVE MPU/UCM)	67-70

ENGINEERING

YEAR 1		
SEMESTER 1		
No	MODULE	CREDIT HOURS
1	ENGL101 English Composition I	3
2	MATH171 Calculus I	5
3	ENGR196 Engineering Problem Solving	3
4	MPU3113 Hubungan Ethnik (Malaysian)	MPU3153 Bahasa Melayu Komunikasi 2 (International)
Total Credit Hours		14

YEAR 1		
SEMESTER 2		
No	MODULE	CREDIT HOURS
1	CHEM105 General Chemistry I (with lab)	4
2	One module from Humanities	3
3	One module from Social Sciences	3
Total		10

YEAR 1		
SEMESTER 3		
No	MODULE	CREDIT HOURS
1	MATH172 Calculus II	5
2	CSCI251 C Programming for Science and Engineering	3
3	One module from Fine Arts	3
4	One module from Communication	3
5	MPU3123 TITAS (Malaysian)	MPU3173 Malaysian Studies (International)
Total Credit Hours		17

YEAR 2		
SEMESTER 4		
No	MODULE	CREDIT HOURS
1	PHYS211 Physics for Science and Engineering I (with lab)	4
2	MATH271 Calculus III	5
3	One module from U2 category	3
Total Credit Hours		12

YEAR 2		
SEMESTER 4		
No	MODULE	CREDIT HOURS
1	CHEM106 General Chemistry II (with lab)	4
2	STAT261 Statistics for Engineering and Sciences	3
3	One module from Social Sciences	3
Total Credit Hours		10

YEAR 2		
SEMESTER 4		
No	MODULE	CREDIT HOURS
1	PHYS212 Physics for Science and Engineering II (with lab)	4
2	One module from Humanities	3
3	One module from U3 category	3
4	One module from U4 category	2
Total Credit Hours		12

TOTAL CREDIT TO COMPLETE PROGRAM (NOT INCLUSIVE MPU/UCM)	61
TOTAL CREDIT TO COMPLETE PROGRAM (INCLUSIVE MPU/UCM)	75

COMPUTER SCIENCE

YEAR 1		
SEMESTER 1		
No	MODULE	CREDIT HOURS
1	ENGL101 English Composition I	3
2	MATH171 Calculus I	5
3	CSCI102 Programming in C++	3
4	MPU3113 Hubungan Ethnik (Malaysian)	MPU3153 Bahasa Melayu Komunikasi 2 (International)
Total Credit Hours		14

YEAR 1		
SEMESTER 2		
No	MODULE	CREDIT HOURS
1	CHEM105 General Chemistry I (with lab)	4
2	One module from Humanities	3
3	One module from Social Sciences	3
Total		10

YEAR 1		
SEMESTER 3		
No	MODULE	CREDIT HOURS
1	MATH172 Calculus II	5
2	CSCI117 Programming JAVA	3
3	One module from Fine Arts	3
4	One module from Communication	3
5	MPU3123 TITAS (Malaysian)	MPU3173 Malaysian Studies (International)
Total Credit Hours		17

YEAR 2		
SEMESTER 4		
No	MODULE	CREDIT HOURS
1	PHYS211 Physics for Science and Engineering I (with lab)	4
2	MATH271 Calculus III	5
3	One module from U2 category	3
Total Credit Hours		12

YEAR 2		
SEMESTER 4		
No	MODULE	CREDIT HOURS
1	STAT261 Statistics for Engineering and Sciences	3
2	One module from Humanities	3
3	One module from Social Sciences	3
Total Credit Hours		9

YEAR 2		
SEMESTER 4		
No	MODULE	CREDIT HOURS
1	PHYS212 Physics for Science and Engineering II (with lab)	4
2	One module from Humanities	3
3	One module from U3 category	3
4	One module from U4 category	2
Total Credit Hours		12

TOTAL CREDIT TO COMPLETE PROGRAM (NOT INCLUSIVE MPU/UCM)	60
TOTAL CREDIT TO COMPLETE PROGRAM (INCLUSIVE MPU/UCM)	74

LIBERAL ARTS

YEAR 1				
SEMESTER 1				
No	MODULE	CREDIT HOURS		
1	ENGL101 English Composition I	3		
2	MATH161 Calculus I	3		
3	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">HIST102 World Civilizations II (from 1500) (with ENGL093)</td> <td style="width: 50%; text-align: center;">COMM101 Introduction to Communication (with ENGL101)</td> </tr> </table>	HIST102 World Civilizations II (from 1500) (with ENGL093)	COMM101 Introduction to Communication (with ENGL101)	3
HIST102 World Civilizations II (from 1500) (with ENGL093)	COMM101 Introduction to Communication (with ENGL101)			
4	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">MPU3113 Hubungan Ethnik (Malaysian)</td> <td style="width: 50%; text-align: center;">MPU3153 Bahasa Melayu Komunikasi 2 (International)</td> </tr> </table>	MPU3113 Hubungan Ethnik (Malaysian)	MPU3153 Bahasa Melayu Komunikasi 2 (International)	3
MPU3113 Hubungan Ethnik (Malaysian)	MPU3153 Bahasa Melayu Komunikasi 2 (International)			
Total Credit Hours		12		

YEAR 1		
SEMESTER 2		
No	MODULE	CREDIT HOURS
1	One module from Natural Science	3-4
2	One module from Humanities	3
3	One module from Social Sciences	3
Total		9-10

YEAR 1				
SEMESTER 3				
No	MODULE	CREDIT HOURS		
1	One module from Non Major Related Module	3		
2	One module from Communication	3		
3	One module from Fine Arts	3		
4	One module from Social Sciences	3		
5	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">MPU3123 TITAS (Malaysian)</td> <td style="width: 50%; text-align: center;">MPU3173 Malaysian Studies (International)</td> </tr> </table>	MPU3123 TITAS (Malaysian)	MPU3173 Malaysian Studies (International)	3
MPU3123 TITAS (Malaysian)	MPU3173 Malaysian Studies (International)			
Total Credit Hours		15		

YEAR 2		
SEMESTER 4		
No	MODULE	CREDIT HOURS
1	One module from Natural Science	3-4
2	One module from Non Major Related Module	3
3	One module from U2 category	3
4	One module from Humanities	3
Total Credit Hours		12-13

YEAR 2		
SEMESTER 4		
No	MODULE	CREDIT HOURS
1	One module from Non Major Related Module	3
2	One module from Humanities	3
3	One module from Social Sciences	3
Total Credit Hours		9

YEAR 2		
SEMESTER 4		
No	MODULE	CREDIT HOURS
1	One module from Communication	3
2	One module from Non Major Related Module	3
3	One module from U3 category	3
4	One module from U4 category	2
Total Credit Hours		11

TOTAL CREDIT TO COMPLETE PROGRAM (NOT INCLUSIVE MPU/UCM)	54-56
TOTAL CREDIT TO COMPLETE PROGRAM (INCLUSIVE MPU/UCM)	68-70

APPENDIX IV – SCHEDULE OF MODULE OFFERINGS



AMERICAN DEGREE TRANSFER PROGRAM

Course Offering Schedule until Fall 2016

Last Updated: 05 October 2015

Course	Title	CR	SP15	S15	F15	SP16	S16	F16	Pre (P) or Co (C) requisites
I. English Courses									
ENGL090	Reading and Writing Foundations	5	X	X	X	X	X	X	EPT
ENGL093	Basic Writing II	3	X	X	X	X	X	X	ENGL090(P) or EPT
ENGL101	English Composition I	3	X	X	X	X	X	X	ENGL093(P) or EPT
ENGL102	English Composition II	3	X		X	X	X	X	ENGL101 (P)
ENGL200	Introduction to American Literature	3			X			X	ENGL101 (P)
ENGL210	Introduction to Creative Writing	3	X		X	X	X	X	ENGL101 (P)

Course	Title	CR	SP15	S15	F15	SP16	S16	F16	Pre (P) or Co (C) requisites
II. Mathematics Courses									
MATH110	College Algebra	3	X	X	X	X	X	X	No Background or Failed Add Math
MATH150	Pre-Calculus	3	X	X	X	X	X	X	Add Math with Grade C
MATH161	Calculus for Business I	3	X	X	X	X	X	X	Add Math with grade B & above or MATH150 (P)
MATH162	Calculus for Business II	3	X	X	X	X	X	X	MATH161 (P)
MATH171	Calculus I	5	X	X	X	X	X	X	Add Math with grade B & above or MATH150 (P) with Grade B & above or MATH161 (P)
MATH172	Calculus II	5	X	X	X	X	X	X	MATH171 (P)
MATH208	Discrete Mathematics	3	X	X	X	X	X	X	MATH172(P)
MATH271	Calculus III	5	X	X	X	X	X	X	MATH172 (P)
MATH319	Linear Algebra	3	X	X	X	X	X	X	MATH271 (C)
MATH353	Differential Equations	3	X	X	X	X	X	X	MATH271 (C)
STAT230	Statistics I	3	X	X	X	X	X	X	MATH110 (P) or MATH150 (P) or MATH161 (P) or MATH171 (P)
STAT261	Statistics for Engineering & Sciences	3	X		X	X	X	X	MATH171 (P)
STAT330	Statistics II	3	#		#	#	#	#	STAT230(P)

Course	Title	CR	SP15	S15	F15	SP16	S16	F16	Pre (P) or Co (C) requisites
III. Sciences Courses									
BIOL160	Biological Science (with lab)	4	X	X	X	X	X	X	None
CHEM101	Fundamentals of Chemistry (with lab)	4	X	X	X	X	X	X	No Chemistry background
CHEM105	General Chemistry I (with lab)	4	X	X	X	X	X	X	High school chemistry and additional math or MATH110(P) / CHEM101 (P)
CHEM106	General Chemistry II (with lab)	4	X	X	X	X	X	X	CHEM105 (P)
CHEM221	Organic Chemistry	4	X	X	X	X	X	X	CHEM106(P)
NUTR201	Fundamentals of Human Nutrition	3	X	X	X	X	X	X	None
NUTR202	Nutrition for Health & Disease	3	X	X	X	X	X	X	None. Recommended to Nutrition majors.
PHYS211	Physics for Science & Engineering I (with lab)	4	X	X	X	X	X	X	MATH 172 (C) [Eng/CS/AP/AS] or MATH162 (P) for [Business only]
PHYS212	Physics for Science & Engineering II (with lab)	4	X	X	X	X	X	X	PHYS211 (P)

Course	Title	CR	SP15	S15	F15	SP16	S16	F16	Pre (P) or Co (C) requisites
IV. Computer Courses									
CSCI101	Introduction to Computers	3	X			X	X	X	None
CSCI102	Programming in C++	3	X	X	X	X	X	X	None
CSCI117	Computer Programming - Java	3	X	X	X	X	X	X	None
CSCI221	Object-Oriented Programming (C++)	3	X			X	X	X	CSCI102 (P)
CSCI251	C Programming for Science & Engineering	3	X	X	X	X	X	X	MATH171(P) [for all majors] and ENGR196 (P) [for Engineering major only]

Course	Title	CR	SP15	S15	F15	SP16	S16	F16	Pre (P) or Co (C) requisites
V. Communication Courses									
ADV5210	Advertising	3				X			ENGL101 (P)
COMM101	Introduction to Communication	3	X	X	X	X	X	X	ENGL101 (C)
COMM105	Interpersonal Communication	3	X	X	X	X	X	X	ENGL101 (C)
COMM215	Cross Cultural Communication	3	X			X			ENGL101 (P)
GBUS271	Business Communication	3	X	X	X	X	X	X	ENGL101 (P)
PREL201	Public Relations	3	X	X	X	X	X	X	ENGL101 (P)
SPCH105	Effective Public Communication	3	X	X	X	X	X	X	ENGL101 (C)

Course	Title	CR	SP15	S15	F15	SP16	S16	F16	Pre (P) or Co (C) requisites
VI. Fine and Performing Arts Courses									
FILM101	Introduction to Film Studies	3	X	X	X	X	X	X	ENGL101 (P)
MUSC103	Introduction to Music	3	X	X	X	X	X	X	ENGL101 (C)
THTR101	Foundations of Acting I	3	X	X	X	X	X	X	None
THTR102	Foundations of Acting II	3	X	X	X	X	X	X	THTR101(P) or UCM60203U2 Introduction to Acting (P)

Course	Title	CR	SP15	S15	F15	SP16	S16	F16	Pre (P) or Co (C) requisites
VII. Humanities Courses									
HIST101	World Civilizations I (to 1500)	3	X		X	X	X	X	ENGL093 (C)
HIST102	World Civilizations II (from 1500)	3	X	X	X	X	X	X	ENGL093 (C)
HIST105	U.S. History to 1877	3	X	X	X	X	X	X	ENGL101 (C)
HIST106	U.S. History since 1877	3	X	X	X	X	X	X	ENGL101 (C)
PHIL 101	Introduction to Philosophy	3	X			X			ENGL101 (P)
POLS210	Contemporary East Asian Studies	3	#	#	#	#	#	#	POLS207 (C) or ENGL101 (C)
WREL105	World Religion	3	X	X	X	X	X	X	ENGL101 (P)

Course	Title	CR	SP15	S15	F15	SP16	S16	F16	Pre (P) or Co (C) requisites
VIII. Social Sciences Courses									
POLS101	American Government	3	X	X	X	X	X	X	ENGL101 (C)
POLS207	International Relations	3	X	X	X	X	X	X	ENGL101 (C)
PSYC201	General Psychology	3	X	X	X	X	X	X	ENGL101 (C)
PSYC226	Social Psychology	3			X				PSYC201 (P) or SOCS101(P)
SOCS101	Sociology I	3	X	X	X	X	X	X	ENGL101 (C)
SOCS102	Sociology II	3		X			X		SOCS101(P)

Course	Title	CR	SP15	S15	F15	SP16	S16	F16	Pre (P) or Co (C) requisites
IX. Business Courses									
ACCT201	Accounting I	3	X	X	X	X	X	X	SPM Accounting minimum credit or GBUS101 (P)
ACCT202	Accounting II	3	X	X	X	X	X	X	ACCT201 (P)
BLAW331	The Legal Environment of Business	3	#		X		#	X	ENGL101 (P)
GBUS101	Pre Business	3	X	X	X	X	X	X	None
GBUS102	Introduction to Business	3			X				
ECON202	Microeconomics	3	X	X	X	X	X	X	ENGL101 (C)
ECON203	Macroeconomics	3	X	X	X	X	X	X	ENGL101 (C) [for all majors] and for Business major only - ECON202 (P)
FIN3323	Introductory Financial Management	3	X		X		#	#	Complete 200-level Bus. Course ENGL101 (P)
MGMT325	Principles of Management	3	#		#	X	#	#	ENGL101(P)
MKTG311	Marketing Principles and Problems	3	#		#	X	#	#	ENGL101(P)

Course	Title	CR	SP15	S15	F15	SP16	S16	F16	Pre (P) or Co (C) requisites
X. Engineering Courses									
ENGR121	Engineering Graphics	3	X		X	X			None
ENGR196	Engineering Problem Solving	3	X	X	X	X	X	X	None
ELEC201	Linear Circuit Theory I	3	X	X	X	X	X	X	MATH353(C); Must take together with ELEC207
ELEC 207	Linear Circuit Lab	1	X		X	X	X	X	MATH353(C); Must take together with ELEC201
MECH200	Thermodynamics	3	X		X				MATH171(P)
MECH270	Basic Mechanics I	3	X	X	X	X	X	X	MATH172 (P); PHYS211(P)
MECH274	Basic Mechanics II	3			X			X	MECH270(P)

Note:

Student must obtain minimum 'C' grade for all the pre-requisite courses.

Courses offered is subject to availability of lecturers.

ADP reserves the right not to offer a course if there is less than 10 students who register for the course.

For any queries on transferability of courses, please refer to University Placement and Relations Manager, Ms. Metilda John - metilda.john@tzvivors.edu.my

Abbr:
 SP Spring (January)
 S Summer (May)
 F Fall (August)

Upon request. A course to be offered if there is 5 or more students who register for the course

APPENDIX V – SCIENCE LAB SAFETY RULES AND REGULATIONS

The following safety rules and regulations apply to all Science Laboratories and will be strictly enforced. This does not imply that undue risks can be taken. Due care and observance of precautions at all times will always be the main line of accident prevention and personal protection. A breach of these Science Laboratory Rules and Regulations will result in you being denied entry to the laboratory. Any exception will be on a case-by-case basis with justification.

1. **SMOKING AND EATING** in the laboratory are **FORBIDDEN**. This includes demonstration areas. The storage and / or consumption of **FOOD and DRINK** in laboratories or areas where biological materials and / or chemicals are stored or used is prohibited. **NO FOOD OR DRINK** is to be stored in laboratory refrigerators or freezers.
2. **PROPER FOOTWEAR** must be worn. Students will not be permitted to remain in the laboratory unless they are wearing suitable shoes as a protection from broken glass and / or chemical spillages. In particular: bare feet, sandals, slippers, clogs, scuffs and other open-style shoes are **PROHIBITED**.
3. **BAGS** must be left in the lockers outside or on side benches in the laboratories and not on stools or between tables. Books not in use, personal items etc. should not be left on a work-bench.
4. **NO STUDENT** is allowed to enter the laboratory unless a teacher is present and no work is allowed without supervision.
5. **SAFETY EQUIPMENT** where necessary, must be used. **SAFETY PROCEDURES**, where appropriate, must be followed.
6. **SAFETY GLASSES** are compulsory for heat experiments and when volatile chemicals are being used. Even students wearing glasses are not exempted from this rule.
7. **SUITABLE CLOTHING** must be worn; long trousers or jeans are recommended for boys and dresses, slacks or jeans for girls. In particular: sleeveless t-shirts and sleeveless blouses are prohibited.
8. **LABORATORY COATS** are compulsory for all Biology and Chemistry practical lessons in the laboratory. Physics students must wear laboratory coats for all experiments that involve the use of chemicals / stains.
9. **LONG HAIR** must be safely tied back.
10. Laboratory coats, gloves and other protective clothing are **NOT** to be worn in areas where food is consumed. **PROTECTIVE CLOTHING** should be removed before leaving the laboratory. Do not use gloves when opening doors or answering the telephone.
11. **INDISCIPLINE** in the laboratory (e.g. whistling, horse play, etc.) will not be tolerated.

12. Visitors to the laboratories must wear safety glasses when requested to do so by laboratory personnel.
13. Always use proper techniques in your work, observe all special precautions mentioned in each experiment and in each laboratory. If in doubt, consult your teacher.
14. Assume that every chemical is dangerous. Use the proper technique for handling the chemical. Do not taste chemicals; many which appear harmless are toxic. Any reactions involving dangerous chemicals, skin-irritants or unpleasant odors are to be performed in the fume-cupboard. Fume cupboards should not be used as general store cupboards.
15. Wash immediately with copious amount of water if skin or eyes come into contact with chemicals. Spillage of chemicals, oils etc. should be reported immediately. This should be wiped up.
16. Never suck liquids into a pipette by mouth. Pipette fillers must always be used.
17. Exercise **EXTREME CAUTION** when using a Bunsen burner. Keep your head and clothing away from the flame. When materials are heated in test tubes, never point them at other people nor should you look down at the tubes. Liquids that are heated should be well mixed before heating and fast-boiling liquids should not be heated in narrow neck vessels.
18. Use boiling chips or glass beads when boiling / heating solutions during refluxing / distillation.
19. Know the apparatus / glassware by their correct names / terms. Examine all glassware for cracks before use.
20. Wash all glassware clean at the end of the practical and put them into the locker. Remove labels used. Items collected from the teacher's table must be returned to the teacher's table.
21. Glassware / apparatus found missing or broken in your locker must be reported and replaced. Never take from another locker.
22. All breakages must be reported and recorded in the book of breakages. Payment for items broken will be required.
23. Clean up all broken glassware immediately. Never handle broken glass with your bare hands. Use a brush and dustpan and dispose of the glass as directed or into a bin for 'broken glassware'.
24. Clean and wipe dry all work surfaces at the end of the practical.
25. Hands must be dry when using electrical switches, plugs and wiring. Keep combustible materials away from electrical appliances and apparatus.

26. Damaged plugs, equipment with a worn flex, faulty apparatus / equipment should be reported immediately. Do not use this apparatus / equipment or any items with a **RED TAG**.
27. Keep flames away from flammable liquids / materials. Turn off a burner when not in immediate use.
28. Do not misuse anything provided in the interest of health and safety.
29. All accidents, however minor, should be reported immediately to your teacher.
30. You must know the location of the **SAFETY EQUIPMENT** (fire extinguisher, fire blanket, first aid kit, and eye wash station) and **EMERGENCY EXITS**.

I have read and understood the Taylor's University Science Laboratories rules and regulations, and agree to abide by them. I will also abide by any additional instructions provided by my Biology / Chemistry / Physics lecturers.

.....
(SIGNATURE)

DATE :.....

NAME :.....

CLASS :.....

STUDENT ID :