



Reference No.	Description	Form/Report
1	Student fill-in Change of Faculty/Centre form online via Camsys Note : Student has to meet the entry requirement of the new program	Change of Faculty online via Camsys
2	Current faculty/centre office receives the student's application (hardcopy) Student has to submit the complete application which consist of confirmation from the : a.Admission b.Finance c.International Office (if applicable)	Change of Faculty Form (Hardcopy)
3	Current faculty/centre office check the supporting documents. If not complete, return back to the student within 3 working days upon received.	Change of Faculty Form (Hardcopy)
4	Current faculty/centre Dean to recommend. If not recommended, the student will be notified within 3 working days.	Change of Faculty Form (Hardcopy)
5	Receiving faculty/centre Dean to approve. If not approved, the student will be notified within 5 working days. The receiving faculty/centre must check and decide on the grade transfer and exemption accordingly to the Grade Transfer Exemption Policy.	Change of Faculty Form (Hardcopy) Grade Transfer Exemption Policy
6	Receiving faculty office to issue approval letter. A copy shall be given to ERU for student's data updates.	Change of Faculty Form (Hardcopy)
7	Student to collect approval letter.	Approval Letter (ACAD/LETTER/01)
Note	The whole process will take not more than 15 working days from the date of receive by the current faculty subject to the completion of the form.	