



Ref. No.	Description	Form/Report
1	Announcement will be made during Faculty Briefing to the new students on the timeline and process of applying Credit Transfer online. The Credit Transfer timeline is normally within 2 weeks from the trimester commencement date. Students have to apply for credit transfer online via CamSys and uploading any supporting document	<ul style="list-style-type: none"> ▪ Student Transcript from the previous institution ▪ Syllabus of the subject that student's applying for credit transfer ▪ Any other supporting document related
2	<p>The faculty upon the submission of Credit Transfer online will receive a notification email and will generate the list of students with the uploaded supporting documents and compile it for Credit Transfer Committee/ LIFE Department for recommendation.</p> <p>For MPU subjects, Faculty will compile on behalf and send to LiFE office for process, normally in end of week 2 (for Long Tri), and end of Week 1 (for Short Trimester) to submit to LiFE office. Supporting documents must be complete, otherwise the form will NOT be processed.</p>	-
3	Application with complete supporting documents will be evaluated by the Credit Transfer Committee OR Subject Coordinator at the Faculty and/or LIFE for Mata Pelajaran Umum (MPU) subjects particularly.	-
4	Recommended credit transfer list will be submitted to the dean for approval.	-
5	The credit transfer which has been approved and/ or disapproved will be updated in the CamSys student self-service. If the student has registered the subject for the current trimester then the subject will be automatically dropped.	
6	<p>The student will need to check their Credit Transfer application whether approved and/or disapproved in 4th week of new trimester in the CamSys student self-service.</p> <p>Note : Student to perform add/drop subject (<i>manually add/drop if approval is released after week 2 of the Trimester</i>)</p>	-