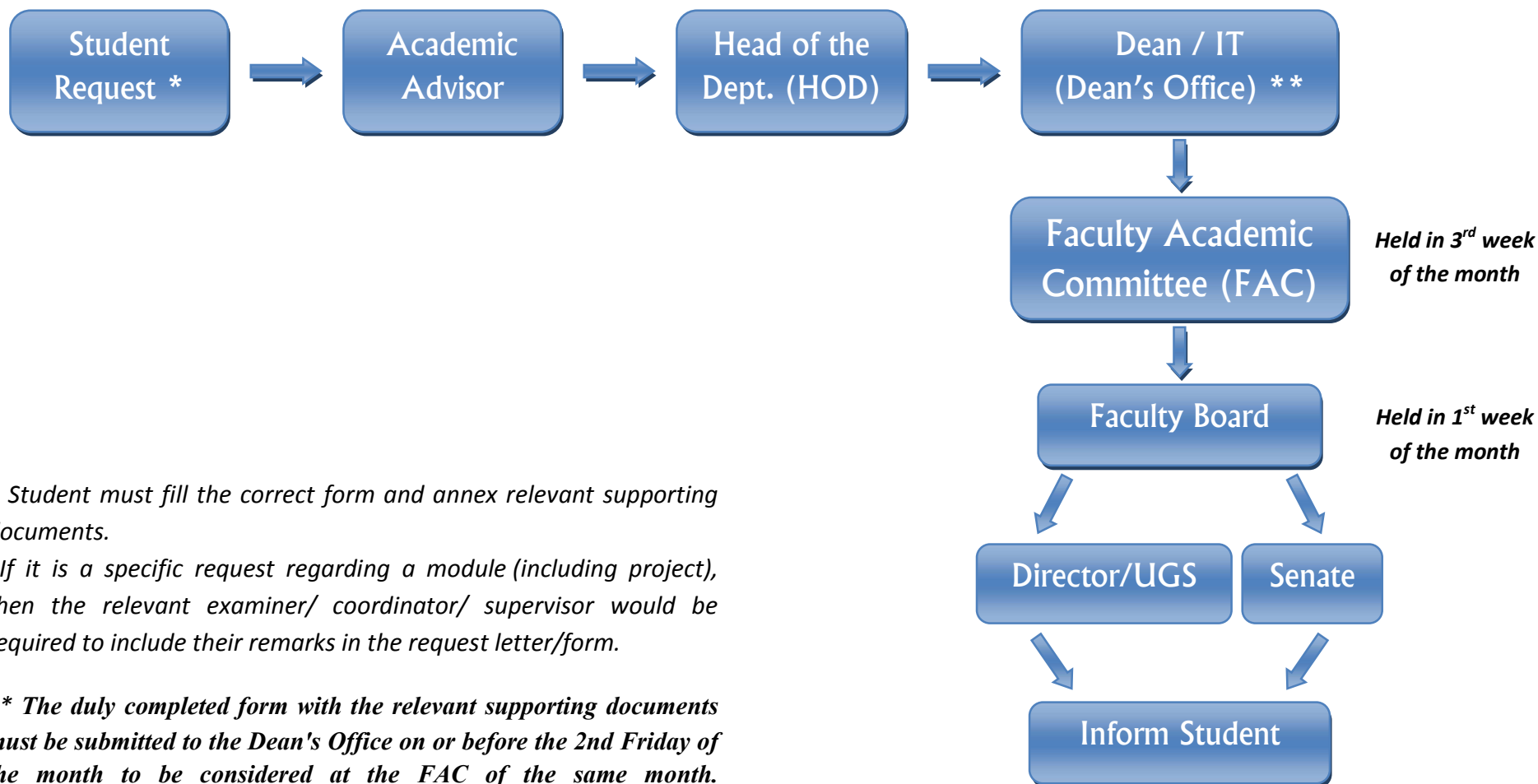


Procedure for Handling Student Requests – Faculty Academic Committee (FAC)



* Student must fill the correct form and annex relevant supporting documents.

*If it is a specific request regarding a module (including project), then the relevant examiner/ coordinator/ supervisor would be required to include their remarks in the request letter/form.

** The duly completed form with the relevant supporting documents must be submitted to the Dean's Office on or before the 2nd Friday of the month to be considered at the FAC of the same month.