

Process of Application for Course Retake/Additional Credits (For Student)

After announcement of the results, students should retake courses marked “T”, “F”, “O” or “AF” to gain the credits of those courses. They should fill in the “Application Form for Course Retake/Additional Credits” on the iCAN/TronClass platform and submit it for further process of the departments concerned (please refer the Academic Calendar for the date of application)



Upon review and approval by the academic department concerned, the application will be sent to the Academic Affairs Office for verification and approval via the system



Students should check the process in the system and pay the relevant fees following the remarks



Students can pay the relevant fees at the Finance Department / Remittance / Fund Transfer.



Students check the iCAN/TronClass system to confirm whether the retake courses or additional credits courses have been added to the system.



Task completed