

ACADEMIC TIMELINES FOR TRI-SEMESTER PROGRAMMES 2021

DESCRIPTIONS	JANUARY SEMESTER	MAY SEMESTER	SEPTEMBER SEMESTER	REMARKS
SEMESTER COMMENCES	4 Jan 2021	3 May 2021	6 Sept 2021	
LAST DAY TO REGISTER EXCEPT for Research Programmes	<u>Current student</u> 7 Feb 2021 <u>New Student</u> 21 Feb 2021	<u>Current student</u> 6 June 2021 <u>New Student</u> 20 June 2021	<u>Current student</u> 10 Oct 2021 <u>New Student</u> 24 Oct 2021	Registration is open until the 7th week of the semester (for New Student) & until the 5th week of the semester (for Current Student) . However, students are advised to register before the 1 st tutorial.
SUBJECT REGISTRATION [Week 1 to Week 10]	Latest by: <u>WEEK 1 - 4</u> 31 Jan 2021 <u>WEEK 5 - 7</u> 21 Feb 2021 <u>WEEK 8 - 10</u> 14 March 2021	Latest by: <u>WEEK 1 - 4</u> 30 May 2021 <u>WEEK 5 - 7</u> 20 June 2021 <u>WEEK 8 - 10</u> 11 July 2021	Latest by: <u>WEEK 1 - 4</u> 3 Oct 2021 <u>WEEK 5 - 7</u> 24 Oct 2021 <u>WEEK 8 - 10</u> 14 Nov 2021	Subject Registration is open based on the timeline below : <ul style="list-style-type: none"> Week 1 to 4 - 3 Subjects Week 5 to 7 - 2 Subjects Week 8 to 10 - 1 Subject
CREDIT TRANSFER [Week 1 to Week 7]	latest by 21 Feb 2021	latest by 20 June 2021	latest by 24 Oct 2021	Application shall normally be made within 5 weeks of the first semester at AeU for New students. RM50.00 (local) / USD30 (International) will be charged for every credit earned.
ADD SUBJECT [Week 1 to Week 5]	latest by 7 Feb 2021	latest by 6 June 2021	latest by 10 Oct 2021	Within 5 weeks after semester begins.
DROP SUBJECT [Week 1 to Week 7]	latest by 21 Feb 2021	latest by 20 June 2021	latest by 24 Oct 2021	Within 10 th Weeks after semester begins. Percentage of tuition fee to be charged: <ul style="list-style-type: none"> WK 4 to W7 - 50% WK 8 onwards – No Refund
CHANGE OF PROGRAMME EXCEPT for Research Programmes [Week 1 to Week 5]	latest by 7 Feb 2021	latest by 6 June 2021	latest by 10 Oct 2021	Within 3 weeks after semester begins. RM 50.00 (local) / USD30 (International) will be charged for processing fee. REGISTRATION FEES (LOCAL & INTERNATIONAL) will be charged for the New Programme . Please be informed that any application for a change in the programme of study will be considered only upon full settlement of fees for the previous programme.
DEFERMENT OF STUDIES [Week 1 to Week 7]	latest by 21 Feb 2021	latest by 20 June 2021	latest by 24 Oct 2021	Any time before final examination. Percentage of tuition fee to be charged: <ul style="list-style-type: none"> W4 to W7 - 50% >W8 – No Refund A deferment fee of RM50.00 (local) / USD30 (International) will be charged for each deferred semester. If payment had been made in full, the paid examination fees will be carried forward to the next semester.
WITHDRAWAL FROM STUDIES [Anytime during the semester]	Anytime during the semester	Anytime during the semester	Anytime during the semester	Application can be made throughout the semester. Percentage of tuition fee to be charged: <ul style="list-style-type: none"> W4 to W7 - 50% >W8 onwards - No Refund If withdrawal is made 3 weeks before the examination, the examination fee will be refunded.
CHANGE LEARNING CENTRE EXCEPT for Research Programmes [Week 1 to Week 7]	latest by 21 Feb 2021	latest by 20 June 2021	latest by 24 Oct 2021	Student is allowed to change LC, 3 weeks before the final examination. RM 50.00 (local) / USD30 (International) will be charged for processing fee.
DEFERMENT OF EXAMINATION [Week 1 to Week 10]	latest by 14 Mar 2021	latest by 11 July 2021	latest by 14 Nov 2021	Student can apply to defer examination provided continuous assessment has been submitted. Subjects will be graded as 'Incomplete' until student sits for the exam. Students can sit for the exam within the next 2 consecutive semesters.
PROCTORED EXAMINATION EXCEPT for Research Programmes [Week 8]	latest by 28 Feb 2021	latest by 27 June 2021	latest by 31 Oct 2021	Application must be made at least 1 month before examination (The honorarium for the proctor is normally USD25.00 per session, excluding courier fees, room rental and others).

Note: The University reserves the right to change the above without notice.

Updated: 6/12/2020