

ACADEMIC TIMELINES FOR TRI-SEMESTER PROGRAMMES 2019

DESCRIPTIONS	JANUARY SEMESTER	MAY SEMESTER	SEPTEMBER SEMESTER	REMARKS
SEMESTER COMMENCES	7 Jan 2019	6 May 2019	9 Sept 2019	
LAST DAY TO REGISTER EXCEPT for Research Programmes	<u>Current student</u> 10 Feb 2019 <u>New Student</u> 17 March 2019	<u>Current student</u> 9 June 2019 <u>New Student</u> 14 July 2019	<u>Current student</u> 13 Oct 2019 <u>New Student</u> 27 Oct 2019	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.
CREDIT TRANSFER [Week 1 to Week 10]	latest by 17 March 2019	latest by 14 July 2019	latest by 27 Oct 2019	Application shall normally be made within 10 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 10 Feb 2019	latest by 9 June 2019	latest by 13 Oct 2019	Within 5 weeks after semester begins.
DROP SUBJECT [Week 1 to Week 10]	latest by 17 March 2019	latest by 14 July 2019	latest by 27 Oct 2019	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 10 Feb 2019	latest by 9 June 2019	latest by 13 Oct 2019	Within 5 weeks after semester begins. RM 50.00 (local) / USD30 (International) will be charged for processing fee. RM500.00 (local) / USD100 (International) will be charged for registration fee 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 10]	latest by 17 Mar 2019	latest by 14 July 2019	latest by 27 Oct 2019	Anytime before final examination. Percentage of tuition fee to be charged: <ul style="list-style-type: none"> • W4 to W7 - 50% • >W8 – No Refund An activation 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 before the examination, the examination fee will be refunded.
CHANGE LEARNING CENTRE EXCEPT for Research Programmes [Week 1 to Week 10]	latest by 17 Mar 2019	latest by 14 July 2019	latest by 27 Oct 2019	Student is allowed to change LC anytime before the final examination. RM 50.00 (local) / USD30 (International) will be charged for processing fee.
DEFERMENT OF EXAMINATION [Week 1 to Week 12]	latest by 31 Mar 2019	latest by 28 July 2019	latest by 17 Nov 2019	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 12]	latest by 31 Mar 2019	latest by 28 July 2019	latest by 3 Nov 2019	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: 3/6/2019