

ACADEMIC TIMELINES FOR TRI-SEMESTER PROGRAMMES 2020

DESCRIPTIONS	JANUARY SEMESTER	MAY SEMESTER	SEPTEMBER SEMESTER	REMARKS
SEMESTER COMMENCES	6 Jan 2020	4 May 2020	7 Sept 2020	
LAST DAY TO REGISTER EXCEPT for Research Programmes	<u>Current student</u> 9 Feb 2020 <u>New Student</u> 23 Feb 2020	<u>Current student</u> 7 June 2020 <u>New Student</u> 21 June 2020	<u>Current student</u> 11 Oct 2020 <u>New Student</u> 25 Oct 2020	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 7]	latest by 23 Feb 2020	latest by 21 June 2020	latest by 25 Oct 2020	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 9 Feb 2020	latest by 7 June 2020	latest by 11 Oct 2020	Within 5 weeks after semester begins.
DROP SUBJECT [Week 1 to Week 7]	latest by 23 Feb 2020	latest by 21 June 2020	latest by 25 Oct 2020	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 9 Feb 2020	latest by 7 June 2020	latest by 11 Oct 2020	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 7]	latest by 23 Feb 2020	latest by 21 June 2020	latest by 25 Oct 2020	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 7]	latest by 23 Feb 2020	latest by 21 June 2020	latest by 25 Oct 2020	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 10]	latest by 15 Mar 2020	latest by 12 July 2020	latest by 15 Nov 2020	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 1 Mar 2020	latest by 28 June 2020	latest by 1 Nov 2020	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