

## ACADEMIC TIMELINES FOR TRI-SEMESTER PROGRAMMES 2023

DESCRIPTIONS	JANUARY SEMESTER	MAY SEMESTER	SEPTEMBER SEMESTER	REMARKS
<b>SEMESTER COMMENCES</b>	2 Jan 2023	1 May 2023	4 Sept 2023	
<b>LAST DAY TO REGISTER</b> EXCEPT for Research Programmes	<u>Current student</u> 5 Feb 2023 <u>New Student</u> 19 Feb 2023	<u>Current student</u> 4 June 2023 <u>New Student</u> 18 June 2023	<u>Current student</u> 8 Oct 2023 <u>New Student</u> 22 Oct 2023	Registration is open <b>until the 7<sup>th</sup> week of the semester (for New Student) &amp; until the 5<sup>th</sup> week of the semester (for Current Student)</b> . However, students are advised to register before the 1 <sup>st</sup> tutorial.
<b>SUBJECT REGISTRATION</b> [Week 1 to Week 10]	Latest by: <u>WEEK 1 - 4</u> 29 Jan 2023 <u>WEEK 5 - 7</u> 19 Feb 2023 <u>WEEK 8 - 10</u> 12 March 2023	Latest by: <u>WEEK 1 - 4</u> 28 May 2023 <u>WEEK 5 - 7</u> 18 June 2023 <u>WEEK 8 - 10</u> 9 July 2023	Latest by: <u>WEEK 1 - 4</u> 1 Oct 2023 <u>WEEK 5 - 7</u> 22 Oct 2023 <u>WEEK 8 - 10</u> 12 Nov 2023	Subject Registration is open <b>based on the timeline below</b> : <ul style="list-style-type: none"> <li><b>Week 1 to 4 - 3 Subjects</b></li> <li><b>Week 5 to 7 - 2 Subjects</b></li> <li><b>Week 8 to 10 - 1 Subject</b></li> </ul>
<b>CREDIT TRANSFER</b> [Week 1 to Week 7]	latest by 19 Feb 2023	latest by 18 June 2023	latest by 22 Oct 2023	Application shall normally be made within 5 weeks of the first semester at AeU for New students. <b>RM50.00 (local) / USD30 (International)</b> will be charged for every credit earned.
<b>ADD SUBJECT</b> [Week 1 to Week 5]	latest by 5 Feb 2023	latest by 4 June 2023	latest by 8 Oct 2023	Within 5 weeks after semester begins.
<b>DROP SUBJECT</b> [Week 1 to Week 7]	latest by 19 Feb 2023	latest by 18 June 2023	latest by 22 Oct 2023	Within 10 <sup>th</sup> Weeks after semester begins. Percentage of tuition fee to be charged: <ul style="list-style-type: none"> <li><b>WK 4 to W7 - 50%</b></li> <li><b>WK 8 onwards – No Refund</b></li> </ul>
<b>CHANGE OF PROGRAMME</b> EXCEPT for Research Programmes [Week 1 to Week 5]	latest by 5 Feb 2023	latest by 4 June 2023	latest by 8 Oct 2023	Within 3 weeks after semester begins. <b>RM 50.00 (local) / USD30 (International)</b> will be charged for processing fee. <b>REGISTRATION FEES (LOCAL &amp; INTERNATIONAL)</b> will be charged for the <b>New Programme</b> .  <b>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.</b>
<b>DEFERMENT OF STUDIES</b> [Week 1 to Week 7]	latest by 19 Feb 2023	latest by 18 June 2023	latest by 22 Oct 2023	Any time before final examination. Percentage of tuition fee to be charged: <ul style="list-style-type: none"> <li><b>W4 to W7 - 50%</b></li> <li><b>&gt;W8 – No Refund</b></li> </ul> A deferment fee of <b>RM50.00 (local) / USD30 (International)</b> 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.
<b>WITHDRAWAL FROM STUDIES</b> [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"> <li><b>W4 to W7 - 50%</b></li> <li><b>&gt;W8 onwards - No Refund</b></li> </ul> If withdrawal is made 3 weeks before the examination, the examination fee will be refunded.
<b>CHANGE LEARNING CENTRE</b> EXCEPT for Research Programmes [Week 1 to Week 7]	latest by 19 Feb 2023	latest by 18 June 2023	latest by 22 Oct 2023	Student is allowed to change LC, 3 weeks before the final examination. <b>RM 50.00 (local) / USD30 (International)</b> will be charged for processing fee.
<b>DEFERMENT OF EXAMINATION</b> [Week 1 to Week 10]	latest by 12 Mar 2023	latest by 9 July 2023	latest by 12 Nov 2023	Student can apply to defer examination provided continuous assessment has been submitted. Subjects will be graded as <b>'Incomplete'</b> until student sits for the exam. Students can sit for the exam within the next 2 consecutive semesters.
<b>PROCTORED EXAMINATION</b> EXCEPT for Research Programmes [Week 8]	latest by 26 Feb 2023	latest by 25 June 2023	latest by 29 Oct 2023	Application must be made at least <b>1 month before examination</b> (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: 11/9/2022

**The above Academic Timeline for Tri-Semester Programme 2023 should be read together with the Academic Calendar Tri-Semester 2023.**