

ACADEMIC TIMELINE FOR TRI-SEMESTER PROGRAMMES 2012

DESCRIPTIONS	JANUARY SEMESTER	MAY SEMESTER	SEPTEMBER SEMESTER	REMARKS
SEMESTER COMMENCES	16 Jan 2012	14 May 2012	17 Sept 2012	
LAST DAY TO REGISTER EXCEPT for Research Programmes	26 Feb 2012	17 June 2012	21 Oct 2012	Registration is open until the 5th week of the semester . However, students are advised to register before the 1 st tutorial.
CREDIT TRANSFER [Week 1 to Week 7]	latest by 4 Mar 2012	latest by 1 Jul 2012	latest by 4 Nov 2012	Application shall normally be made within 7 weeks of the first semester at AeU for New students. RM50.00 will be charged for every credit earned.
ADD SUBJECT [Week 1 to Week 2]	latest by 29 Jan 2012	latest by 27 May 2012	latest by 30 Sept 2012	Within 2 weeks after semester begins.
DROP SUBJECT [Week 1 to Week 7]	latest by 4 Mar 2012	latest by 1 Jul 2012	latest by 4 Nov 2012	Within 7 th Weeks after semester begins. Percentage of tuition fee to be charged: <ul style="list-style-type: none"> • WK 1 to W3 - 25% • WK 4 to W7 - 50% • WK 8 onwards – No Refund
CHANGE OF PROGRAMME EXCEPT for Research Programmes [Week 1 to Week 2]	latest by 29 Jan 2012	latest by 27 May 2012	latest by 30 Sept 2012	Within 2 weeks after semester begins. RM 50.00 will be charged for processing fee.
DEFERMENT OF STUDIES [Week 1 to Week 14]	latest by 22 Apr 2012	latest by 19 Aug 2012	latest by 23 Dec 2012	Anytime before final examination. Percentage of tuition fee to be charged: <ul style="list-style-type: none"> • WK 1 to W3 - 25% • W4 to W7 - 50% • >W8 – No Refund An activation fee of RM50.00 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"> • WK 1 to W3 - 25% • 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 14]	latest by 22 Apr 2012	latest by 19 Aug 2012	latest by 23 Dec 2012	Student is allowed to change LC anytime before the final examination. RM 50.00 will be charged for processing fee.
DEFERMENT OF EXAMINATION [Week 1 to Week 14]	latest by 22 Apr 2012	latest by 19 Aug 2012	latest by 23 Dec 2012	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 3 consecutive semesters.
PROCTORED EXAMINATION EXCEPT for Research Programmes	latest by 1 April 2012	latest by 29 July 2012	latest by 2 Dec 2012	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: 16/12/2011