

## ACADEMIC TIMELINE FOR TRI-SEMESTER PROGRAMMES 2016

DESCRIPTIONS	JANUARY SEMESTER	MAY SEMESTER	SEPTEMBER SEMESTER	REMARKS
<b>SEMESTER COMMENCES</b>	11 Jan 2016	9 May 2016	12 Sept 2016	
<b>LAST DAY TO REGISTER</b> EXCEPT for Research Programmes	14 Feb 2016	12 June 2016	16 Oct 2016	Registration is open <b>until the 5<sup>th</sup> week of the semester</b> . However, students are advised to register before the 1 <sup>st</sup> tutorial.
<b>CREDIT TRANSFER</b> [Week 1 to Week 7]	latest by 29 Feb 2016	latest by 27 June 2016	latest by 31 Oct 2016	Application shall normally be made within 7 weeks of the first semester at AeU for New students. <b>RM50.00</b> will be charged for every credit earned.
<b>ADD SUBJECT</b> [Week 1 to Week 3]	latest by 31 Jan 2016	latest by 29 May 2016	latest by 2 Oct 2016	Within 3 weeks after semester begins.
<b>DROP SUBJECT</b> [Week 1 to Week 7]	latest by 28 Feb 2016	latest by 26 June 2016	latest by 30 Oct 2016	Within 7 <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 2]	latest by 24 Jan 2016	latest by 22 May 2016	latest by 25 Sept 2016	Within 2 weeks after semester begins. <b>RM 50.00</b> will be charged for processing fee.  <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 10]	latest by 20 Mar 2016	latest by 17 July 2016	latest by 20 Nov 2016	Anytime 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> An activation fee of <b>RM50.00</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 before the examination, the examination fee will be refunded.
<b>CHANGE LEARNING CENTRE</b> EXCEPT for Research Programmes [Week 1 to Week 10]	latest by 20 Mar 2016	latest by 17 July 2016	latest by 20 Nov 2016	Student is allowed to change LC anytime before the final examination. <b>RM 50.00</b> will be charged for processing fee.
<b>DEFERMENT OF EXAMINATION</b> [Week 1 to Week 11]	latest by 27 Mar 2016	latest by 24 July 2016	latest by 27 Nov 2016	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 11]	latest by 27 Mar 2016	latest by 24 July 2016	latest by 27 Nov 2016	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: 03/10/2015