

ACADEMIC TIMELINE FOR TRI-SEMESTER PROGRAMMES 2017

DESCRIPTIONS	JANUARY SEMESTER	MAY SEMESTER	SEPTEMBER SEMESTER	REMARKS
SEMESTER COMMENCES	9 Jan 2017	8 May 2017	11 Sept 2017	
LAST DAY TO REGISTER EXCEPT for Research Programmes	12 Feb 2017	11 June 2017	15 Oct 2017	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 27 Feb 2017	latest by 26 June 2017	latest by 30 Oct 2017	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 3]	latest by 29 Jan 2017	latest by 28 May 2017	latest by 1 Oct 2017	Within 3 weeks after semester begins.
DROP SUBJECT [Week 1 to Week 7]	latest by 26 Feb 2017	latest by 25 June 2017	latest by 29 Oct 2017	Within 7 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 2]	latest by 22 Jan 2017	latest by 21 May 2017	latest by 24 Sept 2017	Within 2 weeks after semester begins. RM 50.00 will be charged for processing fee. 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 19 Mar 2017	latest by 16 July 2017	latest by 19 Nov 2017	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 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 19 Mar 2017	latest by 16 July 2017	latest by 19 Nov 2017	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 11]	latest by 26 Mar 2017	latest by 23 July 2017	latest by 26 Nov 2017	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 11]	latest by 26 Mar 2017	latest by 23 July 2017	latest by 26 Nov 2017	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: 30/8/2016