



Bangladesh University of Business & Technology

Academic Rules and Regulations for the Undergraduate Programs

1.0 Definitions

In this Rules and Regulations unless the context otherwise requires

- 1.1 “University” means Bangladesh University of Business & Technology abbreviated as BUBT.
- 1.2 “Rules and Regulations” means Academic Rules and Regulations of the University.
- 1.3 “Syndicate” means the Syndicate of the University.
- 1.4 “Academic Council” means the Academic Council of the University.
- 1.5 “Vice-Chancellor” means the Vice-Chancellor of the University.
- 1.6 “Dean” means the Head of a Faculty of the University.
- 1.7 “Registrar” means the Registrar of the University.
- 1.8 “Department” means concerned Academic Department of the University.
- 1.9 “Chairperson” means the chairperson of any Academic Department.
- 1.10 “Controller” means the Controller of Examinations of the University.
- 1.11 “Credit Equivalence Committee (CEC)” means the Credit Equivalence Committee of the University.
- 1.12 “Semester” means 4-month academic term in case of the trimester system & 6-months academic term in case of bi-semester system.
- 1.13 “Student” means a student admitted in any degree awarding department of the University.
- 1.14 “BUBT AMCC” means Bangladesh University of Business & Technology Academic and Management Co-ordination Committee.
- 1.15 “Moderation committee” means a committee of any academic department for the moderation of question papers.
- 1.16 “Examination committee” means a committee in each faculty for conducting Midterm and Semester final examinations.
- 1.17 “Examination code and Disciplinary rules” means related rules and code of the Bangladesh University of Business & Technology.
- 1.18 “Admission Committee” means Central Admission Committee of BUBT.

2.0 FACULTIES, SCHOOLS, DEPARTMENTS AND PROGRAMS

The academic activities of BUBT are conducted under the following Faculties, Schools, Departments and Programs:

Faculty/ School	Department	Program/ Degrees offered
Faculty of Engineering and Applied Sciences	Department of Electrical and Electronics Engineering (EEE)	B.Sc. in Electrical and Electronics Engineering (B. Sc. in EEE)
	Department of Computer Science and Engineering (CSE)	B.Sc. in Computer Science and Engineering (B.Sc. in CSE) B.Sc. in Computer Science & Information Technology (B.Sc. in CSIT)
	Department of Textile Engineering (TE)	B.Sc.in Textile Engineering (B. Sc. in TE)
	Department of Mathematics	M.Sc in Mathematics (One year) M.Sc in Mathematics (Two Years)
Faculty of Business	Department of Business Administration	Bachelor of Business Administration (BBA)
		Masters of Business Administration (MBA), Regular MBA (Executive) MBM (Master of Bank Management)
Faculty of Law	Department of Law and Justice	LLB (Hons.) (4 years program)
		LL.M (1 Year)
Faculty of Arts and Humanities	Department of English	B.A. (Hons.) in English
		MA in English Language Teaching (ELT) (1 Year) Masters of Arts (M.A.) in English (1 Year) M.A. in English (2 Years)
Faculty of Social Sciences	Department of Economics	B.Sc. (Hons.) in Economics B.Sc. (Hons.) in Environment and Development Economics
		M.Sc. in Economics (4 Semesters)

3.0 Undergraduate Admission Requirements

3.1 A candidate with a minimum GPA of 2.5/2nd division/ equivalent grade in the SSC and the HSC or in equivalent public examinations will be eligible for admission in BUBT. However, students with GPA 2.00 in any examination either in the SSC or the HSC or equivalent must have a minimum total GPA of 6.00 in the SSC and the HSC or in equivalent examinations. For engineering programs, candidates must have passed the HSC or equivalent examinations from Science group.

- For CSE & CSIT programs SSC and HSC with Science background with Mathematics & Physics.
- For EEE program, SSC and HSC with Science background with Mathematics, Physics & Chemistry
- For Textile Engineering program, SSC and HSC with Science background with Mathematics, Physics & Chemistry
- For Evening Program,
 - a) Diploma in Engineering under the Bangladesh Technical Education Board (BTEB) or equivalent in the relevant field with at least a second division or a minimum GPA of 2.5 out of 4.
 - b) A Diploma recognized by BTEB with a minimum CGPA 2.5 out of 4 in the relevant engineering discipline from any recognized institute.
- For undergraduate programs under Faculties of Law, Business, Arts & Humanities and social sciences, the conditions for admission will be-Minimum GPA of 2.5/2nd division/ equivalent grade in SSC and HSC or in equivalent public examinations will be eligible for admission at BUBT. However, students with GPA 2.00 in any examination either in SSC or HSC or equivalent must have a minimum total GPA of 6.00 in the SSC and the HSC or in equivalent examinations.

3.2 Candidates must have passed University of London and Cambridge GCE 'O' Level in at least five subjects and 'A' Level in at least two subjects. Only the best five subjects in 'O' level and best two subjects in 'A' level will be considered. Out of these seven subjects, a candidate must have at least 4 "B" grade or GPA of 4.00 in the four subjects and 3 "C" grades or GPA of 3.5 in the remaining three subjects, (in the scale of A=5, B=4, C=3, D=2, and E=1). For engineering programs candidates must have studied Physics, Chemistry and Mathematics.

OR,

3.3 Diploma in Engineering under the Bangladesh Technical Education Board (BTEB) or equivalent in the relevant field with at least a second division or a minimum GPA of 2.5 out of 4.

OR,

3.4 The students, who are sons / daughters of freedom fighters, will be eligible for getting admission if they have a minimum total GPA of 5.00 in the SSC and the HSC Examinations. Such students will be required to submit attested photocopies of certificates required for the proof of freedom fighters' son / daughter as per the government rule.

3.5 The rules and conditions for admission into various programs of studies shall be framed by the Academic Council on the recommendation of the Admission Committee.

4.0 Procedure for Admission

4.1 Admission Procedure:

Admission forms and prospectus are available in the admission office/ reception desk. After the verification of necessary documents, the applicants are allowed to deposit the admission fees and sign the application form.

The following documents are needed at the time of admission:

- Two passport size color photographs (studio lab print with white background for **ID** card purpose).
- Photocopies of (one copy each)
 - Certificates and mark sheets/transcripts of SSC/O-Level, HSC/A-Level /Diploma, Bachelor degree or other equivalent examinations.
 - Registration card of SSC/O-Level/other equivalent examinations for undergraduate programs.
 - Birth certificate/ National ID card of the candidate (one copy each).
- Original certificates, mark sheets / transcripts, registration card and birth certificate / National ID card must be produced for verification by the officer in charge of admission.

4.2 Transfer of students with credit transfer:

A student may transfer his credits earned at previously institution / university attended towards a BUBT degree. For this purpose, transcripts from all previously attended institutions / universities must be submitted. Transfer students are expected to have at least 2.50 CGPA for undergraduate and graduate programs on a 4-point scale in all university level courses to be considered for admission at BUBT. Only those courses where the grade of the student is B and above will be considered for credit transfer. Catalogs, official transcripts and testimonials from previously attended university / universities must be furnished with the application for admission. Equivalence of courses for each transferred student will be determined by the university. The residency requirement is that at least 60 percent of credits and internship / project of 3 to 4 credits for a degree must be earned at BUBT.

4.3 Admission of Foreign Students

BUBT encourages admission of foreign students to different programs. If a student fulfills the general admission requirements for the specific program, s/he will write an application addressed to the Registrar BUBT along with a photocopy of passport and other relevant papers and the Official Academic Transcripts issued by the previous institutions. Registrar's office of BUBT

will forward the applications to the Ministries of Education and Foreign Affairs respectively of GOB for necessary approvals.

5.0 Registration Related Academic Rules

5.1 Pre- registration

Pre-registration for courses to be chosen by the students in a particular semester will be done on specified dates before the end of the previous semester. All students in consultation with their course advisers are required to complete the pre-registration formalities, failing which a fine will be imposed to complete course registration. Further, a student who does not complete pre-registration of desired courses may not get the courses expected by him / her subsequently.

5.2 Registration and Related Information

All the new students must register their courses in the prescribed Registration Form at the time of admission. Existing students must register their courses of the new semester before the classes of the new semester start on payment of their semester tuition and other fees or their parts as determined by the university administration. Students should consult the Faculty in Charge / Chairman of the Department / Program Director (in case of MBA, EMBA & MBM Programs) in planning their course schedule and should follow the rules and procedures related to registration for courses.

5.3 Late Registration:

A student who seeks to register after the first day of classes must obtain permission from the office of the university.

5.4 Orientation:

All new students must participate in the orientation program. Students are encouraged to bring their parents or guardians to the orientation ceremony.

5.5 Student Identification Cards:

All new students will receive photo Identification Cards from the admission office. These cards are used for various purposes such as entering into the campus, attending classes, using the library and computer labs etc.

5.6 Course Offerings:

All courses at BUBT follow a logical sequence. At the very outset, students are encouraged to take foundation courses. Next comes the core courses. Here the students are exposed to various aspects of their discipline from the basics to the manageable details. Having completed the core courses, students meet the requirements for enrolling into the concentration or major courses which prepare the students for careers in the chosen area of specialization.

Finally, a student has to complete the required Internship assignment to gain practical work experience.

5.7 Course Load:

Credit Hours

A credit hour is defined as at least 12.5 hours of direct instruction (in class or remote sites) with at least 25 hours of student work outside that direct instruction, usually spread over 15 weeks, or the equivalent amount of work over a different amount of time. The definition covers all types of courses, disciplines, programs, degree levels, formats, and modalities of instruction (including hybrid and online).

Typically, courses are 3 credit hours each, meaning that students meet in class and /or online for 2.5 to 3 hours a week and complete academic work outside class at least five hours a week over a fifteen-week semester or the equivalent amount of work over a different amount of time.

Courses that meet fewer than 2.5 hours a week for 3 credit hours must require students in those classes to complete additional work outside the class in order to achieve the expected learning of a 2.5 hours per week class.

The curriculum committees for each academic unit are to follow Faculty Undergraduate Curriculum Committee policies for approving such courses certifying that the expected student learning for the course meets the curricular standard. Department Chairs and Deans are expected to periodically review courses to ensure that credit hour policies and procedures are applied consistently across the full range of offerings and that the credit hour policy is being met.

Research, internships, independent studies, labs, *practica*, studio work, and other academic work leading to the award of academic credit, at a minimum, should clearly state learning objectives, expected outcomes, and workload expectations that meet the standards set forth above.

Twelve credits without laboratory credits, if any, (that is, 4 courses per semester) are the normal course load according to BUBT standard. However, a student can enroll for more or a smaller number of courses with necessary permission.

5.8 Course Sequence:

A student must pass all prerequisite courses (foundation, support and core courses) in order to register for higher-level (major/concentration) courses required for the desired degree. All course sequences must be maintained including English Language requirements for the undergraduate programs. A student must fulfill English Language requirements by the fourth semester after admission.

5.9 Academic Calendar

The Registrar's office will announce the academic calendar of an academic year before the start of the session on the approval of the Academic Council. The academic calendar provides the deadlines for advising, pre-registration, registration, adding / dropping of courses, examination and result publication dates, holidays, and other academic information.

5.10 Academic Advising

It must be ensured that all students receive sound academic advice and guidance from the academic advisers (faculty members) during their undergraduate studies. At the time of course registration in a semester, each student must receive academic calendar, information regarding the number of courses offered for the purpose of registration. The adviser also determines the credit requirements for a student in a particular semester. It is desirable that academic adviser for a student remains unchanged till the completion of his/her program. Under unavoidable circumstances, the chairpersons can assign a new adviser.

5.11 Mentorship

Mentoring could be an effective way to support students especially freshers to improve their learning curve through gaining required academic and non-academic support from their student mentors and faculty moderators during the study period at BUBT. Students admitted in BUBT need initial guidance, required information for long-term success in their academic career. The students mentorship program shall be carried out with the help of senior students having high CGPA ≥ 3.75 .

Academic advisors are encouraged to advise on academic good practice including avoiding plagiarism, managing time, reading, note taking, referencing and revision. Students can also consult subject handbook and seek co-operation of course tutor / graduate supervisor for advice on specific matters.

Students who are working as research assistants with a faculty member will be given preferences for appointment as mentors. No remuneration will be given for rendering such services.

5.12 Department / Program Change

A student can change his / her program / department preferably in the First semester by taking the approval from both the concerned Department Chairpersons. The student will have to take clearance from the Registrar's office, Admission office, Accounts and Library before changing the program. Students will be required to pay the required Program change fee as per BUBT rules.

5.13 Adding / Dropping of courses

A Student must obtain permission from respective academic adviser, program coordinator and Chairperson of the Department and complete the formalities with the registrar's office to Add or Drop courses.

5.14 Academic Load

A student must take a minimum of 12 credits per semester for undergraduate program (minimum 9 credits per semester will be allowed in special cases). If a student is willing to take more than 15 credits in a semester, s/he must have CGPA 3.5 or above and take written permission from the Chairperson of the department. Students under academic probation will be offered less credits

considering their performances; under no circumstance students are allowed to graduate before completing 10 semesters.

5.15 Semester Drop / Withdrawal

- i) A student can drop his / her semester, subject to the permission of the Chairperson of the department.
- ii) If a student is willing to withdraw from all course / semester, s/he must follow the official semester drop process of BUBT. As per the academic calendar, the student must write an application in prescribed form to the Chairperson and his / her application will be forwarded to Registrar's office to complete the formalities.
- iii) A student, who leaves the University without officially withdrawing a semester in the manner mentioned above, will get a failed grade (F) in each course registered in that semester.

5.16 Self-study course: A final semester student can take maximum two courses as self-study course fulfilling the following conditions:

- i) If a final semester student requires maximum two courses (not offered by the department) apart from the regular offered courses to complete his/ her graduation.
- ii) Number of students shall not exceed 4(four) in a particular self-study course.
- iii) A faculty member can conduct maximum two self-study courses in a semester.
- iv) Self-study system is not applicable in case of grade improvement.
- v) Prior to registration for self-study courses,
 - a) Courses must be approved by the Dean of the faculty with a recommendation from Chairperson of the department and forwarded to the Registrar's office to complete the formalities.
 - b) Pay the prescribed self-study fee of the University.
- vi) Minimum 10 classes of one-hour duration must be conducted in a semester.

6.0 Semesters in an Academic Year:

The academic year at BUBT is divided into 3 (three) semesters of equal time interval for all programs. The Spring semester spans from February to May, the Summer from June to September and the Fall from October to January. **For Civil Engineering program, the university will follow bi-semester system, i.e. Spring and Fall semesters. In between these two semesters, make up exams may be conducted.**

7.0 Classes

For each course, credit hours are assigned on the basis of a 14-week semester. In undergraduate programs, for each 3-credit theory course, three classes, each of one-hour duration, are assigned in a week. For 2 credits theory course, two classes each of one hour, are assigned in a week. For 1.5 credits Lab course, one 3-hours Lab class and for .75 credit lab course, one 1.5- hour lab

class per week is assigned for each student. It is expected that there **should be minimum 33 theory classes and 11 practical classes in a semester excluding examinations.**

8.0 Medium of Instruction

English is the medium of instruction of all the courses offered by various departments of BUBT. While both English and Bangla may be used for day-to-day transactions with the administration, the faculty and students in the classroom use only English as the vehicle of communication, whether spoken or written.

9.0 The Curriculum and Course

The salient features of all the undergraduate curricula of Bangladesh University of Business & Technology are:

- a) Focused on needs of the industry and job oriented.
- b) The curriculum is updated regularly with the help of academic & industrial experts.
- c) Continuous evaluation of student's performance through attendance, class test, assignment, individual presentation, midterm, final examination and practical / sessional examination.
- d) Evaluation of the performance of course / courses by using Letter Grade Points.
- e) Flexible credit system (open credit system) and outcome-based education (OBE).

10.0 Definition of Courses

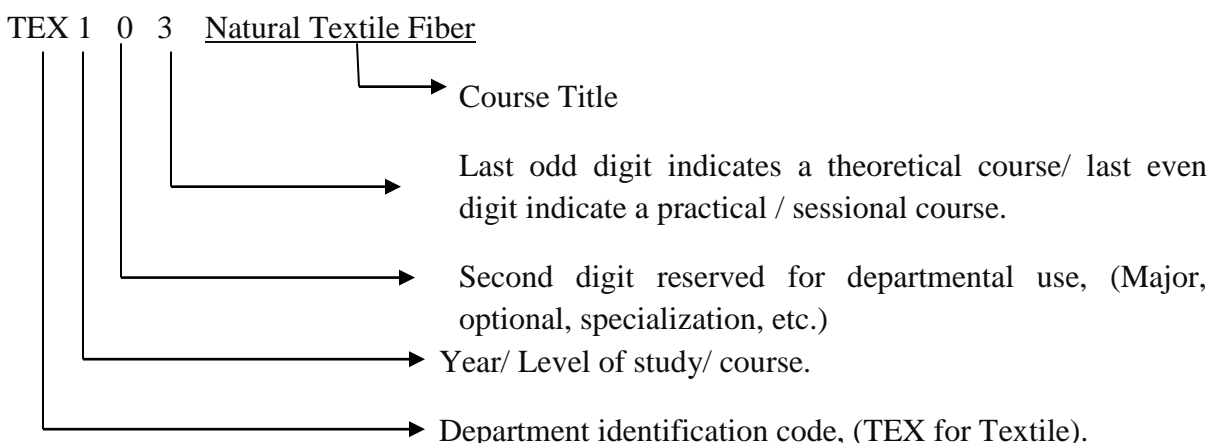
Syllabus of different departments shall consist of courses out of the five types of courses as follows:

- i) Theoretical courses: Includes class-teaching, open discussion, academic assignments, presentation etc.
- ii) Practical / Sessional course: Includes laboratory experiment/ field work etc.
- iii) Internship: **Students may undergo 2-4-month internship in the relevant practical area of specialization the last semester but not before the completion of required credit as prescribed in the rules of individual program. Students are required to submit a report in the prescribed form after the completion of internship.**
- iv) Project and Thesis: During the last three semesters of study (but not before the completion of required credit) each student is required to undertake a Project/ Thesis in the relevant field of his / her specialization. For such a work, each student is supervised by a teacher of the concerned department. A co-supervisor from industry may also be included. After completion of the project work, students are required to submit a project report in the prescribed form.

10.1 Course Designation and Numbering

Each course shall be designated by three to four letters representing the Department which it offers, followed by three digits with the following criteria. The first digit shall represent the year/ Level of the course. The last digit shall represent a theoretical course when it is odd, and a Sessional/ Laboratory/ course when it is even.

The courses designation and numbering system is illustrated by the following example:



Department identification code: EEE for Electrical and Electronics Engineering, CSE for Computer Science and Engineering, BUS for Business Administration, LAW for Law, ENG for English, HUM for Humanities, PHY for Physics, MATH/MAT for Mathematics, STA for statistics, CHE for Chemistry etc.

11.0 Syllabus and Curriculum Development

- i) Each department must have a Curriculum Committee consisting of the following members:
 - a) Chairperson of the Department – Convener.
 - b) All faculties of the concerned dept.
 - c) **Two external members – one from Academic institution and one from industry.**
- ii) **The curricula of the different department shall be as proposed by the Curriculum Committee of the concerned department with the recommendation of the concerned faculty. The curricula's is approved by the Syndicate on the recommendation of the Academic Council.**
- iii) The Curriculum Committee of the concerned department reviews the curricula usually once in every academic year and put forward the recommendations to the Academic Council.

12.1 Industrial Advisory Panel (IAP)

For each engineering program, there will be an Industry Advisory Panel (IAP), to supervise final year design projects, to advise the individual department how to establish link with industries, as how to change the curriculum to fit the requirement of industries. In the IAP, there should be minimum 3 experts from the industry and should meet at least twice a year. Chairman of the

department will act as the convener of the panel and he can opt other senior faculty members in the panel.

13.0 Time limit for Completion of Bachelor's Degree

A student must complete a Bachelor's degree in Maximum 7 years. However, an additional time may be granted by the Academic Council on the recommendation of the concerned Chairperson, after thorough and careful judgment of individual cases.

13.1 Academic Probation and Dismissal:

Students with CGPA of less than 2.00 are placed on probation. Students on probation are allowed a maximum of 3 semesters to raise their CGPA to 2.00. Students who fail to achieve a CGPA of 2.00 within this period are dismissed from the university.

13.2 Readmission after Academic Dismissal:

Students who have been dismissed from the university for academic reasons may apply for readmission. Such applications would be treated on individual basis. However, upon readmission, students may seek credit transfer for courses where they had earned a minimum of C+ grade before dismissal. Readmission is granted once only.

13.3 Incomplete Grade:

For incomplete course work, a student may be assigned an incomplete grade, which will be recorded as "I". A student is allowed to complete an incomplete course in the following semester. If a student fails to complete the course work, he will automatically earn an "F" or the alternative grade (if submitted by the faculty).

13.4 F Grade:

A student who fails in a course is assigned 'F' grade by the faculty. The student must retake this course and obtain a minimum passing grade of D.

14.1 Major concentration:

Departments and programs of the university offer major concentration areas. Students must take the courses that are specially required for major concentration for the desired degree.

14.2 Dual Major:

There is also provision for Dual major in BUBT. Students have to fulfill the requirements of two major concentration areas for obtaining a dual major.

15. Evaluation & Grading System

15.1 Class Test

15.1.1 Faculty of Science and Engineering

The number of class tests of a theory course shall be three or more. The duration and marks of each test shall be 30- 45 minutes and 10 marks respectively. The class test shall be conducted by the course teacher as per his/her schedule usually during class hour. Evaluation of the class test shall be on the basis of average of best two tests.

15.1.2 Faculty of Business Studies, Faculty of Law and Faculty of Arts and Social Sciences

The number of class test of a theory course shall be minimum two. The class test shall be conducted usually during class hours as per the schedule of the course teacher. The duration and marks of each test shall be 30 minutes and 10 marks respectively. Evaluation of the class test will be made on the basis of average of all the tests taken.

15.2 Assignment

One or more Assignment related to the course will be given to the students by the course teacher to evaluate the knowledge, design and analytical skill and the writing capability of the students.

15.3 Presentation

Each student will be required to present a topic selected by the course teacher to evaluate his presentation capability. The duration of the presentation will be decided by the course teacher.

15.4 Mid- Term Examination

A Mid-Term examination will be held in the middle of the semester. Marks for the examination will be 30 and duration will be one hour and a half. The Moderation committee of each department will moderate and print the question papers set by the course teachers. The moderation committee will submit the question to the Controller of Examination in sealed envelope. The examination will be arranged by the office of the Controller of Examinations.

15.5 Final Examination

At the end of each semester, there will be a Semester Final Examination. Marks for the Semester Final Examination will be 40 for all programs. For all the departments the duration of the Semester Final Examination will be two hours. The office of the Controller of Examinations will announce the schedule of the examination. Moderation committee of each department will moderate and print all the questions of the department set by the respective course teacher and will submit questions to the Controller of Examinations in sealed envelopes.

- (a) The Evaluation of each course at BUBT is made on 100 marks and the distribution of weightage is given below for all programs excepting LL.B and LL.M Programs:

i. Attendance	5%
ii. Quizzes	5%
iii. Class Tests & Tutorial	10%
iv. Assignment/Presentation/Lab/ Project	10%
v. Mid-Term Exam. (Middle of the Semester)	30%
vi. Final Exam. (End of the Semester)	40%
Total: 100%	

(b) The Grading system is as follows:

Numerical Grade	Letter Grade		Grade Point
80% and above	A+	(A Plus)	4.00
75% to less than 80%	A	(A regular)	3.75
70% to less than 75%	A-	(A Minus)	3.50
65% to less than 70%	B+	(B Plus)	3.25
60% to less than 65%	B	(B regular)	3.00
55% to less than 60%	B-	(B Minus)	2.75
50% to less than 55%	C+	(C Plus)	2.50
45% to less than 50%	C	(C regular)	2.25
40% to less than 45%	D		2.00
Less than 40%	F		0.00

In the Transcript/Grade Sheet, only the Letter Grade and the Corresponding Grade Points, and finally, the CGPA, not the numerical marks, will be shown.

Class Attendance:

A student must attend at least 70% classes in all the courses. Except LLM programs, 5% marks in each course is allocated for attendance and this score will vary from 1 to 5 according to his/her percentage of presence as noted below. In case of LLB two year and LLM programs 10 marks are allocated for class attendance.

Percentage of Attendance	Marks (Other than LL.B & LL.M)	Marks (LL.B /LL.M)
50-55	1	2
56-60	2	4
61-65	3	6
66-70	4	8
71-100	5	10

16.0 Distribution of Marks

16.1 For Faculty of Science and Engineering

i) Theory courses:

Parameter	Marks
Class Attendance	5
Quiz	5
Assignment	10

Class Test	10
Midterm Examination	30
Final Examination	40

ii) Lab courses:

Parameter	Marks
Class Attendance	10
Lab Report	10
Continuous Lab Performance	25
Project Presentation and Viva	25
Lab Final Examination	30

iii) Project / Thesis:

Evaluation of Project/ Thesis

Evaluation of Project/ Thesis, Internship, Dissertation/ Monograph writing shall be carried out by the concerned supervisor and a “Departmental Examination Committee” consisting of 3 members as follows: Convener (Chairperson / Professor of the Dept.), one External Member, one Subject expert (internal) Supervisor shall be present as observer during examination committee evaluation.

Parameter	Marks
a) Evaluation by supervisors	
Factors to be considered for evaluation: Regularity, Methodology, Experiment: Simulation, Report writing (Literature review, Result & discussion/ Analysis)	60%
b) Evaluation by examination Committee	
Factor to be considered for evaluation, Project Report/ Thesis, Presentation, Question and Answer	40%

iv) Internship

Parameter	Marks
a) Evaluation by supervisors	
Factors to be considered for evaluation, External supervisor: Regularity & performance. Internal supervisor: Regularity, performance, Report writing.	60%
b) Evaluation by exam. Committee	
Factors to be considered for evaluation: Report, Presentation, Question and Answer.	40%

16.2 For the Faculty of Law, Faculty of Arts & Social Sciences and Faculty of Business Studies

i) Theory course

Parameter	Marks
Class Attendance	5
Quiz	5
Assignment	10
Class Test	10
Midterm Examination	30
Final Examination	40

ii) Dissertation/ Monograph writing

Parameter	Marks
a) Evaluation by supervisor	
Factors to be considered for evaluation: Regularity, Methodology, Data collection/experimental, Literature review, Result & Analysis/ Discussion.	60%
b) Evaluation by exam committee	
Factors to be considered for evaluation: Project/ Dissertation Report, Presentation, Question and Answer.	40%

iii) Internship

Parameters	Marks
a) Evaluation by supervisor	
Factors to be considered for evaluation, External Supervisor: Regularity and Performance. Internal supervisor: Regularity, Performance, Report writing.	60%
b) Evaluation by examination Committee	
Factors to be considered for evaluation: Report, Presentation, Question and Answer.	40%

16.3 Calculation of GPA/CGPA

A student obtaining 'D' or higher grade will be counted as credits earned by him/her. A student obtaining 'F' grade will not be counted towards his earned credits. The Grade Point Average (GPA) is calculated for the courses taken in a semester and the Cumulative Grade Point Average (CGPA) is calculated for all the courses taken up to the semester. The calculation of GPA and CGPA are as follows:

$$\text{Term GPA} = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i} \quad \text{CGPA} = \frac{\sum_{i=1}^N C_i G_i}{\sum_{i=1}^N C_i}$$

Where,

C_i , stands for credits of the i^{th} course.

G_i , stands for grade points earned in the i^{th} course.

n , stands for the number of courses taken in the semester.

N , stands for the number of courses taken up to the semester to which refers.

- Both GPA and CGPA will be rounded off to the second place of decimal for reporting.

16.4 Moderation Committee

There shall be a Moderation Committee for each department with the Dean of the Faculty as chair and senior faculties as members. The Moderation Committee will scrutinize and moderate question papers set by the course teachers for Midterm and Semester final examinations.

17.0 Policy for Semester Promotion:

For 'F' grade holder the course must be repeated within the next 3 consecutive semesters but pre-requisite course/s should be repeated on priority basis. Scorer of 'F' grade shall have to pay **full** fee for the retake course/courses.

For improvement of grade in any course, the incumbent student may be allowed to repeat for improvement in that course. However, if any student wishes to take this privilege, he/she has to submit an application through proper channel at least within 2 weeks after publication of result of a particular semester.

The improved grade will be computed in the final transcript and the previous grade/s (i.e. 'F' or any other grade of the improver) will be marked with 'R' grade (as retake of the course) which has no effect on GPA or CGPA. For improvement of grade, the student has to register the course as usual by paying the half tuition fee (i.e. credit hour basis).

18.0 Repeating Courses:

Students may repeat courses in order to improve their grades. They must register for and complete the course/courses to accomplish the repeat and 50% of the tuition fees has to be paid for the course/courses repeated. However, a student who receives "F" grade in any course must repeat that course and obtain a minimum of "D" grade in order to meet degree requirements. CGPA is calculated on the basis of the better of the two grades. A course can be repeated once only.

18.1 Retake / Repeat Fees:

Students scoring 'F' grade in any course shall have to pay full tuition fees for repeating the course. Students with grade lower than "A" in any course may retake the course to improve their grades and shall have to pay half of the tuition fees for the course/courses.

19. Withdrawal from a Course:

A student may withdraw from a course within 15 days from the date of starting the semester. Permission from the appropriate authority must be obtained for withdrawal.

19.1 Withdrawal from the Semester:

A student getting himself admitted in the 1st semester (new student) may withdraw his/her registration by a written application before the commencement of the classes. The students of other semesters may also withdraw their registration within 15 days of the commencement of the classes by a written application. The students not attending classes and/ or examinations of a semester without withdrawal within the time limit will be required to pay all semester fees and accept the grade 'F' in all examinations of the semester.

20.0 Refund of Fees:

If any student withdraws his/her registration from a program in the first semester before the commencement of the class, only the tuition fees paid for that semester may be refunded.

If any student withdraws his/her registration from a program in any other semester within 15 days of the commencement of the class of that semester only the tuition fees paid for that semester may be refunded.

21.0 Re-entry:

After the withdrawal period a student must apply for re-entry into the university and must complete the requirements for the degree in force at the time of the re-entry.

22.0 Research/Thesis:

Students have to undertake a semester-long research under the supervision of a faculty and earn a minimum of C grade for graduation if such research is a requirement for the degree.

23.0 Internship Requirement

Students registering for internship should preferably have completed all course work. Students may not be registered for any course during internship. For purposes of fulfilling degree

requirements, students should be interned in organizations ideally for twelve weeks, allowing two to four weeks for writing reports, etc. The students must earn at least a C grade in the internship project.

24.0 Degree Requirements:

All candidates for a degree must:

- (i) Earn at least a CGPA of 2.00 on all BUBT credits counted for undergraduate degree and at least CGPA of 2.5 for graduate programs.
- (ii) Complete the internship/research project with a minimum of C grade, wherever required;
- (iii) Clear all financial and other obligations to the university.

24.1 Transcripts and Academic Records:

Former and currently enrolled students who have paid their university charges are entitled to receive, upon written request, transcripts of their academic records. Each transcript includes a student's entire academic record to date and current academic status. A fee of Tk. 300/- (Taka three hundred) is payable for issuing a transcript.

24.2 Withholding Records:

The University may withhold records of students who have outstanding dues (fees) and against whom official disciplinary actions have been taken.

24.3 Provisional Certificate:

After the successful completion of all the requirements for awarding a degree the students shall usually be conferred certificates of respective degrees through the Convocation. However, a Provisional Certificate may be issued to a student on request before the convocation with the payment of a fee of Tk. 500/-. The Provisional Certificate must be returned at the time of receiving the Original Certificate.

24.4 Disqualification:

All Undergraduate Programs require completion of all degree requirements within a maximum period of 7 (seven) years. All graduate programs must be completed within a maximum period of 5(five) years. Failure to complete all degree requirements within the given time frame may disqualify a student from continuation of his / her study at BUBT.

25. Examination Conducting Committee:

There shall be an "Examination Committee" for each faculty for conducting the Midterm and Semester Final Examinations. The committee shall be headed by the Dean of the faculty and all other chairpersons of the departments shall be the members. If needed more faculty members may be included in the committee. The examination committee shall conduct the Mid-Term and Semester Final Examination as per TOR and functions of Examination Committee of the University with the assistance of the office of the Controller of Examinations.

25.1 Question papers and Answer Script distribution:

The Controller of Examinations shall be responsible for the custody of question papers and answer scripts. On the date of examinations, the Controller of Examinations shall handover the respective question paper and blank answer script to the Examination committee in time.

25.2 Unfair means:

Cases of unfair means and breach of discipline at the University examination shall be dealt with according to BUBT student's examination code and Disciplinary Rules, (Annexure-II).

25.3 Midterm and Semester Final Examination script evaluation

The course teachers shall evaluate respective answer scripts. The concerned course teacher will take delivery of the answer scripts from the office of the Controller of Examinations.

25.4 Semester Final Script Scrutiny

Answer scripts of each theoretical courses of the Semester Final Examination evaluated by the course teacher will be scrutinized by a scrutinizer of the department selected by the Chairperson of the department. The Scrutinizer will scrutinize the omissions of marking in the examination answer script, addition of marks, uploading of marks in the grade sheet etc.

25.5 Result Processing:

Controller of the Examinations will complete the processing of results with the help of software and finalize the result Program wise.

25.6 Submission of Grade Sheet:

Examiners of both theoretical and practical examinations shall upload the grade sheets in the software system of the controller's section in prescribed format. The examiners will also submit hard copy of the grade sheet duly signed and checked by the respective Chairperson and Dean, along with the answer script to the Controller's Office.

25.7 Publication of Results:

The Controller of Examinations will publish the program- wise provisional results on the schedule date after approval of the result by 'Result Approval Committee' consisting of Pro-Vice Chancellor, Deans, Chairpersons, and Hon'ble Vice-Chancellor in the Chair. The result will be finalized by the Syndicate on the recommendation of the Academic Council.

25.8 Re-examination of Answer Script

Re-examination of answer scripts will not be allowed. Only re-scrutiny of answer script may be allowed on the approval of the Dean of the Faculty at the written application of the student and on paying required University fees.

25.9 Preservation of the examination documents

The Controller of Examinations will preserve all the documents of examination as per University policy.

26. Supplementary Examination:

The students who fail to appear at the Mid-Term or Final Examination of any Semester in any course/courses due to valid grounds only may apply for Supplementary Examination to the Controller of Examinations through the Chairman of the respective Department under the following conditions:

- I. The students shall meet the Chairman of the Departments with valid documents showing the reasons of not appearing at the regular Examination.
- II. They must produce the Admit Cards with their applications.
- III. The students who have not attended required number of classes will not be allowed to sit for the Supplementary Examination.
- IV. The students shall have to pay a fine of Tk. 500/- in case of Mid-Term & Tk.1000/- in case of Final Examination per course.
- V. The students who are not allowed for supplementary Mid-Term & Final Examinations for any reason shall have to retake the course/courses in the following semester.
- VI. **The procedure of conducting the supplementary Examinations is exactly the same as in case of regular examination.**

27.0 Academic Probation

- Students with a CGPA of less than 2.00 after a semester are placed on probation.
- Students placed on probation will not be allowed to complete their registration without their guardian's consent.
- Students on probation must retake courses with 'F' grade, they can't take more than four courses during probation period.
- Students who fail to achieve a CGPA of 2.00 within three semesters and have 'F' grade in more than 4 courses shall retake the failed courses (if offered) only and pass these courses before being allowed to register new courses.

28.0 Re-Registration for an 'F' Grade Course

If a student gets an 'F' grade in any course, s/he will have to retake the course in a subsequent semester by re-registering the course paying full tuition fees. A course may be retaken in a semester only if the course is offered in that semester. The course repeated / retaken must carry the same course code, course title, and course contents or its equivalent. The student retaking the course must attend the classes and appear at all the examinations, do assignment and other tasks, for the course like a regular student.

29.0 Improvement of Grade

If a student obtains a grade lower than A in a course, s/he will be allowed to repeat the course for the purpose of grade improvement subject to the availability of that course. The courses cannot be retaken as self-study. The course repeated / retaken must carry the same course code, course title, and course contents or its equivalent. The student retaking the course must attend the classes, take all the exams and do other tasks for the course like other regular students. Under all circumstances, the higher grade will be taken into account in calculating the final CGPA. A student taking the advantage of retake policy will not be eligible for receiving Gold Medal or any Award.

30. Honor for distinguished Academic achievements

30.1 University Gold Medal

University Gold Medal for outstanding graduates will be awarded to the students who secure the First position with cumulative GPA not below 3.75 in each Department awarded usually in the Convocation. The student must have completed his/ her undergraduate course work within four consecutive academic years. **Students who have earned 'F' grade in any course, during any Semester, and retaking any course for improvement will not be considered for University Gold Medal.**

30.2 V. C'S Certificate

Students obtaining GPA 3.90 to 4.00 in a semester will receive V. C'S Certificate to be awarded in the next semester. 'Special Merit Award' will be given to students who have received V.C'S Certificate in the last 3 (three) consecutive semesters, Retaking of any course for grade improvement will not be eligible for VC's certificate.

30.3 Dean's Certificate

Students obtaining GPA 3.80- 3.89 in a semester will receive Dean's certificate to be awarded in the next semester.

31. Conduct and Discipline

31.1 A student shall conform to a high standard of discipline, and shall conduct himself, within and outside the premise of the university in a manner befitting the student of a University of national importance. He shall show due courtesy and consideration to the employees of the University, good neighborliness to his fellow students and the teacher of the University and pay due attention and courtesy to visitors.

To safeguard the ideals, values and ethics of the University, the University reserves the right to withdraw any student from the university at any time for any reason deemed sufficient.

31.2 Cases of misconduct and breach of discipline (other than examination offences) shall be dealt with as per the respective rules and regulations of the University.

32.0 Students who failed to pass in different courses in the previous curricula will be absorbed in the new curricula when such situations will arise.

33.0 Student Grievances:

Academic and other grievances of students will be addressed properly as per respective rules and regulations of the University. Grievances other than academic can be handled through proctorial committee of BUBT

33.1 Academic Grievances

If a student has a complaint about a grade or other academic grievance, the first step is to talk to the instructor involved. If the matter is not settled satisfactorily, the student should contact the department chair or division director about the complaint and submit the complaint through the formal grievance procedure within the department. The department decision may, if the student still feels aggrieved, be appealed to the appropriate Dean.

34.0 The Syndicate on recommendation of the Academic Council shall have the authority to decide all matters which are not covered by provision of this Regulation in such a manner as it may deem fit.

35.0 The University shall have the authority to amend the academic Regulations at any time & in any manner as it may consider necessary in the interest of the University.