



Bangladesh University of Business and Technology

Admission Policy

(Student Entry qualifications, Admission procedures, Progress and Achievements)

Office of the Admission:

BUBT is one of the first-tier universities in Bangladesh in imparting quality education at an affordable cost. The academic programs and other support services are being run by highly dedicated faculties, officers and staff to provide excellent services to the students. BUBT encourages the admission of students who look forward to acquiring education of the highest order. The university receives applications from a wide variety of potential students. Eligible students are admitted to different programs under different departments at BUBT without regard to race, color, creed, national origin, sex and physical disability.

Undergraduate Admission Eligibility:

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 at 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 HSC or equivalent examinations from Science group.

Other requirements for admission:

- For CSE & CSIT programs, the SSC and the HSC with Science background with Mathematics & Physics.
- For EEE program, the SSC and the HSC with Science background with Mathematics, Physics & Chemistry
- For Textile Engineering program, the SSC and the HSC with Science background with Mathematics, Physics & Chemistry
- For Evening Programs,
 - 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 or equivalent.
 - b) A Diploma recognized by BTEB with a minimum CGPA 2.5 out of 4 or equivalent in the relevant engineering discipline from any recognized institution.
- 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" grades or GPA of 4.00 in these four subjects and 3 "C" grades or GPA of 3.5 in the remaining three subjects. For

engineering programs, candidates must have passed Physics, Chemistry and Mathematics.

OR,

Diploma in Engineering under 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,

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 as a proof of freedom fighters' son/ daughter as the per government rule.

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.

Graduate Admission:

The advantage of the Postgraduate study is that it allows students to enter the job with additional skills and knowledge. A Postgraduate degree offers the graduate students a continuous process of higher education with the knowledge of scientific and professional skills. It prepares students for meeting the future challenges and provides them with knowledge and skills that expose them to creativity and enable them to contribute to the development of his field of work.

BUBT strives to enhance the national development process through the creation of a **Center for Excellence** in higher education that is responsive to the societal needs.

Graduate Admission Eligibility:

The candidates applying for Master programs must have minimum GPA 2.00 or equivalent results at the Bachelor level and

1. Minimum GPA of 2.50 in both the SSC and the HSC Examinations or at least one GPA of 2.00 with an aggregate GPA of 6.00 in the SSC and the HSC or
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" grades or GPA of 4.00 in the four subjects and 3 "C" grades or GPA of 3.5 in the remaining three subjects.
3. Candidates seeking admission to LL.M should have at least an LL.B (Hons) degree from any recognized university.
4. Candidates seeking admission to Master of Arts (M.A) in English (1 Year) and ELT should have Four-year B.A. (Hons)/ Two-year B.A. with Two-year MA/Three-year B.A.
5. Candidates seeking for admission in EMBA program, the applicant must have minimum 2 years job experience in executive level after graduation.
6. Candidates seeking admission to M.A in English (2 Year) should be graduates with English as a subject of study in any discipline; Or graduates with three-year Hons. in English.

7. **Candidates seeking admission for M. Sc in Economics**, must have completed undergraduate program in Economics and must fulfill any of the following criteria for admission: a Second Class in a three-year Bachelor degree or CGPA of at least 2.00 in a four-year Bachelor degree. Or A four-year Bachelor degree with CGPA of at least 2.00 either in Mathematics or Statistics, or Agricultural Economics, or Home Economics, or Health Economics.

Procedure for Admissions

Admission:

Admission form and prospectus are available in the admission office/ reception desk. After the verification of the necessary documents, 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.

Freedom Fighter's Children Quota:

As per Private University Act 2010, 3% of the total admitted students will get the opportunity to avail 100% tuition fee waiver under Freedom Fighter's Children Quota. The students interested to avail of this opportunity would be required to submit required documents during admission.

Admission Test Policy:

An Admission test will be conducted centrally for all the programs each semester at a certain date to be announced earlier.

- **For B.Sc in CSE, B.Sc in EEE and B.Sc in Textile Engineering Programs:**

Candidates having a total GPA of 8.0 (on a scale of 5) in the SSC and the HSC or equivalent exams will be exempted from the admission test.

- **For BBA, LLB (Hons), B. A (Hons) in English, B.Sc in Economics (Hons) Programs:**

Candidates having total GPA of 7.0 (on a scale of 5) in the SSC and the HSC or equivalent exams will be exempted from the admission test.

Payment Policy

Payment of tuition and other fees for the entire semester must be made in three installments at the time of starting a new trimester as mentioned in the Academic Calendar/relevant notice(s) issued from the Registrar's Office.

Payment Option for the First Semester:

After the payment of admission fee, caution money, examination fee and ID card fee at the time of admission, students have to pay their credit & noncredit fees and lab & library caution money in two installments (before midterm and semester final exams. Dates for such payment will be notified by the Registrar's office).

Payment Option for Remaining Semesters:

Students have to pay Semester fees (Lab and Library Fee + development charge + miscellaneous + student activity fee) plus tuition fees depending on the credit hours taken.

They have to pay a minimum of Taka 2000/= at the beginning of the semester along with all previous dues. They can pay their remaining credit and other fees for the current semester in two installments (before midterm and semester final examinations). However, students cannot register for the new semester without clearing the previous dues.

Calculation of Semester Tuition Fee:

(No. of credits taken X fee per credit) + Semester fee

Note: Bangladesh University of Business and Technology is following the payment schedule based on course credits instead of a fixed package.

Withdrawal from a Course:

A student may withdraw one or more courses within 15 days from the date of the starting of the semester. Permission from the appropriate authority must be obtained for such withdrawal. However, his/her total credit after withdrawal should not be less than 09 credits.

Withdrawal from the Semester:

A student getting himself admitted in the 1st semester may withdraw his/her all courses by a written application to the Registrar forwarded by the Chairman of concerned department before the commencement of the classes. The students of other semesters may also withdraw their all courses within 15 days of the commencement of the classes by a written application to be addressed to Registrar forwarded by the Chairman of concerned department. The students not attending classes and/or appearing at 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.

After Admission:

1. Course Advising /Registration / Date of Orientation Program will be published on the BUBT Website.
2. Schedule for payment of tuition fee will be announced through 'Notices' to be posted on the University Notice Boards/Website.
3. Payment mode: Cash/Pay Order/ through Bank/ online/debit-credit card.
4. Payment Venue: BUBT Accounts Office or any branch of Social Islamic Bank and Bank Asia respectively.

Credit Equivalence Policy– BUBT

Introduction:

1. Students do migrate for equivalence for higher studies. It is a common practice to determine equivalence of completed credit courses of the student for the purpose of his/ her placement in the new academic environment. Bangladesh University of Business and Technology has been practicing such a policy for a long time.

Policy Guideline:

2. There shall be a Credit Equivalence Committee in BUBT to determine appropriate courses for acceptance, for the students transferring their credits from other universities or want credit waiver for having degree or diploma from other universities or institutions.

3. Credit Scrutiny Committee (CSC):

All Departments will also form a “**Dept. Credit Scrutiny Committee**”, to scrutinize completed credits of students in relation to BUBT programs. CSC will assemble as and when required. Date of the meeting will be announced by the Member Secretary on a regular basis. The committee will be composed of the following members:

- a. Convener: Chairperson of the respective Department.
- b. Members: At least two Faculty Members to be nominated by the Dept. Chairperson.

4. Credit Equivalence Committee (CEC):

Credit Equivalence will be determined and authenticated through “**BUBT Credit Equivalence Committee**”. CEC will generally assemble once in every semester. Date of the meeting will be announced by the Member Secretary on a regular basis. The committee will be composed of the following officials:

- a. Convener: Pro Vice Chancellor. In his absence, any Dean of BUBT Faculties, as nominated by the Vice Chancellor.
- b. Members:
 - (1) All the concerned Deans of the Faculties
 - (2) All the concerned Chairman of the Departments.
 - (3) Controller of Examinations (Member Secretary)

5. Conditions of Credit Equivalence:

Committees as mentioned in paragraph 3 and 4 above will consider credit equivalence of transferred students from other institutions or waiver of credits for previous degrees or diplomas as per guidelines appended below:

- a. No course shall be transferred or waived if the contents of that course do not match around 80% or more of the corresponding course of the intended program in BUBT.
- b. No course shall be transferred or waived if a student gets less than ‘**B**’ grade (in case of grades of the institution following the UGC grading system) or 50% marks (in case of marks system) in a course. However, the letter grade ‘**C+**’ can be considered for a course for credit transfer if the highest letter grade ‘**A**’ or ‘**A+**’ of the institution is based on 90% or higher marks.

- c. Special cases may be dealt separately upon recommendation of the Chairperson of the concerned Department through the Dean of the faculty and subsequent approval by the Vice-Chancellor.
- d. Students interested to join BUBT with credit transfer has to complete at least 60% credits of the total degree requirement of his/her intended program in BUBT. For transferred students CGPA calculation will be made based on credits earned at BUBT
- e. A transferred student shall maintain other academic rules and regulations of BUBT.

6. **Procedure for Completion of Credit Equivalence:**

Procedure to commence, complete and implement the Credit Equivalence as per guidelines is appended below:

- a. Admission office will process **“Credit Equivalence Application Form” (Refer to appendices)** based on completed credit information (original official transcript) and documentation given/ submitted by the students. The application will be signed by the student and countersigned by the Admission Office. Admission office will forward hard copy to CSC, of concerned Department along with transcripts of the previous institutions and relevant prospectus.
- b. CSC will process all such applications in accordance with the conditions mentioned in paragraph 5 above. After completion of “Provisional Credit Equivalence Certificate” of the “Credit Equivalence Application Form”, the Chairperson of the Dept. will get the recommendation of the respective Dean and forward the same to the Controller of Examinations’ Office and the Registrar’s Office, as and when CSC completes processing the individual application. **“Provisional Credit Equivalence Certificate” (enclosed in appendices) countersigned by the Registrar** will be issued.

Department Office will also fill up “Credit Equivalence Certificate” (**enclosed in appendices**), similar to that of Provisional Credit Equivalence Certificate, and send the soft copy to the Office of the Controller of Examinations and the Admission Office.

- c. On receipt of the **“Provisional Credit Equivalence Certificate” (enclosed in appendices)**, the Admission Office will contact the concerned student to complete provisional admission formalities. After provisional admission formalities, the Admission Office will forward the “Provisional Admission letter” (**enclosed in appendices**) to the Controller of Examinations’.
- d. The Controller of Examinations, who is also the member secretary of CEC, shall scrutinize the provisional admission letter. Any incomplete proposal or deviation of the policy has to be clarified from the Departments. He (controller of examinations) will compile the list and place all proposals in the meeting of the BUBT CEC for consideration and approval.
- e. On approval of the CEC, with or without corrections, the Member Secretary shall prepare final “Credit Equivalence Certificate”, as per (**enclosed in appendices**) (on the draft soft copy sent by the concerned Dept.). He will then place the same for VC’s approval for each student.

Original approved certificates will be retained by the office of the Controller of Examinations.

7. Responsibility of the Office of the Controller of Examinations:

- a. On approval of the VC, the Controller of Examinations will hand over the photo copy of “Credit Equivalence Certificate” to respective students for information. The Controller of Examinations will also circulate the pdf copy of “Credit Equivalence Certificate” to all concerned through e-mail i.e. Treasurer, Dean of the Faculty, Dept. Office, Registrar’s Office, Admission Office and the Office of Director of Finance and Accounts.
- b. The Controller of Examinations’ office will forward the hard copy of “Credit Equivalence Application Form” to the Office of the Registrar (Admission Section) for completing their part. The same will be returned to the Controller’s Office. On receipt of the same the Controller of Examinations’ Office will retain the hard copy in students’ folder.
- c. The Controller of Examination shall mention all the transferred/ waived courses in the transcript issued by BUBT of the concerned student with the name of the respective university/ board/ institution.
- d. No grade equivalence will be given for the transferred/ waived courses. The grades obtained from the previous university/ board/ institution shall not be mentioned in the BUBT transcript. Only the names of the courses and their credits earned at BUBT shall be mentioned in the transcript. The grades obtained in the previous institution shall not be counted towards CGPA calculation at BUBT. CGPA will be calculated on the basis of the grades obtained in BUBT and minimum 60% credits of the total credits for a program are required for the completion of the degree at BUBT.
- e. The Office of the Controller will place the proposal of credit equivalence to the Academic Council for final approval.

8. Responsibility of the Office of the Registrar:

On receipt of the “Provisional Credit Equivalence Certificate” from the Departmental Credit Scrutiny Committee, the Registrar’s Office (Admission Section) need to determine the number of semesters required for the students to complete the degree. They will issue “Provisional Admission Letter” to the respective student and inform all concerned through e-mail i.e. Treasurer, Dean of the Faculty, Dept. Office, Registrar’s Office, Admission Office and the office of the Director of Finance and Accounts.

On receipt of the “Credit Equivalence Application Form” from the Controller of Examinations’ Office, the Admission Section will re-check the number of semesters required for the students to complete the degree. Later on, they will issue the “Confirmed Admission Letter” to respective students and inform all concerned. Then Admission Section will forward the completed “Credit Equivalence Application Form” to the concerned department and IT Section.