ADMISSION NOTICE

BANGLADESH UNIVERSITY OF PROFESSIONALS (BUP)
Mirpur Cantonment, Dhaka – 1216
A Public University Supported by the Armed Forces
Website: www.bup.edu.bd

ADMISSION: EVENING MBA PROGRAM (TRIMESTER: JANUARY-2016)

BUP invites application from potential candidates for Evening MBA program

<table>
<thead>
<tr>
<th>Ser</th>
<th>Item</th>
<th>Evening MBA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Duration</td>
<td>2 Years</td>
</tr>
<tr>
<td>2.</td>
<td>Numbers of Trimesters</td>
<td>6</td>
</tr>
<tr>
<td>3.</td>
<td>Total Credits</td>
<td>60</td>
</tr>
<tr>
<td>4.</td>
<td>Class Days</td>
<td>Thursday through Saturday</td>
</tr>
<tr>
<td>5.</td>
<td>Class Timing</td>
<td>6.30 p.m. to 9.30 p.m.</td>
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<tr>
<td>6.</td>
<td>Total Cost</td>
<td>1,84,750/- (One lac eighty four thousands and seventy hundred fifty taka approximately)</td>
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</tbody>
</table>

ELIGIBILITY FOR ADMISSION

- Bachelor degree or equivalent in any field of study.
- Minimum 7 points calculated based on the results of past public examinations, as explained below.
- Not more than one 3rd division/class or less than GPA/ CGPA 2.5 in any public examination.
### POINTS CALCULATION

<table>
<thead>
<tr>
<th>Degree</th>
<th>Division/Class</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1st</td>
</tr>
<tr>
<td>SSC/Equivalent</td>
<td>3</td>
</tr>
<tr>
<td>HSC/Equivalent</td>
<td>3</td>
</tr>
<tr>
<td>Bachelor Degree (Pass)</td>
<td>4</td>
</tr>
<tr>
<td>Bachelor Degree (Hons)</td>
<td>5</td>
</tr>
<tr>
<td>Master Degree</td>
<td>1</td>
</tr>
</tbody>
</table>

**Notes on Eligibility:**

- Eligible applicants will have to appear Written Admission Test.
- Candidates must submit equivalent certificate form University Grant commission (UGC) Ministry of Education Bangladesh for degree from foreign universities/institution.
- List of eligible candidates for written test and schedule of viva-voce/interview will be published in website and campus notice board.

### ADMISSION SCHEDULE

- **Online Application Submission**: 18 Oct ’15 - 22 Nov ’15
- **Publication of List of Eligible Candidates**: 24 Nov ’15
- **Date, Time & Venue of Written Test**: 27 Nov’15 on Friday, 9:30 a.m. at BUP Campus, Mirpur Cantonment
- **Publication of Written Test Result**: 02 Dec ‘15 (Both in BUP website and notice board)
- **Viva-voce/Interview Schedule**: 04-05 Dec’15
- **Publication of Final Result**: 08 Dec ‘15
- **Admission**: 10 Dec – 10 Jan’16
- **Class Commences**: 07 Jan ‘16

### INSTRUCTIONS ON HOW TO APPLY

- **Step 1: Depositing Application Processing Fee.** Pay (Non refundable) Cash Taka 1000/- (One thousand only) at any Trust Bank branch in “Dean, FBS, BUP” A/C number 0028-0310036572. Mention the trace number and deposition date in web application form. (Please ask the person at bank counter to post/transfer the money immediately and get your trace number)

- **Step 2: Application Submission.** Submit your application through website as follows:
  - From BUP website ([www.bup.edu.bd](http://www.bup.edu.bd)) click on “Admission 2015-2016”
  - Go to CURRENT OPENING, Choose your desired program, then Click on Read More & Apply Online, then click on Apply Online.
  - Fill in the required information then click on Next Step.
  - Get account activation link in given email address (don't forget to check your Spam box) and click on that.
  - Get login User ID and Password in a confirmation reply in given email address.
  - Log on with that user id and password and fill in all fields and click on Submit button.
If you want to submit later, use **Save** button for temporary save. You can edit continuously until the verification is completed. If you use **Save** button, before **Submission**, first click on **Edit information** button.

- Check the following information periodically by logging in to your account:
  - Verification Status.
  - Print Admit Card (You need to carry this printed admit card during admission test).
  - Admission Date, Time and Seat Plan.
  - Result.

**Documents Needed**

- **Documents to be Carried in the Exam Hall.**
  - Printed admit card
  - Original Bank deposit slip.

- **Documents to be carried During Viva-voce.** Candidates need to bring the following documents (both original and attested photocopies) during viva-voce, failure of which will be considered as disqualified for viva-voce.
  - 3 Copies of attested passport size colored photographs (Name and Exam Roll Number written at the back).
  - SSC/equivalent marks sheet/Transcript/Grade sheet.
  - HSC/equivalent marks sheet/Transcript/Grade sheet.
  - Graduation marks sheet/Transcript/Grade sheet.
  - Masters marks sheet /Transcript/Grade sheet. (if any).
  - Ward certificate (children of freedom fighter, military personnel, tribal and sitting members of BUP governing bodies).

**HELP DESK**

A help desk will remain functional from 18 October’15 at BUP campus from Sunday to Thursday except government holidays from 9 a.m. to 2 p.m.

**MISC INSTRUCTIONS**

- Candidates are required to qualify in the written test.
- Final merit list will be prepared based on written admission test (50% weightage), interview/ viva voce (25% weightage) and past examinations (25% weightage).
- Candidates can get the online application submission-related information from Sunday to Thursday except the government holidays from 9 a.m. to 2 p.m. by calling **01769023090, 01769021588 or 01769021715**.
- Incorrect information of the candidate in the Application Form will result into cancellation of admission eligibility.

*The university authority reserves the right to cancel / modify/ change any information /instructions given in this notice.*

Dean  
Faculty of Business Studies (FBS)  
Bangladesh University of Professionals (BUP)