

Bangladesh University of Professionals (BUP)
Mirpur Cantonment, Dhaka



ACADEMIC GUIDELINE 2021

For
Undergraduate Programs

(Effective from session 2020-2021 and applicable for fresh Intake onward)

Dean, FBS 

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PART-TWO: FACULTY/DEPARTMENT WISE



ACADEMIC GUIDELINE -2021

Bangladesh University of Professionals (BUP)

PART ONE: GENERAL

For Undergraduate Programs

1. Introduction

Bangladesh University of Professionals (BUP), one of the public universities of Bangladesh, was established on 05 June 2008. The aim of the University was to facilitate professional degrees and to run undergraduate, graduate, and post-graduate degrees through its faculties, affiliated and embodied colleges, institutes, academy or organizations. BUP, with its unique features, is set up in a green landscape of Mirpur Cantonment located in Dhaka Metropolitan City. The University provides a tranquil, pollution-free, and secured campus life, and above all, a congenial academic atmosphere.

BUP deals with not only the education of the armed forces personnel but also the students of the civilian community from home and abroad. It welcomes those students who intend to dedicate their total attention and devotion to serious academic pursuits to build up a better tomorrow for the nation. BUP is committed to providing high-quality education that delivers real benefits for the students. Thus, BUP is the unique academic entity in the country, where blending between the civilian and the armed forces students of diverse skills, experience, exposure, and attitude is possible.

1.1 Motto

The motto of BUP is "**Excellence through Knowledge**".

1.2 Mission

To develop the civil and military human capital through advanced education and research to respond to the knowledge-based society of the contemporary world.

1.3 Vision

Bangladesh University of Professionals will emerge as a leading university for both professionals and general students through need-based education and research with global perspective.

1.4 Core Values

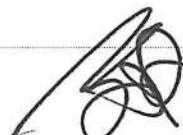
Integrity : Highest ethical and moral uprightness.

Discipline : Strict discipline in all activities.

Creativity : Creativity in all spheres.

Commitment : High quality academic standards.

Wisdom : Enhanced education and research.



1.5 Objectives

- a. To become a leading public university in Bangladesh and the region.
- b. To promote knowledge in the field of science and technology, business, medicine, social science, strategy, and security.
- c. To promote leadership and civil-military relationship.
- d. To develop intellectual and practical expertise.
- e. To provide the best possible academic atmosphere.
- f. To preserve the spirit of national culture, heritage, and traditions.
- g. To facilitate higher education in the Armed Forces.
- h. To prepare the Faculty and Staff with necessary competencies.
- i. To deliver competent professionals relevant to the demands of society.
- j. To sustain collaborative relationships with communities and educational partners.
- k. To provide efficient services to support programs, campus community, and quality of life.

1.6 Embodied Faculties

BUP offers and regulates degrees in multi-disciplinary dimensions in the field of science, technology, strategy, humanities, liberal education, business, social sciences, medical science, war and security studies, and other fields of knowledge through its following 05 faculties:

- a. Faculty of Arts and Social Sciences (FASS)
- b. Faculty of Business Studies (FBS)
- c. Faculty of Security and Strategic Studies (FSSS)
- d. Faculty of Science and Technology (FST)
- e. Faculty of Medical Studies (FMS)

1.7 The Medium of Instructions

English is the medium of Instructions and Examinations in Bangladesh University of Professionals (BUP).

1.8 Address

Bangladesh University of Professionals

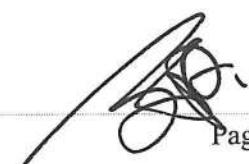
Mirpur Cantonment, Dhaka- 1216, Bangladesh

Tel:88-02-8000368, PABX 8000261-4

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E-mail: info@bup.edu.bd

Website: www.bup.edu.bd



2. Student Services

2.1 Guidance and Counseling

The guidance and counseling services are available to students on academic and other matters of interest as follows:

- a. To give the student information on matters important to success in academic activities;
- b. To get information about the student which will be of help in solving his/her problems;
- c. To establish a feeling of mutual understanding between students and teachers;
- d. To help the student work out a plan for solving his/her difficulties;
- e. To help the student know himself better—his/her interests, abilities, aptitudes, and opportunities;
- f. To encourage and develop special abilities and right attitudes;
- g. To inspire successful endeavor toward attainment; and
- h. To assist the student in planning for educational and vocational choices.

2.2 Students Advisor

A Faculty Member is assigned as Student Adviser for each section of a batch, who, as a routine matter, meets the students at least once a week and attends them whenever the students feel necessary.

2.3 Scholarship and Stipend

Scholarships (semester-wise) and stipends (semester-wise) are granted to many students based on the criteria set by the University. In general terms, scholarship is a financial grant-in-aid awarded to students, whereas a stipend is an allowance paid to students as monetary assistance. The students are awarded scholarships and stipends duly scrutinized by a committee that consists of the following members:

a. Vice Chancellor	-	Chairman
b. Pro-Vice Chancellor	-	Member
c. Treasurer	-	Member
d. All Deans	-	Member
e. Controller of Examinations	-	Member
f. Registrar	-	Member
g. Dean, FBS	-	Member Secretary

2.3.1 Required GPA for Scholarship

Name of the Scholarship/Stipend	Minimum GPA for FST & FBS	Minimum GPA for FASS & FSSS	Amount BDT/month
Chancellor Scholarship	3.90	3.80	2500
BUP Scholarship	3.80	3.75	1500

2.3.2 Required GPA for Stipend

Name of the Scholarship/Stipend	Minimum GPA for FST & FBS	Minimum GPA for FASS & FSSS	Amount BDT/month
Vice Chancellor Stipend	3.75	3.75	2000
BUP Stipend	3.50	3.50	1000

N.B.

1. *BUP Scholarship and Stipend Policy is already in vogue as per 'Rules and Regulations for Awarding Scholarship and Stipend-2015'.*
2. *In the case of BUP Scholarship/Stipend concerned committee may review the minimum GPA for the respective Department considering the overall standard of the result obtained during the particular semester. Respective Dean may recommend the special cases based on the student's merit and financial capability.*

2.4 Internship/Placement

There is a committee to provide the required assistance to the students for placement in different organizations as part of the internship program. The Committee comprises the Dean of the Faculty, Chairman of the Department, respective Student Adviser, and Placement Officer. The Dean of the Faculty acts as a convener of this Committee.

The duration of the internship/placement will not be more than 13 weeks. Maximum 10-11 weeks for industrial visits, 1-2 weeks for report writing, and other academic activities. However, the departments may have different internship policies depending upon the requirement of the respective Department subject to the approval of the Dean of the Faculty.

2.5 Co-Curricular and Club Activities

From its inception, the students of BUP have been spontaneously participating in co-curricular and club activities to enhance their physical, intellectual, moral, and ethical development. The clubs are active and contribute successfully in arranging different university events and ensuring the quality/standard. They organize inter-batch/department competitions, inter-university and other competitions. They also organize different important events like cultural programs, sports, debates, etc., and participate in various events and competitions. The students of BUP are also connected with other universities through different clubs. The clubs that are currently functional in BUP are:

- a. BUP Accounting Forum (Administered by Department of Business Administration in Accounting & Information Systems, FBS)
- b. BUP Business & Communication Club (BUP BCC) (Administered by Department of

Business Administration in Marketing, FBS)

- c. BUP Career Club (Administered by Dept. of Business Administration -General, FBS)
- d. BUP Cultural Forum (Administered by Dept of Sociology, FASS)
- e. BUP Debating Club (BUPDC) (Administered by Dept of Public Administration, FASS)
- f. BUP Development Leader's Club (BUPDLC) (Administered by Dept of Development Studies, FASS)
- g. BUP Disaster Management Forum (BUPDMF) (Administered by Dept of Disaster and Human Security Management, FASS)
- h. BUP Economics Club (Administered by Dept of Economics, FASS)
- i. BUP Film Club (Administered by Dept of Mass Communication & Journalism, FSSS)
- j. BUP Finance Society (BUPFS) (Administered by Department of Business Administration in Finance & Banking, FBS)
- k. BUP Global Affairs Council (Administered by Dept of International Relations, FSSS)
- l. BUP Human Resource and Leadership Club (HRLC) (Administered by Department of Business Administration in Management Studies, FBS)
- m. BUP Infotech Club (BUPITC) (Administered by Information and Communication Technology, FST)
- n. BUP Law & Moot Court Club (BUPLMCC) (Administered by Dept of Law, FSSS)
- o. BUP Literature & Drama Club (Administered by Dept of English, FASS)
- p. BUP Photography Society (BUPPS) (Administered by Dept of Mass Communication & Journalism, FSSS)
- q. BUP Research Society (Administered by Dept of English, FASS)
- r. BUP Robotics Club (Administered by Information and Communication Technology, FST)
- s. Environmental Club of BUP (Administered by Environmental Science, FST)
- t. IEEE BUP Student Branch (Administered by Information and Communication Technology, FST)
- u. Quizzers Club of BUP (Administered by Dept of International Relations, FSSS)

The number of clubs may increase to cover other important and interesting events/issues in the coming days. However, the number of clubs is rationalized to avoid duplication and overlapping.



2.6 Study Tour/Excursion and Industrial/Organizational Visits

Different departments of BUP organize visits to various organizations/places according to the requirements of their programs. Moreover, an excursion is a part of the academic curriculum and is supposed to be arranged for the final year students. There shall be at least one industrial visit/study tour per year (02 semesters) whenever applicable and should be organized by the Department concerned.

2.7 Guest Lectures/Seminars/Symposiums/Workshops/Exercises

Guest Lectures/Seminars/Symposiums/Workshops/Exercises on important and contemporary academic issues and lectures/presentations by eminent academicians/professionals/experts are organized throughout the academic year. Every year, BUP organizes at least one International Seminar. The purposes of the Guest Lectures/Seminars/Symposiums/Workshops/Exercises are:

- a. Academic Success and Career Awareness:** To provide an opportunity to the students to learn about the scholarly characteristics of an academic setting. To participate in activities that improve the students' awareness of careers and their individual career goals.
- b. Communication:** To create a classroom environment that encourages a communication across-the-curriculum approach to learning.
- c. Research and Undergraduate Scholarship:** To engage students in activities that promote skills and positive attitudes toward scholarship and seeking knowledge.
- d. Critical Thinking:** To create activities that encourage students to use reasoned thinking and the analysis of information, including rhetorical strategies.
- e. Community Building and Diversity:** To encourage collaborative learning and support students' efforts to connect with the university setting's many varied components and diversity.
- f. Good Citizenship:** To appraise the students about the duties and obligations of a good citizen to demonstrate exemplary behavior both in the local and global context.
- g. Developing Human Qualities:** To encourage students to develop desirable human qualities like kindness, forgiveness, charity, acceptance, tolerance, openness, and other human qualities required to make our societal life better.

2.8 Admission Procedure

The academic council sets detailed and related issues regarding admission tests every year. Faculty/Department usually follows its own procedure as per requirements.

2.8.1 Eligibility for Admission

Subject to the approval of the Academic Council Faculty/Department normally follows its own procedure as per requirements.

2.8.2 Selection Process

- a. **Written Admission Test:** Faculty/Department will conduct admission tests based on the syllabus of HSC examinations of all Boards of Secondary and Higher Secondary School Certificates. Admission test will be in MCQ and/or Subjective written test, and weightage 65 percentage is counted.
- b. **Communication Test (Viva-voce/Interview):** The candidates are selected for communication tests based on their written test results. Panels of Faculty Members will take the communication test/interview (Weightage is 10 marks). The concerned Committee will also look for social skills, cultural fitness, psychological aspects, and moral deviance issues during viva-voce.
- c. **Marks from Past Public Examinations:** The results of past public examinations carry 25 marks weightage, where 15% is from HSC and equivalent and 10% from SSC and equivalent. The marks are calculated in a simple linear distribution method from candidates' GPAs.
- d. **Final Selection:** The final selection will be made based on merit. The merit list is prepared according to combined marks obtained by candidates in the written admission test (65 marks), score in communication test (10 marks), and past public examinations (25 marks) out of 100 marks.
- e. **For International Students,** BUP will keep an option for admission in its under-graduation program (a separate guideline will be issued by the OEFCD for this purpose in due course of time). In the case of the joint under-graduation Program (MoU signed by BUP with other international universities) offered and awarded by BUP and other international universities, a separate guideline will be prepared in due course of time.

In special circumstances, the University authority will publish an adjusted weightage of marks.

2.9 Admission in the Program

The selected candidates must collect the "Admission Form" from the respective Departments and complete admission/registration formalities within the given time frame by paying the required fees. After final selection, the candidates undergo a medical clearance from BUP Medical Centre (based on the medical report) to ascertain their medical fitness. The following rules will apply in this regard:

- a. If the candidate fails to complete admission formalities within the prescribed date and time, their selection will be considered canceled.
- b. For the student who fails to attend the class within two weeks of the commencement of 1st-semester class, their admission will be considered canceled.



If the candidates do not fill up the prescribed vacancies in the first merit list, other merit list(s) will be published from the waiting candidates for admission, who will have to follow the same procedure for admission.

2.10 Migration Policy

Existing migration policy should be followed for processing internal migration (Inter-Faculty/Department). Concerned Dean(s) will approve the migration based on seat availability. The student may need to pay an additional migration fee of BDT 1500.

2.11 Tuition and other Fees

Tuition and other fees will be determined by the Central Fees Policy of BUP with the approval of the Finance Committee. However, approximate semester wise Tuition Fees are as follows:

Sl. No	YEAR	SEMESTER	AMOUNT (TK.)
1	First	1 st	31,040/-
2		2 nd	16,500/-
3	Second	3 rd	17,540/-
4		4 th	16,500/-
5	Third	5 th	17,540/-
6		6 th	16,500/-
7	Fourth	7 th	17,540/-
8		8 th	20,000/-
Total			1,53,160.00

Additional fees as applicable for any Department

Sl. No	Name of Particulars/Heads	Proposed Fees Amount (Tk)	Remarks
1.	Re-Admission Fee	5,000	If Applicable
2.	Migration Fee	1,500	
3.	ID Card Re-Issue Fee	200	

4.	Original Certificate Fee	1,000	
5.	Fine/Late Fee	500/1000	
6.	Study tour	300	Per tour as applicable
7.	Field Visit	1,500	Per semester as applicable
8.	Non-Collegiate Fee	5,000	Per Course
9.	Supplementary Exam Fee	4,000	Per Course
10.	Lab Fee	2,000	If Applicable
11.	Thesis Fee (Including Defense)	5,500	If Applicable
12.	Internship Fee	2,500	If Applicable
13.	BNCC	40	

At present, tuition fees vary from Department to Department. The fees may depend on credit hour/lab/other facilities. There is a detailed policy on semester and other fees.

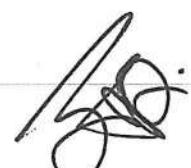
2.12 Review of Fee Structure

All fees mentioned in the above table will be reviewed as and when necessary by the University authority, and the students will be liable to pay the fees as per changed/reviewed fees.

2.13 Deadline for Submission of Fees/Dues

The first-year students must clear all the fees during the admission formalities after publication the admission result. For subsequent semesters, the payment of all fees/dues must be maintained semester wise, and the following rules will apply in this regard:

- The semester fees are to be paid within 15 days after commencement of each semester without any penalty.
- The students may pay their fees after 1st 15 days within one-month time by paying a penalty of Tk. 500.00 for every 15 days.
- If a student fails to pay the semester fees within one and a half months, his/her name will be dropped, and the student will have to apply for re-registration if he/she desires to continue his/her study. If approved, he/she may take re-admission, paying the required re-admission fee.



2.14 Course Load to Student

The students must enroll in 05 (06/07/08 in case of Lab Courses) courses per semester. As a general rule, students are not given more than 05 courses in a semester. However, a maximum of 06 courses (07 courses in the 1st Year only, including 1st and 2nd Semesters) are allowed when a student is repeating a course because of obtaining 'F' grade. He or she is allowed to retake or repeat a course twice and improve a course only once throughout his or her entire registration period. A student is allowed to retake only 01 (02 in the 1st Year only, including 1st and 2nd Semesters) course within any semester of a year. He/she must complete all the under-graduation courses within 06 years of his/her registration period.

2.15 Credit Hour

The total time that a teacher must interact with students in a teaching-learning environment for a particular course is defined as credit hour. Precisely, it is the contact hour between the assigned teacher and students. All programs of BUP must consider 01 (One) Credit hour amounting to 14 to 15 contact hours.

An ideal contact hour must fulfill the following prerequisites:

- a. The prescribed contact hour must be fully utilized meaningfully to achieve the planned outcome of the intended lesson.
- b. Following the lesson covered in the contact hour, double the time of contact hour must be allotted to the students for assignments, exercise, home-works, or any other suitable activities to validate the lesson's planned outcome.

2.16 Conduct of Courses

Generally, an individual course teacher is assigned to design and teach a particular course in a semester. The following guidelines are followed for conducting different courses:

- a. At the beginning of the semester, the course teacher prepares a course outline/Course Kit according to the approved course curriculum, performance evaluation and grading system (as laid down in the policy), list of suggested textbooks/references, and a tentative schedule of classes, examinations, and events. He/she distributes a copy of the same course outline to each registered student for the course and must submit a copy to the Department's Office.
- b. At least 2 (two) classes per week, consisting of 90 minutes, respectively, are allotted for each batch. Out of 90 minutes, 15 minutes may be catered for discussion, review of classes and individual presentation/consultation as per the course outline.
- c. The students must appear 1 (one) Mid Term examination in a semester as per the given



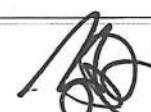
schedule. As a rule, 'Retake' of Mid Term Examination is not allowed, except for sickness, hospitalization or other unavoidable circumstances, provided the student has valid supporting documents and he/she has been permitted by the course teacher and Chairman of the Department before the examination commences.

- d. The course teachers are expected to ensure that $n+1$ quizzes/weekly tests are conducted in a semester for each course and 'n' is counted as n = Credit Hour. The course teachers are expected to ensure 3-4 quizzes/class tests are conducted in a semester for each course, and the best three (3) will be counted.
- e. Students must submit individual Term Paper/Project Paper/Assignment (individual or group) assigned to them, followed by a presentation. The presentations must be short. For that other periods or 15-30 minutes in each day's class may be utilized.
- f. One analytical group assignment and individual presentation are mandatory in a course. Field trips may be organized as per the course(s) requirements.
- g. Any fraction in the marks obtained is to be rounded up to the advantage of the student i.e. any fraction is to be rounded up to the next number.
- h. In special circumstances, if the program is conducted online/internet-based, a separate module will be set after discussion with the faculty and the concerned persons.

2.17 Class Attendance

Attendance in all classes is mandatory. A certain percentage of the total marks for each course is allotted for class attendance. If a student is to appear at the final examination, she/he must fulfill the criteria of being Collegiate (having 85% or more attendance). In case of becoming a non-collegiate (having attendance from 75% to 84%) the student must apply to the Chairman of the respective Department (with the signature of guardian) to sit for the final examinations followed by the payment of BDT 5000 as a fine for each course(s). Students who become Dis-collegiate (having attendance below 75% attendance) will not be allowed to sit for the final examination. A student must obtain permission from the Chairman of the Department for any kind of absence due to valid reasons and must inform the Course Teacher and Program Coordinator. The marks distribution for attendance is given below:

Attendance	Marks
95% and above	10.0
90% to 94%	9.0
85% to 89%	8.0
75% to 84%	7.0 (Non-Collegiate, with payment @ 5000/- per course)
Less than 75%	Dis-collegiate



3. Performance Evaluation System

3.1 Distribution of Marks for Evaluation (to be followed as per the Faculty/Department)

3.1.1 Distribution of Marks for Evaluation (Theory Courses)

Letter grades are used to evaluate a student's performance in a course. The following grading system is currently followed for performance evaluation of the students:

Category	Marks Distribution (%) FBS	Marks Distribution (%) FASS	Marks Distribution (%) FSSS	Marks Distribution (%) FST
Final Exam	40%	40%	40%	50%
Midterm Exam	20%	20%	20%	20%
Class Test	10%	10%	10%	10%
Project paper/Term Paper (Individual) including Presentation	10%	10%	10%	10% (Including Assignments)
Assignments/Case Study and In-Class Participation	10%	10%	10%	-
Class attendance	10%	10%	10%	10%
Total:	100	100	100	100

3.1.2 Distribution of Marks for Evaluation (Laboratory Courses)

The marks for the Laboratory courses are distributed according to the type of the Laboratory course based on the respective Department's requirement. The distribution of marks for three types of Laboratories is given below:

a. Marks Distribution for Laboratory

Category	Marks Distribution (%)
Lab test	
Quiz	
Viva	
Attendance	
Home Assignment / Report	
Class Performance / Observation	
Total	



b. Marks Distribution of Project-Based Laboratory

Category	Marks Distribution (%)
Project	
Quiz	
Viva / Presentation	
Attendance	
Home assignment/report	
Class Performance / Observation	
Total	

c. Marks Distribution of Programming Based Laboratory

Category	Marks Distribution (%)
Online Test – 1	
Online Test – 2	
Viva	
Attendance	
Observation	
Class Performance	
Total	

3.2 Grading System

Numerical Grade	Letter Grade		Grade Point
80% and above	A+	(A Plus)	4.00
75% to < 80%	A	(A Regular)	3.75
70% to < 75%	A-	(A Minus)	3.50
65% to < 70%	B+	(B Plus)	3.25
60% to < 65%	B	(B Regular)	3.00
55% to < 60%	B-	(B Minus)	2.75
50% to < 55%	C+	(C Plus)	2.50
45% to < 50%	C	(C Regular)	2.25
40% to < 45%	D	-	2.00
< 40%	F	-	0.00
-----	W	-	Withdrawal/Withdrawn

3.3 Calculation of GPA (Grade Point Average) and CGPA (Cumulative Grade Point Average)

Grade Point Average (GPA) is the weighted average of all the grade points obtained in all the courses passed/completed by a student. CGPA (Cumulative Grade Point Average) will be computed after each semester to determine the student's academic standing in the program.



The four-step procedure that will be followed to calculate the CGPA of a student is given below:

- a. Grade points earned in each course will be computed based on credit hours and the individual grade earned in that course by multiplying both.
- b. All subject grade points (determined at step 1) will be added to determine the total grade points earned.
- c. Credits of all completed/passed courses (excluding the course for which the student applies for 'Supplementary Examination') will be added together to determine the total number of credits.
- d. GPA will be determined by dividing the results of step 2 by the result of step 3.

3.3.1 Calculation of GPA (Grade Point Average)

For example, if a student passes/ completes five courses in a semester having credits C1, C2, C3, C4, C5 and his/her grade points in these courses are G1, G2, G3, G4, G5, respectively, then

$$\text{GPA} = \frac{\text{Total Grade Point earned in a particular semester}}{\text{Total Credits completed in the particular semester}}$$

$$\text{GPA} = \frac{\sum C_i G_i}{\sum C_i}$$

- A numerical example, Suppose a student has completed five courses in a term obtained the following grades:

Course	Credits	Grade	Grade Points
1101	3	A+	4.00
1102	3	B	3.00
1103	3	A	3.75
1104	2	B+	3.25
1105	1	A-	3.50

Then, his/her GPA for the term will be computed as follows:

$$\text{Grade Point Average (GPA) Calculation} = \frac{3 \times 4.00 + 3 \times 3.00 + 3 \times 3.75 + 2 \times 3.25 + 1 \times 3.50}{3 + 3 + 3 + 2 + 1}$$

$$= 3.52$$

- a. When a course is repeated for improvement, the last result or grade point shall be counted to calculate GPA and CGPA. If the grade point obtained in improvement is lower than the earlier grade point, the earlier one (previous grade point) shall stand.
- b. Performance in all courses, including the 'F' grade, shall be reflected in the Grade Sheet.



3.3.2 Cumulative Grade Point Average (CGPA) Calculation

Grade Point Average (GPA) is the weighted average of the grade points obtained of all the courses passed/completed by a student. For example, if a student passes/completes n courses in a term having credits of C_1, C_2, \dots, C_n and his grade points in these courses are G_1, G_2, \dots, G_n respectively, then

$$\begin{aligned}
 \text{GPA} &= \frac{\text{Grade points earned in the semester}}{\text{Credits completed in the semester}} \\
 &= \frac{\text{Summation of } (\text{Credit hours in a course} \times \text{Grade point earned in that course})}{\text{Total number of credit hours completed}} \\
 &= \frac{\sum_{i=1}^n C_i \times G_i}{\sum_{i=1}^n C_i}
 \end{aligned}$$

3.3.3 Rounding Off the GPA/CGPA

The GPA/CGPA is to be rounded off after two digits of the decimal. For example, to round off 3.465 and above after two decimal digits, it is to be rounded off as 3.47. To round off 3.464 and below after two decimal digits, it is to be rounded off as 3.46.

N.B.: The Calculation described above of "GPA (Grade Point Average) and CGPA (Cumulative Grade Point Average)" will be applicable for all undergraduate programs conducted in BUP.

4. Promotion Policy

SL	Undergraduate Program		
	Semester (From & to)	Required Minimum CGPA (During the mentioned semesters)	Number of 'F' Grade to be Considered in each year (including both semesters)
1	1 st – 2 nd	-	*Maximum two (02) 'F' Grade
2	2 nd – 3 rd	2.50	
3	3 rd – 4 th	-	*Maximum one (01) 'F' Grade
4	4 th – 5 th	2.50	
5	5 th – 6 th	-	*Maximum one (01) 'F' Grade
6	6 th – 7 th	2.50	
7	7 th – 8 th	-	*Maximum one (01) 'F' Grade

N.B: star () marked are not applicable for retake course*



If a student gets-

- a. 'F' grade in more than two (02) courses in the 1st Year only (02 'F' grade in any of the semester or 01 'F' grade in 1st Semester and 01 'F' grade in 2nd Semester);
- b. 'F' grade in more than 01 course in 2nd to 4th Year (in any Semesters of a Year); and/or
- c. Fails to obtain the required CGPA of 2.50 in a year as mentioned above;

In that case, he/she will automatically be relegated to the next immediate batch. Such relegation more than twice at any time throughout the entire registration period will warrant permanent withdrawal of the student from the program. However, besides retaking the courses obtaining 'F' grade, the relegated student will also have the option to improve or retake for the rest of the courses.

5. Withdrawal Policies

5.1 Temporary Withdrawal

Temporary Withdrawal means a student has voluntarily withdrawn himself/herself from a particular semester. In such case, the following rules will be maintained:

- a. A student can withdraw himself/herself from a semester without penalty by applying to the authority within four weeks from the commencement of the semester.
- b. A case of withdrawal is subject to the approval of the respective Dean of the Faculty.
- c. Withdrawal is not allowed after the Midterm Examination during a semester.
- d. A student will have to re-register his/her required courses by the next semester with the next immediate batch.
- e. The student can avail of such an opportunity only once within his or her valid registration period.

5.2 Permanent Withdrawal

The term 'Permanent Withdrawal' stands for permanent, voluntary discontinuation of the student from the program. The implication of permanent withdrawal includes cancellation of admission and expiry of registration. Once a student is permanently withdrawn, he/she will require a re-admission and a new registration to re-enter the program through the formal admission process(es) of BUP, fulfilling all the eligibilities of admission.

5.3 Withdrawal on Poor Performance

Students may be permanently withdrawn from the program because of their poor performance. A student is always advised to maintain a minimum CGPA of 2.50 on 4.00 points rating scale of the program. Any student failing to obtain the required CGPA as per promotion policy will be relegated to the next immediate batch. However, two (02) times relegation or three times failure



in a course at any time throughout the entire valid registration period will warrant permanent withdrawal of the student from the program.

6. Examinations and Assessment Systems

BUP follows a single examiner system, and continuous assessment is done to evaluate a student in a semester. The following rules will apply for all tests and examinations:

- a. Records of in-course (Midterm, Class tests, Attendance, Assignments etc.) will be evaluated by the teacher of the relevant course in a prescribed form (or online portal) showing the marks obtained by the students. The course teacher will display (i) one copy of the mark sheet on the notice board (or online) for information of the students (ii) send one copy to the Chairman of the Department (iii) send one copy to the Chairperson of the Examination Committee, and (iv) one copy to the Controller of Examinations at least one week before the commencement of the final examination. This timeframe needs to be strictly maintained.
- b. The questions for the semester final examination will be set by the course teacher and submitted to the Moderation Committee of the respective Faculty. If more than one teacher can take a single course in different sections of a batch, then a combined set of question/s will have to be prepared through the Moderation Committee. The question setters of a particular course should not be the moderators of that specific course.

N.B.: Students with physical disabilities will get extra 10 minutes per hour in the examination.

6.1 Supplementary Examination

As a general rule, supplementary examinations of any kind are discouraged. However, if a student fails to appear in the scheduled Semester Final examination for medical grounds or any unavoidable and valid reasons; he/she may be allowed to appear at such examination based on the following guidelines under the grounds described below:

- a. In case of a student's extreme compassionate ground or any other reason that the Chairman approves of that respective Department, he/she must appear the supplementary examination within 45 days from the date on which the particular examination was held.
- b. The student should apply to the concerned Dean (through the respective Department) within seven days from the last examination with the required supporting documents describing the reasons for his/her inability to appear for the scheduled semester final examination. The Dean, if convinced, will forward the same to the office of the Controller of Examinations duly recommending approval and thereby allowing for making arrangements to conduct the examination on the respective course/subject.
- c. The student will have to pay the required fees as per the University policy for appearing at

the supplementary examination and completing other examination formalities for the course(s) so appeared.

- d. No more than 'B+' (GPA 3.25) grade will be awarded to the student for supplementary examinations. However, special cases may be considered with prior approval of the respective Dean.
- e. The existing rules of the semester final examination will apply to the supplementary examinations, e.g., question setting, moderation, evaluation, result publication etc.

6.2 Improvement Policy

A student earning lower than 'B' Grade (i.e., lower than Grade Point 3.00) in any course(s) may choose to improve the grade by appearing at the improvement examination. In case of improvement examination, the following rules will be maintained:

- a. The student must apply to the Dean for approval before at least one month of the commencement of the final examination and will get a chance to improve the grade of a course only once in a valid registration period.
- b. The student must sit for only the Semester-final examination with the immediate next batch.
- c. If the grade point obtained by the student in the improvement examination is lower than the earlier obtained grade point, the earlier one (previous grade point) will stand.
- d. Improvement examination for a course will not be allowed after graduation and certification.
- e. No improvement examination will be allowed for any practical course, viva voce, internship, thesis/project/dissertation and/or the like.

6.3 Retaking a Course

In case of retaking or improvement of course(s) of the Under Graduate Program, students must complete the process within six (06) years of his or her registration period. A student will be allowed to retake only one (01) course (02 Courses in 1st Year) in any semester of a particular year. He/she will be allowed to retake a course twice and improve a course only once throughout his or her entire registration period. Retaking and improving a course (or grade) will be guided by the following rules:

- a. A student earning an 'F' grade or being Dis-collegiate/absent/Expelled from the examination will be required to retake the course offered in the immediate next batch or if the situation is considered reasonable/convenient. In this case, a student can continue with the



immediate next available batch. Since achieving a passing grade in all courses is mandatory individually as the degree requirement.

b. The student will have to be allowed by the Dean of the Faculty and Chairman of the respective Department to sit for the examination. In case of retaking course(s), the following rules will be maintained:

- i. The student must sit for all In-course and the final examination.
- ii. For appearing in the examination for retaking a course, his/her class attendance is an important factor which should be checked and ensured by the respective Chairman of the Department.

6.4 Special Examination

After the publication of the last (8th) Semester examination result, if it is found that a student (for exceptional reasons) has failed to earn the required total Credit Points due to 'F' grade in one course or course modification in between 1st semester and the last (8th) semester, the Special Examination will be executed under the following guidelines:

- a. In such exceptional case, a Special Examination (applicable only for final examination) will be arranged and completed within two (02) months of the publication of the last Semester examination result for such students.
- b. A student will be allowed to take part in the Special Examination only once.
- c. For taking part in the Special Examination, student(s) will be required to pay the total amount of fees as deemed to be expended in arranging the examination through processes e.g. setting questions, question moderation, invigilation, and evaluation of answer script, tabulation, posting the marks and publishing the result and so on.
- d. Special Examination candidates must apply to the Dean of the respective Faculty through the Chairman of the Department within 12 working days from publication of the provisional result of the last (8th) Semester examination.
- e. In the case of Special Examination, the concerned Examination Committee will take the responsibility to arrange the respective retaking examinations, tabulating and posting the marks, and publishing the result.

6.5 'F' Grade

'F' Grade stands for an ultimate failure in a course. A student having 'F' grade in a maximum of one course (maximum two courses in 1st Year only, including 1st and 2nd Semesters) can be promoted to the next semester as per the condition of retaking the courses. If a student gets 'F' grade in more than one course (more than two courses in 1st Year only, including 1st and 2nd Semesters) in a semester, he/she will automatically be relegated to the next batch. For any reason



(except the reasons of Supplementary examination) such as being dis-collegiate/absent, if a student fails to appear in the examination, or if his/ her examination is canceled due to expulsion or other reasons, the grade of his/ her respective course/ courses will be considered 'F' or grade point 0.0; whichever is applicable.

7. Awarding Bachelor (Hons) Degree and Requirements

Students must fulfill all degree requirements within six (06) years of a valid registration period for the undergraduate program. The requirements are as follows:

- a. Students must not have any 'F' grade.
- b. Students must have a minimum CGPA of 2.50.
- c. The minimum grade in the Internship/Thesis/Project/Dissertation/Monograph is 'C'.

8. Dismissals on Disciplinary Grounds

A student may be dismissed or expelled from the program for adopting unfair means (Copying in examinations/trying to influence grades), unruly behavior, or any other breach of discipline. The implication of dismissal may include cancellation of admission and termination of registration.

9. Discipline and Code of Conduct

Adherence to strict discipline is considered a core concept of building future leaders. The students must abide by the rules, regulations, and code of conduct of the university. Students are forbidden to be a member or organize students' organizations, clubs, society, etc., other than those set up by the University authority. They must maintain a peaceful and congenial atmosphere in the academic building, particularly adjacent to the classroom, library, faculty rooms, etc. The students will not be allowed to enter the classroom if he/she is in contrary to the following rules:

- a. Arriving late in the class
- b. Not wearing appropriate dress/attire as per the dress code
- c. Any unfair means in exams/tests (N.B: The minimum punishment for unfair means in an examination is the cancellation of all courses of running Semester + 01 Semester Onwards).

N.B.: For the details, the Students' Discipline Rules and this document is available on BUP website.

10. Other Breaches of Discipline

Academic Council may dismiss any student on the disciplinary ground if any form of indiscipline or unruly behavior is observed in him/her, disrupting the academic environment or program or being considered detrimental to BUP's image. Discipline Committee will process the matter. Zero tolerance to drug, violence, and Sexual Exploitation and Abuse (SEA).



11. Students' Redress Measures

If an examinee anticipates any discrepancies regarding his/her results/grade/marks, this will be brought to the notice of the Controller of Examinations through the Head of the Department within 30 (thirty) days from the date of publication of the result.

- a. A certain amount of fee is required for the application of re-scrutiny. In case of re-scrutiny, the Controller of Examinations or his/her nominated teacher/officer will re-scrutinize the same whether there is any miscalculation of marks or any unmarked question of the script. In case of miscalculation, the Controller of Examinations or concerned officer will adjust the correct marks and finalize the result.
- b. If any unmarked question of the script is found, then the concerned examiner will re-examine/re-evaluate the unmarked question of the script. In that case, if the concerned examiner is not available, then the only unmarked question of the script will be examined/evaluated by any other examiner (alternative examiner).
- c. After the scrutiny, the Controller of Examinations will republish the corrected result.

12. Executive Decision for Any Arising Situation

If this Academic Guideline does not explicitly or satisfactorily address any arising situation, in that case, the matter will be referred to the Vice Chancellor for a decision. Execution of such a decision will duly be reported to the Academic Council for information only.

13. Amendments

Any of the provisions of this guideline may be changed and/or new provisions added as per the University's Rules.

14. Conclusion

BUP Academic Guideline 2021 (Undergraduate Program) is for the students, and it is to be followed for the best use of student's academic interests. It is the guide for the Faculty Members to assess the overall evaluation system of the students of BUP and acquaints themselves with BUP's rules and regulations.

----- The End -----

PART TWO as per Faculty and Department