

BANGLADESH UNIVERSITY OF PROFESSIONALS



BBA PROSPECTUS - 2012

**FACULTY OF BUSINESS STUDIES
MIRPUR CANTONMENT, DHAKA-1216
Website: www.bup.edu.bd**

BANGLADESH UNIVERSITY OF PROFESSIONALS

Faculty of Business Studies

Introduction

1. Bangladesh University of Professionals (BUP) is one of the newest Public Universities of the country established on 05 June 2008. Since its inception, this University inherited a teaching department from Military Institute of Science and Technology (MIST), an institution that was formerly affiliated to University of Dhaka. The inherited department is now functioning as 'Faculty of Business Studies (FBS)' and started its activity in full swing from the early 2009 with the motto of achieving 'Excellence through Knowledge'. As such, programs on Business Studies at BUP will always have an older trail than BUP itself.

2. BUP with its own unique features set up in a green landscape away from the busy life of metropolitan city. The university promises to provide the best possible congenial academic atmosphere. BUP welcomes those students who will dedicate their total attention and devotion to serious academic pursuits to build up better tomorrows for the nation.

3. Graduates of this University have already started emitting lights and aroma in the business environment and there are adequate indications that FBS is expected to be in the apex someday soon. The strengths of FBS are:

- A rigorous admission and selection process for best possible screening.
- Interactive sessions in the classroom.
- Regular Guest Lectures and visits to organizations.
- Developing a culture of timeliness commitment and uninterrupted curriculum.
- Flexibility in choosing competent faculties through outsourcing.
- Well thought-out and continuous feedback and assessment system.
- Effective teaching through innovative methods incorporating latest trends and developments in the world.
- Emphasis on Code of Conduct and Dress Code.
- Focus to develop students as a good human with all possible attributes of a successful business leader.
- A tranquil, pollution free and secure campus life.

Outline Activities

4. Currently FBS is conducting programs of Bachelor of Business Administration (BBA), Master of Business Administration (MBA) and Evening Master of Business Administration (Evening MBA). All these programs are being conducted on a fixed menu system and in line with the North American Business Schools tailored to match with the local requirement. A brief outline of the programs conducted at FBS is given below:

Programs	Duration	Total Courses	Credit on Courses	Internship Credit	Total Credit
BBA	4 Years	40	120	3	123
MBA	2 Years	20	60	6	66
Evening MBA	2 Year	18	54	6 (Dissertation paper)	60

Future Expansion Plan

5. FBS of BUP is planning to expand its capacity gradually. Outlines of the plan are as follows:
- M-Phil and PhD program.
 - Two intakes in a year for all the programs.
 - New undergraduate program like Tourism and Hospitality Management.

Administration

6. Academic affairs of FBS are controlled by Dean FBS under the supervision of Vice Chancellor of BUP. Dean FBS plans and executes the academic affairs through academic committee composed of a group of dedicated faculty members.

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Prospectus

Introduction

1. Bachelor of Business Administration (BBA) Program is a multidisciplinary undergraduate program. The objective of the program is to develop skills and judgment of an individual for effective management. The emphasis is on the development of a student's ability to evaluate business and organizational situations so as to enable him/her in making informed and creative judgment about policy and operations. Central to this approach is the development of creativity and judgment in students. The BBA Program begins with a sequence of general education, allied courses, core courses and is followed by a range of elective courses, which provide opportunities for focusing on certain professional disciplines.

Degree Requirements

2. The degree requirements for the Program are appended below:
- a. Passing of all courses (with minimum grade D) individually and maintaining a minimum Cumulative Grade Point Average (CGPA) of 2.50 in 4.00 point rating scale at the end of the program.
 - b. Completion of internship program with a minimum grade of C.
 - c. Passing of comprehensive semester final examination (comprising syllabus of whole course) for all courses.

Semester System

3. The BBA Program is a 4 years full time undergraduate program. There will be total 8 semesters and each semester has total 16 teaching weeks. There will be two semesters in each year. Students will take five courses in each semester. There will be two classes of 90 minutes each for a course in a week throughout the semester. Total contact hour for a course in a semester is 48 (1.5 hours x 2 x 16 weeks = 48).

Semester-wise Credit Hour Distribution

4. Total credit hour for BBA Program is 123. Semester-wise distribution of credit hour is shown below:

Semester	Credit Hour
First	15
Second	15
Third	15
Fourth	15
Fifth	15
Sixth	15
Seventh	15
Eighth	15
Internship	3
Total Credit Hours	123

Syllabus and Curriculum

5. Completing a minimum of 40 courses (General Education, Allied, Core and Elective courses) and completion of internship program is compulsory for the successful completion of the BBA Program. A student will be required to take six courses from his/her specific area of concentration and three courses as open elective or from minor area. An elective is offered, subject to the availability of faculty and minimum number (Twelve) of students signing up for a course. However, the Academic Council, on the basis of faculty availability and number of students, decides the offering of an elective course in a semester. The semester-wise distribution of courses is shown below:

Semester-Wise Distribution of Courses

Year	Semester	Course Code	Name of Course	Credit Hour	Total Credit Hour	
1	Semester 1	C101	English Language	3	15	
		K101	Fundamentals of Business Mathematics	3		
		Z101	Industrial Psychology	3		
			GE (Elective)	3		
			GE (Elective)	3		
	Semester 2			GE (Elective)	3	15
				GE (Elective)	3	
		K102	Advanced Business Mathematics	3		
		A101	Financial Accounting I	3		
		C103	Business Communication	3		
2	Semester 3	K202	Business Statistics	3	15	
		K201	Computer Applications	3		
		G201	Micro Economics	3		
		A201	Financial Accounting II	3		
		W201	Principles of Management	3		
	Semester 4	A202	Management Accounting	3	15	
		G202	Macro Economics	3		
		L201	Legal Environment of Bangladesh	3		
		G203	Bangladesh Studies	3		
		W202	Organizational Behavior	3		
3	Semester 5	F301	Financial Management	3	15	
		H301	Human Resources Management	3		
		K301	Research Methodology	3		
		K302	Management Information Systems	3		
		M301	Principles of Marketing	3		

4	Semester 6	L301	International Business Environment	3	15
		M302	Marketing Management	3	
		P301	Operations Management	3	
		E301	Entrepreneurship	3	
		SCM 301	Supply Chain Management	3	
	Semester 7		Major Course from Selected Area of Study	3	15
			Major Course from Selected Area of Study	3	
			Major Course from Selected Area of Study	3	
			Major Course from Selected Area of Study	3	
			Minor / Open Elective Course	3	
	Semester 8		Major Course from Selected Area of Study	3	15
			Major Course from Selected Area of Study	3	
			Minor / Open Elective Course	3	
			Minor / Open Elective Course	3	
		W401	Strategic Management	3	

Pre-requisite Courses

6. Few courses require one or more pre-requisite courses. A student must complete the pre-requisite courses before registering for the courses requiring pre-requisites. The name of Courses and their Pre-requisite Courses are stated below:

No.	Name of Course	Pre-requisite Course (s)
1.	G201 Micro Economics	K102 Advance Business Mathematics
2.	G202 Macro Economics	G201 Micro Economics
3.	K102 Advance Business Mathematics	K101 Fundamentals of Business Mathematics
4.	K201 Computer Applications	K102 Advance Business Mathematics
5.	K202 Business Statistics	K102 Advance Business Mathematics
6.	A201 Financial Accounting II	A101 Financial Accounting I
7.	A202 Management Accounting	A201 Financial Accounting II
8.	C103 Business Communication	C 101 English Language
9.	F301 Financial Management	A202 Management Accounting
10.	H301 Human Resources Management	W202 Organizational Behavior

11.	K301 Research Methodology	K202 Business Statistics
12.	K302 Management Information Systems	K202 Business Statistics
13.	L201 Legal Environment of Bangladesh	W 201 Principles of Management
14.	L301 International Business Environment	L201 Legal Environment of Bangladesh
15.	M 302 Marketing Management	M 301 Principles of Marketing K202 Business Statistics
16.	P 301 Operations Management	K202 Business Statistics
17.	W 202 Organizational Behavior	W 201 Principles of Management
18.	E 301 Entrepreneurship	W 201 Principles of Management
19.	Area of Concentration in any Academic Area	All GE, Allied, and Core Courses
20.	Minor in any Academic Area	All GE, Allied, and Core Courses
21.	Open Elective Courses	All GE, Allied, and Core Courses
22.	W 501 Strategic Management	All GE, Allied, and Core Courses
23.	SCM 301 Supply Chain Management	K202 Business Statistics W 201 Principles of Management

Admission System

7. General.

a. BUP seeks applications from candidates desiring admission in BBA programs by circulating and advertising in Bengali and English national daily newspapers. Candidates will be required to apply through Online paying an amount of Taka 500 which is non refundable.

b. All eligible candidates will be called for written admission test (except SAT qualified candidates with requisite scores) and the list of eligible candidates will be posted on BUP notice board and in website (www.bup.edu.bd) minimum 05 (Five) days before the written test. Subsequently, basing on written test result a top-down list of Eligible Candidates for Viva-Voce will be displayed at BUP Notice Board as well as in BUP website on a specified date along with the date of interview/ viva voce. The list of Eligible Candidates for Viva-Voce will include minimum 3 times of the number of total 55 vacancies. After the completion of viva voce, the final merit list of candidates selected for the program will be displayed at BUP Notice Board as well as in BUP website with necessary instructions for completing admission procedures.

8. **Vacancy.** One batch of 55 students will be taken this year. In case of accommodating Bangladeshi/ Foreign civilian/ military students, BUP authority reserves the right to fix the number of vacancies for each of the above mentioned categories. However, few of the seats as shown below will be kept reserve for following special categories:

- | | | | |
|----|--|---|-----|
| a. | Children of military personnel (serving and retired) | - | 15% |
| b. | Children of freedom fighters | - | 02% |
| c. | Tribal candidates | - | 01% |

Notes:

1. To be eligible for the reserve seats mentioned above, a candidate must attain a position in the list of Eligible Candidates for Viva-Voce as mentioned in Paragraph 7 (b).
2. In case of non availability of qualified/eligible candidates of special categories mentioned above, will be filled up by candidates from the merit list.
3. In all cases, candidates must qualify in viva-voce.

Eligibility for Admission

9. **Required Academic Background.** Candidates who passed HSC/Equivalent or A level examination in 2011 or 2010 will be eligible to apply if he/she fulfills the following conditions:

a. **SSC and HSC Examination / Equivalent.** Minimum GPA of 3.50 in SSC and 3.25 in HSC and combined GPA (adding GPA of both SSC and HSC examination / Equivalent of 7.0 (seven)).

b. **GCE O/A Level Examination.** Minimum average grade point of 2.5 in GCE O-Level and 2.0 in GCE A-Level. Letter grades of O-Level and A-Level subjects are converted to grade points as A = 4, B = 3, C = 2, D = 1. Average grade point is calculated by averaging the grade points of 5 best grades for O-Level (including Mathematics) and the 3 best grades for A-Level. However, the candidate must not have any F grade in any subject of both levels.

10. **Waiver for SAT.** Candidates may be exempted from Written Admission Test if he/she obtains a predefined score (which is mentioned below in details) in SAT. Exemption decisions will be made by admission committee on a case-by-case basis and exempted applicants will be assessed for admission on the basis of SAT score, viva-voce score and candidate's past examination results. Here, the score obtained in SAT will be converted into 50% of total weightage, the marks obtained in viva-voce will be converted to 25% of total weightage and remaining 25% of total weightage will be calculated from results of past examinations. However, details are as follows:

Applicant obtained a score of 1500 or more in SAT (with at least 500 in both Critical Reading and Mathematics and at least 450 in written part) may be exempted from the written test. However, candidates waived from written admission test will be required to appear at scheduled viva-voce.

11. **Application Form and Submission Procedure.** Interested candidates may apply in the following way:

a. **Web/ Online Option.** In this option candidates will fill up the form online at BUP website (www.bup.edu.bd) and submit the same through online. Detail

procedure regarding this option is available in BUP website and also given in Annex-A of this prospectus. In this option an individual will require to do the followings:

- (1) Taking a printout of the filled up form.
- (2) Submitting necessary documents for verification as mentioned in paragraph 12 below along with the duly signed printed copy of the online application form on the day of appearing the written admission test.

Note:

1. While submitting online application form, an amount of Tk. 500 is to be paid as application processing fee and necessary payment reference is to be endorsed clearly as instructed in the form or as per procedure. Applicant may choose an option to pay the application processing fee through TRUST BANK Limited (TBL) or through Postal Service. In such case, applicant should deposit the cash of said amount either at any branch of TBL (BUP Admission Account: 0028-0320000242) or through postal service and endorse the reference of payment in the online admission form. Bank/ Postal service charges (if any) are to be paid on requirement basis.

12. **Issuance of Admit Card for Written Test.** There will be no formal admit card to be issued by BUP to the candidates. But candidates are to follow the guidelines given in Annex-A. However, a list of eligible candidates for written admission test will be hung on BUP notice board as well as be given in BUP website.

13. **Required Documents.** Applicants must bring following documents in the written examination hall:

- a. 3 copies of attested passport size recent colored photographs (Name and Roll Number written at the back).
- b. HSC/ Equivalent Registration Card in original and also attested photocopy of that.
- c. Original ward certificate (Children of Freedom Fighter, Tribal, Children of Military Personnel).
- d. Other attested documents:
 - (1) SSC/Equivalent Marks sheet
 - (2) HSC/Equivalent Marks sheet
 - (3) Copy of original bank or postal money deposit receipt.

14. **Selection Process Detail.** Selection of candidates will be done basing on their standing as per the combined merit list of the following:

a. **Written Admission Test.** All candidates less who are waived from written admission test for acceptable SAT score are required to sit for a written admission test. The total mark of the test is 100. Candidates are required to qualify separately in all the sections of written test. The qualifying percentage is 40%. Use of calculator is prohibited during the examination. The framework syllabus for the written test is as follows:

The examination will follow the internationally recognized SAT standard in terms of conventions, coverage and level of difficulty and will cover Mathematics, English, and Analytical Ability.

b. **Interview/Viva Voce.** The interview/viva voce will be conducted under arrangement of pre-designated Interview Board. All candidates need to bring all original certificates and mark sheets as well as other documents for scrutiny prior to interview. Interview board will mark all candidates out of 25% of total 100 weightage. Candidates who are waived from written admission test for SAT score will also be interviewed out of 25% of total 100 weightage.

c. **Performance in the Past Public Examinations.** The results of past public examinations will carry 25% of total weightage for the candidates. Detail calculation of performance weightage is shown below:

In calculating weightage on past public examinations, results of HSC/A/Equivalent level examination will be counted for 15% and SSC/O/Equivalent level will be counted for 10% of total weightage which make a total of 25% weightage. In both cases highest GPA holders (for example GPA 5.00 in the scale of 5.00) will receive full weightage in respective cases and candidates having just qualifying GPA (see Paragraph 8 above) will receive 8.00 weightage for HSC/A/Equivalent level and 5.00 weightage for SSC/O/Equivalent level examination. Candidates obtained GPA between highest and just eligible GPA will be calculated by following simple linear distribution method.

15. **Final Selection.** Final Selection of all candidates less who are waived from written admission test for SAT score will be made on the basis of merit with their combined marks in the written admission test (50% weightage), interview/viva voce (25% weightage) and past examinations (25% weightage). Similarly, those who are waived from written admission test for acceptable SAT score will be taken into merit list from the combined marks obtained in the SAT score (50% weightage), interview/ viva voce (25% weightage) and past examinations (25% weightage).

16. **Subjects for Admission Test.** Admission test will be taken out of 100 marks. Subjects of examination and distributions of marks are shown in the table below:

a. **Subjects with Marks.**

Subject	Marks
English Language and Communication	30
Mathematics	40
Analytical Ability	30
Total	100

b. **Syllabus for Admission Test.**

(1) **English Language and Communication: (30 Marks)**

- (a) Sentence correction.
- (b) Reading comprehension.
- (c) Synonyms and antonyms.

(d) Appropriate word pairing /analogy.

(2) **Mathematics: (40 Marks)**

- (a) Operation with integers and decimals.
- (b) Operation with fractions.
- (c) Calculation of percents.
- (d) Average, weighted average.
- (e) Signed numbers.
- (f) Linear equation.
- (g) Exponents.
- (h) Quadratic equations.
- (i) Literal expressions.
- (j) Roots and radicals.
- (k) Factoring and algebraic fractions.
- (l) Inequalities.
- (m) Areas of different shapes.
- (n) Perimeters.
- (o) Volumes.
- (p) Angles, triangles.
- (q) Parallel lines.
- (r) Polygons.
- (s) Coordinate geometry.

(3) **Analytical Ability/ General Aptitude: (30 Marks)**

- (a) Data sufficiency.
- (b) Critical reasoning.
- (c) Analytical writing.
 - I. Analysis of an issue.
 - II. Analysis of an argument

17. **Duration of Admission Test.** The duration of admission test is 100 minutes.

18. **Date, Time and Place of Admission Test.** The written admission test will be held on 01 October 2011 from 09:00 a.m. at BUP and Military Institute of Science and Technology (MIST), Mirpur Cantonment, Dhaka-1216.

19. **Date, Time and Place of Interview.** List of eligible candidates for Interview/ Viva-Voce will be displayed at BUP Notice Board as well as in BUP website (www.bup.edu.bd) along with scheduled date and time of interview/ viva voce. All candidates will have to report for the interview to Faculty of Business Studies (FBS).

20. **Final Merit and Waiting List.** Final top-down merit list along with waiting list will be prepared as per the rules mentioned in paragraph 14 above and will be displayed at BUP Notice Board as well as in BUP website.

21. **Medical Checkup.** Finally selected candidates will need to go for medical checkup in BUP. If the medical authority considers any candidate is unfit for study in BUP due to critical/ contagious/ mental diseases will be declared unsuitable for admission.

22. **Rules of Final Admission.** After completion of medical checkup, if applicant is found medically fit, then he/she can get admitted through BUP admission section by paying necessary admission and other fees. However, following matters are to be kept in mind while taking admission:

- a. If any candidate fails to complete admission formalities within the prescribed date and time his/ her selection will be considered as cancelled automatically.
- b. If any student does not attend the class within two weeks of the commencement of class, his/her admission will be cancelled automatically.
- c. Admission will not be considered after 2 weeks of the commencement of the classes.
- d. Candidates failing to get admitted within the stipulated time may keep in touch with the admission section with the expression of interest to get admission. In such case, vacancies not filled from waiting list may be offered to them before publishing a new waiting list.

23. **Candidate and Guardian's Consent.** The selected candidates and their parents or guardians will be required to render consent certificate regarding terms and conditions of education, discipline, etc before final admission to the university.

Tuition and other Fees

24. All students will be required to pay tuition and other fees as under (which has been approved in the 4th Financial Meeting of BUP):

Payment Schedule

Ser	Category of Fees/ Charges	Amount / Rate (Tk)	Remarks	Total Amount in Program (Tk)
1.	Application Processing Fee	500.00	Once	500.00
2.	Admission Fee	10000.00	Once	10000.00
3.	Registration Fee	450.00	Once	450.00
4.	Library Fee	300.00	Each Semester	2400.00
5.	Security Money	20000.00	Once, Refundable	20000.00
6.	Exam Fee/Course Registration Fee	1200.00	Per Subject	48000.00
7.	Grade sheet Fee	375.00	Each Semester	3000.00
8.	Tuition Fee	1800.00	Each Semester	14400.00
9.	Medical Fee	600.00	Each Semester	4800.00
10.	Sports Fee	600.00	Each Semester	4800.00
11.	Computer Lab and Training Aid Fee	600.00	Each Semester	4800.00
12.	Student Welfare Fee	2000.00	Each Semester	16000.00
13.	Education Enhancement Fee	600.00	Each Semester	4800.00
14.	Cultural/Magazine Fee	300.00	Each Semester	2400.00
15.	ID Card Fee	100.00	Once	100.00
			Grand Total:	1,36,450.00

Additional Fees/Payments (As Required)		
Ser	Subjects	Amount (Tk)

1.	Re-admission	5000.00
2.	Migration	500.00
3.	Non Collegiate	1500.00
4.	Provisional / Original Certificate Fee	375.00

Notes:

1. During the 1st semester of study Tk. 20,000.00 will be kept as security money and will not be refunded until completion of last semester. There will be no forfeiture of security money if a student opts to withdraw before the closing of admission activities allowing another candidate to avail the seat. But the 25% of the security money will be forfeited if a student opts to withdraw within 1st year of study after admission activities and the rest will be refunded on completion of 1st year. However, for withdrawal after 1st year of study, there will be no forfeiture of security money. But all other fees/charges (case to case basis) may be refunded to the student, and in such case the security money will be converted into caution money and the same may be refunded excluding any claim from BUP if any.

2. All fees mentioned in the table will be reviewed as and when necessary by the university authority and the students are required to pay the fees as changed/reviewed fees.

25. **Deadline for Submission of Fees/ Dues.** All payments are to be completed semester wise and the semester wise payment dates are as follows:

Semester Ending	Date
June	15 February
December	15 August

26. **Fine.** A fine of TK 100 per 15 days will have to be paid for late deposition of fees. If a student fails to clear dues within three months of the stipulated time mentioned above, his/her name will be dropped and the student has to apply for re-admission should he/she desires to continue.

Performance Evaluation System

27. **Grading System.** Letter grades will be used to evaluate the performance of a student in a course. The performance of students in the Programs will be evaluated as per following Grading System.

Letter Grades	Grade Point	Marks to be Obtained
A+	4.00	80% and above
A	3.75	75% to < 80%
A-	3.50	70% to < 75%
B+	3.25	65% to < 70%
B	3.00	60% to < 65%
B-	2.75	55% to < 60%
C+	2.50	50% to < 55%
C	2.25	45% to < 50%
D	2.00	40% to < 45%
F	0.00	< 40%
I	Incomplete	-----
W	Withdrawn	-----

However, the above-mentioned grading system will be reviewed/ revised periodically.

28. **Distribution of Marks.** The grade in a course will be based on an overall evaluation of a student's performance in assignments, examinations, quizzes, term papers, project works, class attendance, and class participation. Suggested distribution of marks in a course will be as under:

a.	2 x Mid-term examinations of approximately 1 hour duration each	:	30%
b.	Compulsory Comprehensive Semester Final Examination	:	40%
c.	Quizzes and/ weekly tests	:	10%
d.	Term paper and/ project work	:	10%
e.	Assignments, home works, case studies, presentations, class attendance and participation, etc	:	10%
			Total : 100%

However, depending on the nature of course minor modifications can be done by respective course teacher, provided it is incorporated in the course outline.

29. **Course Conduct and Assessment Procedure.** The respective course teacher will carry out and ensure the followings:

- a. At the beginning of the semester, the course teacher will prepare a course outline incorporating the course syllabus, performance evaluation and grading policy (as per the laid down one), list of suggested texts/references, and a tentative schedule of classes/examinations/events. He/she will give a copy of the course outline to each student of the course. He/she will also submit a copy of the course outline to the Faculty Office.
- b. He/she will conduct 2 (two) classes per week for the Program each of 75 minutes duration and 15 minutes students consultation as per the course outline.
- c. He/she will take minimum 7 (seven) quizzes/weekly tests during course duration for the Program.
- d. He/she will assign, either individually or in groups, a term paper/project/research work on any issue pertaining to the course. He/she will also assign a number of individual and group assignments, home works, case studies, presentations, etc as per the course requirements.
- e. He/She will take 2 Mid Term examinations in a semester preferably in the 7th and 13th week. Retake of Mid Term Examination will not be accepted. However, in case of sickness, hospitalization or other unavoidable situation student will be permitted to appear only when the course teacher and the course coordinator is informed well before the examination commences and immediately applies with all supporting documents. In such case 25% of total weightage assigned against each midterm will be deducted. Relaxation in this case will be at the discretion of Dean, FBS.

- f. While aggregating/ tabulating total marks in any subject, marks to be rounded up to the advantage of students, i.e. any fraction to be rounded up to the next number.

30. Examination System. A single examiner system will be followed in line with MBA Programs of the Bangladesh University of Professionals. All tests, assignments, term papers, and class performance will be evaluated by the course teacher. He/she will make available the scripts, assignments, term papers, etc to the students in the classroom in the following week, except those of final examination. Before the final examination, course teacher is required to submit all scripts, assignments, etc with a compiled up-to-date in-course result summary to the Controller of Examination of BUP. The question for final examination will be set by the course teacher himself/herself, who will submit it to Controller of Examination. The Controller of Examination may moderate the question through Moderation Committee if necessary and then arrange for its printing, safe custody and conducting of final examination. After the examination, course teacher alone will evaluate the scripts and submits marks to the Controller of Examination. In case of any grievances expressed by any student in writing to Controller of Examination within one week of provisional results, Controller of Examination reserves the right to arrange for re-scrutinization of the particular student's script and publishing of final results.

31. Special Final Examination. Taking of Special Final Examination will not be accepted. However, if any student fails to appear scheduled semester final examination for extremely unavoidable and valid reasons, his/her semester final examination may be conducted on case to case basis under the following guidelines:

- a. He/she should appear in final examination preferably within 45 days from end of scheduled examination.
- b. Students should apply to Dean FBS with required supporting documents for his/her inability in appearing scheduled semester final examination before commencement of scheduled final examination. On Dean's approval the case will be forwarded to the office of Controller of Examination to complete necessary formalities for arranging and completing the special examination.
- c. Student needs to pay the required fees for appearing special final examination and complete other examination formalities for the course/courses so appeared.
- d. The highest possible grade/grades for the course(s) appeared will be no higher than 'B+'.
- e. In the case of course(s) enrolled are pre-requisites for the course(s) offered in the following semester, still student may continue with next semester. Should students fail to obtain a passing grade; it will automatically lead student to withdraw from that/those course(s).
- f. Students may be allowed to register for these courses in the following semester after having received the grade(s) for the courses appeared.
- g. All other necessary arrangements including question setting, moderations, evaluation, and result publication will be as per existing rules/ system.

32. **Computation of CGPA.** CGPA will be computed after each semester to determine the academic standing of the student in the program. Calculation of CGPA will be done following a 4 step procedure as followings:

a. **Step-1.** Grade Points earned in each course will be computed basing on credit hours in that course and the individual grade earned in that course by multiplying both.

b. **Step 2.** All subject grade points (determined at Step 1) will be added to determine the Total Grade Points Earned.

c. **Step 3.** Credits of all courses will be added together to determine the Total Number of Credits.

d. **Step 4.** CGPA will be determined by dividing the results of Step 2 by result of Step 3.

33. **Incomplete Grades.** For any incomplete course work, a student may be assigned the grade 'Incomplete' (if permitted by Academic Council of BUP), which will be recorded as 'I' with an alternative grade based on the work completed at that point in time. The alternative grade will come into effect if the student fails to complete the course requirement within 4 weeks from the publication of the provisional results.

34. **Retaking/Repeating Courses.** Since passing of all courses individually is a degree requirement, a student earning an 'F' grade in any course shall be required to improve the grade by retaking the course offered in the subsequent available semester. A student earning a grade of A- or below may also elect to improve the grade by retaking the course when offered in the subsequent semester. In order to retake a course, the student must apply as such at least 4 (four) weeks before the commencement of the semester. However, a student can not retake any course after graduation. In this case, the student desiring to retake a course shall have to apply to the Dean of Faculty to withhold his/her graduation. The grade earned on the retaken course will be shown in the transcript along with an 'R' symbol depicting 'Retake'. However, the grade earned on such course(s) would be used for computing the final CGPA. A course can be retaken only once.

35. **Pre-requisite Course(s).** If a course(s) is prerequisite for the course(s) offered in the following semester and should student fails to obtain minimum D Grade, then he/ she can not undertake the course(s) of following semester having prerequisite courses until he/ she passes in the prerequisite course(s).

Note: A BBA student must complete the prerequisite course(s) before registering the course(s) requiring prerequisite(s). Course(s) completion of prerequisite course(s) for BBA student means, he/she must go through the entire curriculum, obtain minimum C grade in in-course (60%) weightage and sit for the final examination.

Discipline

36. Strict adherence to discipline is considered to be a core concept of building future business leaders at FBS. During the stay in BUP, all students will be required to abide by all

rules, regulations and code of conduct of the university. All students are forbidden to be the members of or to organize any students' organization, club, society etc, other than those set up by the University authority in order to enhance students' physical, intellectual, moral, and ethical development.

Rules for Students Withdrawal

37. BBA program requires persistent hard work by the students throughout the duration. Few students may face difficulties in keeping pace with quality requirements of the programs. University will have no option other than withdrawing unsuccessful students to ensure quality education.

38. Despite the academic standing of a student, he/she may be dismissed from the program on disciplinary ground. A student may also be allowed to withdraw on own accord subject to the approval of Academic Council of BUP.

39. **Definitions.** Few related definitions will help understanding the rules for withdrawal in a better way. The definitions are given below:

a. **Withdrawal.** The term 'Withdrawal' will imply a complete discontinuity from the program of the university.

b. **Temporary Withdrawal.** The term 'Temporary Withdrawal' means that the student has been allowed by the Academic Council, BUP to discontinue temporarily. The student, so withdrawn, may re-enter the course as per terms and conditions set by the authority.

c. **Permanent Withdrawal.** The term 'permanent withdrawal' means a permanent, voluntary discontinuity 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 fresh admission/ readmission and fresh registration to re-enter in the program like any other new candidate.

d. **Expulsion.** The term 'Expulsion' means expulsion from the university on disciplinary ground. A student, if expelled, will never be allowed to re-enter the particular program or any other programs in BUP and be subjected to other terms and conditions as set by the authority while approving the expulsion order.

e. **Temporary Expulsion.** The term 'Temporary Expulsion' means expulsion from an academic program for a certain period on disciplinary ground. A student, if expelled temporarily, may be allowed to re-enter the course/program on expiry of the punishment period and on fulfillment of other terms and conditions (if any) as set by the authority while approving the temporary expulsion order.

f. **Dismissal.** The term 'dismissal' means a permanent, forced withdrawal from the ongoing program. The implication of dismissal includes cancellation of admission and expiry of registration. Once a student is dismissed, he/she will require a readmission and fresh registration to re-participate in the program.

40 **Withdrawal on Various Grounds** Students may be withdrawn for poor performance in the program or they may also take temporary withdrawal on their own accord. The details are as follows:

a. **Withdrawal on Poor Performance.** The rules on withdrawal on poor performance are given below:

(1) Students may be withdrawn from the program because of their poor performance. A student must maintain a minimum GPA (for 1st semester) or CGPA of 2.50 in a 4.00 point rating scale in the program. Any student obtaining a GPA (for 1st semester) or CGPA of less than 2.00 at the end of any semester shall be withdrawn from the program. However, when a student fails to maintain a GPA (for 1st semester) or CGPA of 2.50 at the end of a semester, but obtains GPA (for 1st semester) or CGPA 2.00 or more, will be placed on probation. Failure by a student placed on probation to raise the CGPA to 2.50 in the immediate next semester will be relegated to the next lower batch and will remain on probation. Failure by a student placed on 2nd time probation to raise the CGPA to 2.50 (considering only the semester(s) up to the next lower batch) will lead to withdrawal from the program.

(2) While on 2nd probation, a student has to undertake all the semester courses where he/she previously obtained C+ (grade point 2.5) or lower grading. Upon clearing the 2nd probation, a student will be withdrawn if he/she subsequently obtains CGPA of less than 2.5. However, a student failing to obtain and maintain a CGPA of 2.5 at the end of the final semester shall be allowed to repeat course(s) of the final semester in which he/she has earned 'C' grade or below. This opportunity should be given only once. Even after repeating the course(s), if a student fails to raise CGPA to 2.5 at the end of final semester, will be withdrawn from the program.

b. **Withdrawal on Own Accord.**

(1) **Temporary Withdrawal.** A student who has already completed some courses and has not performed satisfactorily or for any other personal reasons and exigency may apply for a withdrawal/temporary withdrawal. Academic Council may allow a student to take temporary withdrawal from a course or the program due to sickness or any other reason and exigency. A student must hold minimum CGPA of 2.8 in 4.00 point rating scale for BBA Programs at that point of time. Temporary withdrawal from the first semester of the programs is not allowed. The student must apply for such temporary withdrawal within six weeks from the beginning of the semester for any reason other than sickness. However, for extreme emergencies including sicknesses, a student may apply for temporary withdrawal any time during the semester. If student applies for temporary withdrawal before half the duration of the semester, 30% of the different semester fees may be returned. Upon re-entry, the student must complete the required courses of the program remaining in force. The student can only be accommodated within the course offered for the regular students. A student however, must complete the program within valid registration period from the date of initial registration after which his/ her registration will be cancelled.

(2) **Permanent Withdrawal.** A student may apply for a permanent withdrawal due to poor academic performance, sickness, or any other reason in any semester. If approved by academic Council, his/her admission and registration will be cancelled.

c. **Dismissal on Disciplinary Ground.**

(1) **Unfair Means.** Adoption of unfair means may result in the dismissal of a student from the program and expulsion from the university. Following would be considered as unfair means adopted during examinations and other contexts:

- (a). Communicating with fellow students for obtaining help in the examination.
- (b). Copying from another student's script/ report /paper.
- (c). Copying from desk or palm of a hand or from other incrimination documents.
- (d). Possession of any incriminating document whether used or not.

(2) **Influencing Grades.** Academic council may dismiss any student for approaching directly or indirectly in any form to influence a teacher for grades.

(3) **Other Indiscipline Behavior.** Academic council may dismiss any student on disciplinary ground if any form of indiscipline or unruly behavior is observed in him/ her which may disrupt the academic environment or program or is considered detrimental to BUP's image.

Dress Code

41. Faculty of Business Studies (FBS) considers that an image of professionalism and leadership is as important within the program as it to the business in which students will eventually work. The following guidelines will assist students to have a better understanding on classroom attire:

a. **Male Students.** The expected classroom attires for male students are appended below:

- (1) Pressed dark to gray color trouser/pant, long enough to cover socks.
- (2) Leather belts with small belt buckles.
- (3) Pressed long-sleeved or short-sleeved light color and sober shirts with collar (in winter long sleeve and in summer long/short sleeve).
- (4) Dark to gray color business suit/blazers/sweaters (round neck long sleeve, sleeveless) are appropriate in winter.
- (5) Sober color tie during winter.
- (6) Sober executive shoe (black and brown/chocolate colors are appropriate).
- (7) Dark socks.
- (8) Tucked in shirts.

Do not Wear

- (1) T-Shirts of any kind, Printed shirts, any kind of Fatua /Panjabi.
- (2) Jeans trouser.
- (3) Keds/Athletic shoes.
- (4) White socks.
- (5) Sandal of any kind.
- (6) Caps or hats.

b. **Female Students.** The expected classroom attires for female students are appended below:

- (1) Sober color salwar-kamiz with large enough orna/dopatta.
- (2) Conservative shoes/sandals.
- (3) Sweater/Cardigan of sober color/design is appropriate.

Do not Wear

- (1) Sleeveless kamiz and blouses.
- (2) Casual shoes, sandals, athletic shoes, shoes with pencil hill or similar in nature which makes destructive sound.
- (3) Tight or indecent clothing.

c. **Exception.** If there is any exception to this dress code mentioned above, necessary permission will be required from appropriate authority.

N.B.: The university authority reserves the right to cancel/ modify/ change any information given in this prospectus.

Annex:

A. Admission Application Procedure through Web/Online.

ANNEX-A TO
BBA PROSPECTUS

Admission Application Procedure

1. **Step 1: Depositing Application Processing Fee.** Candidates must pay application processing fee in any of the following ways:
 - a. **Electronic Money Order by Post Office:** To send Taka 500 (five hundred only) through e-money order from any post office of Bangladesh and to mention followings in issue form: (a) Beneficiary Name: Registrar (b) Beneficiary Address: BUP, Mirpur Cantonment, Dhaka-1216. (c) Beneficiary Mobile Number: 1000. After deposition he/she will get a 16 digit TPIN ID in his/her mobile phone and to mention this TPIN ID number and deposition date in web application form.
 - b. **Trust Bank Ltd:** To deposit (cash) Taka 500 (five hundred only) at any Trust Bank branch to Admission Account, BUP A/C number 0028-0320000242 and to mention the trace number and deposition date in web application form (candidate can ask the person at bank counter to post/transfer the money immediately and to give trace number)
2. **Step 2: Application Submission.** Candidates can submit application through internet as follows:

Web/Online Application: To log on to BUP website www.bup.edu.bd then to click "Admission & Result" and then to click 'online application instruction'. Candidate is to read the instruction thoroughly. At the end of instruction there are links to apply for various programs.
3. **Step 3: Obtaining Roll Number.** In the following way:
 - a. **Web/Online Application:** After the submission of application, you will get a roll number.
4. **Step 4: Seat Plan for Admission.** Seat plan for admission test will be published in website, notice board and displayed in examination halls.
5. **Step 5: Admit Card.** No formal admit card will be issued. All applicants must bring original and duly attested photocopy of HSC or Equivalent registration card/Statement of entry (A level) which will be considered as admit card.
6. **Step 6: Result of Written Test.** Result of written test will be published in website and notice board.

Notes:

1. Candidates can get the admission related information during office hours (09.00 am–02.00 pm) in the period of submission of application by making call to 01722832594, 01816359054, 01671159968, 01673223736, 01722734755 and 01678121633.
2. A help desk will remain open on every working day during the period of submission of application from 10 a.m. to 1 p.m. for those who are unable to apply through website.
3. If any furnished information given by a candidate is found incorrect in the process, then the admission eligibility of the candidate will be cancelled and money will not be refunded.

