

BANGLADESH UNIVERSITY OF PROFESSIONALS**EVENING MBA 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 with 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. FBS of BUP is the only educational entity in the country where there is an opportunity of blending between civil students and uniformed armed forces students with diversified skills, exposure, experience and outlook.

4. Graduates from 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. Factors those may be considered as 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

5. Currently FBS is conducting programs of Bachelor of Business Administration (BBA), Master of Business Administration (MBA) and Evening Master of Business Administration (Evening MBA). These courses are being conducted on a fixed menu system. All the programs planned and being conducted here are 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

6. FBS of BUP is planning to expand its capacity gradually. Outline of the plan are as follows:

- a. M-Phil and PhD program.
- b. Two intakes in a year for all the programs.
- c. New undergraduate program like Tourism and Hospitality Management.

Administration

7. 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 experienced and dedicated faculty members

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Prospectus

Introduction

1. Evening Master of Business Administration (Evening MBA) Program is a multidisciplinary professional graduate program. The objective of the program is to develop skills and judgments 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 Evening MBA Program begins with a sequence of core courses and is followed by a range of elective courses, which provide opportunities for focusing on certain professional disciplines.

Degree Requirements

2. The Evening MBA degree requirements are as follows:
- 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. Presentation and defence of a dissertation paper with minimum grade of C.
 - c. Passing of comprehensive trimester final examination (comprising syllabus of whole course) for all courses.

Trimester System

3. The program is divided into six trimesters of 17 (seventeen) weeks each. During a trimester each course meets once in a week in single sessions of 3 hours each. The total contact hour for a course in a trimester is 42. The concerned faculty may schedule additional sessions for a course as needed.

Trimester-wise Credit Hour Distribution

4. The total credit hour for Evening MBA Program is 60. Trimester-wise distribution of credit hour is shown below:

Trimester	Credit Hour
First	9
Second	9
Third	9
Fourth	9
Fifth	9

Sixth	9
Dissertation Paper	6
Total Credit Hours	60

Syllabus and Curriculum

5. **Pre-requisite Courses.** For taking some courses, a student needs to complete one or more pre-requisite courses. The courses and their pre-requisite courses are:

Courses	Pre-requisite Courses
EE 701 Managerial Economics	EK 701 Quantitative Techniques for Managers
EF 702 Managerial Finance	EK 701 Quantitative Techniques for Managers
EH 702 Human Resource Management	EW 701 Management and Organizational Behavior
EO 702 Operations Management	EK 701 Quantitative Techniques for Managers
EM 702 Marketing Management	EK 701 Quantitative Techniques for Managers
ER 702 Research Methodology	EK 701 Quantitative Techniques for Managers
ES 702 Strategic Management	All Courses of Foundation Module

6. **Pre-requisite for Concentration.** Besides, following courses are decided as “Pre-requisite Courses” for the Areas of Concentration mentioned below:

Area of Concentration	Pre-requisite Courses
Finance	EF 702 Managerial Finance
Human Resource Management	EH 701 Human Resource Management
Management Science	EW 701 Management and Organizational Behavior
Marketing	EM 702 Marketing Management

7. Completing a minimum of 15 core courses (foundation and advanced), three elective courses from any specific area of concentration and presentation and defence of a dissertation paper are compulsory for the successful completion of the Evening MBA Program. 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 applicants decides the offering of an elective course in a trimester. The trimester-wise distribution of courses is shown below:

Trimester	Course Code	Course Title	Credit	Contact Hr/Week	Total Contact Hr
1 st	EC 701	Managerial Communications	03	03	42
	EK 701	Quantitative Techniques for Managers	03	03	42

	EW701	Management and Organizational Behaviour	03	03	42
2 nd	EA 701	Accounting for Managers	03	03	42
	EI 701	Micro Economics	03	03	42
	EL 701	Legal Environment of Business	03	03	42
3 rd	EH 702	Human Resource Management	03	03	42
	EM702	Marketing Management	03	03	42
	EF 702	Managerial Finance	03	03	42
4 th	EB 702	Socio Economic Studies of Bangladesh	03	03	42
	ER 702	Research Methodology	03	03	42
	ED 702	Environment and Disaster Management Studies	03	03	42
5 th	EE 702	Macro Economics	03	03	42
	EO 702	Operations Management	03	03	42
	ES 702	Strategic Management	03	03	42
6 th		Elective Course -1 (Attached as annex A)	03	03	42
		Elective Course -2 (Attached as annex A)	03	03	42
		Elective Course -3 (Attached as annex A)	03	03	42
		Dissertation Paper- Presentation and Defence	06		

Total Credit Hours: 60

Admission System

8. General.

- a. BUP seeks applications from candidates desiring admission in Evening MBA program 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 GMAT 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.

9. **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)	-	10%
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 8b.
2. In case of non availability of qualified/ eligible candidates of special categories mentioned in above will be filled up by candidates as per merit list.
3. In all cases, candidates must qualify in viva-voce.

Eligibility for Admission

10. **Required Academic Background.**

a. **Civil Students.** The minimum requirement to apply for admission in the program is a Bachelor Degree or its equivalent in any field with a minimum of 3 years job experience. A student must have at least 7 (seven) points which is to be calculated following the points structure as mentioned in Paragraph 11.

Candidates must not have more than one third division or class or equivalent grade or less than GPA/CGPA 2.5 in any public examination.

b. **Military Students.**

(1) **Academic Qualification.** Academic background and calculation of points will be same as paragraphs 10a and 11. However, Services Headquarters may relax above conditions.

(2) **Service Requirements.** The respective Services Headquarters will determine the service requirements of Bangladeshi military students.

11. **Calculation of Points.**

a. **Candidates with Division/Class Based Results.** Points will be calculated on the basis of following table:

Certificate/ Degree	Division / Class		
	1 st	2 nd	3 rd
SSC or equivalent	3	2	1
HSC or equivalent	3	2	1
Bachelor degree (Pass)	4	3	1
Bachelor degree (Hons)	5	4	2
Master degree	1	1	1

Note: In case of more than one bachelor or master degree, points will be considered for only the highest one.

b. **Candidates with GPA Based Results.**

(1) **For SSC and HSC Examination.** Points will be calculated on the basis of following table:

GPA	Points
3.5 and above	3
3.0 to <3.5	2
2.5 to <3.0	1

(2) **For Bachelor Degree.** Candidates with CGPA based result need to calculate points as shown below:

CGPA	Points
3.5 and above	4
3.0 to <3.5	3
2.5 to <3.0	2
2.0 to <2.5	1

(3) **For Honours Degree.** Candidates with CGPA based result need to calculate points as shown below:

CGPA	Points
3.5 and above	5
3.0 to <3.5	4
2.5 to <3.0	3
2.0 to <2.5	2

c. **Candidates with O/A Level.** Candidates must have a minimum average grade point of 2.5 in GCE O-Level and 2.0 in GCE A-Level with a Bachelor Degree to apply for the Evening MBA program. 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 2 best grades for A-Level. However, points are assigned as follows:

Average Grade Point in O-Level	Points
3.00 and above	3
2.75 to <3.00	2
2.50 to <2.75	1

Average Grade Point in A-Level	Points
2.50 and above	3
2.25 to <2.50	2
2.00 to <2.25	1

Note: Students must not have any F grade in any subject of both O/A Levels.

d. **Equivalent Foreign/ Other Examinations.** For all other certificates and examinations of home and abroad, equivalence will be determined by the Equivalence Committee of BUP. There will be no penalty for break of studies.

12. **Waiver for GMAT.** Candidates with a minimum score of 500 (out of 800) in GMAT (with minimum 40 percentile in verbal and 50 percentile in quantitative) may be exempted from the Written Admission Test. Exemption decisions will be made by admission committee on a case-by-case basis and exempted cases will be assessed for admission on the basis of GMAT score, viva-voce score and candidate's past examination results. Here, the score obtained in GMAT 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, candidates waived from written admission test will be required to appear at scheduled viva-voce.

13. **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 completed form.
- (2) Submitting necessary documents for verification as mentioned in paragraph 15 along with the duly signed printed copy of the online application form on the day of appearing the written admission test.

Note: 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.

14. **Issuance of Admit Card for Written Test.** 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.

Required Documents

15. Candidates 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. Candidates may bring the original and an attested photocopy of Graduation/ equivalent admit card to the written examination hall.

- c. Original ward certificate (Children of Freedom Fighter, Tribal, Children of Military Personnel) in original.
- d. Other attested documents:
 - (1) SSC/Equivalent Marks sheet
 - (2) HSC/Equivalent Marks sheet
 - (3) Graduation Mark sheet
 - (4) Post Graduation Mark sheet
 - (5) Experience Certificate
 - (6) Copy of original bank or postal money deposit receipt
- e. Military candidates, in addition to above documents, must submit an approved application for higher study from respective Formation Headquarters or appropriate authority.

Selection Process Details

16. 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 GMAT score are required to sit for a written admission test. The total marks of the test is 100. The examination will follow the internationally recognized GMAT standard in terms of conventions, coverage and level of difficulty and will cover Mathematics, English and General Aptitude. 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.
- 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 GMAT 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 all candidates. In finding weightage on performance of past public examinations following table will be considered as the basis for calculation:

Points obtained	Equivalent marks
12	25.00
11	22.90
10	20.80
9	18.75
8	16.70
7	14.60

17. **Final Selection.** Final Selection of all candidates less who are waived from written admission test for GMAT score will be made strictly 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 GMAT score will be taken into merit list from the combined marks obtained in the GMAT score (50% weightage), interview/ viva voce (25% weightage) and past examinations (25% weightage).

18. **Selection of Armed Forces Students.** Nomination of candidates will be done by the Services Headquarters. Nominated candidates will have to appear the competitive test with all other civil candidates at the same time and place. Selection will be based on the policy as mentioned before. For foreign military candidates, selection will be as per the instruction of the Armed Forces Division.

19. **Subjects for Admission Test.** Admission test will be taken out of a total 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
General Aptitude	30
Total	100

b. **Syllabus for Admission Test.**

- (1) **English Language and Communication: (30 Marks)**
- Sentence correction.
 - Reading comprehension.
 - Synonyms and antonyms.
 - 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.
 - (j) Literal expressions.
 - (k) Roots and radicals.
 - (l) Factoring and algebraic fractions.
 - (m) Inequalities.
 - (n) Areas of different shapes.
 - (o) Perimeters.
 - (p) Volumes.
 - (q) Angles, triangles.
 - (r) Parallel lines.
 - (s) Polygons.
 - (t) 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

20. **Duration of Admission Test.** The duration of admission test is 100 minutes.
21. **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.
22. **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).
23. **Final Merit and Waiting List.** Final top-down merit list along with waiting list will be prepared as per the rules mentioned in paragraph 17 above and will be displayed at BUP Notice Board as well as in BUP website.

24. **Medical Checkup.** Finally selected civil 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.

25. **Rules of Final Admission.** After completion of medical checkup, if he/she is found medically fit, candidates 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.

26. **Candidate and Guardian's Consent.** The selected civil 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

27. All civil students and military students (where applicable) will be required to pay tuition and other fees as under:

Payment Schedule for Civil Students

Ser	Category of Fees/ Charges	Amount/ Rate (Tk)	Remarks	Total Amount in Prog (Tk)
1.	Application Processing Fee	500.00	Once	500.00
2.	Admission Fee	5,000.00	Once	5000.00
3.	Re - admission Fee	2,500.00	When Applicable	-
4.	Registration Fee	450.00	Once	450.00
5.	Migration Fee	500.00	When Applicable	500.00
6.	Library Fee	150.00	Trimester wise	900. 00
7.	Computer Lab and Training Aid Fee	300.00	Trimester wise	1800.00

8.	Security Money	10,000.00	Once, Refundable	10000.00
9.	Tuition Fee (Trimester wise)	900.00	Trimester wise	5400.00
10.	Exam Fee/ Course Registration Fee	4,000.00	Per Course	72000.00
11.	Grade Sheet Fee	375.00	Trimester wise	2250.00
12.	Provisional/ Original Certificate Fee	375.00		375.00
13.	Student Welfare Fee	1000.00	Trimester wise	6000.00
14.	Cultural/Magazine Fee	150.00	Trimester wise	900.00
15.	ID Card Fee	100.00	Once	100.00
16.	Dissertation Paper	2000.00	Once in 4 th trimester	2000.00
			Grand Total:	1,08,175.00

Payment Schedule for Armed Forces Students

Ser	Category of Fees/ Charges	Amount/ Rate (Tk)	Remarks	Total Amount in Program (Tk)
1.	Application Processing Fee	500.00	Once	500.00
2.	Registration Fee	450.00	Once	450.00
3.	Migration Fee	500.00	When Applicable	500.00
4.	Library Fee	150.00	Trimester wise	900.00
5.	Computer Lab and Training Aid Fee	300.00	Trimester wise	1800.00
6.	Tuition Fee	300.00	Trimester wise	1,800.00
7.	Exam Fee/Course Registration Fee	4,000.00	Per Course	72,000.00
8.	Grade Sheet Fee	375.00	Trimester wise	2250.00
9.	Provisional/ Original Certificate Fee	375.00		375.00
10.	Admission Fee	1,000.00	Once	1,000.00
11.	Re - admission Fee	500.00	Once	500.00
12.	Cultural/Magazine Fee	150.00	Trimester wise	900.00
13.	Dissertation Paper	2000.00	Once in 4 th trimester	2000.00
			Grand Total:	84,975.00

Notes:

1. During the 1st trimester of study (for civilian students only) Tk. 10,000.00 will be kept as security money and the same will not be refunded until completion of last trimester. 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 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 per changed/reviewed fees.

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

Trimester Ending	Date
April	07 January
August	07 May
December	07 September

29. **Fine.** A fine of TK 100 per 15 days will 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

30. An effective students' performance evaluation is one of the most important factors in ensuring quality education. The University Grant Commission (UGC) approved grading system is the basis of performance evaluation for the program. Students will be evaluated through a continuous process for each course and final results will be in the form of Cumulative Grade Point Average (CGPA) system awarded out of a scale of 4.

31. 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 should there be any change in the grading system of the university.

32. **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 Trimester 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.

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

- a. At the beginning of the trimester, 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. The course teacher will conduct one class (2 sessions) per week of 150 minutes and 30 minutes students consultation as per the course outline.
- c. The course teacher will take four (four) quizzes/weekly tests 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 Trimester preferably in the 5th and 10th 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 exam 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.

34. **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 deposit 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

35. **Special Final Examination.** Taking of Special Final Examination will not be accepted. However, if any student fails to appear scheduled trimester final examination for extremely unavoidable and valid reasons, his/her trimester 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 trimester 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 trimester, still student may continue with next trimester. 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 trimester 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.

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

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.

37. **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.

38. **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 trimester. 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 trimester. In order to retake a course, the student must apply as such at least 4 (four) weeks before the commencement of the trimester. However, a candidate 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.

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

Note: A student must complete the prerequisite course(s) before registering the course(s) requiring prerequisite(s). Course(s) completion of prerequisite course(s) 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

40. Strict adherence to discipline is considered to be a core concept of building future business leaders at FBS.

a. **Civil Students.** During the stay at BUP, all students will require to abide by the rules, regulations and code of conducts 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.

b. **Military Students.** Military Students will abide by the BUP and military rules and regulations.

Students Withdrawal Policy

41. All the programs run by Faculty of Business Studies (FBS) require persistent hard work by the students throughout the program 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.

42. 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.

43. **Definitions.** Few related definitions will help understanding the withdrawal policy 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 readmission and fresh registration to re-enter in the program.

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 course or similar 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.

Withdrawal on Various Grounds

44. A student must obtain a minimum CGPA of 2.5 to complete the program successfully within valid registration period provided he/she obtains a minimum grade of 'D' in each course.

45. **Dismissal on Poor Performance.** Students may be made withdrawn for poor performances in the programs or they may also take temporary withdrawal on their own accord. The details are as follows:

a. **Withdrawal on Poor Performance.** Students may be withdrawn from the program because of their poor performance. A student must obtain minimum CGPA of 2.5 in 4.00 point rating scale at the end of final trimester. However, a student failing to obtain the CGPA of 2.5 at the end of final trimester shall be allowed to repeat course(s) of any trimester in which he/she has earned 'A-' grade or below. This opportunity is allowed twice only. Even after repeating the course(s) twice, if a student fails to raise CGPA to 2.5, 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 MBA and BBA Programs at that point of time, for EVENING MBA Program no such CGPA requirement is needed. Temporary withdrawal from the first trimester of the programs is not allowed. Students may take temporary withdrawal from any trimester. The student must apply for such temporary withdrawal within four weeks from the beginning of the trimester for any reason other than sickness. However, for extreme emergencies including sicknesses, a student may apply for temporary withdrawal any time during the trimester. If student applies for

temporary withdrawal before half the duration of the trimester, 30% of the different trimester 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 trimester. 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

46. 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.

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

- (a) Pressed dark to gray color trouser/pant, long enough to cover socks.
- (b) Lather belts with small belt buckles.
- (c) Pressed long-sleeved or short-sleeved light color and sober shirts with collar (in winter long sleeve and in summer long/short sleeve).
- (d) Dark to gray color business suit/blazers/sweaters (round neck long sleeve, sleeveless) are appropriate in winter.
- (e) Sober color tie during winter.
- (f) Sober executive shoe (black and brown/chocolate colors are appropriate).
- (g) Dark socks.
- (h) Tucked in shirts.

Do not wear

- (j) T-Shirts of any kind, Printed shirts, any kind of Fatua /Panjabi.
- (k) Jeans trouser.
- (l) Keds/Athletic shoes.
- (m) White socks.
- (n) Sandal of any kind.
- (o) Caps or hats.

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

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

Do not wear

- (d) Sleeveless kamiz and blouses.
- (e) Casual shoes, sandals, athletic shoes.
- (f) Tight or indecent clothing.

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

50. **Military Students.** Services Headquarters' policy is to be followed.

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.

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. However,

applicants may bring original and duly attested photocopy of graduation admit card as alternative.

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.