

# **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 professional programs of Masters of Business Administration (MBA) and Executive Masters of Business Administration (EMBA). These courses are being conducted on a fixed menu system. This faculty will offer Bachelor of Business Administration (BBA) program from the coming year 2010. 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:

<b>Programs</b>	<b>Duration</b>	<b>Total Courses</b>	<b>Credit on Courses</b>	<b>Internship Credit</b>	<b>Total Credit</b>
BBA	4 Years	40	120	3	123
MBA	2 Years	20	60	6	66
Executive MBA	1 Year 8 Months	15	45	-	45

## **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 dedicated faculty members.

## **Mailing Address**

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### **For Admission Information Only**

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## **PROSPECTUS** **EMBA PROGRAM**

1. The Executive Masters of Business Administration (EMBA) 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 EMBA 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 EMBA degree requirements are as follows:
- a. Completion of 15 courses, each of 3 credits (Total 45 credit hours).
  - b. Passing of all courses individually and maintaining a minimum Cumulative Grade Point Average (CGPA) of 2.50.

### **Trimester System**

3. The program is divided into five 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 EMBA Program is 45. Trimester-wise distribution of credit hour is shown below:

Trimester	Credit Hour
First	9
Second	9
Third	9
Fourth	9
Fifth	9
Total Credit Hours	45

## 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
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 12 core courses (foundation and advanced) and three elective courses from his/her specific area of concentration is compulsory for the successful completion of the EMBA 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 <sup>st</sup>	EC 701	Managerial Communications	03	03	42
	EK 701	Quantitative Techniques for Managers	03	03	42
	EW 701	Management and Organizational Behavior	03	03	42
2 <sup>nd</sup>	EA 701	Accounting for Managers	03	03	42
	EE 701	Managerial Economics	03	03	42
	EL 701	Legal Environment of Business	03	03	42
3 <sup>rd</sup>	EH 702	Human Resource Management	03	03	42
	EM 702	Marketing Management	03	03	42
	EF 702	Managerial Finance	03	03	42
4 <sup>th</sup>	EB 702	Management of International Business	03	03	42

	EO 702	Operations Management	03	03	42
	ES 702	Strategic Management	03	03	42
5 <sup>th</sup>		Elective Course -1	03	03	42
		Elective Course -2	03	03	42
		Elective Course -3	03	03	42

## **Admission System**

### 8. **General.**

a. BUP seeks applications from candidates desiring admission in the EMBA program by circulating and advertising in at least two Bengali and one English national daily newspaper for two days. Candidates will be required to either apply online, semi online or may buy printed admission forms from BUP admission section on payment of Tk 100 in cash and apply on it.

b. All eligible candidates will be called for written admission test. Names of the short listed candidates will be displayed at BUP Notice Board as well as in BUP website on a specified date along with their date of interview/ viva voce. Minimum 2.5 times the number of total vacancies will be called for viva voce. After the completion of viva voce, the final merit list of candidates selected for the EMBA program will be on display at BUP Notice Board as well as in BUP website with necessary instructions for admission.

9. **Vacancy.** As per the existing policy, BUP will take one EMBA batch per year. There will be total 50 students in each batch. Both male and female students are eligible for admission in the EMBA program. In case of accommodating Bangladeshi/ Foreign civilian/ Military candidates, BUP authority reserves the right to fix the number of vacancies for each of the above mentioned type of students. 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 in para 9a, b, and c, a candidate must attain position in the merit list of written admission test which is 2.5 times of total vacancies.
2. In case of non availability of qualified/eligible candidates of special categories mentioned in para 9a, b, and c, will be filled by candidates as per merit list.

## **Eligibility for Admission – Civil Students**

10. **Required Academic Background.** The minimum requirement to apply for admission in the EMBA program is a Bachelor's Degree or its equivalent in any field including business, engineering, agriculture or medicine with a minimum of 3 years job experience. A student must have at least 7 (seven) points calculated as below, with no more than one third division or class or equivalent grade or less than GPA/CGPA 2.5 in all public examinations.

11. **Calculation of Points.**

- a. **Applicants with Division/ Class Based Results.** Points will be calculated on the following basis:

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

**Notes:**

1. For more than one bachelor degrees only highest point will be counted.
  2. In case of more than one master degree, points will be counted for only one.
- b. **Applicants with CGPA Based Results.**

- (1) **For SSC and HSC Examination.** Applicants who have passed SSC or HSC with GPA based result, points will be calculated as follows:

CGPA	Points
3.5 and above	3
3.0-<3.5	2
2.5-<3.0	1

- (2) **For 4 Years Bachelor Degree.** For applicants with 4 years Bachelor Degree in Business Administration and other Bachelor Degrees with CGPA based result, points will be calculated as follows:

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

- c. **Applicants with O/A Level.** Candidates who have passed at least 5 papers in G.C.E. 'O' Level and two papers of 'A' level with a Bachelor Degree may also apply. For such candidates to be eligible to apply, the minimum qualifying Grade Point Average (GPA) in 'O' and 'A' levels are 2.5 and 2.0 respectively. GPAs for 'O' level and 'A' level are calculated on a 4-point scale (A=4, B=3, C=2, D=1) and points are assigned as follows:

O Level GPA	Point	O Level GPA	Points
3.00 and above	3	2.50 and above	5
2.75-<3.00	2	2.25 to <2.50	4
2.50-<2.75	1	2.00 to 2.25	3

**Notes:**

1. Candidates must not have any F grade in any of the individual subjects/ papers.
2. In case of other types of education or education from foreign universities, BUP will determine the equivalence. There will be no penalty for break of studies.

## **Eligibility for Admission – Military Candidates**

12. Eligibility of military students will be determined based on the following considerations:

- a. **Academic Qualification.** Academic background and calculation of points will be same as paragraphs 11. However, BUP authority may relax above conditions. A candidate must have at least 7 (seven) points, with no more than one third division or equivalent in all public examinations.

- b. **Service Requirements of Military Candidates.** The respective services headquarters will determine the service requirements of Bangladeshi military students.

13. In the event of non-availability of foreign military candidates, Bangladeshi military/ civil candidates will fill up the vacancies and in case of non- availability of Bangladeshi military candidates, civil candidates will fill up the vacancies. BUP will determine the equivalence of various types of certifications of foreign universities. There will be no penalty for break of studies.

14. **Application Form and Submission Procedure.**

- Interested applicants may apply in 3 different ways:

**One:** Filling up of form online at BUP website [www.bup.edu.bd](http://www.bup.edu.bd) and submission online with digital photograph upload after scan/ imagery. In this case, individual will require to:

- take a printout of the completed form.
- submit necessary attested documents for verification as mentioned in Para 13 along with the duly signed printed copy of the online application form before appearing the written test examination that will be held on 30 Oct 09.

**Two:** Filling up of form online at BUP website, hard copy printing of the filled up form and thereafter submission through postal service or by hand with all attested copies of necessary documents.

**Three:** Collecting form and prospectus paying Tk 100 in cash from BUP Admission Section and thereafter submission of duly filled up form through postal service or by hand with all attested copies of necessary documents.

- While submission of application, an amount of Tk 400 is to be paid as application processing fee and necessary payment reference is to be endorsed clearly as instructed in the form. Applicant may choose an option to pay the application processing fee through TRUST BANK Limited (TBL) and DUTCH BANGLA BANK Limited (DBBL). In such case, applicant should deposit the Cheque/ Pay Order/ Draft (not cash) of Tk 400 (Taka four hundred only) either at any branch of TBL (BUP, Admission Account: 0028-0320000242) or at DBBL (BUP, Admission Account: 164-

120-223) and endorse the references of payment in the application form. In case of payment through cheques, an additional amount of money as bank collection fee if needed by the bank is to be added to the processing fee of Tk 400. However, to avoid complicity, at flat rate, Tk 50 may be added to Tk 400, for all cheque payment, except:

- When Cheque of TBL is deposited to any TBL branch.
  - When Cheque of DBBL is deposited to any DBBL branch.
- Collection and submission of forms directly from/to BUP Admission Section can be done everyday as follows:
    - Working days: 0830 – 1400 hours
    - Weekly holidays: 0900 – 1200 hours
  - **Issuance of Admit Card.** For all submitted applications (online, semi online and by hand) duly signed admit card will be issued from admission office either by hand or by courier service as applicable. However, this admit card will not be valid if the candidates name does not appear in the list of Eligible Candidates which will be published on 25 Oct 09 in the BUP notice board and website.

## **Required of Documents**

15. **Civilian Candidates.** Following documents are to be enclosed with the application duly filled in;

- a. 3 copies of attested passport size photographs.
- b. Other attested documents
  - (1) SSC/Equivalent Marks sheet
  - (2) HSC/Equivalent Marks sheet
  - (3) Graduation Marks sheet
  - (4) Masters Marks sheet (if applicable)
  - (5) Ward certificate (Children of Freedom Fighter, Tribal, Children of Military personnel)
  - (6) Experience Certificate
  - (7) Copy of original Bank Draft/Pay Order/Cheque (if submitted online or semi-online, otherwise original)

16. **Military Candidates.** In addition to all documents as mentioned in para 16, an approved application for higher study from respective formation Headquarters will be required.

## **Selection Process Details**

17. Selection will be done basing on a combined merit list. A total of minimum 2.5 times of the total vacancies will be short listed and called for interview basing on their standing as per the combined merit list of the following:

- a. **Performance in the Past Public Examinations.** Points of the candidates calculated as per the table given at para 11.
- b. **Performances in the Admission Test.** Candidates are required to sit for a written admission test in Mathematics, English and General Aptitude. The examination will be in line with the internationally recognized GMAT tests in terms of conventions, coverage with moderate level of difficulty. Use of calculators is prohibited during the examination. Minimum qualifying marks in the written admission test is 45%. Condition may be relaxed in case of inadequate qualified candidates.

18. **Waiver for GMAT.** Eligible candidates with valid GMAT score of 550 or above with minimum 30 percentile in verbal and 50 percentile in quantitative may be exempted from appearing in written admission test. But they will have to appear in an interview to be finally selected.

19. **Subjects for Admission Test.** Admission test will be taken out of a total of 100 marks. Subjects of examination and distributions of their marks are shown in the table below;

Subject	Marks
English Language and Communication	30
Mathematics	40
General Aptitude	30
Total	100

**Note:** Details of the syllabus for admission test is given at Annexure A to this prospectus.

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

21. **Dates and Place of Written Admission Test.** Written Admission test will be held at Adamjee Cantonment School and College on 30 Oct 2009 at 10:00 a.m. On requirement, other nearby educational institutions in the cantonment area like Shaheed Bir Uttom Lieutenant Anwar Girls School and College may also be utilized.

22. **Interview/Viva Voce.** The interview / viva voce will be conducted under arrangement of pre-designated Interview Committee. Leaving the vacancies for military/foreign candidates, rest of the vacancies is to be filled from the short listed civil candidates. Interview board will assess the candidates out of 25% of total weightage. All candidates will require to bring all original documents (as required, e.g., Certificates, Mark Sheets etc) for the viva voce.

23. **Final Selection.** Final Selection of the students will be strictly on the basis of merit with their combined marks in the written admission test (50%), interview (25%) and Public examinations (25%). Equivalent marks against points attained from public examination will be calculated basing on the following table:

<b>Points obtained</b>	<b>Equivalent marks</b>
12	20.0
11	18.4
10	16.7
09	15.0
08	13.4
07	11.7

24. **Selection of Armed Forces Candidates.** Candidates with due permission from the services headquarters will apply voluntarily with due consideration on the point that minimum 80% attendance in the class will be required to sit for the final examination. As such it will be necessary to be stationed at Dhaka or nearby stations during the program. Interested candidates will have to appear the competitive test with all other candidates. 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.

25. **Rules of Final Admission**

- a. Finally selected candidates for admission will have to appear before the chairman of the Admission committee in affixed date with original certificate original certificate and mark sheet for verification.
- b. On completion of the verifications of documents, selected candidates will be asked to appear for medical checkup.
- c. If considered medically fit, candidates can get admitted in BUP within a fixed period of time with the final approval of Chairman, Admission Committee and by paying the admission and other fees.

### Notes

1. If any candidate fails to complete admission formalities within the schedule, his/her selection will be considered cancelled automatically.
2. If any student does not attend the class within two weeks of the commencement of class, his/her admission will be cancelled automatically.
3. Waiting list will be prepared by the admission committee as per merit and notified as per requirement.
4. Admission will not be considered after 2 weeks of the commencement of the classes.
5. Candidates failing to get admission 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 him/her before publishing a new list.

26. **Medical Checkup.** Civil candidates selected through admission test will go for medical checkup in BUP /MIST MI Room/ CMH/ predestinated medical center. If the medical authority considers any candidate as unfit for study in BUP due to critical/ contagious/ mental diseases, he/she will be declared unsuitable for admission.

27. **Guardians 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 admission into the University.

### **Tuition and Other Fees**

28. All civil students and military students (where applicable) will be required to pay tuition and other fees as under (subject to amendment from time to time):

**Payment Schedule for Civil Students**

Ser	Category of Fees/ Charges	Amount/ Rate (Tk)	Remarks	Total Amount in Program (Tk)
1.	Application Form Fee	100	Once	100
2.	Application Processing Fee	400	Once	400
3.	Admission Fee	5,000	Once	5000
4.	Re - admission Fee	2,500	When Applicable	0
5.	Registration Fee	450	Once	450
6.	Migration Fee	500	When Applicable	500
7.	Library Fee	300	Trimester wise	1500
8.	Computer Lab and Training Aid Fee	300	Trimester wise	1500
9.	Security Money	10,000	Once, Refundable	10000
10.	Tuition Fee (Trimester wise)	900	Trimester wise	5,400
11.	Exam Fee/ Course Registration Fee	4,000	Per Course	60,000
12.	Grade Sheet Fee	375	Trimester wise	1875
13.	Provisional/ Original Certificate Fee	375	When Applicable	375
14.	Student Welfare Fee	1000	When Applicable	5000
			<b>Grand Total:</b>	<b>91,250</b>

**Payment Schedule for Armed Forces Students**

Ser	Category of Fees/ Charges	Amount/ Rate (Tk)	Remarks	Total Amount in Program (Tk)
1.	Application Form Fee	100	Once	100
2.	Application Processing Fee	400	Once	400
3.	Registration Fee	450	Once	450
4.	Migration Fee	500	When Applicable	500
5.	Library Fee	300	Trimester wise	1500
6.	Computer Lab and Training Aid Fee	300	Trimester wise	1500
7.	Tuition Fee	300	Trimester wise	1,500
8.	Examination Fee/ Course Registration Fee	4,000	Per Subject per Trimester	60,000
9.	Grade Sheet Fee	375	Trimester wise	1875
10.	Provisional/ Original Certificate Fee	375	When Applicable	375
11.	Admission Fee	1,000	Once	1,000
12.	Re - admission Fee	500	When Applicable	500
			<b>Grand Total:</b>	<b>69,700</b>

**Notes:**

1. During the 1<sup>st</sup> trimester of study Tk. 10,000.00 (Civil students only) will be kept as security money and the same will not be refunded. However for withdrawal before the closing of admission activities allowing another candidate to avail the seat, 25% of the security money will be forfeited. All other fees/charges may be refunded to the student after 1<sup>st</sup> trimester of the study, 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.

29. **Deadline for Submission of Fees/Dues:**

Quarter Ending	Date
March	15 February
June	15 April
September	15 July
December	01 October

30. **Fine.** A fine of TK 100 per 15 days will be charged as late deposition of fee. 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**

31. The students will be evaluated on a continuous basis 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. The details of the grading system are as follows:

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. Distribution of marks in a course will be as under:

a.	2 x Mid-term examinations of minimum 1 hour duration each	:	30%
b.	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%
			<b>Total : 100%</b>

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, he/she will design a lesson plan/syllabus for the course as per the suggested syllabus. The course teacher may further incorporate topics and issues to reflect the contemporary changes in global business and management practices.

- b. At the beginning of the trimester, the course teacher will prepare a course outline incorporating the course syllabus (as mentioned above), performance evaluation and grading policy, 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 EMBA Program Office. The Program Coordinator of EMBA Program will forward a copy to Dean of FBS for necessary appraisal and approval.
- c. He/she will conduct 1 (one) class per week of 180 minutes duration as per the course outline.
- d. He/she will take minimum 5 (five) quizzes/weekly tests during course duration.
- 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 reappear 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. 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.

34. **Examination System.** A single examiner system will be followed. 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 Examination Section of BUP. The question for final examination will be set by the course teacher himself/herself, who will submit it to Chairman, Examination Committee. The Examination Committee may moderate the question, if necessary and then arrange for its printing and safe custody. After the examination, course teacher alone will evaluate the scripts and deposit marks to the Chairman, Examination Committee. In case of any grievances expressed by any student in writing to Dean, FBS, within one week of provisional results, Examination Committee reserves the right to arrange for reexamination of the particular student's script and report to VC, BUP.

35. **Examination Committee.** To conduct final examinations of various programs an Examination Committee will be formed with Dean, Faculty of Business Studies, BUP as chairman. Members of the committee will be nominated by Examination Controller, BUP.

### **Computation of CGPA**

36. 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. **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 Program Committee 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.

## **Discipline**

39. 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 student's organization, club, society etc, other than those set up by the University authority in order to enhance students' physical, intellectual, moral, and ethical development. Military students, if any, will abide by the BUP and military rules and regulations.

## **Students Withdrawal Policy**

40. EMBA is a professional program requiring constant hard work on the part of the students throughout the program duration. Some students may face difficulties in maintaining the program's academic requirements. However, BUP has little option other than dismissing the unsuccessful ones.

41. 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.

### 42. **Definitions.**

- a. **Withdrawal.** The term 'Withdrawal' will imply a complete discontinuity from any 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 one or more courses. The student, so withdrawn, may re-enter the course as per terms and conditions as set by the authority.
- c. **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.
- d. **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.

- e. **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.
- f. **Temporary Withdrawal.** The term ‘temporary Withdrawal’ means a student has been allowed by the Academic Council to discontinue from a course, a number of courses, or the program for a definite period. However, the admission and registration of the student will remain valid for 06 (six) years from the date of initial registration. By implication, he/she may re-enter the program within registration period with a subsequent batch and complete the rest of the program.
- g. **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-participate in the program.

43. **Dismissal on Poor Performance.** 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.

44. **Dismissal on Disciplinary Ground**

- a. **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:
  - (1) Communicating with fellow students for obtaining help in the examination.
  - (2) Copying from another student’s script/ report/ paper.
  - (3) Copying from desk or palm of a hand or from other incriminating documents.
  - (4) Possession of any incriminating document whether used or not.

- b. **Influencing Grades.** Academic council may dismiss any student for approaching directly or indirectly in any form to influence a teacher for grades.
- c. **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.

45. **Withdrawal on Own Accord**

- a. **Temporary withdrawal.** Academic Council may allow a student to take temporary withdrawal from a course, a number of courses, or the program due to sickness or any other reason. A student willing to take temporary withdrawal for any reason other than sickness must apply as such within 06 (six) weeks from the beginning of a trimester. A temporarily withdrawn student willing to re-enter the program shall be accommodated only in the courses offered to ongoing batches. Upon re-entry, the student must complete rest of the required courses to obtain the degree. A student, however, must complete the program within the period up to which his/her registration will remain valid.
- b. **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.

**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.

**ANNEXURE A TO**  
**BUP PROSPECTUS**

**SYLLABUS OF ADMISSION TEST FOR MBA PROGRAM**

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

1. Sentence correction.
2. Reading comprehension.
3. Synonyms and antonyms.
4. Appropriate word pairing /analogy.

**Mathematics: (40 Marks)**

5. Operation with integers and decimals.
6. Operation with fractions.
7. Calculation of percents.
8. Average, weighted average.
9. Signed numbers.
10. Linear equation.
11. Exponents.
12. Quadratic equations.
13. Literal expressions.
14. Roots and radicals.
15. Factoring and algebraic fractions.
16. Inequalities.
17. Areas of different shapes.
18. Perimeters.
19. Volumes.
20. Angles, triangles.
21. Parallel lines.
22. Polygons.
23. Coordinate Geometry.

**General Aptitude: (30 Marks)**

24. Data sufficiency.
25. Critical reasoning.
26. Analytical writing.
  - a. Analysis of an issue.
  - b. Analysis of an argument.