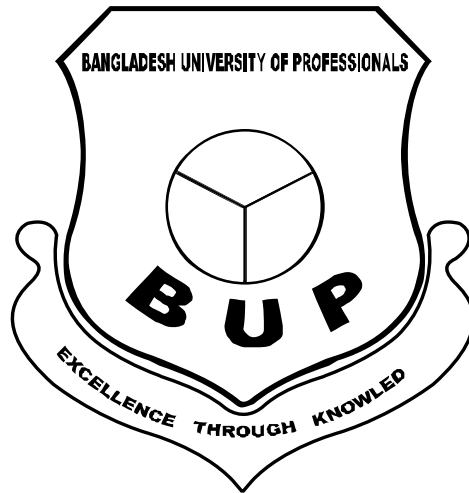


**HIGHER STUDIES & RESEARCH: M PHIL & PH D
PROGRAM UNDER HEQEP**



BANGLADESH UNIVERSITY OF PROFESSIONALS

MIRPUR CANTONMENT, DHAKA-1216

BANGLADESH UNIVERSITY OF PROFESSIONALS

(M Phil and Ph D program)

Introduction

1. Bangladesh University of Professionals (BUP) is one of the newest Public Universities of the country established on 05 June 2008. Since the inception, this university inherited a teaching department from Military Institute of Science and Technology (MIST), an institution that was affiliated to Dhaka University. The inherited department is now functioning as 'Faculty of Business Studies (FBS)'.

2. Presently M Phil program on Securities and Strategic Studies is being conducted by the National Defence College (NDC) for NDC graduates under BUP. Besides BUP has under taken M Phil & Ph D program on Arts, Humanities and Social Science in this year. In the near future BUP has also planned to conduct M Phil and Ph D program for the other graduate in the faculty of Medical, Engineering, Business and General Studies under the Higher Education Quality Enhancement Project (HEQEP).

3. 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. BUP is the only educational entity in the country where there is an opportunity of blending between civil students and uninformed armed forces students with diversified skills, exposure, experience and outlook.

4. Graduates of this institution have already started emitting lights. The strengths of different affiliated institution of BUP 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 Timelines and Commitment of all.
- 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.
- Focus to develop students as a good human.

Administration

5. Academic affairs M Phil and Ph D program are controlled by Dean FGS under the supervision of Vice Chancellor of BUP. Dean FGS plans and executes the academic affairs through a committee composed of a group of faculty members from different public and reputed private university.

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PROSPECTUS

The University

1. Bangladesh university of Professionals (BUP) is the 29th Public University of Bangladesh established at Mirpur, Dhaka in 2008, to run all undergraduate and postgraduate level educational institutions of the Army, Navy and Air Force and facilitate professional degrees for Armed forces personnel as well as civilians through its affiliated institutions. Through the enactment of Act 30 on 08 April 2009 by the National Parliament followed by the consent of the President of the Peoples Republic of Bangladesh, the BUP formally began its journey as a full-fledged and recognized public university. The university started its activities initially at the Military Institute of Science and Technology (MIST) complex. Meanwhile, the Bangladesh Army has allotted approximately 10 acres of land at Mirpur Cantonment for establishment of university's own campus. The offices of the university will be transferred into its own building after the completion of construction.

Background of the University

2. In the Armed Forces, there are various famous colleges, institutions and academies, which used to award 11 types of degrees at undergraduate levels on engineering, medical science and general education and 08 types of degrees on war studies, defence studies and medical science at postgraduate level. In addition, the military institutes conducted 07 types of postgraduate diploma programs on medical science. Some of these institutes were affiliated with Dhaka University, some were with National University and some were also with Bangabandhu Sheikh Mujib Medical University for awarding the said degrees. As for example National Defence College (NDC), Defence Services Command and Staff College (DSCSC), Bangladesh Military Academy (BMA), Bangladesh Naval Academy (BNA) and Bangladesh Air Force Academy (BAFA), were affiliated with National University. On the other hand, Military Institute of Science and Technology (MIST) and Armed Forces Medical College (AFMC) were affiliated with Dhaka University. Armed Forces Medical Institute (AFMI) was affiliated partly with Dhaka University and Bangabandhu Sheikh Mujib Medical University for different degrees. The military authorities have been thinking about the establishment of a separate university for the armed forces to bring all these smooth coordination of academic and administrative activities. During this period, a number of institutes for higher education of the armed forces personnel were established, which had earned international reputation. These are: National Defence College (NDC), Military Institute of Science and Technology (MIST) and Armed Forces Medical College (AFMC). Consequently, the process to establish such a university was initiated but due to the shortage of time, it could not be materialized. However, fresh efforts were taken in September 2006 and with the proclamation of Ordinance 26 on 05 June 2008 this university started its primary works.

Mission

3. The mission of this university is to develop human capital of the military and civilian resources to respond to the knowledge - based society of the present world. The mission is based on the perspective of vision and strategic goal.

Vision

4. The vision of the university is oriented towards enhancing professionalism in both military and civilian environments, through a need-based and time-sensitive education and training. The university envisions the responsibility of graduating intellectually enlightened, technologically advanced, academically competent, ideologically liberal and inspiring research-oriented resourceful citizens who are prepared to lead, promote and preserve the virtues of our great civilization. The university commits itself and all its resources to the accomplishment of this global trust and responsibility.

Objectives

5. The objectives of the institute specifying:
- a. To promote & provide facilities for advance studies and research by modernizing their course structure keeping in line with latest absorption of knowledge in multi-disciplinary dimensions in terms of science, technology, strategy, liberal education, business and social sciences, medical science, war and security studies and other fields of knowledge where acquisition of knowledge will be of pre-eminent need to compete in the global world of interdependence leading to the M Phil and Ph D degrees.
 - b. To promote and continue research work of excellent merit as the pre-condition for enhancing competitive intellectual zeal and zest.
 - c. To ensure students admission purely on merit without any discrimination of class, creed and religion.
 - d. To remain vigilant and responsive to the state-of-the art technologies in academic programme, keeping in mind, the ever-evolving revolution in education affairs, its task will be to constantly upgrade learning skills to meet the challenges of changing times.
 - e. To inculcate the spirit of innovation, creativity and entrepreneurship for promotion of qualitative leadership in all fields of national life, be industrial, societal, academic, military, or otherwise.

Location & Physical Facilities

6. Bangladesh University of Professionals (BUP) is situated at Mirpur Cantonment on the northwest edge of Dhaka City, approximately 16 km north-west of the city centre and 10 km west of Hazrat Shahjalal International Airport. Mirpur Cantonment is well known to be as an Education Village of Bangladesh Armed Forces, a hub of knowledge for Military professionals. Prestigious institutions like National Defence College (NDC), Defence Services Command and Staff College (DSCSC) and Military Institution of Science and Technology (MIST) are co-located with Bangladesh University of Professionals (BUP) in this cantonment. Its quiet and serene environment offers very congenial academic atmosphere in all the campuses – ever endearing to the young.

Approach to Research and Instruction

7. An organic development as is envisaged for the Institute has depended and shall continue to depend on what the scholars bring to the Institute or how the patterns of research develop. The scholar-researchers from diverse fields form a cohesive team being organically bound in interdisciplinary programme of research and instruction. Students seeking M Phil and Ph D degrees from the Institute, on the one hand, familiarize themselves with the history, culture and society of Bangladesh, and on the other, comprehend the necessary interrelatedness of a wide spectrum of academic disciplines bearing on their area of study imbued with a sense of direction. The nation has to constantly seek and refine knowledge for action in the problem areas of identity, societal integration, and development. The Institute deals with these interdependent problem areas for research. The approach, therefore, has always been multi-disciplinary.

8. Being highly selective in the recruitment of staff, the BUP expects to be a centre of excellence and maintain an efficient system of instruction, research, publication, documentation, and administration, for which innovative practices are to be adopted. Students and Research Fellows are trained to grow and develop an analytical mind, and an insight into the interdisciplinary approach. Their eventual absorption in university departments, degree colleges, and research organizations contributes to the improvement in teaching research in the country. BUP makes special efforts to train up personnel keeping in view the needs of the departments, especially facilitating introduction of new and useful fields, such as science research methodology, anthropology, communication, ethnic arts, historiography, intellectual history etc.

9. This Institute tries to build up an exchange programme with international academic community. As it proposes to extend affiliation to foreign scholars to come to Bangladesh and conduct research in the Institute, so the institute also supports, for higher studies abroad, its faculty, affiliated researchers and students on the basis of their having fulfilled course and/or research work pertaining to the life, society, and development issues of Bangladesh.

10. BUP also seeks to bring government resource personnel and university teachers in closer interaction through seminars, symposia and action research. It is hoped that this will also help the Institute to collect and process useful government source materials to aid research and instruction. The institute also seeks to provide link between the university and the society at large, especially rural Bangladesh through in-depth and action-oriented field research.

The Library

11. Since its inception, the BUP has put special emphasis on building up an 'e-library' of its own. It's linked with BUP website - www.bup.edu.bd. We have subscription of INASP (International Network of the Availability of Scientific publications). Our user will gain automatically authenticated access to the INASP resources. By registering our institutes IP range user will be able to download information or resource its access URL – <http://peri.inasp.info/peri/peri/pl>. We download e-book and e-journal from INASP; on the other hand maximum efforts we put to collect any rare e-materials. Our other services are also available.

Computers and Internet facilities

12. BUP has computer and internet facilities for both the teachers and the research fellows. This institute has taken adequate steps to gradually extend Information and Communication Technology (ICT) facilities to the users and developing its own ICT system by incorporating broadband internet connection, server, router, PABX, LAN etc including introduction of e-governance in the University.

Affiliates

13. At this time there are 10 (ten) institutions/academies which are affiliated with BUP. These institutions include National Defence College (NDC), Military Institute of Science and Technology (MIST) and Armed Forces Medical College (AFMC), Defence Services Command and Staff College (DSCSC), Bangladesh Military Academy (BMA), Bangladesh Naval Academy (BNA) and Bangladesh Air Force Academy (BAFA), Armed Forces Institute of Pathology (AFIP), Armed Forces Medical Institute (AFMI), Artillery Centre and School (AC&S). These were earlier affiliated with University of Dhaka, Bangabandhu Sheikh Mujib Medical University, Chittagong University and National University.

Academic Program

14. The university has presently 5 faculties. These are Faculty of Security and Strategic Studies, Faculty of Technical Studies, Faculty of Medical Studies, Faculty of Business Studies, Faculty of General Studies. It awards bachelor degrees in 11 categories of various disciplines ranging from business, engineering and medicine to general education. It also awards Masters Degrees in 08 categories of various disciplines of business studies, military studies, war studies and medicine. The university awards M Phil degrees for the professionals. The university has also started M Phil & Ph D program for the full time student and as part time for the professionals.

Courses and Degrees

15. Bangladesh University of Professionals (BUP) awards following degrees at undergraduate and postgraduate levels:

a. Undergraduate Degrees.

- (1) Civil Engineering
- (2) Mechanical Engineering
- (3) Electrical Electronics and Communication Engineering
- (4) Computer Science and Engineering
- (5) Aeronautical Engineering
- (6) MBBS
- (7) BSc in Nursing
- (8) BSc (Pass)
- (9) BA (Pass)
- (10) BSC (Aero)

b. Postgraduate Degrees.

- (1) Ph D
- (2) M Phil
- (3) Master of Securities Studies
- (4) Master of Science in Military Studies
- (5) Master of Science (Technical)
- (6) Masters of Public Health (Hospital Management)
- (7) Master of Public Health (Public Health Administration)
- (8) Master of Business Administration
- (9) Executive Master of Business Administration

c. Postgraduate Diploma Degrees.

- (1) Diploma in Otolaryngology (DLO)
- (2) Diploma in Clinical Pathology (DCP)
- (3) Diploma in Anesthesiology (DA)
- (4) Diploma in Ophthalmology (DO)
- (5) Diploma in Child Health (DCH)
- (6) Diploma in Gynaecology & Obstetrics (DGO)
- (7) Diploma in Dermatology and Venereology (DDV)

The Faculty

16. The BUP provides highly qualified and trained internal faculty including faculty from public and private universities who guide and are responsible for the standard and quality of education and training that is imparted to the research fellows. The BUP shall also arrange visiting professor from abroad to maintain the standard at par the rated university of the world.

Admission to M Phil and Ph D Degree Programs

17. The Institute admits M Phil and Ph D degree programmes on a competitive basis. A student is selected for admission on the basis of past academic records and performance in the admission test, both written and oral. The BUP prefers students who are especially interested in research or who are already in the teaching profession, so that after finishing their degree programmes successfully, they can continue to serve their respective institutions effectively. The admission process begins in early October with invitation of applicants and the tests are held in November/December every year. The academic session starts in January and ends in December. The details and rules for M Phil & Ph D program of BUP is attached with this booklet as enclosure "A".

Application Form and Submission Procedure.

18. Application will be available on online. Submit the application with necessary documents for verification.

Subjects of Admission Test:

19. Admission test will be taken out of total 100 marks. The subject of examination and distributions of marks are shown in the table below:

Subject	Marks
English Language and Communication	30
General Mathematics	20
General aptitude/analytical ability	20
General Knowledge	30
Total	100

Duration of Admission Test

20. The duration of admission test is 100 minutes.

Date, Time and Place of Admission Test

21. The written admission test will be held on --/--/2011 from 10:00 am at BUP, Mirpur Cantonment, Dhaka-1216.

Date, Time and Place of Interview

22. 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 General Studies (FGS).

Final Merit and Waiting List

23. Final top-down merit list along waiting list will be prepared as per rules of BUP and will be displayed at BUP notice board as well as in BUP website.

Medical Checkup

24. 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.

Rules of Final Admission

25. After completion of medical checkup, if he/she is found medically fit, candidates can get admitted through BUP (FGS) 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.

Candidate and Guardian's/Authorities Consent

26. 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. The serving candidate is to submit permission for higher studies and research from their respective office/authorities during submission of the application for admission.

Tuition and other Fees

27. All students will be required to pay tuition and other fees as under:

For M Phil Candidates:

Ser	Category of Fees/Charges	Amount in Taka
1.	Registration Fee	5000.00
2.	First Year (part-1) Admission Fee	500.00
3.	2 nd Year (part-2) Admission Fee	500.00
4.	Every Unit part-1 Exam Fee	500.00
5.	Exam Fee (part-2) (viva/practical)	2000.00
6.	Certificate Fee	375.00
7.	Marks Certificate Fee	375.00
8.	Transcript Fee	375.00
9.	Full Admission Fee	500.00
10.	Others fees recommend by BUP	

For Ph D Candidates:

Ser	Category of Fees/Charges	Amount in Taka
1.	Registration Fee	10000.00
2.	Admission Fee	5000.00
3.	Every Year Tuition Fee	1000.00
4.	Every Unit Thesis Course Exam Fee	500.00
5.	Thesis Exam Fee (Defend/Viva/Practical)	2000.00
6.	Certificate Fee	375.00

7.	Marks Certificate Fee	375.00
8.	Transcript Fee	375.00
9.	Full Admission Fee	1000.00
10.	Others fees recommend by BUP	

Core Courses (Compulsory for M Phil & Ph D program)

28. **Research Methodology.** This one of the core courses which is compulsory for M Phil and Ph D program. The outline of this course is appended below:

a. **Outline.**

(1) **Course Description.** This course is organized to enable the students to conduct research in business and social sciences on their own through real world experience. It will follow the logic of the business and social research process. Emphasis will be placed on applying information from readings and lectures. Practical approach will be followed to teach this course. From the beginning, students will be advised to think about a topic. After successful identification of research topic, the second step is to prepare research proposal followed by development of questionnaire, data collection, analyzing data and finally preparing research report. Theoretical aspects of this course will be completed by the students in their research projects. Hence, the basic purpose of this course is to develop research capability of the students through identifying research idea, preparing research proposal, designing questionnaire, conducting interview for data collection, analyzing data, and presenting results in a research report.

The contents of this course mainly includes concepts and methods of the scientific research process: defining the problem; stating the hypothesis; designing the investigation; developing the proposal; collecting, organizing, presenting, analyzing, and interpreting the data; and reporting the results in both written and oral forms.

(2) **Required Text.**

- Zikmund, W. G., (2010), *Business Research Methods* (8th ed.), Mason, OH: Thompson/Southwestern.
- Naresh K. Malhotra, (2006), *Marketing Research – An Applied Orientation*, Pearson Education Inc. 5th Edition.
- [Joseph F. Hair](#), [Ronald L. Tatham](#), [Rolph E. Anderson](#), & [William Black](#) (1998), *Multivariate Data Analysis*, Prentice Hall; 5th edition

(3) **Course Objectives.** This course will broadly cover the aspects such as, introduction to research, the research process, research design, research methods for collecting primary data, measurement concepts, survey research, sampling design, data analysis and presentation. The specific objectives of this course are as follows.

- (a) To appreciate the scientific method of research and apply

those techniques in the fields of business and social sciences.

- (b) To identify and communicate research needs to others.
- (c) To improve the ability to gather, analyze, and present information.
- (d) To understand the stages and choices in research design.
- (e) To experience both primary and secondary data collection.
- (f) To encounter and evaluate one's own strengths and weaknesses in a group Problem-solving process.
- (g) To become a better consumer of business research and information.

To succeed in this class, what do you need to do?

- (a) Schedule your time wisely;
- (b) Uncoil your confusion; ask questions;
- (c) Don't wait until last minute to complete and print assignments;
- (d) Enjoy class discussion and your group research project;.
- (e) Notice the needs of others and your own workgroup style;
- (f) Take on responsibilities and meet your obligations.

(4) **Class Participation.** Attendance in all classes and prior preparation are strongly advised. You do not need to provide excuses for absences. A minimum of 70% attendance is required. Attendance is MANDATORY when oral presentations are made. You will be called upon to participate in class discussions and exercises. All assigned readings and assignments for a class should be completed PRIOR to the class. Attendance will be "frequently" and "randomly" taken. Class participation also includes arriving on time. It is your responsibility at the end of class to ask the teacher to correct the attendance roll. Bring your enthusiasm, your textbook, and your full attention to each class session. Five points are assigned on attendance and will be exercised as per BUP rule.

(5) **Assignments.** There will be both IN-CLASS and HOMEWORK assignments. Homework assignments will be based on article review. Students must select the article and get approved from the instructor. It should be neatly typed. You are expected to use standard written English competently. Assignments must be double-spaced with one-inch margins, completed using a word processor with spelling and grammar-checking software. If you do not own or cannot borrow a computer, plan your time wisely and use the computer facilities in the Department. All class work and homework should contain your name, ID Number, and date. Computer and work problems are NOT acceptable excuses for late submission.

All work for this class must be your own and original work. Plagiarism or handing in someone else's work, depending upon the proportion of plagiarism, will result in a lower grade or a grade of "F" on the assignment. Submitting an assignment that is primarily plagiarized will result in a grade of "F" for the course.

(6) **Term Project.** Term project will be an empirical research project. It'll be based on real world business problem. Students will have to select the

idea of the research and will have to get approval from the instructor. Students will have to go for empirical survey for the completion of the project. It is recommended that this project should be submitted double-spaced and typewritten. Its length should be whatever it takes to "do-the-job". On group project work, your individual grade consists of the group grade modified by a participation factor decided upon with the input from the other members of your group. Be sure to actively participate in all group work! Lack of participation from a group member can hurt the group's overall grade. The project will be evaluated on the following criteria: Appropriateness & contents; Creativity & originality; Organization of content; Format & form; and Neatness; References, Appendices.

(7) **Quizzes Or Tests.** Quizzes and examinations are tests based on readings, lectures, and other class activity. The compositions of tests are at the discretion of the instructor according to the rule of BUP. In-class quizzes are usually UNANNOUNCED. There is no makeup for quizzes even if you planned with the instructor to be absent from class. For any test, if you arrive late, you only have the remaining time to complete the test. Alternatives for missed exams are few and at the discretion of the instructor. Only extreme hardships may be considered.

(8) **Component Weights and Grading System.**

Particulars	Points
Attendance	05
Three Quizzes (best 2 will be counted)	10
Midterm Exam	30
Term Project – Group Research	30
Final Exam	30
Final Grade	100

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Optional Courses.

29. Out of following optional courses any three (each having 50 points) should be chosen. Course outline and name of the reference books will be provided by the respective faculty on subjects/courses basis.

- a. Economics.
- b. Managerial Economics.
- c. Macro Economics and Policy.
- d. Statistics.
- e. Business Statistics
- f. Politics and Governance.
- g. International Politics.
- h. Human Resource Management.
- j. Management.

- k. Principles of Management
- l. Operation Management
- m. Production and Operation Management
- n. Strategic Management
- p. Financial Management.
- q. Finance.
- r. Advanced Marketing Management.
- s. Bangladesh Studies.
- t. Bangladesh Economy.
- u. Bangladesh politics.
- v. History of Bangladesh.
- w. Environment and Disaster Management.
- x. Sociology.
- y. Entrepreneurship and Development.
- z. Military History.
- aa. International Issue.
- bb. Negotiation and Diplomacy.
- cc. Peace and Conflict.
- dd. Crisis Management.
- ee. Supply Chain Management.
- ff. Leadership.

The Value of Total Work.

30. The value for total Course Work is distributed as under:

Research Methodology and Quantitative Analysis	: 100 point
2 x Optional subjects	: 200 point
2 x Seminar paper presentation	: 100 point
Thesis paper & Oral comprehensives	: 100 point
Grand Total	<u>= 500 point</u>

Guide/Supervisor.

31. At the time of admission, a candidate is required to indicate the topic of his research along with the name of a prospective supervisor from among the teaching staff of BUP. However, if his supervisor are satisfied with his work, an M Phil candidate may under certain conditions, be transferred to the Ph D programme. The student may be opted for supervisor preferably from public university and he has to refer at least three names.

Methods of Instruction.

32. The lecture method of teaching which is followed in the university is aided by student participation, case presentation, group discussions, class-room seminars and practical research work. Students are required to prepare various assignments. Arrangements are also made to hold lectures and seminars by prominent scholars from home and abroad.

Fellowship.

33. The university offers a good number of fellowships for full-time study at the Institute. The award of fellowship is effective from the time of admission. Initially fellowship will be given to M Phil Fellow Taka 7,500/- per month tenable for 2 years and a Ph D Fellow Taka 12,500/- per month for 3 years. The awardees of fellowship must sign a bond. In line with UGC, the amount of fellowship will be increased in future if budget allocation is available.

Research Grants.

34. Some research grants are offered to Research Fellows for composing and binding their final theses. Fellows receiving stipends from the UGC, the University, or some other agency may also be admitted in the university to carry out approved research projects.

Management of the Program.

35. The day to day administration of the M Phil and Ph D program is run by a full time Dean (FGS). He is assisted by a few faculties and other staff. All academic, administrative, development, planning and financial matters of the program are initially decided by a committee for higher studies and research. The committee's resolutions are sent to higher bodies of the university approval. This committee assists the Dean (FGS) in all respects. The program coordinator will be responsible to assist the researcher.

Discipline

36. Strict adherence to discipline is considered to be a core concept building future Faculty/leaders at FGS. 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 student's physical, intellectual, moral and ethical development.

Withdrawal on Various Grounds

37. 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 performances. A student must maintain a minimum CGPA of 2.50 in a 4.00 point rating scale in the program. Any student obtaining a GPA or a CGPA of less than 2.00 in any semester or at the end of any semester respectively shall be withdrawn from the program. But, if a student fails to maintain

a GPA and CGPA of 2.50 in any semester or at the end of a semester, but obtains GPA 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 lead to withdrawn from the program. Upon clearing the probation, a student will be withdrawn if he/she subsequently in any semester or at the end of any semester obtains or reach a GPA/CGPA of less than 2.50. However, a student failing to obtain and maintain a GPA or CGPA of 2.5 in the final semester or 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 taken once only. Even after repeating/retaking the course (s), if a student fails to raise GPA or CGPA to 2.5 in the final semester or 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 course and has not performed satisfactorily or for any other personal reason 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 program at that point of time. Temporary withdrawal from the first semester of the programs is not allowed. The students must apply for such temporary withdrawal within six weeks (for M Phil and Ph D program) from the beginning of the semester for any reason other than sickness. However, for extreme emergencies including sickness, 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/paper/report.
- (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 the image of BUP.

Examination System

38. All tests, assignments and class performance will be evaluated by the teacher. He/she will make available the scripts, assignments 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 and a second set of question paper will be made available for submission to the Controller of Examination. The Controller Examination may moderate the question through Moderation Committee if necessary and then arrange for its printing, safe custody and conducting of final examination through the program director of M Phil and Ph D program. After the examination, the script will be evaluated and deposited the mark sheet to the Controller of Examination. The program director will assist the Controller of Examination in all aspects of conducting examination, publication of results and awarding of degree. Controller of Examination reserves the right to arrange for re-securitization of the particular student's scripts and publishing of final results subject to the approval of the Academic Council.

Performance Evaluation System

39. M Phil and Ph D programs will be evaluated as per following grading system:

Numerical Grade	Letter Grade		Grade Point
80% and above	A+	(A Plus)	4.0
75% to less than 80%	A	(A Regular)	3.75
70% to less than 75%	A-	(A Minus)	3.5
65% to less than 70%	B+	(B Plus)	3.25
60% to less than 65%	B	(B Regular)	3.0
55% to less than 60%	B-	(B Minus)	2.75
50% to less than 55%	C+	(C Plus)	2.5
45% to less than 50%	C	(C Regular)	2.25
40% to less than 40%	D		2.0
Less than 40%	F		0.00

