



**BANGLADESH UNIVERSITY OF PROFESSIONALS**  
**FACULTY OF SECURITY AND STRATEGIC STUDIES**

**PROSPECTUS**  
**FOR**  
**MASTER OF PEACE AND HUMAN RIGHTS DEVELOPMENT STUDIES (MPHRDS)**  
**PROGRAM**

**Mirpur Cantonment, Dhaka-1216, Bangladesh**

## BUP AT A GLANCE

### Introduction

Bangladesh University of Professionals (BUP), which is one of the public universities of Bangladesh, was established on June 5, 2008. The aim was to facilitate professional degrees and to run undergraduate, graduate and post graduate degrees through its faculties, affiliated and embodied colleges, institutes, academy or organizations. BUP, with its own unique features, is set up in a green landscape of Mirpur Cantonment located in Dhaka Metropolitan City. The university provides a tranquil, pollution free and secured campus life and above all, a congenial academic atmosphere.

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

### Motto

The motto of BUP is “**Excellence through Knowledge**”.

### Mission

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.

### Vision

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 the resources to the accomplishment of this global trust and responsibility.

### Core Values:

- |    |             |  |
|----|-------------|--|
| 1. | Integrity.  | Highest ethical and moral uprightness. |
| 2. | Discipline. | Strict discipline in all activities.   |
| 3. | Creativity. | Creativity in all spheres.             |
| 4. | Commitment. | High quality academic standards.       |
| 5. | Wisdom.     | Enhanced education and research.       |

**Objectives:**

1. To become a leading public university in Bangladesh and in the region.
2. To promote knowledge in the field of science and technology, business, medicine, social science, strategy and security.
3. To promote leadership and civil-military relationship.
4. To develop intellectual and practical skills.
5. To provide the best possible academic atmosphere.
6. To preserve the spirit of national culture, heritage and traditions.
7. To facilitate higher education in the Armed Forces.
8. To prepare the faculty and staff with necessary competencies.
9. To deliver competent professionals relevant to the demands of the society.
10. To sustain collaborative relationships with communities and educational partners.
11. To provide efficient services to support programs, campus community and quality of life.

**Affiliated Entities**

The BUP acts as a regulatory body for the degrees offered by the following affiliated institutes, colleges, academies and organizations:

- National Defence College (NDC)
- Defence Services Command and Staff College (DSCSC)
- Military Institute of Science and Technology (MIST)
- Armed Forces Medical College ( AFMC)
- Armed Forces Institute of Pathology (AFIP)
- Armed Forces Medical Institute (AFMI)
- Bangladesh Military Academy (BMA)
- Bangladesh Naval Academy (BNA)
- Bangladesh Air Force Academy (BAFA)
- Other organizations/institutes as affiliated with BUP

**Embodied Faculties**

The BUP offers and regulates degrees in multi-disciplinary dimensions in the field of science, technology, strategy, liberal education, business and social sciences, medical science, war and security studies and other fields of knowledge through its following 5 faculties:

- Faculty of Security and Strategic Studies (FSSS)
- Faculty of Science and Technology (FST)
- Faculty of Medical Studies (FMS)
- Faculty of Business Studies (FBS)
- Faculty of Arts and Social Science (FASS)

## **Address**

Bangladesh University of Professionals  
Mirpur Cantonment, Dhaka- 1216  
Tel:88-02-8000368  
PABX 8000261-4  
Fax: 8000443  
E-mail: info@bup.edu.bd  
Website: www.bup.edu.bd

## **Faculty of Security and Strategic Studies**

### **Introduction**

The Faculty of Security and Strategic Studies (FSSS) started its activities in full-scale from mid-2013. Under the umbrella of BUP, the FSSS shares the same vision of ‘enhancing professionalism in both military and civilian environments, through a need-based and time-sensitive education and training’. BUP has its own campus based at the Mirpur Cantonment, Dhaka, Bangladesh; and its scenic and greenery location guarantees a quiet and congenial academic atmosphere that is very much liked by the young professionals and students of BUP.

As a part of the higher educational scheme of Bangladesh Master of Peace and Human Rights Development Studies at BUP has greater significance not only for the armed forces personnel as well as civilian participants, but also for strategic needs of the country as a whole. This Masters program aimed at imparting knowledge on the concepts, issues, approaches and methods of the disciplines of Peace and Conflict Studies as well as Human Rights and Development Studies so that program participants can develop and improve their critical understanding of the contested and diverse agenda of the field.

FSSS of BUP is one of the pioneering educational disciplines in Bangladesh that offers Master of Peace and Human Rights Development Studies, and it is an excellent opportunity for both civilian and uniformed armed forces students to interchange their diverse skills, expertise and understanding which finally enrich their knowledge and wisdom of the subject. FSSS also introduced BSS Honors in International Relations in 2015. The areas of strength of FSSS are:

- A rigorous admission and selection process for best possible screening.
- Interactive and participative lecture sessions in the classroom.
- Regular guest lectures by expert Professors of the discipline.
- Well thought-out and continuous feedback and assessment system.
- Pursuing a culture of Timeliness and Commitment to works and responsibilities.
- Innovative, creative and effective teaching methods.
- Having a good conduct with the forces Head Quarters for educational purposes.

- Regular visits to the concerning bodies and organizations that work for peace and human rights.
- Developing respect to Codes of Conduct including dress code.
- Goal to develop students as ‘Good Human Being’ with all possible attributes of peacemakers, peacekeepers and peacebuilders as well as to maintain standards of human rights in every aspect of life.

### **Current Programs**

The FSSS offers undergraduate, graduate and post graduate programs. The programs those are currently run by the faculty are as follows:

- Bachelor of Social Sciences (BSS Hons) in International Relations (IR)
- LL. B (Hons) in Law
- Bachelor of Security Studies (BoSS)
- Master of Peace and Human Rights Development Studies (MPHRDS)
- MPhil
- PhD

### **Future Plan**

FSSS of BUP has a plan of expansion of its academic capacity and jurisdiction that will be executed gradually. Outline of future expansion is as below:

- Bachelor of Social Sciences (BSS Hons) in Peace and Human Rights Development Studies (PHRDS)
- Bachelor of Social Sciences (BSS Hons) in Security and Strategic Studies
- Master of Social Sciences (MSS) in International Relations (IR)
- Master of Social Sciences (MSS) in Security and Strategic Studies

### **Administration**

Academic affairs of the FSSS are controlled by the Dean of FSSS under the supervision and guidance of Vice Chancellor of BUP. Dean of the FSSS plans and executes the academic affairs through different academic committees that are composed of dedicated experienced and newly recruited faculty members of the FSSS. Administrative staffs of the FSSS under the supervision of the Dean of the FSSS assist the academic and administrative affairs to their highest extents.

### **Regulatory Bodies**

The different bodies and committees, who regulate the faculty, are:

1. **Senate:** This is the highest policy and decision making body of the university.
2. **Syndicate:** The syndicate is the key executive body for general management and supervision.
3. **Academic Council:** Academic council is the key executive body on academic affairs of the university.

4. **Faculty Executive Committee:** This is the executive body of the faculty to define curriculum, syllabus, events etc and recommend the same to the academic council.

### **Contact Details:**

#### ***Mailing Address:***

Dean  
Faculty of Security and Strategic Studies (FSSS)  
Bangladesh University of Professionals  
Mirpur Cantonment, Dhaka-1216  
Bangladesh  
Phone: +088-02-8000261-4 (Ext. 1760, 2027)  
Fax: +88-02- 8000443  
Email Address: fss@bup.edu.bd  
Website: www.bup.edu.bd

### **Academic Support Program**

#### **1. BUP Campus and Building**

The FSSS is located in the academic building of the purpose built campus of the university at Mirpur Cantonment. The academic building is the northern wing of BUP complex with 6 floors, which will ultimately be extended up to 14 floors. The classrooms, faculty chambers, program and administrative offices, library, computer lab and cafeteria are housed in the same building.

#### **2. Library**

The faculty and its students use the central library facility located on the 1<sup>st</sup> floor of the academic building. The library is growing fast with stock of books to meet the requirements of the teachers and the students. The library is focused to build its e-resources keeping in view the recent trend in publication of reading material in the e-platform. The library is spacious and provides computer work stations with internet facility, hard copies of text and reference books, e-book readers etc. It subscribes many journals, periodicals, newspapers, web resources etc.

#### **3. Guest Lectures/Seminars**

Seminars/workshops on important academic/business issues and lectures/presentations by eminent academicians/professionals/experts are organized throughout the academic year for the students.

#### **4. WiFi Network**

In order to provide dynamic access to the students to e-resources and to facilitate easy communication, BUP has installed high speed WiFi network, which has the coverage at both academic and administrative buildings.

## **5. Classrooms**

The classrooms of FSSS are spacious and well ventilated and equipped with state of the art audio-visual equipment, classroom aids and seating arrangements.

## **6. BUP Auditorium (Bijoy)**

There is an auditorium at the 5<sup>th</sup> floor of the administrative building of BUP campus with 500 seat capacity, which can be used for central programs like seminar, workshop, central lectures and presentations, cultural events etc.

## **7. Student Accommodation**

Pending the construction of purpose-built halls for the students, ad-hoc arrangements have been made to accommodate limited number of male and female students in separate rented houses at Mirpur DOHS. The seats in the hall are allotted on the basis of need of the students and availability. The halls are fully furnished and there are administrative staffs to support the tenants. The students pay rent for accommodation and meet expenses for food, services, security etc.

## **8. Transport**

BUP provide short distance transport facilities to the students with its integral bus service. The long distance service will be provided along 3 routes with hired bus, if adequate numbers of students register for the same.

## **9. Computer Lab**

There is a computer lab facility for the students on the ground floor of the academic building. The lab computers are connected by both WiFi and broadband internet network. This facility has been established with a view to catering for enhancing computer literacy and skill of the students.

## **10. Cafeteria**

A well decorated and air-conditioned cafeteria “Café Vista” is located on the ground floor of the academic building, which is operated on contract basis. It provides quality food items at reasonable price. A stationery shop is also run by the café as an extension, which sells stationery, confectionery and gift items and also provide printing, reproduction and binding facilities.

## **11. Extra-Curricular and Club Activities**

From the inception of BUP, the students of this university voluntarily participate in extra-curricular and club activities in order to enhance their physical, intellectual, moral and ethical development. The clubs are active and contribute successfully in arranging different events in the university. They organize inter-batch competitions, teams for inter-university and other competitions etc. They also organize different important events like cultural, sports, debate etc and participate in different events and competitions. The students of BUP are also connected with other universities through different clubs. The clubs that are functional in BUP are:

- 1) Cultural Club

- 2) Sports Club
- 3) Communication Club
- 4) Business Club
- 5) Debating Club
- 6) Global Affairs Club

## **Master of Peace and Human Rights Development Studies (MPHRDS) Program**

### **1. Introduction:**

Department of Peace and Human Rights Development Studies (PHRDS), a very newly established department of Bangladesh University of Professionals (BUP) under the Faculty of Security and Strategic Studies (FSSS), offers a two-year Master of Peace and Human Rights Development Studies (MPHRDS) program that encourages inter-disciplinary academic knowledge sharing and promotes empirical understanding of peace, security, conflict and human rights issues in a global manner. Besides the intellectual and practical efforts to ensure international peace and security this MPHRDS program emphasizes on the regional and national concerns and conditions of peace and human rights. Additionally, it aims to influence the people of the policy cycle as well as the implementers and practitioners such as bureaucrats, security personnel, local leaders, and civil society members for the greater conditions of peace. It not only encourages taking proper and conflict sensitive decision but also assists in executing those policies in such a way that preserves the conditions for peace, avoids and prevents the causes of conflicts, and promotes and protects universal human rights.

Bangladesh as a key contributor of the international peacekeeping missions demands more rigorous and critical intellectual excellence on the issues of peace and human rights. It is noteworthy that since 1988 Bangladesh has been contributing to UN peacekeeping missions, and as of today, Bangladesh has sent troops in more than thirty conflicting theaters of the world. Those missions have brought great honor and pride for the country. It is indispensable to enhance the knowledge for world peace, security and human rights not only for the peacekeeping troops and policy makers but crucially also to integrate civil members of the peacebuilding missions in a comprehensive manner to overcome the 21<sup>st</sup> century challenges as well as for guaranteeing the longer-term success of such involvements.

This Masters program is designed primarily to understand and share peace and human rights issues related comprehensive knowledge to the fresher, government and non-government professionals, media personnel, development partners, academics and researchers. The main purpose of this academic program is to establish a professionally trained and skilled group of experts, who can take lead in any crisis moment to make, keep and build peace as well as to ensure standards of human rights not only within the national territory but also beyond the borders. The degree to be awarded by the Bangladesh University of Professionals (BUP) is named as **Master of Peace and Human Rights Development Studies**.

The **four-fold objectives** of this program are:

- **(Firstly)**, to provide academic education of peace, security, conflict and human rights issues;

- **(Secondly)**, to provide advanced research knowledge to the participants of this program to undertake policy-oriented research and to share the findings of the research among the wider audience; and
- **(Thirdly)**, to create a vibrant civil-military professional body that works in a co-operative manner for the greater pursuit of world peace and universal human rights.
- **(Finally)**, to strengthen the Bangladeshi efforts of international peacemaking, peace keeping and peace-building.

## 2. Benefits of the Students:

This Master of Peace and Human Rights Development Studies (MPHRDS) is designed in such a way that provides advanced level academic knowledge and empirical understanding both to the fresh graduates as well as in-service professionals and personnel who are enthusiastic to improve their expertise in conflict management, peace-building and maintaining human rights standards in their everyday and professional lives. This program aims to train young professionals as well as in-career peace-makers, peacekeepers and peace-builders who intend to pursue their future career in the areas of peacemaking, peace-building and human rights activism both at home and abroad.

The program put emphasis on multi-layer, multi-phased and cross-cutting issues for a broader understanding of peace, conflict, development, security and human rights. In-depth knowledge on peacemaking to peace-building to sustainable development to standard human rights is not only essential for field-based involvement and policy-making, but also indispensable for outstanding research work, knowledge production as well as dissemination of such knowledge among the wider audience.

## 3. Semester System:

This Masters program is of two (02) years duration, which is divided into four (04) equal semesters. There will be two semesters in each year. Students will take four compulsory courses in each semester; whereas in the last semester students have to take three courses and to conduct a dissertation equivalent to one course (100 Marks = 4 credits). There will be two classes of 90 minutes each for a course in a week throughout the semester.

Total credit hour for a course in a semester is **56 hours** (*48 hours of Lecture Class + 2 hours for Mid Semester Examination + 3 hours for Term Paper/ Assignment and Presentation + 3 hours for Semester Final Examination*). Each semester is of 20 (twenty) weeks. Out of 20 weeks, 16 (sixteen) weeks for full fledged class teachings (48 Hours), 01 (one) week for exam preparatory leave, and last 03 (three) weeks of the semester are for holding the semester final examination.

### **Credit Hour for each course:**

Sl.	Types	Credit Hour
1.	Class Teaching (Lecture)	48 Hours
2.	Mid semester Examination	2 Hours

3.	Term Paper/ Assignment and Presentation	3 Hours
4.	Semester final examination	3 Hours
<b>Total</b>		<b>56 Hours</b>

### 3.1 Semester-wise Credit Distribution:

This Masters program consists of four semesters. The duration of a semester is of 20 weeks. The following table shows the semester-wise credit hours:

Semester	Credit Hours
First	16
Second	16
Third	16
Fourth	20
<b>Total Credit Hours</b>	<b>68</b>

### 3.2 Course Structure of the Two-Year MPHRDS Professional Program:

The distributions of marks for two-year MPHRDS program are as follow:

Semester	Number of Courses	Total Marks	Earned Credits
First	04	400	16
Second	04	400	16
Third	04	400	16
Fourth	04	400	16
	Dissertation / Thesis + Defense	75+25= 100	04
<b>Total</b>	<b>17</b>	<b>1700</b>	<b>68</b>

## 4. Syllabus and Curriculum:

The Master of Peace and Human Rights Development Studies (MPHRDS) under the Bangladesh University of Professionals (BUP) offers 17 (seventeen) compulsory courses including a Dissertation in the last semester. Each course contains 100 Marks, and the thesis also contains 100 marks. This total of 1700 marks will be translated into 68 credits.

The curriculum of this Masters program is divided into 04 (four) semesters, and each semester contains 04 (four) compulsory courses. Students are required to complete all courses for pursuing a Master of Peace and Human Rights Development Studies (MPHRDS) degree. The semester-wise key courses that MPHRDS offers are as follows:

Year	Semester	Credit / Course	Marks / Course
First Year	<u>First Semester</u>		
	M PHRDS 1101: Introduction to Peace and Human Rights Studies	4	100
	M PHRDS 1102: Principles of Conflict Analysis	4	100
	M PHRDS 1103: Fundamentals of Security Studies	4	100
	M PHRDS 1104: Gender, Development and Human Rights	4	100
	<u>Second Semester</u>		
	M PHRDS 1205: Development Studies: Theories and Approaches	4	100
	M PHRDS 1206: Environmental Security and Climate Change	4	100
	M PHRDS 1207: Conflict Resolution: Concepts and Techniques	4	100
	M PHRDS 1208: Research Methodology	4	100
Second Year	<u>Third Semester</u>		
	M PHRDS 2309: Human Rights in Contemporary World	4	100
	M PHRDS 2310: Global Governance: Actors, Issues and Approaches	4	100
	M PHRDS 2311: Regional Approaches of Peace and Development	4	100
	M PHRDS 2312: South Asian Studies: Issues of Peace, Security and Human Rights	4	100
	<u>Fourth Semester</u>		
	M PHRDS 2413: UN Peace Operations and Bangladesh	4	100
	M PHRDS 2414: International Humanitarian Law	4	100
	M PHRDS 2415: Post-conflict Reconstruction and Peace Building	4	100
	M PHRDS 2416: Globalization, Human Rights and Peace	4	100
M PHRDS 2417: Dissertation / Thesis (Related with peace, security, conflict and human rights issues)	4	100	
<b>Total</b>		<b>68</b>	<b>1700</b>

## 5. Admission System:

Students shall be selected for admission in the two-year Master of Peace and Human Rights Development Studies (MPHRDS) program under the Faculty of Security and Strategic Studies (FSSS) on the basis of a competitive admission test. The eligibility for applicants and the procedure for the admission shall be determined by the department, recommended by the Dean of the Faculty of Security and Strategic Studies (FSSS).

BUP looks for applications from potential candidates who desire admission in the MPHRDS program by circulating and advertising in the Bengali and English national daily newspapers. Candidates are required to apply through online paying a non-refundable amount of Taka 500.

Eligible candidates will be called for an admission test (Written and Oral) equivalent to **125 Marks (100+25=125)** and the list of eligible candidates will be uploaded in the BUP Notice Board and in website ([www.bup.edu.bd](http://www.bup.edu.bd)) minimum a week before the admission test. Qualified candidates of the written test will be called for oral test. The list of eligible candidates for viva-voce will include minimum double of the number of total 50 seats. Subsequently the final merit list of candidates selected for the program will be displayed at the

BUP notice board as well as in BUP website along with necessary instructions for completing the admission procedure.

In each academic-year maximum of 50 students will get chance for admission for the MPHRDS program. In case of accommodating Bangladeshi and foreign civilian and military students, the BUP authority reserves the right to settle the number of vacancies for each of the above mentioned categories.

## 5.1 Eligibility for Admission:

### 5.1.1 Required Academic background:

Potential candidates who are interested to pursue a Master of Peace and Human Rights Development Studies (MPHRDS) degree have to primarily qualify for application for the program. The minimum requirements for application are as follows:

### 5.1.2 Civil Students:

The minimum requirement to applying for admission in this program is a Bachelor Degree or its equivalent in any field. A candidate must have at least 7 (seven) points, to be calculated following the points structure (Calculation of Points) as depicted below.

### Calculation of Points:

- i. **Candidates with Division/Class based result:** Points will be calculated on the basis of following scales, and in case of more than one Bachelor or Master degree, points will be considered for only the highest one. Not more than one third division/class or less than GPA/CGPA 2.5 in any public examination.

Degree / Certificate	Division / Class and points		
	First	Second	Third
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	3	2	1

- ii. **Candidates with GPA Based Results:**

- a) **SSC and HSC Examinations:** Points will be calculated on the basis of following scale:

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

- b) **Bachelor Degree:** Candidates with the CGPA based results need to be calculated on the following point scale:

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

- c) **Honors Degree:** Candidates with CGPA based Honours result need to calculate points on the following manner:

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

- iii. **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 Bachelor Degree to apply for the programme. 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. Importantly, candidates must not have any F grade in any subject of both O/A Levels. However, points are assigned as follows:

Average Grade Point in O-Level	Points	Average Grade Point in A-Level	Points
3.00 and above	3	2.50 and above	3
2.75 to <3.00	2	2.25 to <2.50	2
2.50 to <2.75	1	2.00 to <2.25	1

- iv. **Equivalent Foreign and other Examinations:** For all other certificates and examinations of home and foreign countries, equivalence will be determined by the Equivalence Committee of BUP. There is no clause of penalty for break of studies.

**5.1.3. Professionals:** Service holders would get 1 point for each 3 years of relevant professional job experience, and maximum of 3 points would be added throughout this process. Importantly, these points may only be used for eligibility of the admission test.

## 5.2 Application Form and Submission Procedure:

Interested candidates may apply in the following way:

### 5.2.1 Web/Online Application:

Through this process, candidates have an option to fill up the application form at BUP website ([www.bup.edu.bd](http://www.bup.edu.bd)) and submit the application online. Detail process about this option of application is available in the BUP website. In this process, a potential candidate would require to do the following steps:

- a. Taking a print out of the filled up form.
- b. Submit necessary documents for verification as mentioned in the following paragraphs along with duly signed printed copy of the online application form on the day of appearing the written admission test.

### **5.2.2 Application Fee:**

While submitting online application form, application processing fee (application fee is determined by the faculty) is to be paid, and necessary payment reference is to be endorsed clearly as instructed in the form or as per the procedure. Applicants can choose the option to pay the application processing fee through the TRUST BANK Limited (TBL). In such case, applicant should deposit the cash of said amount either at any branch of TBL to “**DEAN, FSSS, BUP**”, **A/C number 0028-0310041726** and endorse the reference of payment in the online admission form. Bank Service charges (if any) are to be paid by the applicant on requirement basis.

### **5.2.3 Admit Card for Written Test:**

Once the potential candidates submit their online application, they will receive an automatically generated admit card, which they would need to bring for attending the admission test. A list of eligible candidates for written admission test will be hung on the BUP notice Board as well as be given in BUP website soon after the application deadline is over.

### **5.2.4 Required Certificates and Documents:**

Applicants must bring the following necessary documents in the written examination hall along with them:

- I. 03 copies of attested passport size recent colored photographs (Name and Roll Number written at the back of the photos).
- II. HSC / Equivalent Certificate in original and also attested photocopy of that. Candidates may bring the original and an attested photocopy of Graduation / equivalent Certificate to the written examination hall.
- III. Other attested documents:
  - SSC / Equivalent Mark sheet
  - HSC / Equivalent Mark sheet
  - Graduation Mark Sheet
  - Post-Graduation Mark sheet
- IV. Along with these abovementioned documents, military candidates and in service candidates need to bring an approval letter for higher study from their respective Head Quarters or from the appropriate authority.

## **6. Detail Selection Process:**

Selection of candidates will be completed based on their final merit list, which will be the combined result of the following issues:

### **6.1 Written Examination Test (100 Marks):**

All candidates are required to sit for a written admission test. The total mark of the written examination is 100. Admission test will be a mix of MCQ questions and written. Candidates are required to qualify separately in all sections of MCQ and written test. The qualifying mark is 45%. Use of calculator, mobile phones, i-pad or any other electronic device such as ‘mobile type wrist watch’ that can be used for applying illegal means are strictly prohibited during the examination. The framework syllabus for written admission test is as follow:

- **General Knowledge (50 marks of multiple choice)—Bangladesh related (25) and international peace, security and human rights related (25)**
- **English Language and Communication (25)**
- **General Aptitude test and Analytical Ability (25)**

### **6.2 Interview / Viva Voce (25 Marks):**

The interview / viva-voce will be conducted by a predesigned Interview Board. All candidates who will qualify the Written Examination Test have to bring all their original certificates and marks sheets as well as other necessary documents for scrutiny prior to interview. Interview Board will mark all candidates out of 25 marks. None of the candidates will be waved from this process.

### **6.3 Final Selection (out of 125 Marks):**

Final selection of all candidates will be made on the basis of merit with their combined marks in the written admission test marks (100) and interview / viva-voce marks (25).

### **6.4 Selection of Armed Forces Candidates:**

Nominations of candidates will be done by the Services Headquarters. Nominated candidates will have to sit for the competitive test with all other civil candidates at the same time and same examination venue. Selection will be based on the policy as mentioned before.

## **7. Subjects for Written Examination Test:**

Admission test will be taken out of a total of 100 marks. Subjects of examination and distribution of marks are shown in the following table:

### **a. Subjects with Marks:**

<b>Subjects, Areas and Aspects</b>	<b>Marks</b>
1. General Knowledge (Multiple choice)	50
2. English Language and Communication	25
3. General Aptitude / Analytical Ability	25
<b>Total</b>	<b>100</b>

### **b. Syllabus for Admission Test:**

#### **1. General Knowledge (Multiple choice):**

- Bangladesh: History, culture, society, economy, foreign policy and contribution to peace and security etc.
- World peace and international security
- Regional organization and peace and human rights
- UN system and international peace and security
- Different Treaties, Accords, Conventions and Protocols related with peace and human rights
- Language, culture, ethnicity and identity issues
- International organizations, NGOs role for promoting and protecting peace and human rights

## **2. English Language and Communication:**

- Sentence Correction / Fill in the blanks/ Use of preposition / Translation etc
- Reading Comprehension
- Synonyms and Antonyms
- Analogy

## **3. General Aptitude / Analytical Ability:**

- Data Sufficiency
- Critical Reasoning
- Analytical and Focused writing: Analysis of an issue, and Analysis of an argument etc.

### **7.1 Duration of Admission Test:**

Total time for admission test is 90 minutes (1 Hour and 30 Minutes).

### **7.2 Date, Time and Venue of Admission Test:**

BUP authority will decide and inform the candidates once the process is done.

### **7.3 Date, Time and Venue of Interview / Viva-Voce:**

BUP authority will decide and inform the candidates once the process is confirmed.

## **8. Final Merit and Waiting List:**

Final top-down merit list along with waiting list will be prepared as per the guidelines mentioned above, and the lists will be displayed at the BUP notice board and in BUP website.

### **8.1 Medical Checkup:**

Finally selected civil candidates will need to go for medical checkup in BUP. If the medical authority considers any candidate unfit for study in BUP due to critical / contagious / mental diseases, he / she will be declared unsuitable for admission.

## **9. Final Admission Process:**

After completion of medical checkup, if the candidate is found physically and mentally fit, he / she can get admitted through BUP admission section by paying necessary admission and other fees. Following matters, however, are important to keep in mind while taking admission at BUP:

- i. If any candidate fails to complete admission formalities within the prescribed date and time, his or her selection will be considered as cancelled automatically.
- ii. If any student does not attend class within two weeks of the commencement of class, his or her admission will be cancelled automatically.
- iii. Admission will not be considered after two (02) weeks of the commencement of the classes.
- iv. 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.

## 10. Tuition and other Fees:

All incumbent civil and military students of the MPHRDS will be required to pay tuition and other fees as per the following requirements and categories. All these fees are changeable subject to the decision of the Finance Committee of the BUP.

Ser	Category of Fees/Charges	Time of payment	Rate of Fee (TK)	Total Payment for the Program	Remarks
1.	Application Processing Fee	Once	500.00	500.00	Before Admission
2.	Security Money	Once, Refundable	10,000.00	10,000.00	Once, Refundable
3.	Admission Fee	Once	5,000.00	5,000.00	
4.	Registration Fee	Once	450.00	450.00	
5.	Library Fee	Each Semester	150.00	600.00	@Per Semester
6.	Computer Lab and Training Aids Fee	Each Semester	300.00	1,200.00	@Per Semester
7.	Tuition /Course Fee	Per credit hour	1,350.00	86,400.00	@ Per Credit Hour
8.	Exam/Course Registration Fee	Each Semester	900.00	3600.00	@Per Semester
9.	Grade Sheet Fee	Each Semester	375.00	1,500.00	@Per Semester
10.	Provisional/Original Certificate Fee	Once	375.00	375.00	
11.	Cultural/Magazine Fee	Each Semester	150.00	600.00	@Per Semester
12.	Dissertation Fee	Once at Final Semester	5,400.00	5,400.00	@ Per Credit Hour
13.	Center Fee	Each Semester	500.00	2000.00	@Per Semester
14.	Student Welfare Fee	Each Semester	1,000.00	4,000.00	@Per Semester
15.	ID card Fee	Once	100.00	100.00	
<b>Grand Total</b>				<b>1,21,725.00</b>	

### Additional Fees and Payments (as required)

1.	Re-admission Fee	When Applicable	3,500.00	
2.	Migration Fee	When Applicable	500.00	
3.	Non-collegiate Fee	Each Semester (When	1,500.00	@ per course

		Applicable)		
4.	Supplementary Final Exam Fee	When Applicable	4,000.00	

## 10.1 Review of Fee Structure

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

## 11. Performance Assessment Guideline:

Assessment and evaluation of the student's quality and academic scripts for course works shall be determined on the basis of the following:

1. Semester final examination
2. Mid-semester examination
3. Term papers/ assignment and presentation
4. Class test / active class participation
5. Class attendance

### 11.1 Distribution of Marks

The distribution of marks for evaluation shall be as under the following guideline:

Aspects of Assessment	Distribution of marks	Percentage
<b>1.</b> Semester Final Examination	50	50%
<b>2.</b> Mid-semester Examination	20	20%
<b>3.</b> Term Papers/ Assignment and presentation	15	15%
<b>4.</b> Class Test / Active Class Participation	10	10%
<b>5.</b> Class Attendance (of the course)	05	05%
<b>Total Marks for each course</b>	<b>100</b>	<b>100%</b>

For the course no **M PHRDS 2413: UN Peace Operations and Bangladesh**, instead of term paper /assignments and presentation (15%) and class test/ active class participation (10%) students shall have to submit a field visit report equivalent to 25% of the total marks. The BUP authority, specifically the **Faculty of Security and Strategic Studies (FSSS)** will arrange a field visit for 10-15 days for the students. This field visit will be jointly designed in collaboration with different governmental and non-governmental organizations for making arrangements for the students to be a part of an International Peacekeeping Mission where Bangladeshi troops are deployed for maintaining peace and security or to visit BIPSOT for 2-3 days or to visit some government (concern ministry) or non-government organizations in Bangladesh that work for peace, security, development and/or human rights.

After spending the visit, the group of the students will return submit a 'Field Visit Report' equivalent to 25 marks within next 30 days for appraisal.

If none of these options of field visit and subsequent reports are possible to arrange, then this course will also follow the regular process of assessment.

Additionally, depending on the nature of courses minor modifications can be done under the jurisdiction of respective course teacher, which will be incorporated in the course outline later.

### **11.2 Course Conduct and Assessment Procedure:**

In order to conduct courses, the respective course teachers will carry out and ensure the following:

- I. At the beginning of the semester, the course teacher will prepare a course outline based on the principles outlined in the detailed course syllabus, performance evaluation and grading policy (as per outlined in this document), follow and improve the list of suggested reading books and references, and a tentative schedule of classes, examinations and other relevant academic events. The course teacher will provide a copy of the course outline to each student of the course. The respective teacher will also submit a copy of the course outline to the Faculty office.
- II. The respective course teacher will conduct 2 (two) classes each week for this Masters program. Each class will be of 90 minutes of duration, and additional 15 minutes will be for student consultation as per the course outline.
- III. The course teacher will assign, either individually or in group, a term paper or assignment on any issue importantly relevant to the course. As per the course requirements, the course teacher will arrange presentation classes for such term paper or assignment presentations, where individual students and /or all members of the group will get equal time for presenting their works.
- IV. The course teachers will take mid-term examinations when the coordinator will arrange for it (preferably middle of the semester). There will be no scope for students to re-taking the mid-term examination. However, in case of sickness, hospitalization or other unavoidable circumstance student will be permitted to appear only when the course coordinator and course teacher are informed well before the examination starts and immediately applies with all supporting documents. Final decision in such circumstances belongs at the discretion of the Dean, FSSS.
- V. While aggregating and tabulating total marks in any subject, marks will be rounded up to the advantage of the students; for example, any fraction will be rounded up to the next number.
- VI. Final examination will take place as per the scheduled date fixed by the FSSS.

### **11.3 Examination System**

A single examiner system will be followed for evaluating exam scripts of the final examination (50 Marks of each course). All other tests, assignments, term papers, and class performance will also be evaluated by the course teacher. The course teacher will make available the scripts, assignments, term papers etc. to the students in the classroom in the following weeks, except those of the final examination.

Before the final examination, respective course teacher is required to submit all scripts, assignments etc. a compiled up-to-date Session result summary to the Controller of the Examination of BUP.

The question of the final examination will be set by the course teacher, and submit that to the Controller of Examination of BUP.

The Controller of Examination makes arrangement to moderate the question through a Moderation Committee, and then arrange for its printing, safe custody and conducting the Final Examination.

After the examination, the question setter will evaluate the scripts and deposit the marks to the Controller of Examination of BUP. Once all the marks are submitted to the Controller of Examination, he/she will take initiative to tabulate the marks in combination of two designated tabulators.

Sessional Marks of the course teacher will be added with the markers of the final examination. Final marks (out of 50) with the Sessional Marks (50) to be calculated together for 100 marks of each the course.

However, despite following this rigorous process of examination system, in any case of grievances expressed by any student in writing to the Controller of Examination within three days of provisional result publication, Controller of Examinations reserves the right to arrange for re-securitization of the particular student's script and publishing of final results.

### 11.4 Marks Distribution of Class Attendance

For Class Attendance marking shall be calculated in the following manner:

Attendance Range (in percentage)	Marks
90% and above	5.0
85% to less than 90%	4.5
80% to less than 85%	4.0
75% to less than 80%	3.5
70% to less than 75%	3.0
65% to less than 70%	2.5
60% to less than 65%	2.0
55% to less than 60%	1.5
50% to less than 55%	1.0
45% to less than 50%	0.5
Less than 45%	0.0

## 12. Degree Requirements

This Master degree requirement under the FSSS is appended below:

- a. Passing of all courses (with minimum grade D) individually and maintaining a minimum Cumulative Grade Point Average (CGPA) of 2.50 in 4.00 point rating scale at the end of the program.
- b. Successful completion of Dissertation / Thesis with a minimum grade of C+.

### 12.1 Grading Structure:

Grading Structure for Master of Peace and Human Rights Development Studies (MPHRDS) programme in a 4-point Grading Scale:

Mark Range (in percentage)	Letter Grade	Explanation	Grade Points
80 and above	A+	Excellent	4.00
75 to less than 80	A		3.75
70 to less than 75	A-		3.50
65 to less than 70	B+	Very Good	3.25
60 to less than 65	B		3.00

55 to less than 60	<b>B-</b>		<b>2.75</b>
50 to less than 55	<b>C+</b>	Good	<b>2.50</b>
45 to less than 50	<b>C</b>		<b>2.25</b>
40 to less than 45	<b>D</b>	Simple Pass	<b>2.00</b>
Below 40	<b>F</b>	Fail	<b>0.00</b>
-----	<b>I</b>	----	<b>Incomplete</b>
-----	<b>W</b>	----	<b>Withdrawn</b>

## 12.2 Computation of CGPA

CGPA will be computed after each semester to determine the academic standing of the student in the program. The following 4-step procedure will be followed to calculate CGPA of a student:

- 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.

## 12.3 Incomplete Grades

A student will be assigned '**Incomplete**' grade for incomplete course work, provided he/she is permitted by Academic Council. This 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 in a semester.

## 12.4 Repeating/Retaking Course(s)

The repeating/retaking course(s) will be guided by the following rules:

- 1) A student earning an 'F' grade in any course shall be required to improve the grade by retaking the course offered in the subsequent semester(s), since achieving a passing grade in all courses individually is a degree requirement.
- 2) A student earning an **A (-) grade or below** may also elect to improve the grade by repeating a course, when offered in the subsequent semester(s). The following rules will apply for in this regard:
  - a) In order to repeat a course, the student must apply to the Dean of the Faculty at least 4 (four) weeks before the commencement of a semester. A student desiring to repeat a course in final semester shall have to apply to the Dean to withhold his/her graduation too.
  - b) The grade earned on the repeated course will be shown in the transcript by 'R' symbol meaning 'Repeat'. The grade earned on such course(s) would be used for computing the final CGPA.

- c) A course can be repeated only once. However, repeating a course is not allowed after the graduation.

## **12.5 Supplementary Final Examination**

As a general rule, supplementary examinations of any kind are not allowed. However, if a student fails to appear scheduled semester final examination for extremely unavoidable and valid reasons, he/she may be allowed to appear this examination on case by case basis under the following guidelines:

- 1) He/she should appear supplementary final examination preferably within 45 days from date on which the particular examination was held.
- 2) Students should apply to Dean FSSS with required supporting documents describing the reasons for his/her inability to appear scheduled semester final examination. The Dean, if convinced, will forward the same to the office of the Controller of Examination duly recommended for approval and making arrangements to conduct the subject examination.
- 3) Student will have to pay the required fees as per the university policy for appearing supplementary examination and complete other examination formalities for the course(s) so appeared.
- 4) Not more than 'B+' grading will be awarded to the students for supplementary examinations.
- 5) The student, who will have to appear supplementary examination for a course, which is pre-requisite for a course(s) in next semester, he/she will be allowed to register in the same and continue with the next semester. However, in case the student fails to obtain a passing grade; it will automatically lead him/her to withdraw from the relevant course(s).
- 6) The existing rules of semester final examination will apply to the conduct of supplementary examinations e.g. question setting, moderation, evaluation, and result publication etc.

### **12.5.1 Students' Grievance Procedure**

The Controller of Examination reserves the right to arrange re-scrutiny of a student's script or re-evaluation of grading, if a student submits a grievance application to Controller of Examination within one week of publication of provisional results.

## **12.6 Rules for Withdrawal and Dismissal**

### **12.6.1 Probation and Withdrawal for Poor Performance**

A student, when obtaining a CGPA of less than 2.00 at the end of any semester, shall be withdrawn from the program. As a general rule a student will have to maintain a CGPA of 2.50 at the end of each semester. In case a student fails to maintain a CGPA of 2.50 at the end of a semester, but obtains a CGPA 2.00 or more, will be placed on probation. If a student placed on probation, fails to raise the CGPA to 2.50 in the next immediate semester, he/she will be withdrawn from the program.

### **12.6.2 Withdrawal on Own Accord**

### **12.6.2.1 Temporary Withdrawal**

A student may be allowed a temporary withdrawal on account of unsatisfactory performance or for any other valid reasons; provided he/she has completed at least one semester, maintaining a CGPA of 2.80 at the time of application and it is approved by the Academic Council. A student, when taking temporary withdrawal, will have to complete the program within valid registration period (i.e. 6 years) from the date of initial registration.

### **12.6.2.2 Permanent Withdrawal**

A student may apply for a permanent withdrawal due to poor academic performance or for any other valid reason, provided it is approved by the Academic Council. The admission and registration of the student will be cancelled, when he/she is allowed a permanent withdrawal. When a student is permanently withdrawn, he/she will require a fresh admission and fresh registration for re-entry into the program like any other new candidate.

### **12.6.3 Dismissal on Disciplinary Ground**

A student may be dismissed or expelled from the program for adopting unfair means; unruly behavior, or any other breach of discipline. The implication of dismissal may include 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.

#### **12.6.3.1 Unfair Means**

Adopting unfair means by a student may lead into his/her dismissal from the program and expulsion from the university. The following will 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/gadgets.
- 4) Possession of any incriminating document or gadgets whether used or not.
- 5) Approaching a teacher directly or indirectly in any form to influence his/her grades.

Any student found adopting unfair means during semester final/midterm examinations will result into cancellation of all the examinations of that particular semester as an instant action and will be referred to Discipline Board for final disposal as per existing rule.

#### **12.6.3.2 Expulsion**

A student may be expelled from the university on disciplinary ground. A student, if expelled, will never be allowed re-entry in the particular program or any other program in BUP and be subjected to other terms and conditions as set by the authority while approving the expulsion order. However, a student, if expelled temporarily, may be allowed re-entry into 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.

### **12.6.3.3 Other Breach of Discipline**

Academic council may dismiss a student on disciplinary ground for any kind of breach of discipline or unruly behavior, which may disrupt the academic environment or program or is considered detrimental to BUP's image.

### **12.7 Class Attendance**

Students are responsible to attend classes regularly and contrary to this rule will be viewed seriously. Minimum presence must be 75% in all classes. Absence in more than 25% classes without permission and without valid reason in any course will disqualify a student to appear semester final examination of the same. A student must obtain permission from his/her course teacher for any kind of absence on valid reason and must inform the program office too.

### **12.8 Discipline and Code of Conduct**

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

- Arriving late in the class
- Not wearing appropriate dress as per the dress code

The Students' Discipline Rules are available in BUP website.

### **12.9 Dress Code**

The dress code for FSSS student is given below:

- **Male**
  - **Summer**
    - Sober colored trouser/pant
    - Collared button-down full sleeved shirt duly tucked in
    - Appropriate leather belt
    - Appropriate leather shoes
    - Business suit/blazer/sports coat (optional during summer)
  - **Winter**
    - Sober colored trouser/pant
    - Collared button-down full sleeved shirt duly tucked in
    - Business suit/blazers/Sports coat (preferred)
    - Sober colored Jacket/Sweaters
    - Appropriate leather belt
    - Appropriate Tie (optional)
    - Appropriate leather shoes

- **Female**
  - **Summer**
    - Sober colored salwar and kamiz or trouser/pant and kamiz with appropriate scarf (orna)
    - Appropriate shoes
    - Women suit/blazer with collared shirt (optional)
  - **Winter**
    - Sober colored salwar and kamiz or trouser/pant and kamiz with appropriate scarf (orna)
    - Women suit/blazer with collared shirt (preferred)
    - Sober colored Jacket/Sweater/Cardigan
    - Appropriate shoes

- **Accessories and Jewelry**

- Accessories should be tasteful, professional
- Jewelry should be worn in good taste

- **Makeup, Perfume/Cologne**

- A professional appearance is encouraged and excessive makeup is unprofessional. Someone may be allergic to the chemicals in perfumes and makeup, so one should wear these substances with restraint.

- **ID Card**

Students must hang their ID card as part of the dress code in a manner so that it is visible while they are in the campus

- **Do not wear**

- T-shirt, frayed or faded shirts
- Sleeveless kamiz/blouses, tops, sweatshirt, sweatpants
- Leggings, stretch pants, cargo style pants, pants that are frayed, holes or are faded, all kind of skirts
- Denim/Jean (pants or shirts), leather trousers/pants
- Birkenstock type sandals or flip flops/slippers, athletic or hiking shoes
- Shorts or three-quarters
- Any kind of indecent clothing

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

## Activities of FSSS, BUP



Seminar on 'Peace and Human Rights' in commemoration of International Day of Peace



Opening Ceremony of Master of Peace and Human Rights Development Studies (MPHRDS) Program



Seminar on 'Asian Future Outlook: Bangladesh Leadership in Diplomacy'



Convocation 2015