

**BANGLADESH UNIVERSITY OF PROFESSIONALS  
(BUP)**



**PROSPECTUS**

**For**

**Master of Disaster and Human Security Management (MDHSM)**

**FACULTY OF ARTS & SOCIAL SCIENCE (FASS)  
MIRPUR CANTONMENT, DHAKA-1216**

Website: [www.bup.edu.bd](http://www.bup.edu.bd)

# BANGLADESH UNIVERSITY OF PROFESSIONALS

## Introduction

1. Bangladesh University of Professionals (BUP) is one of the newest Public Universities of the country established on 05 June 2008 with the motto of '*Excellence through Knowledge*'. The Masters Program on Disaster and Human Security Management under Faculty of Arts & Social Science (FASS) always has an older trail than BUP itself. From 1<sup>st</sup> January 2014 this program shifted under the Faculty of Arts & Social Science (FASS) which was before operated under Faculty of Technical and Engineering Studies (FTES).

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

3. BUP is the only educational entity in the country where there is an opportunity of blending between civil students and uniformed armed forces students with diversified skills, exposure, experience and outlook. Moreover, FASS takes pride to work with the following strengths:

- A rigorous admission and selection process for best possible screening.
- Interactive sessions in the classroom.
- Regular Guest Lectures/Professor and visits to organizations.
- Developing a culture of Timeliness 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.
- Developing respect to Codes of Conduct including Dress Code.
- Focus to develop students as a good human with all possible attributes of a successful disaster and human security management, Technical and Engineering field leader.

## Outline Activities

4. FASS is now conducting the professional program on Master of Disaster and Human Security Management (MDHSM). This course is being conducted on a fixed credit system. The program planned and being conducted here is in line with the International Disaster Management and Human Security School tailored to match with the local requirement. A brief outline of the program is given below:

Program	Duration	Total Courses	Credit on Courses	Field Work and Visit, Thesis and Seminar Credit	Total Credit
MDHSM	2 Years	17	51	9	60

## Future Expansion Plan

5. FASS is planning to expand its capacity gradually. Outline of the plan is as follow:

- Master of Development Studies (MDS)
- Bachelor of Disaster and Security Management (BDSM)

## **Administration**

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

### **Mailing Address**

Faculty of Arts & Social Science  
Bangladesh University of Professionals  
Mirpur Cantonment  
Dhaka – 1216

### **For Admission Information Only**

Phone/ Cell: +880-2-8035997 / 01771673237 / 01198386040 and Fax: +880-2-8035903  
Email: [info.FASS@bup.edu.bd](mailto:info.FASS@bup.edu.bd)

# Prospectus

## Introduction

1. Department of Disaster and Human Security Management (DDHSM), establish department of BUP under Faculty of Arts & Social Science (FASS), offers a non-profit academic outfit and research for encouraging, and promoting multi-disciplinary basic and action research aimed at burgeoning and sharing the comprehensive knowledge on human security of the disaster affected people in a global order. It gives special emphasis on women, men, children, disabled, indigenous communities, minorities, disadvantaged and destitute etc. of the developing world including Bangladesh. The department also ventilates research activities, assists in formulating policy and planning in disaster field and assesses its implementation in a more meaningful way.
2. The Masters Program is designed mainly to share disaster and human security related comprehensive knowledge to the fresher, especially the graduates of different disciplines, GO and NGO professionals, development partners, academics and researchers. The objective of the program is to create trained professionals by developing skills and creative judgment in an individual for effective management of disaster issues through a comprehensive and multidisciplinary approach. The degree to be awarded by the Bangladesh University of Professionals (BUP) is named **Master of Disaster and Human Security Management (MDHSM)**.
3. It is noteworthy that for conducting, sharing and facilitating disaster and human security related knowledge, experiences and skills, the university has signed a Memorandum of Understanding (MoU) with the Comprehensive Disaster Management Program (CDMP) on 25<sup>th</sup> July 2011. The Department of Disaster and Human Security Management has introduced the CDMP assisted (both financial and technical) two years professionals Master Degree Program in Disaster and Human Security Management.

## Objective

- *To provide education on disaster management.*
- *To provide specialized and focused education on disaster and human security management.*
- *To develop a skilled and professional resources.*
- *To develop leader and Manager in the field of Disaster Management.*

## The program will enable to:

- Provide advanced level teaching both to fresh graduates and in-career professionals who are eager to update their skills in disaster management field. The program aims to train young professionals who intend to pursue their career at home and abroad.
- Emphasizes on the knowledge on disaster, environment, human security and climate variability, global warming, green house effect etc. that are essential not only for sharing academic research, but also for sharing practical implications and effects on disaster and human security.
- Grow understanding on the theoretical background to the major debates in disaster, human security, environment, vulnerability and climate variability at the beginning of the 21<sup>st</sup> century.
- Develop scientific knowledge by sharing highly professional and skilled knowledge related to disaster.
- Generate professional graduates on disaster and human security management by awarding master degree in disaster and human security management.

- Introduce the students with the community who are affected by disasters and also develop the network with Military, NGOs, GOs, member of the civil society, and community based organizations (CBOs).

### Degree Requirements

4. The degree requirements for FASS Program 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. Completion of Thesis and Seminar with a minimum grade of C.

### Semester System

5. The program is of two years duration, divided into 4 (four) semesters. Each semester is of 20 (twenty) weeks: of which 18 (sixteen) weeks are for class teaching, at least 1 (one) week for preparatory leave, and 3 (three) weeks for holding the semester final examinations. There will be two semesters in each year. Students will take five courses in each semester. There will be two classes of 90 minutes each for a course in a week throughout the semester. Total contact hour for a course in a semester is 42 (1 hours x 2 x 19 weeks = 38 + 4 hours of exams = 42 contact hour).

### Semester-wise Credit Hour Distribution

6. The program is divided into four semesters. The duration of a semester is 20 weeks. Semester-wise distribution of credit hours is shown below:

Semester	Credit Hour
First	15.00
Second	15.00
Third	15.00
Fourth	15.00
<b>Total Credit Hours:</b>	<b>60.00</b>

### Syllabus and Curriculum

7. The Master of Disaster and Human Security Management (MDHSM) professional degree program includes 17 (Seventeen) courses (each of 100 marks), a field visit of 100 marks and a thesis of 200 marks. This total of 2000 marks will be translated into 60 credit hours.

8. The curriculum of the program is divided into 4 (four) levels-Foundation, Specialization, Integration, and Performance- corresponding to 4 (four) semesters, respectively.

9. In total, 5 (five) course units at the foundation level, 5 (five) course units at the specialization level, 7 (seven) course units at the integration (elective) level. Rest 1 unit will be for field visit/work and 2 (two) course units for thesis/internship.

10. Completing a minimum of 10 core courses (Foundation and Specialization) is compulsory for the successful completion of the MDHSM Program. In addition, a student will be required to choose seven Integration courses within the last two semesters. A Integration (elective) course is offered, subject to the availability of faculty and minimum number (Twelve) of students signing up for a course. However, the Academic Council on the basis of faculty availability and number of applicants decides the offering of an Integration (elective) course in a semester. The semester-wise distribution of courses is shown below:

Semester	Course Code	Course Title	Credit Hour	Contact Hr per Wk	Total Contact Hr
<b>First</b>	DHSM-501	Fundamentals of Environment and Climate	3	2	36
	DHSM-502	Human Security and Social Conflicts	3	2	36
	DHSM-503	Introduction to Hazards, Vulnerability, Risk and Security	3	2	36
	DHSM-505	Disaster Management in Bangladesh	3	2	36
	DHSM-510	Security Issues in Disaster Management	3	2	36
<b>Second</b>	DHSM-504	Environment and Climate change: Bangladesh Perspective	3	2	36
	DHSM-506	Research Methodology in Disaster and Human Security Management	3	2	36
	DHSM-507	National and International System Framework in Disaster Management and Human Security	3	2	36
	DHSM-508	Strategic Planning Leadership in Disaster Management	3	2	36
	DHSM-509	Role of Security Forces in Disaster and Human Security Management	3	2	36
<b>Third</b>	DHSM-	Major Integration Course	3	2	36
	DHSM-	Major Integration Course	3	2	36
	DHSM-	Major Integration Course	3	2	36
	DHSM-	Major Integration Course	3	2	36
	DHSM-	Major Integration Course	3	2	36
<b>Fourth</b>	DHSM-	Major Integration Course	3	2	36
	DHSM-	Major Integration Course	3	2	36
	DHSM-531	Field Work and Visit	3	2	36
	DHSM-532	Thesis and Seminar	6	6	96
<b>Total Credit Hour:</b>			<b>60</b>		

### List of Integration Courses

11. The integration (elective) courses are:

<b>Integration Level (700 marks, 21 credits)</b>				
Course Code	Course Title	Credit Hour	Contact Hr per Wk	Total Contact Hr
DHSM-511	Disaster Response and Recovery	3	2	36
DHSM-512	Negotiation and Conflict Management	3	2	36
DHSM-513	Resource Management and Human Security	3	2	36
DHSM-514	Geo-informatics in Disaster Management	3	2	36
DHSM-515	Disaster and Public Health	3	2	36
DHSM-516	Legal and Social Aspects of Disaster Management	3	2	36
DHSM-517	Disaster, Agriculture and Food Security	3	2	36
DHSM-518	Political Economy of Disaster Management	3	2	36
DHSM-519	Application of Information System (IS) in Disaster	3	2	36
DHSM-520	Gender and diversity in Disaster Management	3	2	36
DHSM-521	Coastal Zone and Disaster Management	3	2	36
DHSM-522	Natural and manmade induced IPDs and refugee management	3	2	36
DHSM-523	Civil Defense and Fire Safety Management	3	2	36

DHSM-524	National Safety-net Management	3	2	36
DHSM-525	Adaptation and Mitigation to Climate change	3	2	36
DHSM-526	Disaster, Media and Communication	3	2	36
DHSM-527	Urban Disaster and it's Management	3	2	36
DHSM-528	Human Security in Bangladesh	3	2	36
DHSM-529	Tools and Technique in Disaster Management	3	2	36
DHSM-530	Civil Military Cooperation in Disaster Management	3	2	36

### Course Structure of the Two-Year MDHSM Professional Degree Program

12. The distribution of marks for two years MDHSM program are:

Semester	Number of Courses	Total Marks	Earned Credits
First	5	500	15
Second	5	500	15
Third	5	500	15
Fourth	2	200	6
	Field Visit and Work	100	3
	Thesis/Research Monographs	200	6
Total	19	2000	60

### Core (Foundation and Specialization) Course Pre-requisite

13. For taking some core courses, one has to complete one or more pre-requisite courses. The core courses and their pre-requisite courses are:

Core Courses		Pre-requisite Courses	
DHSM-501	Fundamentals of Environment and Climate		
DHSM-502	Human Security and Social Conflicts		
DHSM-503	Introduction to Hazards, Vulnerability, Risk and Security		
DHSM-504	Environment and Climate change: Bangladesh Perspective		
DHSM-505	Disaster Management in Bangladesh		
DHSM-506	Research Methodology in Disaster and Human Security Management		501 & 504
DHSM-507	Regulatory Framework in Disaster Management and Human Security		501 & 503
DHSM-508	Strategic Planning in Disaster Management		
DHSM-509	Role of Security Forces in Disaster and Human Security Management		502
DHSM-510	Security Issues in Disaster Management		502
DHSM-532	Field Work and Visit		505
DHSM-533	Thesis and Seminar		506 & 507

## Admission System

### 14. General.

a. BUP seeks applications from candidates desiring admission in **Master of Disaster and Human Security Management (MDHSM)** program by circulating and advertising in Bengali and English national daily newspapers. Candidates will be required to apply through Online paying an amount of **Taka 500** which is non refundable.

b. All eligible candidates will be called for written admission test (except GMAT qualified candidates with requisite scores) and the list of eligible candidates will be posted on BUP Notice Board and in website ([www.bup.edu.bd](http://www.bup.edu.bd)) minimum 05 (Five) days before the written test. Subsequently, based on the written test result a top-down list of Eligible Candidates for Viva-Voce will be displayed at BUP Notice Board as well as in BUP website on a specified date along with the date of interview/ viva voce. The list of Eligible Candidates for Viva-Voce will include minimum 3 times of the number of total 60 vacancies. After the completion of Viva Voce, the final merit list of candidates selected for the program will be displayed at BUP Notice Board as well as in BUP website with necessary instructions for completing admission procedures.

15. **Vacancy.** One batch of 60 students will be taken this year. In case of accommodating Bangladeshi/ Foreign civilian/ military students, BUP authority reserves the right to fix the number of vacancies for each of the above mentioned categories. However, few of the seats as shown below will be kept reserve for following special categories:

- a. Children of military personnel (serving and retired) - 10%
- b. Children of freedom fighters - 02%
- c. Tribal candidates - 01%

### Notes:

1. To be eligible for the reserve seats mentioned above, a candidate must attain a position in the list of Eligible Candidates for Viva-Voce as mentioned in Paragraph 19 (b).
2. In case of non availability of qualified/eligible candidates of special categories mentioned above, seats will be filled up by candidates from the merit list.
3. In all cases, candidates must qualify in viva-voce.

## Eligibility for Admission

### 16. Required Academic Background.

a. **Civil Students.** The minimum requirement to apply for admission in the program is a Bachelor Degree or its equivalent in any field. A student must have at least 8 (eight) points, to be calculated following the points structure as mentioned in Paragraph 22, with minimum 2<sup>nd</sup> division or class or equivalent grade or 45% marks in all public examinations.

b. **Military Students.**

(1) **Academic Qualification.** Academic background and calculation of points will be same as paragraphs 21a and 22. However, Services Headquarters may relax above conditions.

(2) **Service Requirements.** The respective Services Headquarters will determine the service requirements of Armed Forces personnel.



17. **Calculation of Points.**

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

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

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

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

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

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

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

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

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

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

c. **Candidates with O/A Level.** Candidates must have a minimum average grade point of 2.5 in GCE O-Level and 2.0 in GCE A-Level with a Bachelor Degree to apply for the program. Letter grades of O-Level and A Level subjects are converted to grade points as A = 4, B = 3, C = 2, D = 1. Average grade point is calculated by averaging the grade points of 5 best grades for O-Level (including Mathematics) and the 2 best grades for A-Level. However, points are assigned as follows:

Average Grade Point in O-Level	Points	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

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

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

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

Candidates with a minimum score of 550 (out of 800) in GMAT (with minimum 40 percentile in verbal and 50 percentile in quantitative) may be exempted from the Written Admission Test. However, candidates waived from written admission test will be required to appear at the scheduled viva-voce.

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

a. **Web/Online Option.** In this option candidates will fill up the form online at BUP website ([www.bup.edu.bd](http://www.bup.edu.bd)) and submit the same through online. Detail procedure regarding this option is available in BUP website and also given in Annex-A of this prospectus. In this option an individual will require to do the followings:

(1) Taking a print out of the filled up form.

(2) Submitting necessary documents for verification as mentioned in paragraph 25 below along with the duly signed printed copy of the online application form on the day of appearing the written admission test.

**Note:**

While submitting online application form, an amount of Tk. 500 is to be paid as application processing fee and necessary payment reference is to be endorsed clearly as instructed in the form or as per procedure. Applicant may choose an option to pay the application processing fee through TRUST BANK Limited (TBL) or through Postal Service. In such case, applicant should deposit the cash of said amount either at any branch of TBL **Admission Account-DDHSM, A/C number 0028-0210007542** or through postal service and endorse the reference of payment in the online admission form. Bank/ Postal service charges (if any) are to be paid on requirement basis.

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

21. **Required Documents.** Applicants must bring the following documents in the written examination hall:
- 3 copies of attested passport size recent colored photographs (Name and Roll Number written at the back).
  - HSC/ Equivalent Registration Card in original and also attested photocopy of that. Candidates may bring the original and an attested photocopy of Graduation/ equivalent admit card to the written examination hall.
  - Original ward certificate (Children of Freedom Fighter, Tribal, Children of Military personnel).
  - Other attested documents:
    - SSC/Equivalent Mark sheet
    - HSC/Equivalent Mark sheet
    - Graduation Mark sheet
    - Post Graduation Mark sheet
  - In addition to all documents mentioned above, military candidates need to bring an approved application for higher study from respective formation Headquarters or from appropriate authority.

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

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

The examination will follow the internationally recognized GMAT standard in terms of conventions, coverage and level of difficulty and will cover Mathematics, English, and General Aptitude.

- Interview/Viva Voce.** The interview/viva voce will be conducted under arrangement of pre-designated Interview Board. All candidates need to bring all original certificates and mark sheets as well as other documents for scrutiny prior to interview. Interview board will mark all candidates out of 25% of total 100 weightage. Candidates who are waived from written admission test for GMAT score will also be interviewed out of 25% of total 100 weightage.
- Performance in the Past Public Examinations.** The results of past public examinations will carry 25% of total score for all candidates. While calculating the score of past public examinations, the following table will be considered as the basis:

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

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

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

25. **Subjects for Admission Test.** Admission test will be taken out of a total of 100 marks. Subjects of examination and distribution of marks are shown in the table below:

a. **Subjects with Marks.**

Subject	Marks
English Language and Communication	30
Mathematics	20
General aptitude/ analytical ability	20
Disaster and Human Security related issues	30
Total	100

b. **Syllabus for Admission Test.**

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

- (a) Sentence correction.
- (b) Reading comprehension.
- (c) Synonyms and antonyms.
- (d) Appropriate word pairing / Analogy.

(2) **Mathematics: (20 Marks)**

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

(3) **Analytical Ability/ General Aptitude: (20 Marks)**

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

(4) **Disaster and Human Security Issues (Related to Bangladesh): (30 Marks)**

- (a) Disaster Management.
- (b) Human Security.
- (c) Climate Change and Environment

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

27. **Date, Time and Place of Admission Test.** The written admission test will be held on 24<sup>th</sup> November 2012 from 09:00 a.m. in BUP, Mirpur Cantonment, Dhaka-1216.

28. **Date, Time and Place of Interview.** List of eligible candidates for Interview/Viva-Voce will be displayed in BUP Notice Board as well as in BUP website ([www.bup.edu.bd](http://www.bup.edu.bd)) along with scheduled date and time of interview/ viva voce. All candidates will have to report for the interview to the Faculty of Arts & Social Science (FASS).

29. **Final Merit and Waiting List.** Final top-down merit list along with waiting list will be prepared as per the rules mentioned in paragraph 27 above and will be displayed at BUP Notice Board as well as in BUP website.

30. **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 or she will be declared unsuitable for admission.

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

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

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

#### **Tuition and other Fees**

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

### Payment Schedule

Ser	Category of Fees/ Charges	Amount/ Rate (Tk) MDHSM	Remarks	Total Amount in Program (Tk)
1.	Application Processing Fee	500.00	Once	500.00
2.	Admission Fee	5,000.00	Once	5000.00
3.	Registration Fee	450.00	Once	450.00
4.	Library Fee	150.00	Each Semester	600.00
5.	Computer Lab and Training Aid Fee	300.00	Each Semester	1200.00
6.	Security Money	10,000.00	Twice(5000+5000) (Refundable)	10000.00 (Refundable)
7.	Tuition Fee	1350.00	Each Semester	72900.00
8.	Exam Fee/ Course Registration Fee	900.00	Each Semester	3600.00
9.	Centre Fee	500.00	Each Semester	2000.00
10.	Grade Sheet Fee	375.00	Each Semester	1500.00
11.	Provisional Certificate fee	375.00	Once	375.00
12.	Student Welfare Fee	1000.00	Each Semester	4000.00
13.	Cultural/Magazine Fee	150.00	Each Semester	600.00
14.	ID Card Fee	100.00	Once	100.00
15.	Dissertation fee	8,100.00	Once	8100.00
			<b>Grand Total:</b>	<b>1,10,925.00</b>

**Actual payment: 100,925.00 (Excluding Security Money)**

Additional Fees/Payments (As Required)		
Ser	Subjects	Amount (Tk) MDHSM
1.	Re-admission	2500.00
2.	Migration	500.00
3.	Non Collegiate	1500.00
4.	Supplementary Final Exam Fee (When Application)	4000.00

**Notes:**

1. During the 1<sup>st</sup> and 2<sup>nd</sup> semesters of study, total amount of Tk. 10,000.00 (5000+5000) will be kept respectably as security money and the same will not be refunded until completion of last semester. There will be no forfeiture of security money if a student opts to withdraw before the closing of admission activities allowing another candidate to avail the seat. But if a student opts to withdraw within 1<sup>st</sup> year of study after admission activities then 25% of the security money will be forfeited and the rest will be refunded on completion of 1<sup>st</sup> year. However, for withdrawal after 1<sup>st</sup> year of study, there will be no forfeiture of security money. But all other fees/charges (case to case basis) may be refunded to the student and in such case, the security money will be converted into caution money and the same may be refunded excluding any claim from BUP if any.

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

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

Semester Ending	Date
June	15 February
December	15 August

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

### Performance Evaluation System

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

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

However, the above-mentioned grading system will be reviewed/revised should there be any change in the grading system of the university.

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

- a. 01 (one) mid-term examinations (duration: 40-60 minutes) will be conducted. The weightage of mid-term examination will be 20%.
- b. 01 (one) compulsory comprehensive semester final examination of 03 (three) hours duration will be held at the end of each semester which would be of 50% weightage.
- c. There would be 02 to 04 class test (each of 20 mins) and the weightage of classes test would be 10%.
- d. There will be a Term Paper with its presentation/Assignment of 10% weightage.
- e. Class attendance and class participation of each student will be recorded and taken into consideration which would hold 10% weightage of total 100 marks.

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

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

- a. At the beginning of the semester, the course teacher will prepare a course outline incorporating the course syllabus, performance evaluation and grading policy (as per the laid down one), list of suggested texts/references, and a tentative schedule of classes/examinations/events. He/she will give a

copy of the course outline to each student of the course. He/she will also submit a copy of the course outline to the Faculty Office.

- b. He/she will conduct 2 (two) classes per week for the Program. Each class will be of 45 minutes duration and 15 minutes will be for student consultation as per the course outline.
- c. He/she will take minimum 2 (two) quizzes/weekly tests during course duration of the Program.
- d. He/she will assign, either individually or in groups, a term paper/project/research work on any issue pertaining to the course. He/she will also assign a number of individual and group assignments, home works, case studies, presentations, etc as per the course requirements.
- e. He/she will take 1 Mid Term examinations in a semester preferably in the 9<sup>th</sup>. **Retake of Mid Term Examination will not be accepted.** However, in case of sickness, hospitalization or other unavoidable situation student will be permitted to appear only when the course teacher and the course coordinator is informed well before the exam commences and immediately applies with all supporting documents. In such case 25% of total weightage assigned against each midterm will be deducted. Relaxation in this case will be at the discretion of Dean, FASS.
- f. While aggregating/ tabulating total marks in any subject, marks to be rounded up to the advantage of students, i.e. any fraction to be rounded up to the next number.

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

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

40. **Examination System.** A single examiner system will be followed. All tests, assignments, term papers, and class performance will be evaluated by the course teacher. He/she will make available the scripts, assignments, term papers, etc to the students in the classroom in the following week, except those of final examination. Before the final examination, course teacher is required to submit all scripts, assignments, etc with a compiled up-to-date in-course result summary to the Controller of Examination of BUP. The question for final examination will be set by the course teacher himself/herself, who will submit it to Controller of Examination. The Controller of Examination may moderate the question through Moderation Committee if necessary and then arrange for its printing, safe custody and conducting of final examination. After the examination, course teacher



alone will evaluate the scripts and deposit marks to the Controller of Examination. In case of any grievances expressed by any student in writing to Controller of Examination within one week of provisional results, Controller of Examination reserves the right to arrange for re-securitization of the particular student's script and publishing of final results.

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

- a. **Step-1.** Grade Points earned in each course will be computed based 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.

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

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

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

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

## **Discipline**

45. Strict adherence to discipline is considered to be a core concept of building future MDHSM leaders at FASS.

- a. **Civil Students.** During their stay in BUP, all students are required to abide by the rules, regulations and code of conducts of the university. All students are forbidden to be the members of or to organize any students' organization, club, society etc, other than those set up by the University Authority in order to enhance students' physical, intellectual, moral, and ethical development.
- b. **Military Students.** Military Students will abide by the BUP and military rules and regulations.

## Students Withdrawal Policy

46. MDHSM program run by Faculty of Arts & Social Science (FASS) require persistent hard work by the students throughout the program duration. Few students may face difficulties in keeping pace with quality requirements of the programs. University will have no option other than withdrawing unsuccessful students to ensure quality education.

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

## Definitions

53. Few related definitions will help understanding the withdrawal policy in a better way. The definitions are given below:

- a. **Withdrawal.** The term 'Withdrawal' will imply a complete discontinuity from the program of the university.
- b. **Temporary Withdrawal.** The term 'Temporary Withdrawal' means that the student has been allowed by the Academic Council, BUP to discontinue temporarily. The student, so withdrawn, may re-enter the course as per terms and conditions set by the authority.
- c. **Permanent Withdrawal.** The term 'permanent withdrawal' means a permanent, voluntary discontinuity from the program. The implication of permanent withdrawal includes cancellation of admission and expiry of registration. Once a student is permanently withdrawn, he/she will require a readmission and fresh registration to re-enter in the program.
- d. **Expulsion.** The term 'Expulsion' means expulsion from the university on disciplinary ground. A student, if expelled, will never be allowed to re-enter the course or similar programs in BUP and be subjected to other terms and conditions as set by the authority while approving the expulsion order.
- e. **Temporary Expulsion.** The term 'Temporary Expulsion' means expulsion from an academic program for a certain period on disciplinary ground. A student, if expelled temporarily, may be allowed to re-enter the course/program on expiry of the punishment period and on fulfillment of other terms and conditions (if any) as set by the authority while approving the temporary expulsion order.
- f. **Dismissal.** The term 'dismissal' means a permanent, forced withdrawal from the ongoing program. The implication of dismissal includes cancellation of admission and expiry of registration. Once a student is dismissed, he/she will require a readmission and fresh registration to re-participate in the program.

## Dress Code

54. Faculty of Arts & Social Science (FASS) considers that an image of professionalism and leadership is as important within the program as it to the business in which students will eventually work. The following guidelines will assist students to have a better understanding on classroom attire:

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

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

**Do not Wear**

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

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

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

**Do not Wear**

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

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

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

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

Annex:

A. Admission Application Procedure through Web/Online.

### ADMISSION APPLICATION PROCEDURE

1. **Step 1: Depositing Application Processing Fee.** Candidates must pay application processing fee in any of the following ways:
  - a. **Electronic Money Order by Post Office:** To send Taka 500 (five hundred only) through e-money order from any post office of Bangladesh and to mention followings in issue form: (a) Beneficiary Name: Registrar (b) Beneficiary Address: **BUP, Mirpur Cantonment, Dhaka-1216.** (c) Beneficiary Mobile Number: **1000.** After deposition he/she will get a 16 digit **TPIN ID** in his/her mobile phone and to mention this TPIN ID number and deposition date in web application form.
  - b. **Trust Bank Ltd:** To deposit (cash) Taka 500 (five hundred only) at any Trust Bank branch to **Admission Account-DDHSM, A/C number 0028-0210007542** and to mention the **trace number** and **deposition date** in web application form (candidate can ask the person at bank counter to post/transfer the money immediately and to give **trace number**)
2. **Step 2: Application Submission.** Candidates can submit application through internet as follows:

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

#### Notes:

1. Candidates can get the admission related information during office hours (09.00 am–02.00 pm) in the period of submission of application by making call to **02-8035997, 01771673237 and 01198386040**
2. A help desk will remain open on every working day during the period of submission of application from 10 a.m. to 1 p.m. for those who are unable to apply through website.
3. If any furnished information given by a candidate is found incorrect in the process, then the admission eligibility of the candidate will be cancelled and money will not be refunded.