Application for Graduation and Award of Degree (Undergraduate)

Only For Office of the Controller of Examinations			
PVC Sl. No.		Original Certificate Sl. No.	

To
The Controller of Examinations
Dhaka University of Engineering & Technology, Gazipur
Having fulfilled the prescribed requirements for the degree of
Bachelor of Science in **Mechanical Engineering**

One Copy Passport Size Photo
(Attested by Advisor)
Please attach your photo with glue

I hereby apply for award of the degree. My particulars are as follows:

Name in English (BLOCK LETTERS)	
বাংলায় নাম (স্পষ্টাক্ষরে)	
Father's Name	
Mother's Name	

Student Number		**Date of Birth**	
Total Credits Earned		**CGPA**	
Session of Graduation		**Contact Number**	
NID No.		**Or Birth Registration Number**	

Date of fulfilling the requirements of degree
(Date of publication of Final Grade Sheet of last semester)

Date:

Signature of Student

Advisor's Note:
I certify that I have verified the above information with original provisional grade sheets issued to the student and that he/she has fulfilled all the prescribed requirements for the degree of
Bachelor of Science in **Mechanical Engineering**

Date:

Signature of Advisor

Name of Advisor

Countersigned

Date:

Head of the Department

Name

Department of **Mechanical Engineering**

Important Note for the Applicant

- The Statement of Courses and Grades in prescribed form available at the department and all original Provisional Grade Sheet issued by the Controller of Examinations must be enclosed with this application.
- The completed Application must be submitted to the advisor for processing and onward transmission.

Note for the Advisor

- Please check the completeness of the application at the time of receiving it from the student.
- Please verify the Statement of Courses and Grades submitted by the student with the original Provisional Grade Sheets and the specific requirements for the degree applied for.
- Please certify and submit the complete application package to the Head of the Department to submit to the Controller of Examinations.

DHAKA UNIVERSITY OF ENGINEERING & TECHNOLOGY, GAZIPUR

Department of Mechanical Engineering

Application Form for the

Award of the Degree of Bachelor of Science in Mechanical Engineering

SECTION A: APPLICATION

I have completed all the requirements for the degree of Bachelor of Science in Mechanical Engineering. I hereby apply to take necessary steps for the award of the degree. I declare that the information given in all sections of this form are true and complete.

Date

Signature of Student

SECTION B: STUDENT DETAILS

Student Number

Name of student
(BLOCK LETTER)

Date of commencement of 1st year class in undergraduate degree program

Date of fulfilling the requirements of degree
(Date of publication of final grade sheet of last semester)

Name of Advisor

SECTION C: ACADEMIC DETAILS

List all the grades you have earned in each subject chronologically.
Attach copies of all grade sheets.

Year: 1st, Semester: 1st (Exempted)							
Course Number	*Credits*	*Earned Letter Grades*	*Session in which the credit is earned*	*Course Number*	*Credits*	*Earned Letter Grades*	*Session in which the credit is earned*
		Exempted				Exempted	
		-do-				-do-	
		-do-					
		-do-					
		-do-					
		-do-					

Credit Exempted

Year: 1st, Semester: 2nd							
Course Number	*Credits*	*Earned Letter Grades*	*Session in which the credit is earned*	*Course Number*	*Credits*	*Earned Letter Grades*	*Session in which the credit is earned*

Credit Completed

GPA

Signature of Advisor

Student Number

SECTION C: ACADEMIC DETAILS (Contd.)

Year: 2nd, Semester: 1st							
Course Number	*Credits*	*Earned Letter Grades*	*Session in which the credit is earned*	*Course Number*	*Credits*	*Earned Letter Grades*	*Session in which the credit is earned*

Credit Completed

GPA

Year: 2nd, Semester: 2nd							
Course Number	*Credits*	*Earned Letter Grades*	*Section in which the credit is earned*	*Course Number*	*Credits*	*Earned Letter Grades*	*Section in which the credit is earned*

Credit Completed

GPA

Year: 3rd, Semester: 1st							
Course Number	*Credits*	*Earned Letter Grades*	*Session in which the credit is earned*	*Course Number*	*Credits*	*Earned Letter Grades*	*Session in which the credit is earned*

Credit Completed

GPA

Year: 3rd, Semester: 2nd							
Course Number	*Credits*	*Earned Letter Grades*	*Session in which the credit is earned*	*Course Number*	*Credits*	*Earned Letter Grades*	*Session in which the credit is earned*

Credit Completed

GPA

Signature of Advisor

Student Number

SECTION C: ACADEMIC DETAILS (Contd.)

Year: 4th, Semester: 1st

Course Number	*Credits*	*Earned Letter Grades*	*Session in which the credit is earned*	*Course Number*	*Credits*	*Earned Letter Grades*	*Session in which the credit is earned*

*Credit transferred to 2nd Semester

Credit Completed | GPA

Year: 4th, Semester: 2nd

Course Number	*Credits*	*Earned Letter Grades*	*Session in which the credit is earned*	*Course Number*	*Credits*	*Earned Letter Grades*	*Session in which the credit is earned*

*1.5 credit transferred from 1st semester

Credit Completed | GPA

Special Examination

Course Number	*Credits*	*Earned Letter Grades*	*Session in which the credit is earned*	*Course Number*	*Credits*	*Earned Letter Grades*	*Session in which the credit is earned*

Credit Completed | GPA

Do not write anything in this section
(For Office Use Only)

SECTION D: ADVISOR'S CHECKLIST

- ☐ The information given in sections A-C by the student is true.
- ☐ He/She has completed all the required courses.
- ☐ He/She has earned the required credits.
- ☐ He/She has earned a minimum CGPA of 2.20.
- ☐ He/She has fulfilled all the requirements for the degree of Bachelor of Science in Mechanical Engineering within the stipulated time period.

I certify that ..... bearing student number ..... of session ..... has / has not fulfilled all the requirments for the degree of Bachelor of Science in Mechanical Engineering within the stiputlated time and, therfore, can / cannot be recommended for the award of degree.

Date

Signature of Advisor

ঢাকা প্রকৌশল ও প্রযুক্তি বিশ্ববিদ্যালয়, গাজীপুর

গাজীপুর-১৭০৭

পরীক্ষা নিয়ন্ত্রকের দপ্তর

বিষয় ঃ <u>ডিগ্রী এ্যাওয়ার্ডিং ফরম পূরণ সংক্রান্ত নিয়মাবলী প্রসঙ্গে।</u>

সকল বিভাগের কোর্স সম্পন্নকারী ছাত্রদের ডিগ্রী এ্যাওয়ার্ডিং ফরম বিভাগে জমা দেওয়ার পূর্বে সংশ্লিষ্ট ছাত্র/ এ্যাডভাইজরগণের নিম্নলিখিত নিয়মাবলীর প্রতি দৃষ্টি রাখা প্রয়োজন।

১. ফরম পূরণের পর ফরমস্থিত বিদ্যমান অবশিষ্ট ফাঁকা বা শূন্যস্থানসমূহ এ্যাডভাইজর কর্তৃক স্বহস্তে কাটিয়া অবশ্যই উহার এক পার্শ্বে এ্যাডভাইজরকে স্বাক্ষর করিতে হইবে।

২. উক্ত ফরমে লিখিত গ্রেডসমূহে ওভাররাইটিং বা ফ্লুইড ব্যবহারের ক্ষেত্রে এ্যাভাইজরের অনুস্বাক্ষর গ্রহণ করিতে হইবে।

৩. গ্রেড এর কোটায় প্রাপ্ত গ্রেডের বিবরণে "+" কিংবা "-" চিহ্ন ব্যবহার না করিয়া Regular, Plus এবং Minus এর মাধ্যমে নিম্নের Table অনুযায়ী প্রকাশ করিতে হইবে।

Numerical Grade	Letter Grade	Grade point	Numerical Grade	Letter Grade	Grade point
80% or Above	A Plus	4.00	50% to less than 55%	C Plus	2.50
75% to less than 80%	A Regular	3.75	45% to less than 50%	C Regular	2.25
70% to less than 75%	A Minus	3.50	40% to less than 45%	D	2.00
65% to less than 70%	B Plus	3.25	Less than 40%	F	0.00
60% to less than 65%	B Regular	3.00		x	Continuation
55% to less than 60%	B Minus	2.75			

৪. প্রত্যেক Page এর নীচে এ্যাডভাইজর এর স্বাক্ষর থাকিতে হইবে।