

Dhaka University of Engineering & Technology, Gazipur Gazipur-1707.

ACADEMIC ORDINANCE FOR UNDERGRADUATE STUDIES

(Recommended in the 26th meeting of Academic Council held on 29/12/09 and Approved in the 39th meeting of Syndicate, held on 15/01/10)

1. Definitions

- 1.1 University; means the Dhaka University of Engineering & Technology, Gazipur abbreviated as DUET, Gazipur.
- 1.2 'Syndicate' means the Syndicate of the University,
- 1.3 'Academic Council' means the Academic Council of the University.
- 1.4 'Chancellor' means the Chancellor of the University.
- 1.5 'Vice-Chancellor' means the Vice-Chancellor of the University.
- 1.6 'Dean' means the Dean of a faculty of the University.
- 1.7 'Head of the Department' means the Head of a department of the University.
- 1.8 'Registrar' means the Registrar of the University.
- 1.9 'Academic Committee' means the Academic Committee for Undergraduate Studies (ACUG) of a degree awarding department of the University.
- 1.10 'Degree' means the degree of Bachelor of Science in a particular discipline of Engineering offered by the University.
- 1.11 'Departmental Monitoring Committee' means the Committee for upgrading/changing the Undergraduate Curriculum and the Course system and monitoring the teacher-student activities.
- 1.12 'Degree Equivalence Committee' means the committee for equivalencing different degrees obtained from home and/or abroad.
- 1.13 'Teacher' means Professor, Associate Professor, Assistant Professor, Lecturer and any other person approved as a teacher by the University.
- 1.14 'Student' means Student who has been admitted into the regular academic curriculum of the University.

2. Faculties

The University shall have the following Faculties:

- (i) Faculty of Civil Engineering is comprised of
 - (a) Department of Civil Engineering
 - (b) Department of Architecture
- (ii) Faculty of Electrical and Electronic Engineering is comprised of
 - (a) Department of Electrical and Electronic Engineering
 - (b) Department of Computer Science and Engineering
- (iii) Faculty of Mechanical Engineering is comprised of
 - (a) Department of Mechanical Engineering
 - (b) Department of Textile Engineering
 - (c) Department of Industrial & Production Engineering
 - (d) Department of Chemical & Food Engineering
- (iv) Faculty of Engineering is comprised of
 - (a) Department of Chemistry
 - (b) Department of Mathematics
 - (c) Department of Physics
 - (d) Department of Humanities & Social Sciences
 - (e) Department of Materials Science & Engineering
- (v) Any other Faculty to be instituted by the Syndicate on the recommendation of the Academic Council from time to time.

3. Departments:

The University shall have the following Departments:

3.1 Degree-Awarding Departments

- (i) Department of Civil Engineering
- (ii) Department of Electrical and Electronic Engineering
- (iii) Department of Mechanical Engineering
- (iv) Department of Computer Science and Engineering
- (v) Department of Textile Engineering
- (vi) Any other department to be instituted by the Syndicate on the recommendation of the Academic Council from time to time.

3.2 Teaching Departments:

- (i) Department of Civil Engineering

- (ii) Department of Electrical and Electronic Engineering
- (iii) Department of Mechanical Engineering
- (iv) Department of Computer Science and Engineering
- (v) Department of Textile Engineering
- (vi) Department of Mathematics
- (vii) Department of Physics
- (viii) Department of Chemistry
- (ix) Department of Humanities
- (x) Any other department that may be instituted by the Syndicate on the recommendation of the Academic Council from time to time.

4. Degrees Offered.

The University shall offer courses leading to the award of the following degrees:

- i. Bachelor of Science in Civil Engineering abbreviated as B. Sc. Engineering (Civil)
- ii. Bachelor of Science in Computer Science and Engineering abbreviated as B. Sc. Engineering (Computer Science and Engineering)
- iii. Bachelor of Science in Electrical and Electronic Engineering abbreviated as B. Sc. Engineering (Electrical and Electronic)
- iv. Bachelor of Science in Mechanical Engineering abbreviated as B. Sc. Engineering (Mechanical)
- v. Bachelor of Science in Textile Engineering abbreviated as B. Sc. Engineering (Textile)
- vi. Any other degree that may be awarded by a department with the approval of the syndicate on recommendation of the Academic Council from time to time.

5. Student Admission

5.1 The four academic years of study for the degree of B. Sc. Engineering shall be designated as first year class, second year class, third year class and fourth year class in succeeding higher levels of study. Each academic year comprises two semesters, i.e., 1st and 2nd semester. Students shall generally be admitted into the 1st year 2nd semester class. The 1st semester of 1st year class is exempted because of the candidates' completion of minimum 3 or 4 years Diploma in Engineering backgrounds after 10 years of schooling.

5.2 An Admission Committee shall be formed in each academic session by the Academic Council for admission into 1st year B.Sc. Engg. program.

5.3 A candidate for admission into the 1st year class must have passed the minimum 3 or 4 years Diploma in Engineering examination from Bangladesh Technical Education Board (after 10 years of schooling) or any examination recognized as equivalent there to and must also fulfill all other requirements as may be prescribed by the Admission Committee. In case of confusion regarding the equivalence the case may be referred to the Degree Equivalence Committee. However, a candidate must fulfill the requirements mentioned below:

Sl. No.	Name of the Department	Entry Requirements
1.	Civil Engineering	Diploma in Engineering (Civil/ Civil with wood specialization/Architecture with special optional subjects)
2.	Electrical and Electronic Engineering	Diploma in Engineering (Electrical/ Electronics)
3.	Mechanical Engineering	Diploma in Engineering (Mechanical/ Power/ Chemical/ Automobile/ Refrigeration and Air Conditioning/ Food Technology)
4.	Computer Science and Engineering	Diploma in Engineering (Computer)
5.	Textile Engineering	Diploma in Engineering (Textile)

- 1. 5.4 The rules and conditions for admission into various departments shall be framed by the Academic Council on the recommendation of the Admission Committee in each year.

- 1. 5.5 All candidates for admission into B. Sc. Engineering programmes must be citizens of Bangladesh unless the candidature is against the seats those are reserved for foreign students. Candidates for all seats except the reserved ones, if any, shall be selected on the basis of merit. The rules for admission into the reserved seats shall be framed by the Academic Council on the recommendation of the Admission Committee.

- 1. 5.6 No student shall ordinarily be admitted into 1st year after the start of the corresponding classes. The date of commencement of classes for the newly admitted students will be announced in advance. Prior to admission to the University every student shall be examined by a competent medical officer as prescribed in the admission rules.

5.7 Admission of a newly admitted student in the 1st year class will be cancelled if he/she remains absent without prior permission from University authority for ten working days after the start of class. If any student fails to report due to unavoidable circumstances within the stipulated period, he/she may appeal within the next twenty working days to the Academic Council through the concerned Head of the Department. The decision of the Academic Council will be final.

6. Method of Course Offering and Instruction

The undergraduate curricula of the University is based on course system. The salient features of the course system are as follows:

- i. Generally number of regular theoretical courses taken by a student will not exceed five in each semester,
- ii. Continuous evaluation of student's performance,
- iii. Evaluation by using Letter Grades and Grade Points,
- iv. Introduction of some additional optional courses and thus enable students to select courses according to his/her interest as far as possible,
- v. Opportunity for students to choose fewer or more courses than the normal course load depending on his/her capabilities and needs,
- vi. The flexibility to allow the student to progress at his/her own pace depending on his/her ability or convenience, subject to the regulations on credit and minimum grade point average (GPA) requirements, and
- vii. Promotion of teacher-student contact.

In the curriculum for the undergraduate programs, besides the professional courses pertaining to each discipline, there is a strong emphasis on acquiring a thorough knowledge in basic sciences of mathematics, physics and chemistry and subjects in humanities and social sciences. Emphasis has been given on introducing courses dealing with professional practices, project planning and management, socioeconomic and environmental aspects of development projects, communicative skills etc. This will help the students to interact more positively with the society.

7. Academic Calendar

- 1. The academic year shall ordinarily be divided into two regular semesters each having duration of ordinarily not less than 13 teaching weeks (65 working days) of classes.
- 2. There shall be final examinations at the end of each semester and the examination will be conducted as per academic regulations.
- 3. The registrar office will announce the academic schedule for each semester ordinarily before the start of the class on the approval of the Academic Council.
- 4. Academic schedule may be prepared according to the following guidelines:
Two alternatives are provided: (i) based on two regular semesters with a provision of a review examination in each semester and (ii) based on two regular Semesters and a Short Semester of about 8-week duration during one academic year whenever possible.

ALTERNATIVE: I

Semester-I	No. of Weeks 23
Classes	13
Mid Semester Break	1
Regular & Review examination including preparatory leave*	6.4**
Publication of results	2.3**
Inter-Semester Recess and Preparation for next semester	1
Semester-II	No. of Weeks 23
Classes	13
Mid Semester Break	1
Regular & Review examination including recess*	6.4**
Publication of results	2.3**
Inter-session break and Vacations throughout the session	05
Total =	52

* There shall be at least one examination date in a week.
** The digit after the decimal indicates number of days.

ALTERNATIVE: II

Semester-I	No. of Weeks 21
Classes	13
Regular examination including preparatory leave *	5.4**

Publication of results	2.3**
Inter-Semester Recess and Preparation for next semester	1
Semester-II	No. of Weeks 21
Classes	13
Regular examination including recess*	5.4**
Publication of results	2.3**
Inter-session break and Vacations throughout the session, including one 8-week Short Semester	09
Total =	52

* There shall be at least one examination date in a week.

** The digit after the decimal indicates number of days.

8. Duration of Programme and Course Structure

1.
- The B.Sc. Engineering programmes shall extend over a period of four academic years, each with a normal duration of one calendar year. Each academic year is divided into two semesters (except the 1st year) for the purpose of academic programme and conduct of examinations.
2.
- The curricula of the B. Sc. Engineering degree in the different departments shall be as proposed by the respective ACUG and approved by the Academic Council on the recommendation of the Executive Committee of the concerned Faculty.
3.
- The ACUG may review the curricula once in every academic year and put forward suggestions to the Academic Council through the Executive Committee of the respective Faculty.
4.
- The courses are reckoned in credits and the credits allotted to various courses will be determined by the ACUG with the following guidelines:

	Nature of Course	Contact Hour *	Credit
(i)	Theory /Lecture	1.0 hour/week	1.0
(ii)	Tutorial	1.0 hour/week	1.0
(iii)	Independent Lab/Sessional/Design	1.5 hours/week	0.75
(iv)	Project/Thesis	3.0 hours/week	1.5
(v)	Field Work/Industrial Attachment	2 weeks	1.5
(vi)	Seminar/Special Studies	3/2 hours/week	0.75

* 1.0 Contact hour means a class with a minimum period of 50 minutes.

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- The minimum credits for the award of bachelor’s degree in engineering will be decided by the respective ACUG and approved by the Academic Council on the recommendation of the Executive Committee of the Faculty. However, at least **140** credits including the specified core courses must be earned to be eligible for graduation.
2.
- The total number of credits for which a student should register shall be from 15 to 24 credits in a semester except the review course. However, a student may be allowed to register for less than 15 credits in a semester if
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- i)
- he/she is considered academically weak,
1.
1.
- ii)
- number of credits required for graduation is less than 15 in that semester,
1.
- iii)
- Student can not find appropriate courses for registration subject to the approval of the adviser.
1.
- The total contact hours for students including lecture, tutorial and lab/sessional should be around 30 periods per week, each period being of 50 minutes duration.
2.
- In each degree-awarding department, one of the Assistant Professors or above nominated by the Head of the Department for one Academic year will act as Course Coordinator as well as Member Secretary of ACUG.

3. A course plan showing details of lectures for each course, approved by the Head of the department is to be announced at the start of each semester.
4. Project and thesis should be of 1.5 credits in each semester. Credit in any theory subject should not exceed 4 and that in sessional subject should not exceed 1.5.

9. Course Designation and Numbering System

Each course is designated by a two to four letter word identifying course offering department followed by a three-digit number with the following criteria:

1. The first digit will correspond to the year in which the course is normally taken by the students.
2. The second digit will be reserved for departmental use.
3. The last digit will usually be odd for theoretical and even for laboratory or sessional courses.

The course designation system is illustrated by two examples as shown below:

Example 1:

Example 2:

10. Type of Courses

The courses included in undergraduate curricula are divided into several groups as follows:

10.1 Core Courses

In each discipline a number of courses will be identified as core courses which form the nucleus of the respective bachelor's degree programme. A student has to complete all of the designated core courses for his discipline.

10.2 Pre-requisite Courses

Some of the core courses are identified as pre-requisite courses. A pre-requisite course is one which is required to be completed before some other course(s) can be taken. Any such course on which one or more subsequent courses build up, may be offered in each of the two regular semesters.

10.3 Optional Courses

Apart from the core courses, students will have to complete a number of courses which are optional in nature. In that case students will have some choice to choose the required number of courses from a specified group/number of courses.

10.4 Non Credit Courses

Non credit course(s) may be offered to a student to improve his/her knowledge in some specific fields. The credits in these courses will not be counted towards GPA and Cumulative GPA calculation but will be reflected in the transcript as satisfactory (S)/unsatisfactory (U). Non credit course(s) may be offered under the following circumstances:

If a student's Thesis/Project supervisor feels that the study/design is highly related to course(s) offered by any other department for its students, he can recommended to the concerned Head of the Department for participation of the student(s) in the course(s). Such registration of course(s) will not affect the normal course registration of the student.

11. Departmental Monitoring Committee and Students' Advise

11.1 Departmental Monitoring Committee

Consistent with its resilient policy to keep pace with new development in the field of Engineering and Technology, the university will update its course curricula at frequent intervals. Such updating aims not only to include the expanding frontiers of knowledge in the various fields but also to accommodate the changing social, industrial and professional needs of the country. This can be

done through deletion and modification of some of the current courses and also through the introduction of new ones.

ACUG of each department will constitute a Departmental monitoring Committee with three senior teachers of the department as members and Head of the department as chairman. This committee will monitor and evaluate the effectiveness of the Course System within the department. In addition to other teachers of the department, the committee may also propose from time to time to the ACUG any changes and modifications needed for upgrading the Undergraduate Curricula and the Course System.

11.2 Students' Adviser

One adviser will be assigned for a batch of students by the Head of the Department who will advise each student on the courses to be taken by the student. The adviser will discuss with the student his academic programme and then decide the number and nature of courses for which he/she can register. However, it is the student's responsibility to keep contact with his/her adviser who will review and eventually approve the student's specific plan of study and check on subsequent progress. The adviser should generally be of the rank of an Assistant Professor or above from the concerned department. However, in case of shortage of teachers, lecturer may also act as adviser. For a student of second and subsequent semesters, the number and nature of courses for which he/she can register will be decided on the basis of his/her academic performance during the previous semester. The adviser will advise the students to register for the courses during the next semester within the framework of the guidelines in respect of minimum/maximum credit hour limits. The Adviser is also authorized to permit the student to drop one or more courses based on his academic performance. Special provisions exist for academically weak students with regard to make-up courses.

11.3 Teacher Student Contact

The proposed system encourages students to come in close contact with teachers. For promotion of teacher-student contact, each student is assigned to an Advisor and the student is free to discuss with his/her advisor all academic matters, especially those related to courses taken and classes being attended by him/her. Students are also encouraged to meet other teachers any time for help on academic matters.

12. Course Registration and its Procedure

Any student who wants to study a course is required to register formally. The following steps will be maintained during registration:

1. Student (both resident/attached) will collect registration form from respective office of hall of residence and take the signature of provost to ensure that he has no dues related to the hall.
2. After collecting registration form, each student will fill up his/her course registration form in consultation with his/her adviser. The advisor will write the number of courses and sign it.
3. Students will collect the fee deposit form from account section of the university.
4. After filling up the fee deposit form, students will deposit registration fee in the bank prescribed by the university.
5. Students will submit registration form and the fee deposit form to his/her adviser.
6. Adviser will submit duly signed registration form along with fee deposit form (copy for accounts section) to the head of the department.
7. Head of department will send the duly signed course registration form to the academic section.
8. The requisite number of copies of the course registration form will be made by the academic section for distribution among the adviser, the head and controller of examination.

12.1 Credit Limit in a Semester

A student must be enrolled for the requisite number of credits as mentioned in article 8.6. A student must enroll for the prescribed sessional/laboratory courses in the respective semester within the allowed credit limits.

12.2 Pre-condition for Registration

A student will be allowed to register those courses subject to the capacity constraints and satisfactory completion of pre-requisite courses. If a student fails in a pre-requisite course in any semester, the concerned department monitoring committee may allow him/her to register for a course which builds on the pre-requisite course provided his/her attendance and grades in continuous assessment in the said pre-requisite course are found to be satisfactory.

Registration will be done within the first ten working days of each semester. Late registration is, however, permitted under special circumstances within next five working days on payment of late registration fee as decided by the authority. Students having outstanding dues to the University or a hall of residence shall not be permitted to register. All students have, therefore, to clear their dues prior to complete the course registration procedure.

12.3 Course Adjustment Procedure

A student would have some limited options to add or replace courses from his/her registration list, within the first ten working days from the beginning of the semester. Dropping of a course is allowed within twenty working days from the beginning of the semester. Adjustment of initially registered courses in any semester can be done by duly completing the Course Adjustment Form. These forms will normally be available in the academic section.

Any student willing to add, replace or drop courses will have to fill up a Course Adjustment Form in consultation with his/her adviser. The original copy of the Course Adjustment Form will be submitted to the academic section, and then the requisite number of copies will be made by the academic section for distribution among the concerned adviser, Head, student and controller of examination.

Any changes in courses must be approved by the Adviser and the concerned Head of the department. The Course Adjustment Form will have to be submitted to the academic section after duly filled in and signed by the persons concerned.

12.4 Withdrawal from a Semester

If a student is unable to complete the semester Final Examination due to illness, accident or any other valid reason etc., he/she may apply to the Registrar through the Head of the department for total withdrawal from the semester within five working days after the end of the semester final examination. However, he/she may choose not to withdraw any laboratory/sessional course if the grade obtained in such a course is 'D' or higher and he/she has to indicate that clearly in the withdrawal application. The withdrawal application must be supported by a medical certificate from the University Medical Officer. The Academic Council will take the final decision about such application.

13. Striking off the Names and Readmission

13.1 The names of the students shall be struck off and removed from the student list on the following grounds:

- (i) Non-payment of University fees and dues within the prescribed period.
- (ii) Forced to discontinue his/her studies under disciplinary rules.
- (iii) Withdrawal of names from the University on grounds acceptable to the Vice-Chancellor of the University after having cleared all dues.
- (iv) Failure to earn the required credits for graduation as outlined in the respective curriculum and/or fulfill the Cumulative GPA requirements within the maximum allowed time of 7 academic years including any period of punishment. On valid medical grounds, the period may be extended by the approval of Academic Council.

13.2 In case a student whose name has been struck off the student list under clause (i) of Article 13.1 seeks re-admission within the session in which his/her name was struck off, he/she shall be re-admitted on payment of all the arrear fees and dues. But if he/she seeks re-admission in any subsequent session, the procedure for his/her re-admission will be the same as described under Article 13.3.

13.3 Every student whose name has been struck off the student list by exercise of the clause (ii) of Article 13.1 seeking readmission after expiry of the period for which he/she was forced to discontinue his/her studies, shall submit an application to the Head of the Department in the prescribed form before the commencement of the session to which he/she seeks re-admission. The Head of the department shall forward the application to the Vice-Chancellor of the University with his remarks. In case the re-admission is allowed, the student will be required of payment of all dues to get him/herself admitted not later than one week from the date of permission given by the Vice-Chancellor. All re-admissions should preferably be completed before the session starts. The percentage of attendance of the readmitted students shall be counted from the date of re-admission.

13.4 The application of a student for readmission will only be considered if he/she applies within two academic sessions from the semester of discontinuity in his/her studies in the University. Other than debarment as punishment under ordinance of the University relating to discipline, a student of any kind failing for any other reason whatsoever to become a candidate for a semester final examination in which he/she ought to have had in the usual process of his/her progressive academic activities, shall be considered to have discontinued his/her studies for the relevant semester together with striking the name off from current student list and two such discontinuous periods will be considered equivalent to that for one academic session. The maximum period of discontinuity under no circumstances is to exceed two academic sessions during a student's period of studies for the degree.

13.5 No student who has withdrawn his/her name under clauses (iii) and (iv) of Article 13.1 shall be given re-admission.

13.6 In case any application for re-admission is rejected, the student may appeal to the Academic Council for re-consideration. The decision of the Academic Council shall be final.

14. Grading System, Calculation of GPA and Cumulative GPA, and Conversion of Marks

14.1 Grading System

The letter grade system shall be used to assess the performance of the student and shall be as follows:

Numerical Grade	Letter Grade	Grade Point
80% or above	A Plus	4.00
75% to less than 80%	A Regular	3.75
70% to less than 75%	A Minus	3.50

15.2 It is desirable that weightage on continuous assessment as described in Article 15.1 such as class tests, class participation and attendance and spot test should be increased up to 50% and weightage on semester final examination should be reduced to about 50% gradually.

15.3 **Basis for distribution of marks in class participation and attendance will be as follows:**

<u>Attendance</u>	<u>Percentage of Marks</u>
90% or above	10%
85% to less than 90%	9%
80% to less than 85%	8%
75% to less than 80%	7%
70% to less than 75%	6%
65% to less than 70%	5%
60% to less than 65%	4%
Less than 60%	0%

15.4 The students whose average percentage of attendance will fall short of 75% in any of the theory, lab/sessional/field work courses for which he/she has registered in one academic year shall not be eligible for the award of any type of scholarship/stipend/grant for the following academic session.

16. Class Tests, Quizzes and Spot Tests

(i) For 2 credit courses 3 best out of 4, and for 3 and 4 credit courses 4 best out of 5 class tests may be taken for awarding marks. These may be considered as the minimum recommended number of class tests for any course. If the number of class tests administered in a course exceeds these suggested minimum numbers, then two-thirds best of all may be considered.

(ii) Duration of a class test should not exceed **15-20 minutes** and materials covered should be what were taught in 2 to 4 immediate previous classes or most recent classes.

(iii) For convenience of conducting the class tests one class period time slot should be kept at the first period of each working day.

(iv) The dates for the class tests shall be fixed by the Course Coordinator in consultation with the Head of the Department shall be announced accordingly.

(v) Spot test will be considered as class test and duration of which should not exceed ten minutes. The materials covered should be what were taught in previous immediate class. The maximum number of spot test should not exceed more than four. Maximum 50% spot test will be considered.

(vi) All class tests shall ordinarily be of equal value. The result of each individual class test shall be posted for information of the students preferably before the next class test is held.

(vii) Quizzes will be held on the basis of sessional/lab/field work classes. Duration of a quiz should not exceed one hour.

17. Earned Credits

The courses in which a student has obtained 'D' or a higher grade will be counted as credits earned by him/her. Any course in which a student has obtained 'F' grade will not be counted towards his/her earned credit calculation. A student who obtains 'F' grade in any core course in any semester, he/she will have to repeat the course. If a student obtains 'F' in an optional course he/she may choose to repeat the course or take a substitute course, if available. No 'F' grade will be counted for GPA calculation but will stay permanently on the grade sheet and transcript. When a student will repeat a review course in which he/she previously obtained 'F' grade, he/she will not be eligible to get a grade higher than B in such a course.

A student obtaining D grade in a course, will be allowed to repeat the course for the purpose of grade improvement if cumulative GPA of the student falls below 2.20 In such case he/she will be awarded the new grade that he/she obtains or retains his/her previous grade if he/she fails. A student obtaining 'C' or a better grade in a course will not be allowed to repeat the course for the purpose of grade improvement if cumulative GPA of the student falls below 2.20. Absence in semester final examination will result in 'F' grade unless he/she had withdrawn from the semester as per Article 12.5.

18. Measures for Helping Academically Weak Students

The minimum cumulative GPA requirements for obtaining a B.Sc. Engineering degree is 2.20. The performance of a student will be evaluated in terms of two indices, viz. semester grade point average (GPA), and cumulative grade point average (cumulative GPA).

Students will be considered to be making normal progress toward a degree if their Cumulative GPA for all courses attended is 2.20 or higher. Students who regularly maintain semester GPA of 2.20 or higher are making good progress toward their degrees and are in good standing with the University. Students who fail to maintain this minimum rate of progress will not be in good standing rather considered to be academically weak. This can happen when one or more of the following conditions exist:

(i) Semester GPA falls below 2.20 or

(ii) Cumulative GPA falls below 2.20 or

(iii) Earned credits fall below 15 times the number of semesters attended/studied

All such students can make up deficiencies in GPA and credit requirements by completing 'F' graded course(s) and repeating 'D' graded course(s) in the next semester(s). When GPA and credit requirements are fulfilled, the student is considered to be returned to good standing.

19. Honours, Dean's List and University Gold Medal

19.1 Honours

Candidates for Bachelor's degree in Engineering will be awarded the degree with Honours if their cumulative GPA is 3.75 or above.

19.2 Dean's List

In recognition of excellent performance, the names of students who maintain a GPA of 3.75 or above in regular semester(s) of an academic year may be published in the Dean's List in each Faculty. In this regard Dean will give a certificate to the student confirming his name in the Dean's List. The student will be honoured Tk. 2000 for his name in the Dean's List by the approval of academic council. Students who have earned 'F' grade in any course during any semesters will not be considered for Dean's List in that year.

19.3 University Gold Medal

University Gold Medal for outstanding graduates will be awarded to the students who secure the 1st position with cumulative GPA not below 3.75 in each Department. The student must have completed his/her undergraduate course work within four consecutive academic years. Students who have earned 'F' grade in any course during any semesters will not be considered for University Gold Medal.

20. Student Classification

For a number of reasons it is necessary to have a definite system by which students can be classified as First, Second, Third and Fourth Year. The students are classified according to the number of credit hours earned towards a degree. The following classification applies to the students.

<u>Year</u>	<u>Earned Credits</u>
First Year	From 0 to < (T1 – 8)
Second Year	From (T1 – 8) to < (T2 – 12)
Third Year	From (T2 – 12) to < (T3 – 16)
Fourth Year	=>(T3 – 16)

Where

T1 = total credits prescribed in the 1st Year 2nd Semester

T2 = total credits prescribed upto 2nd Year 2nd Semester

T3 = total credits prescribed upto 3rd Year 2nd Semester

21. Probation and Suspension

Students who regularly maintain semester GPA of 2.20 or above satisfying the minimum credit requirements are making good progress toward their degrees and are in good standing with the University. Students who fail to maintain this minimum rate of progress may be placed on academic probation.

The status of academic probation is a reminder/warning to the student that satisfactory progress towards graduation is not being made. A student may be placed on academic probation when either of the following conditions exist:

- (i) The semester GPA falls below 2.20, or
- (ii) The cumulative GPA falls below 2.20
- (iii) Earned Credits fall below 15 times the number of Semester attended/studied.

Students on probation are subject to such restrictions with respect to courses and extracurricular activities as may be imposed by the respective Head of the department. The minimum period of probation is one semester, but the usual period is for one academic year. This allows the academically weak student an opportunity to improve the GPA through the completing 'F' graded course(s) and repeating 'D' graded course(s) during the period. The probation may be extended for additional semesters until the student achieves an overall GPA of 2.20 or above. Once that condition is improved, the student is considered to be returned to good standing.

Academic probation is not to be taken lightly rather to be considered very seriously. A student on academic probation who fails to maintain a GPA of at least 2.20 during two consecutive academic years may be suspended from the University. A student who has been suspended may apply for consideration to the Dean of the faculty, but this application will not be considered until the student remains suspended at least for one full semester.

Petitions for reinstatement must set forth clearly the reasons for the previous unsatisfactory academic record and it must delineate the new conditions that have been created to prevent the recurrence of such work. Each such petition is to be considered individually on its own merits. After consideration of the petition in consultation with the student, adviser and the respective Head of the department, Dean in some cases, may reinstate the student if this is the first suspension. However, a second suspension will be regarded as final and absolute.

22. Minimum Earned Credits and GPA Requirements for Obtaining Degree

Minimum credit requirements for the award of bachelor of Science in Engineering degree will be proposed by the Academic Committee for Undergraduate Studies (ACUG) on the recommendation

of the respective faculty and approved by Academic Council. The minimum cumulative GPA requirements for obtaining a bachelor of Engineering degree is 2.20.

A student may take additional courses with the consent of his/her adviser in order to raise cumulative GPA, but he/she may take a maximum of 15 such additional credits beyond respective credit requirements for B. Sc. Engineering degree during his/her entire period of study.

23. Time Limits for Completion of B. Sc. Engineering Degree

A student must complete his/her studies within a maximum period of seven academic years for engineering degree. On valid medical ground, the period may be extended by the approval of Academic Council.

24. Industrial/Professional Training Requirements

Depending on each department's own requirements a student may have to complete a prescribed number of days for industrial/professional training in addition to minimum credit and other requirements, to the satisfaction of the concerned Department.

25. Application for Graduation and Award of Degree

A student who has fulfilled all the academic requirements for Bachelor's degree will have to apply to the Controller of examination through his/her Adviser by the approval of Head of the Department for graduation. Provisional degree will be awarded on completion of Credit and GPA requirements. Such Provisional degrees will be confirmed by the Academic Council.

26. Absence during Semester

A student should not be absent from lab/sessional, quizzes, class tests, class participation, attendance, etc. during the semester. Such absence will naturally lead to reduction in grade points/marks, which count towards the final grade. Absence in semester final examination will result in 'F' grade.

27. Review Courses

(i) Students obtained 'F' Grade in theory course having registered previously will get opportunity for registration of one course in each semester as review. One will be allowed to sit for the review course examination without making any change of previously obtained class test and class performance and attendance marks.

(ii) Review course examination will be conducted separately at the end of the regular semester.

(iii) Any student who has failed in any sessional course(s) he may be allowed to complete the course(s) by attending the sessional classes with the students of next regular semester(s).

28. Special Examination

A special examination on 'F' graded course(s) may be conducted for the outgoing students who have a maximum of 2 (two) 'F' graded theory courses for completion of degree may be allowed to register for the special examination. The special examination will be arranged at a convenient time by the Controller of Examination within 8 weeks after the publication of results of the 4th year 2nd semester regular examination. If a student repeats 'F' graded theory course(s) in special examination he/she will not be eligible to get a grade higher than B in such course(s). A student who has failed in the special examination may register the course(s) in the regular semester.