

ANGLADESH ARMY UNIVERSITY OF SCIENCE AND TECHNOLOGY (BAUST)

Saidpur Cantonment, Saidpur, Nilphamari

Examination Policy for MBA/MA Program

1. Academic Calendar

1.1 In each academic year there are two regular Terms (Term-I and Term-II), each ordinarily having a duration of not less than 14 weeks of classes.

1.2 In each Term there shall be 5/6 courses offered.

2. Duration of a Term

The duration of each term shall be as follows:

| Sl. No. | Events | Duration (week) |
|---------|--|-----------------|
| 1 | Classes before Mid Term | 7 |
| 2 | Mid Term Examination (To be conducted in the 8 th week of a term) | 2 |
| 3 | Mid Term Break/ Vacation | 1 |
| 4 | Classes after Mid Term | 7 |
| 5 | Preparatory Leave for Term Final Examination | 2 |
| 6 | Term Final Examination | 4 |
| 7 | Result Publication | 2 |
| 8 | Term Vacation | 1 |
| | Total | 26 |

3. Performance Evaluation: The Grading System

3.1 The Letter Grade

The total performance of a student in a given course is based on a scheme of continuous assessment and a term final examination, but for theory courses this continuous assessment is made through a set of class tests, assignments, class performance, and a midterm examination. A letter grade with a specified number of grade points is awarded in each course for which a student is registered. A student's performance is measured by the number of credits completed satisfactorily and by the weighted average of the grade points earned. A minimum grade point average (GPA) is essential for satisfactory progress.

Total credits specified in the syllabus of each department have to be acquired in order to qualify for the respective degree. Letter grades and corresponding grade points shall be awarded according to the provisions shown below:

| Grade | Grade Points | Numerical Markings |
|-------|--------------|--------------------|
| A+ | 4.00 | 80% and above |

| | | |
|----|------|------------------------------------|
| A | 3.75 | 75% to below 80% |
| A- | 3.50 | 70% to below 75% |
| B+ | 3.25 | 65% to below 70% |
| B | 3.00 | 60% to below 65% |
| B- | 2.75 | 55% to below 60% |
| C+ | 2.50 | 50% to below 55% |
| C | 2.25 | 45% to below 50% |
| D | 2.00 | 40% to below 45% |
| F* | 0.00 | Below 40% |
| I | - | Incomplete |
| W | - | Withdrawal |
| X | - | Continuation (For Project/ Thesis) |

3.2 Incomplete (I) Grade

Grade 'I' means incomplete work. Grade 'I' may be given to a candidate when s/he fails to appear at the semester final examinations only for reasons beyond his/her control. S/he will sit for retake examinations arranged in the next semester. Grade 'I' shall be converted to the actual grade obtained by the students or grade 'B' which one is higher. To get permission s/he must apply to the Registrar through proper channel.

3.3 Withdrawal from a Term

If a student is unable to sit for the Term Final Examination due to illness, accident or any other valid reason, he/ she may apply in a prescribed form to the Registrar through proper channel for total withdrawal from the Term minimum 7 (seven) working days before the commencement of the Term final examination. In case of illness the withdrawal application must be supported by a medical certificate from CMH/Medical Officer of BAUST. If the candidate has the requisite percentage of attendance and then withdraws himself/herself from the final examination, he/she will be eligible for next semester final examination.

4. Distribution of Marks

4.1 Theory Courses

Forty percent (40%) of marks of a theoretical course shall be allotted for continuous assessment, i.e., class tests/ assignments/ presentations, class evaluation, class participation and midterm examination. The rest sixty percent (60%) marks shall be allotted to the three-hour term final examination. Distribution of marks for a given theory course is as follows:

| | |
|-------------------|-----|
| Class performance | 05% |
|-------------------|-----|

| | |
|--|-------------|
| Class Tests | 15% |
| Assignments/ Presentations | 05% |
| Mid-Term Assessment (Exam [1 hour duration] / Project) | 15% |
| Final Examination (3 hours duration) | 60% |
| Total | 100% |

The number of class tests of a course shall be 'n', where 'n' is the number of credits of the course. Evaluation of performance in class tests shall be on the basis of the best '(n-1)' class tests. Minimum two assignments or projects (one before midterm and one after midterm.) have to be given. The mode of continuous assessment for a particular course shall be included in the course outline plan which will be provided to the students by the course teacher within the first week of the start of each term.

Note:

- a. The course teacher of a particular course has to inform the department whether he/she wants to assess mid-term through exam or project within the first two weeks of beginning of a term. The duration of mid-term examination should not be more than 60 minutes. If mid-term assessment is done a through project, then there should be a project report and presentation. If any students fail to sit for the midterm examination, they shall not be given a second chance to take it.
- b. All class tests will carry 15 marks each. Exam software system will finally convert these achieved marks into total class test marks as per credit hour.
- c. The weightage of class performance can be assessed through class attendance, effective class participation and discipline.
- d. Irrespective of the result of the continuous assessment (class performance, class test, mid-term examination), a student has to appear in the final examination (where applicable) to qualify/ pass the concerned course/ subject.

5. Attendance

All students are expected to attend classes regularly. The university believes that attendance is necessary for effective learning. The first responsibility of a student is to attend classes regularly. One is required to attend at least 75% of all classes held in any course. Students having attendance from 60% to 74% shall have to pay a certain fine to appear at the final examination. Students having attendance less than 60% shall not be allowed to take the final examination.

6. Calculation of GPA and CGPA

Grade point average (GPA) is the weighted average of the grade points obtained in all the courses passed/completed by a student in a Term. 'F' grades will not be counted for GPA calculation. GPA of a Term will be calculated as follows:

$$GPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

Where n is the total number of courses passed by the student, C_i is the number of credits allotted to a particular course i and G_i is the grade point corresponding to the grade awarded for i -th course.

Cumulative Grade Point Average (CGPA) gives the cumulative performance of the student from first Term up to any other Term to which it refers and is computed by dividing the total weighted grade points ($\sum C_i G_i$) accumulated up to the date by the total credit hours $\sum_{i=1}^n C_i$.

Both GPA and CGPA will be rounded off to the second place of decimal for reporting.

7. Promotion to the next higher Term/ Level

7.1 In each term there shall be 5/6 theory courses. As open credit system exists in MBA and MA if a student fails any course(s) they will be promoted for next offered courses.

8. Conduct of Examinations

Class tests, Mid-term exams and Term final exams will be conducted for theory courses and sessional exams will be conducted for sessional/practical courses. Referred/ Improvement/ Backlog examination will be conducted for theory courses.

8.1 Class Tests/Assignments/Presentations:

These are to be conducted by the course teacher(s) in class rooms for the theory courses. Concerned department will arrange and monitor these tests. Class tests will carry a weightage in the final assessment.

8.2 Mid Term Examination:

Mid-term Examination for the theory courses will be arranged by the Controller of Examinations and conducted by the concerned department as per academic calendar. Duration of the mid- term examination will be maximum 1 (one) hour. The mid-term examination will carry a weightage in the final assessment.

8.3 Term Final Examination:

The students will get a two-week preparatory leave for the term final examination usually after 14 weeks of classes. The term final examination will be conducted for all the theory courses over a period of 03 weeks by the Office of the Controller of Examinations. The duration of term final

examinations will be 03 hours irrespective of the credit hours of the theory courses. The term final examination will carry a weightage in the final assessment.

8.4 Retake Examination:

The failed theory course(s) of the term final examination will be treated as retake course(s). A student failing in theory courses in the final examination will get a chance to appear at the next semester final examination. The maximum grade obtainable in Retake examinations shall be 'B'.

8.5 Improvement Examination:

A student may also appear at the next semester final examination to improve the results of the passed theory course(s) with letter grades less than 'B+' in the final examination. The maximum letter grade obtainable in the improvement examination shall be 'B+' and if he/ she cannot improve, the obtained grade in the final examination shall prevail.

9. Code of Conduct for Examinations

9.1 Conduct of the Examinees

- a. An examinee must not write his/ her name or any indication mark anywhere in the answer script. If he/she does so, the answer script will not be examined.
- b. No examinee will be allowed to leave the examination hall until an hour has passed from the time when the question paper is given nor will an examinee be allowed to sit for the examination 30 minutes after the starting of an examination. An examinee also will not be allowed to leave the examination hall during the last fifteen minutes of the examination unless he/she submits the answer script.
- c. An examinee must not bring any unauthorized papers, books, notes, instruments etc. to the examination hall unless instructed.
- d. An examinee shall not create any situation that may cause disturbance to other examinees and/ or breach of discipline.
- e. An examinee must not communicate or attempt to communicate with other examinee/examinees nor shall he/ she copy or attempt to copy or take help or attempt to take help from any incriminating document.
- f. The university campus including the rooms, toilets and circulation space is in examination premises.
- g. In any matter not specifically mentioned in the regulations or on the cover page of the answer script, an examinee shall abide by the decision of the invigilator in the examination hall

9.2 Description of Major Unfair means activities

The following activities are treated as unfair means activities in the

examinations:

- Possession of any incriminating document related to the course of examination.
- Copying/ attempt to copy/ taking help from any incriminating document.
- Insertion of any page in the answer script written outside of the examination hall.
- Writing anything on any part of body/ clothes of the student concerned/ chair, table, desk, bench, wall etc.
- Having the answers written on the answer script by others.
- Exchanging the answer scripts or any part of it or additional answer sheet with other examinee(s).
- Carrying a cell phone/ non-essential electronic device(s).
- Misbehaving with invigilator(s) and/ or other examinees.

9.3 **Penalty for Committing Offences Related to the Examination**

Penalty to be imposed for the offences during examinations is to be classified as the following types in order of severity:

- a) **Attempt to communicate with other examinee or examinees:** Issuing warning and/or changing of seats and or deduction of marks or expulsion from the examination hall.
- b) **Possession of unauthorized document(s) / device (s):** He / She shall be barred from writing for maximum one hour.
- c) **Possession of unauthorized document(s) / device(s) being caught while using them:** The answer he / she attempting to write shall be cancelled and also, he / she shall be barred from writing for maximum one hour depending on the nature.
- d) **Adopting unfair means repeatedly:** If any student reported for adopting unfair means for the second or any successive time in entire program, he/she will be expelled for the whole term in which he/she adopts unfair means and get 'F' grade in all courses of that term.
- e) **Attempt to get possession of question paper(s) or answer script(s) before the examination:** Expulsion from the University for the Semester in which the offence is committed.
- f) **Use of violent language and holding out threats to the invigilators, question paper setters, examiners and scrutinizers:** Cancellation of the entire examination of the student for that semester and expulsion from the University for good.

- g) **Impersonating in the examination hall:** Cancellation of the entire examination of the student concerned for that semester and expulsion from the University for good.
- h) **Any other activities (which are not mentioned here) deemed to be unfair means in the examination:** Chief Invigilator and Chairman CECC will take the decision in consultation with the Vice-Chancellor.

10. **Course Registration Procedure**

The time and date for course registration shall be announced in advance by the Registrar's office. Students will register his/ her courses in a Term according to the following guidelines:

- i) The student must pay at least 50% of the total semester fee.
- ii) A student (if any) must pay all Hall dues before the course registration of a Term.
- iii) The student will collect registration form from the respective department and submit the filled in form to the Registrar Office after verification and signature of advisor and head of the department.

Finally, the Office of the Registrar will distribute course-wise list of registered students to the concerned department and Controller of Examinations.

11. **Internship and Organizational Attachment and Viva-Voce for MBA Program**

11.1 After the completion of required semesters (All levels and terms with any major subject), a student needs to be attached with any organization (Financial/Non-financial Institution, National or Multinational companies) for eight (08) weeks to acquire practical knowledge of real business and allotted (04) weeks for internship report preparation. After obtaining the required knowledge, s/he has to submit an Internship Report on her/his experience and also has to face an Internship Viva-Voce. While preparing internship report, s/he will be supervised by a supervisor and a co-supervisor (if any) nominated by the concerned department. Internship program consists of a total of 03 credits and includes an Internship Report and an Internship viva- voce.

11.2 (a) Submission and Evaluation of Internship Report

The report must be submitted to the concerned supervisor within the stipulated time determined by the department. Final report, submitted by a student, shall be evaluated by the supervisor and the co-supervisor (if any). Total marks given by the evaluators shall be averaged for the final result.

(b) Internship Viva-Voce

The Internship Viva-Voce shall be conducted by a board of

teachers. This board shall be formed by the departmental heads, consisting at least one expert from other university and all supervisors and co-supervisors or departmental teachers. The marks of viva-voce given by the individual board members shall be averaged to prepare the final result. Final result of internship will be based on the report and viva-voce.

12. Rounding off the Decimal Marks

If there are any decimal marks in any of the examinations like class test, tutorial, term paper, viva voce, course final examination then instead of rounding off the decimal figure in the result of every subject/sessional, it is to be rounded off only once during tabulation while converting the total marks to percentage mark after summation of all the subject/sessional marks. To round off, 0.5 and above is to be converted to next higher whole number and less than 0.5 is to be converted to previous whole number (For example 58.5% would be 59% and 58.49% would be 58%).

13. Rounding off the GPA and CGPA

The GPA/CGPA is not to be rounded off like the total marks of each subject/sessional, but it is to be rounded off after two figures of decimal. To round of 3.555 and above after two figures of decimal, it is to be rounded off as 3.56 and 3.554 and below after two figures of decimal, it is to be rounded off as 3.55. If any student gets CGPA 2.49 or 2.99 after rounding, they will be given CGPA 2.50 and 3.00, respectively. If any student does not get 'A+' in all courses, he / she will not get CGPA 4.00 on a scale of 4.00.

14. Honors, Dean's List and University Gold Medal

14.1 Honors

In MBA/MA program candidates for Master's degree shall be awarded the degree with Honors if their CGPA is 3.75 or above.

14.2 Dean's List

In recognition of excellent performance, the name of the students who maintain an average GPA of 3.75 or above in two regular Terms of an academic year may be published in the Dean's List in each Faculty and he/she will be given a certificate from the respective Dean as recognition. Students who have obtained an 'F' grade in any course during any of the two consecutive regular Terms will not be considered for Dean's List in that year.