

BANGLADESH ARMY UNIVERSITY OF SCIENCE AND TECHNOLOGY (BAUST)

Saidpur Cantonment, Saidpur, Nilphamari

Examination Policy for Undergraduate Programs

1. Academic Calendar

- 1.1 At Levels 1 to 4 there shall be 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 4/5/6 theory courses. Apart from theory courses there shall be some sessional courses in each term for engineering programs and there may be sessional courses in different terms for non- engineering programs also.

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)	1
3	Mid Term Break/ Vacation	1
4	Classes after Mid Term	7
5	Preparatory Leave for Term Final Examination	2
6	Term Final Examination	3
7	Industrial Attachment/ Term End Vacation and Result Publication	3
8	Referred/ Improvement/ Backlog Exam	2
	Total	26

3. Course Pattern and Credit Structure

The undergraduate programs are covered by a set of theoretical courses. For engineering programs there is also a set of sessional courses to support the theoretical courses. For non-engineering programs there may be sessional courses in different terms.

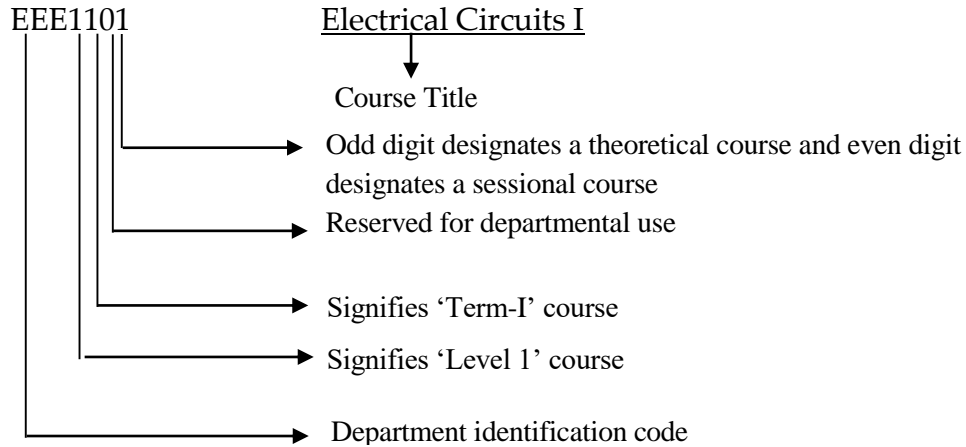
3.1 Course Designation System

Each course is designated by a two to four letter code identifying the course offering department followed by a four-digit number having the following interpretation:

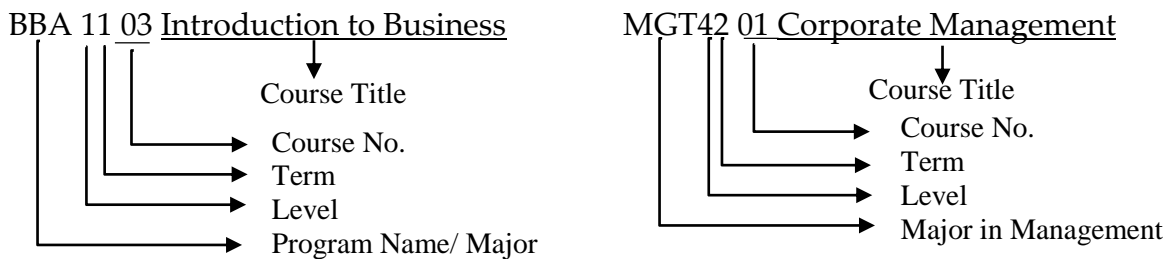
- The first digit represents the level in which students normally take the course.
- The second digit represents the term in which students normally take the course.
- The third digit is reserved for departmental use.

- The fourth digit identifies a specific area/group of study within the department specified by individual departments.
- The last digit is an odd number for theoretical courses and an even number for sessional courses. This is only applicable for engineering programs.

3.1.1 The course designation system for an Engineering Program is illustrated as follows:



3.1.2 The course designation system for a Non-Engineering Programs is illustrated as follows:



3.2 Assignment of Credits

The assignment of credits for a theoretical course is different from that of a sessional course, which is as follows:

- For theoretical courses, one lecture hour per week in each term is equivalent to one credit.
- For sessional/laboratory courses, two class hours per week per term are equivalent to one credit.
- Credits are also assigned to Project/Thesis work taken by the students. The total credits assigned to Project/ Thesis work are 4.00 to 6.00 (2.00/ 3.00 for Level-4 Term-I and 2.00/ 3.00 for Level-4 Term-II) for all engineering programs.
- Credits are also assigned to Internship and Organizational Attachment and Comprehensive Viva-Voce in other non-engineering departments

wherever applicable. The number of assigned credits varies from one program to another.

3.3 Types of Courses

The courses included in the undergraduate curricula are divided into the following groups:

3.3.1 General Education (GE) Courses

In each discipline, there are some interdisciplinary courses such as Arts and Humanities, Social Science, ICT, Basic Sciences/STEM, Business and Economics, etc., that provide a well- rounded learning experience to the students of an academic program.

3.3.2 Core Courses

In each discipline, a number of courses are identified as core courses, which form the nucleus of the respective bachelor's degree program. A student has to complete the entire designated core courses of his/her discipline.

3.3.3 Prerequisite Courses

A few selected core courses are identified as prerequisite courses which are required to be completed by a student before taking some other specified core course(s).

3.3.4 Elective / Optional Courses

Apart from the core courses, students can choose from a set of elective courses in level-4 term-I and/or level-4 term-II. Elective courses are divided into different groups respective to individual program.

3.3.5 Capstone Course / Internship / Theses / Projects / Portfolio

As applicable for the program / discipline.

4. Performance Evaluation: The Grading System

4.1 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. The assessment in sessional courses is made by evaluating performance of the student at work during the class, conduct of lab tests, report writing, a midterm evaluation, quiz, viva-voce and a final evaluation. Each sessional course has a certain credit (0.75/1.00/1.50), which describes its corresponding weightage. 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)

4.2 Incomplete (I) Grade

A grade of "I" (Incomplete) shall be given to a student who for a valid reason is unable to complete any course(s) by appearing at the regular semester final examinations. Examples of valid reason(s) include a serious sickness, meeting with an accident, any untoward disaster in the family and any other unavoidable circumstances. The determination of a "valid reason" will ultimately rest with the university authority. The student concerned must write an application to the controller of examinations through the concerned Head of the department and Dean of the faculty with a medical certificate and / or any other valid documents which will prove that he/she was really unable to sit for the examinations. The Head of the department, after examining the grounds, will forward the application to the Dean with his/her recommendation. After necessary checking of the documents, the Dean will forward the application to the CoE with his/her recommendation and the CoE will forward the application to the Vice Chancellor for final approval. Incomplete grades are not applicable for students who have not done any work during the semester and take it as an opportunity in the face of extenuating circumstances. In any case, 'I' would be considered as an "F" grade. If an examinee fails to take the examinations of all the course(s), they

must repeat the term. But if they have maximum 3 incomplete courses, they can appear at the immediate next referred examination. In that case, their results will be prepared according to the regular examination rules. 'I' or "F" grades in the referred examination will mean that the candidate has to clear the concerned course(s) in backlog exams if they are promoted to the next higher semester. If not promoted, they have to repeat the semester. In that case, they have to attend classes but need not pay the tuition fee for the incomplete course(s) provided that it had been paid before.

4.3 Withdrawal from a Term

If a student is unable to continue in any term 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. The application must be submitted within two weeks of the start of the classes. Otherwise, s/he will not be allowed to withdraw. For a withdrawn semester the concerned candidate need not pay the tuition fee for the next semester if that had been paid before.

5. Distribution of Marks

5.1 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. Course teacher of a particular course has to inform the department whether he/she wants to assess mid-term through exam or project within

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 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.

5.2 Sessional/ Practical Courses

Sessional courses are designed and conducted by the concerned departments. Examinations on sessional/ practical subjects shall be conducted by the respective department before the end of the term. The date of practical examination shall be fixed by the respective department. Students shall be evaluated in the sessional courses on the basis of the following:

5.2.1 Lab based Sessional

Attendance in experiments and effective participation	25%
Report writing/Assignment	15%
Mid-Term Evaluation (Exam/Project/Assignment/Quiz)	20%
Final Evaluation (Lab Tests and Quiz)	30%
Viva-Voce	10%
Total	100%

5.2.2 Programming/ Project Based Sessional

Attendance in experiments and effective participation	25%
Report writing/Assignment/ Programming	15%
Mid-Term Evaluation (Exam/Project/Assignment/Quiz)	20%
Final Evaluation (Lab tests and quiz)	30%
Viva-Voce/ Presentation	10%
Total	100%

6. 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 attend the final examination. Students having attendance less than 60% shall not be allowed to attend the final examination.

7. 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.

8. Promotion to the next higher Term/ Level

8.1 In each term there shall be 4/5/6 theory courses. A student has to pass at least 2 out of 4, 3 out of 5 and 4 out of 6 theory courses in the final examination for promotion to the next higher Term/ Level with a maximum of 2 (two) failed theory courses.

8.2 In addition to theory courses there shall be some sessional courses in each term for engineering programs and there may be some sessional courses in some terms for non-engineering programs. For promotion to next higher Term/ Level a student has to pass all the sessional courses of the term. A student failing in only one sessional course in the Final Exam shall get a chance to retake the sessional course. But the course has to be cleared in the immediate next Referred Examination.

8.3 A student failing in one sessional course, must retake the sessional course at any suitable time as decided by the concerned department before the schedule of the Referred Exam and take the sessional exam during the Referred Exam schedule. The student has to register the sessional course by depositing a prescribed fee. If any student fails in two sessional courses in the final exam or in the sessional retake course in the Referred Exam in a term, he/she fails in the term and has to repeat the term.

9. 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.

9.1 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.

9.2 Mid Term Examination:

Mid-term assessment (Examination/Project) 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.

9.3 Term Final Examination:

The students will get a two-week preparatory leave before 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.

9.4 Sessional/ Practical Examination:

Sessional/ Practical examinations for concerned program (both mid-term evaluation and final evaluation including viva-voce and quiz etc.) will be conducted by the concerned course teacher(s) and will be arranged and monitored by the concerned department before preparatory leave. Both mid-term assessment and final assessment will carry a weightage.

9.5 Referred Examination:

The failed theory course(s) of the term final examination will be treated as referred course(s). A student failing in 4 theory courses for level-1, term-I and failing in 3 theory courses for other levels and terms in the final examination will get a chance to appear at the next consequent referred examination. But the student will not be promoted to the next higher level and Term if he/ she cannot fulfill the promotion criteria mentioned in article 8. The maximum grade obtainable in Referred examinations shall be 'B'.

9.6 Improvement Examination:

A student may also appear at the next consequent Improvement examination for 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 of the final examination shall prevail.

9.7 Backlog Examination:

From Level-2 Term-I and higher a student may have a maximum of 4 cumulative Backlog courses. Backlog course(s) are those theory course(s) for which a student registered in a Term but even after the Final and Referred Examination he/ she obtained 'F' grade in that course(s). The maximum obtainable grade in the Backlog examination shall be 'B'. A student will get a maximum of 03 (three) chances to clear the Backlog course(s).

9.8 Number of Courses Allowable for Referred/ Improvement/ Backlog Examinations:

A student of level-1, term-I will be allowed to take a maximum of 4 (four) courses in the Referred and /or Improvement and /or Backlog Examination in a term. A student other levels and terms will be allowed to take a maximum of 3 (three) courses in the Referred and /or Improvement and /or Backlog Examination in a term.

9.9 Conducting and other rules of Referred/ Improvement/ Backlog Examinations:

Referred/ Improvement/ Backlog examinations will also be conducted by the Office of the Controller of Examinations. The Referred, Improvement and Backlog Examinations shall be held once in each term. Referred, Improvement and Backlog courses in each level-term shall be treated as self-study (i.e., retaining the already obtained marks of class performance, class tests and mid-term examination). For the referred and backlog candidates, additional assignments / class tests / presentations may be given by the concerned course teachers as a part of continuous assessment. The Referred, Improvement and Backlog Examinations will be held together at any convenient time as decided by the authority. A student will be allowed to appear in a maximum of three courses from among his/ her Referred and/ or Improvement and/ or Backlog courses in a term.

10. Special Backlog Examination

A Special Backlog Examination on only Backlog courses may be conducted for the students who have completed their 4-year degree course (up to level-4 term-II) and have a shortage of maximum 12 (twelve) credits to obtain the Bachelor degree. The special backlog examination shall be arranged at a convenient time after 30 (thirty) days of publication of the final results of the level-4 term-II examination. The evaluation system shall be same as backlog with self-study. The students willing

to appear at the special backlog examination have to apply to the Head of the Department and with his/her permission must register within 7 (seven) working days of publication of Level-4 Term-II Final and Backlog examination results. A student who will fail in the special backlog examination shall have to register the failed course(s) in the next regular term.

11. Exemption from Taking Courses for Level Repeat Students

If a student fails to get himself/ herself promoted to the next higher level/ term for poor academic performance, he/ she has to readmit himself/herself in the same level and term in which he/ she failed as a repeater student. In such a case he/ she shall be exempted from repeating the passed theory and sessional courses. A Repeater student will have to repeat only those theory and sessional courses in which he/ she has failed even after the final and referred examinations.

12. Level/ Term Repeat for Student under Punishment

No waiver shall be given to a student if s/he student repeats the Level/ Term due to punishment.

13. Code of Conduct for Examinations

13.1 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. 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

13.2 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 of 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.

13.3 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:

- 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.
- Possession of unauthorized document(s) / device (s):** He / She shall be barred from writing for maximum one hour. If the possession is detected in the last hour of the examination, the candidate shall submit the answer script and leave the examination hall. The invigilator/s need not report this case to the authority. If any examinee is found possessing any unauthorized document(s) / device (s) in any subsequent examination, the same punishment will be applicable.
- Possession of unauthorized document(s) / device(s) being caught while using them:** If any examinee is found possessing any unauthorized documents and using them he/she must be expelled and this must be reported to the authority. In this case, he / she will get 'F' grade and will not be allowed to sit for the RIB Examination for that particular course.
- 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.

14. Minimum Earned Credit and CGPA Requirement for obtaining Degree

Minimum credit hour requirements for the award of bachelor's degree in engineering (B.Sc. Engineering) and other disciplines shall be decided as per the existing rules. The minimum CGPA requirement for obtaining a Bachelor's degree is 2.20. A student is expected to complete the whole course within 4 years (8 terms). For an unavoidable reason if a student fails to complete the course within the stipulated time of 4 years, he/ she must complete all degree requirements within a maximum period of 6 academic years (12 terms). Failure to complete all degree requirements within the given time frame may disqualify a student from continuation of his/her study at the university.

15. 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 must pay all Hall dues before the course registration of a Term.
- iii) The student will collect a 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.

16. Industrial/ Professional Training Requirements

Depending on the requirement of respective Department, a student may have to complete an industrial/ professional training to the satisfaction of the concerned Department.

17. Internship and Organizational Attachment and Comprehensive Viva-Voce for BBA Program

17.1 After the completion of 8 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 three (03) months to acquire practical knowledge of real business. 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.

17.2 (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 head, 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.

17.3 Comprehensive Viva-Voce

A separate Comprehensive Viva-Voce shall be conducted after internship and organizational attachment. Comprehensive Viva-Voce shall be conducted by a board of teachers. This board shall be formed by the departmental head, consisting at least one expert from other university and six departmental teachers. The marks of comprehensive viva-voce given by the individual board members shall be averaged to prepare the final result.

17.4 Credit Distribution for Internship and Comprehensive Viva-Voce

INT 4209	Internship and Organizational Attachment	03 Credit
VIV 4210	Comprehensive Viva-Voce	03 Credit

18. 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%).

19. 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 off 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.

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

20.1 Honors/ Distinction

In all Engineering programs and in BBA program candidates for Bachelor's degree shall be awarded the degree with Honors if their CGPA is 3.75 or above. For English program they shall be awarded the degree with Distinction if their CGPA is 3.75 or above.

20.2 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.

20.3 University Gold Medal

University Gold Medal for outstanding graduates shall be presented to the students who will secure the 1st position among all engineering programs (undergraduate) and 1st position among all non-engineering programs (undergraduate) from each batch and having a CGPA of 3.75 and above. If two or more students obtain exactly the same CGPA considering fractions, other considerations like attendance, overall performance, publications and so on will be made by a committee formed by the university authority. The student must have completed his/ her undergraduate course work within four consecutive academic years with no 'F' grades and have a satisfactory attendance to his/her credit. He/she also should not have any in-disciplinary record.