

# **RULES AND REGULATIONS FOR UNDERGRADUATE PROGRAMME UNDER COURSE SYSTEM**

## **1 Introduction**

From the academic session 1990-91, this university is following a course system for undergraduate studies. Given below, is an extract from the report of the committee for framing recommendations for implementation and administration of course system of instruction at undergraduate level as approved in the meetings of the Academic Council held on September 24 and 30, 1992, and October 4 and 19, 1992. Only relevant sections of the report and the amendments that were subsequently made to it are included so that the students can have a clear understanding about Course System. The rules and regulations administering undergraduate curricula through Course System began applicable for students admitted to this university in First Year classes in Engineering and Architecture in 1990-91 and subsequent sessions.

### **1.1 The Course System**

The undergraduate curricula at BUET is based on the course system. The salient features of the course system are:

- i. Reduction of the number of theoretical courses and examination papers around five in each term,
- ii. The absence of a pass or a fail on an annual basis,
- iii. Continuous evaluation of student's performance,
- iv. Introduction of Letter Grades and Grade Points instead of numerical grades,
- v. Introduction of some additional optional courses and thus enable students to select courses according to his/her interest as far as possible,
- vi. Opportunity for students to choose fewer or more courses than the normal course load depending on his/her capabilities and needs,
- vii. 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
- viii. Promotion of teacher-student contact.

In the curriculum for the undergraduate programmes, besides the professional courses pertaining to each discipline, there is a strong emphasis on acquiring a thorough knowledge in the basic sciences of Mathematics, Physics and Chemistry. Due importance is also given for the study of several subjects in Humanities and Social Sciences which, it is expected will help the student to interact more positively with the society in which he/she lives. Thus the course contents of the undergraduate programmes provide a harmonious blend of both basic sciences and their applications as well as their social relevance.

The first two terms of bachelor's degree programmes consist of courses in basic sciences, mathematics, humanities and social sciences, basic engineering and architecture subjects. The third and subsequent terms build directly on the knowledge of the basic subjects gained in the first two terms and go on to develop competence in specific disciplines.

## 2 Student Admission

Students will be admitted in undergraduate curricula in the Departments of Architecture, Urban and Regional Planning, Chemical Engineering, Civil Engineering, Computer Science and Engineering, Electrical and Electronic Engineering, Mechanical Engineering, Industrial and Production Engineering, Materials and Metallurgical Engineering, Water Resources Engineering and Naval Architecture and Marine Engineering as per existing rules of the university. The Registrar's Office serves as Admissions Office and deals with course registration in addition to student admission.

## 3 Number of Terms in a Year

There will be two Terms (Term I and Term II) in an academic year. In addition to these two regular Terms there may be a Short Term in the intervening period between end of Term II and commencement of Term I. During this term students, those who need, may take additional courses either to make up deficiencies in credit and GPA requirements or to fulfill the credit requirements for bachelor's degree spending less time than the normal duration; and other students may take vacation.

### 3.1 Duration of Terms

The duration of each of Term I and Term II will be 18 weeks which will be used as follows:

Classes	14 weeks
Recess before Term Final Examination	2 weeks
Term Final Examination	2 weeks
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Total	18 weeks

The duration of a Short Term will be around 8 weeks of which about 7 weeks will be spent for class lectures and one week for Term Final Examination.

## 4 Course Pattern and Credit Structure

The entire undergraduate programme is covered through a set of theoretical and laboratory/sessional/studio courses.

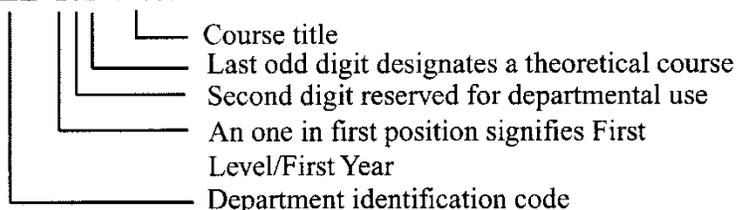
### 4.1 Course Designation and Numbering System

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

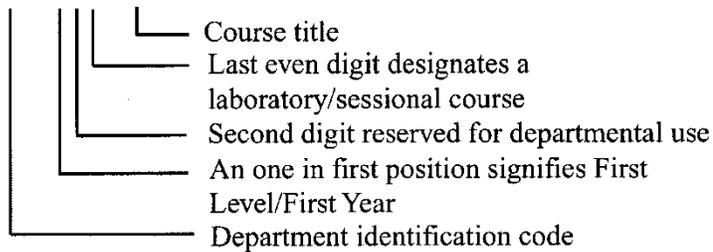
- The first digit will correspond to the year/level in which the course is normally taken by the students.
- The second digit will be reserved for departmental use for such things as to identify different areas within a department.
- The last digit will usually be odd for theoretical and even for laboratory or sessional courses.

The course designation system is illustrated by two examples.

#### EEE 101 Electrical Circuit I



## EEE 102 Electrical Circuit I Sessional



### 4.2 Assignment of Credits

- (a) Theoretical Courses:  
One lecture per week per term will be equivalent to one credit.
- (b) Laboratory/Sessional/Design:  
Credits for laboratory/sessional or design courses will be half of the class hours per week per term.

Credits are also assigned to project and thesis work taken by students. The amount of credits assigned to such work may vary from discipline to discipline.

The curriculum does not demand the same rate of academic progress from all students for obtaining the degree but only lays down the pace expected of a normal student. A student whose background or capacity for assimilation is lower will be permitted to complete the programme at a slower pace by studying a lesser number of courses during a given term (subject to a minimum course load). He may keep pace with his class by taking during the Short Term those courses which he had dropped during the Regular Terms, or by covering the entire degree programme over an extended period without developing any feeling of inferiority complex.

### 5 Types of Courses

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

#### 5.1 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/her discipline.

#### 5.2 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 Terms.

### **5.3 Optional Courses**

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

### **6 Course Offering and Instruction**

The courses to be offered in a particular term will be announced and published in the Course Catalog along with a tentative Term Schedule before the end of the previous term. Whether a course is to be offered in any term will be decided by the respective Board of Undergraduate Studies (BUGS). Respective departments may arrange to offer one or more pre-requisite or core courses in any term depending on the number of students who dropped or failed the course in the previous term.

Each course is conducted by a teacher. The course teacher is responsible for maintaining the expected standard of the course and for the assessment of student's performance. Depending on the strength of registered students (i.e. the number of students) enrolled for the course, the teacher concerned might have course associates and teaching assistants (TA) to help him/her in teaching and assessment.

For a course strength necessitating two or more parallel classes or sections, one of the course teachers or any other member of the teaching staff of the department may be designated as course coordinator. He/She has the full responsibility for coordinating the work of the other members of the department involving in that course.

### **7 Departmental Monitoring Committee**

Consistent with its resilient policy to keep pace with new developments in the field of science and technology, the university will update its course curriculum at frequent intervals (at least every three years). 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 need of the country. This can be done through deletion and modification of some of the courses and also through the introduction of new ones.

BUGS of each department will constitute a Departmental Monitoring Committee with three teachers of the department. This committee will monitor and evaluate the performance 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 BUGS any changes and modifications needed for upgrading the Undergraduate Curriculum and the Course System.

### **8 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 Adviser and the student is free to discuss with his/her adviser all academic matters, especially those related to courses taken and classes being attended by him/her. Students are also encouraged to meet with other teachers any time for help on academic matters.

## **9 Student Adviser**

One Adviser would normally be appointed for a batch of students by the BUGS of the concerned department(s) who will advise each student on the courses to be taken by a student. Adviser will discuss with the student his/her 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 be in the rank of an Assistant Professor or above from the concerned department(s).

For a student of second and subsequent terms, 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 term. The adviser will advise the students to register for the courses during the next term within the framework of the guidelines with respect to minimum/maximum credit hour limits, etc. which are elaborated at appropriate places in this booklet. He/She is also authorized to permit the student to drop one or more courses based on his/her academic performance and the corresponding categorization (Art.3.16).

Special provisions exist for academically weak students with regard to make-up courses (Art. 3.19).

## **10 Registration Requirements**

Any student who makes use of classroom or laboratory facilities or faculty time is required to register formally. Being admitted to the university, each student is assigned to a student adviser. The student can register for courses he/she intends to take during a given term only on the basis of the advice and consent of his/her adviser.

### **10.1 Registration Procedure**

Students must register for each class in which they will participate. Each student will fill up his/her Course Registration Form in consultation with and under the guidance of his/her adviser. The original copy of the Course Registration Form will be submitted to the Registrar's Office, and then the requisite number of photocopies will be made by the Registrar's Office for distribution. The date, time and venue will be announced in advance by the Registrar's Office. Much counseling and advising are accomplished at registration time. It is absolutely necessary that all students present themselves at the registration desk at the specified time.

### **10.2 Limits on the Credit Hours to be taken**

A student must be enrolled in at least 15 credit hours. He/She may be allowed to enroll in up to a maximum of 24 credit hours if recommended by his/her Adviser. A student must enroll for the prescribed laboratory courses in the respective Term within the allowed credit hour limits.

In special cases where a student cannot be allotted the minimum required 15 credit hours in a Term, the relevant BUGS may approve a lesser number of credit hours to suit individual requirements. Such cases shall only be applicable to students needing less than 15 credits for graduation.

### **10.3 Pre-condition for Registration**

A student will be allowed to register in those courses subject to the capacity constraints and satisfaction of pre-requisite courses. If a student fails in a pre-requisite course in any Term, the concerned BUGS 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 is found to be satisfactory.

Registration will be done at the beginning of each term. The Registration programme with dates and venue will be announced in advance. Late registration is, however, permitted during the first week on payment of a late registration fee. Students having outstanding dues to university or a hall of residence shall not be permitted to register. All students have, therefore, to clear their dues and get a clearance or no dues certificate, on the production of which, they will be given necessary Course Registration Forms and complete the course registration procedure. Registration Forms will normally be available in the Register's Office. However, for the First Year students, prior department-wise enrollment/admission is mandatory. An orientation programme will be conducted for them at the beginning of the first term when they will be handed over the registration package on producing enrollment slip/proof of admission.

### **10.4 Pre-registration**

Pre-registration for courses to be offered by the students in a particular term will be done on specified dates before the end of the previous term. All students in consultation with their course advisers are required to complete the pre-registration formalities, failing which a fine of Tk. xx.xx (amount may be decided by the authority) will have to be paid before registration in the next term. Further a student who does not pre-register may not get the courses desired by him/her subsequently.

### **10.5 Registration Deadline**

Student must register for the courses to be taken before the commencement of each term and no late registration will be accepted after one week of classes. Late registration after this date will not be accepted unless the student submits a written appeal to the Registrar through the concerned Head and can document extenuating circumstances such as medical problems (physically incapacitated and not able to be presented) from the Chief Medical Officer of the University or some other academic commitments which precluded enrolling prior to the last date of registration.

### **10.6 Penalty for Late Registration**

Students who fail to register during the designated dates for registration are charged a late registration fee of Tk. xx.xx (amount may be decided by the authority). This extra fee will not be waived whatever be the reason for late registration.

### **10.7 Course Adjustment Procedure**

A student will have some limited options to add or delete courses from his/her registration list, within the first two weeks from the beginning of the term. He/She may add courses only within the first two weeks of a regular Term and only the first week of a short Term. In case of dropping a course a student will be allowed to do so within four weeks after the commencement of a regular Term and two weeks after the commencement of a short Term. Adjustment of initially registered

courses in any Term can be done by duly completing the Course Adjustment Form. These forms will normally be available in the Registrar's Office. For freshman students such forms can be included in the registration packet at the time of orientation.

Any student willing to add or drop courses will have to fill up a Course Adjustment Form in consultation with and under the guidance of his/her adviser. The original copy of the Course Adjustment Form will be submitted to the Registrar's Office, and then the requisite number of photo copies will be made by the Registrar's Office for distribution to the concerned Adviser, Head, Dean, Controller of Examination and the student.

All changes in courses must be approved by the Adviser and the Head of the department concerned. The Course Adjustment Form will have to be submitted to the Registrar's Office after duly filled in and signed by the concerned persons. To add/drop a course, respective teacher's consent will be required.

### **10.8 Withdrawal from a Term**

If a student is unable to complete the Term Final Examination due to serious illness or serious accident, he/she may apply to the Head of the degree awarding department for total withdrawal from the Term within a week after the end of the Term Final Examination. However, he/she may choose not to withdraw any laboratory/sessional/design course if the grade obtained in such a course is 'D' or better. The application must be supported by a medical certificate from the Chief Medical Officer of the University. The Academic Council will take the final decision about such application.

### **11 Grading Systems**

The total performance of a student in a given course is based on a scheme of continuous assessment. For theory courses this continuous assessment is made through a set of quizzes/in class evaluation, class participation, homework assignments, and a term final examination. The assessment in laboratory/sessional courses is made through observation of the student at work in class, viva-voce during laboratory hours, and quizzes. For architecture students, assessments in design sessionals would be done through evaluation of a number of projects assigned throughout the term. As discussed earlier, each course has a certain number of credits which describe its 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 that he/she has completed satisfactorily and the weighted average of the grade points that he/she has maintained. A minimum grade point average is required to be maintained for satisfactory progress. Also a minimum number of earned credits should be acquired in order to qualify for the degree as prescribed under article 3.22.

Letter grades and corresponding grade-points will be awarded in accordance with provisions shown below:

<b>Numerical Grade</b>	<b>Letter Grade</b>	<b>Grade Point</b>
80% or above	A+ (A plus)	4.00
75% to less than 80%	A (A regular)	3.75

Numerical Grade	Letter Grade	Grade Point
70% to less than 75%	A- (A minus)	3.50
65% to less than 70%	B+ (B plus)	3.25
60% to less than 65%	B (B regular)	3.00
55% to less than 60%	B- (B minus)	2.75
50% to less than 55%	C+ (C plus )	2.50
45% to less than 50%	C (C regular)	2.25
40% to less than 45%	D	2.00
less than 40%	F	0.00
Continuation (for project & thesis/design courses )	X	-

### 11.1 Distribution of Marks

Thirty percent (30%) of marks shall be allotted for continuous assessment i.e., quizzes and homework assignments, in class evaluation and class participation. The remainder of the marks will be allotted to Term Final examination which will be conducted centrally by the University. There will be internal and external examiners for each course in the Term Final examination of 3 hours duration. The distribution of marks for a given course will be as follows:

i. Class participation	10%
ii. Homework Assignment and Quizzes	20%
iii. Final Examination (3 hours)	70%
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Total	100%

Basis for awarding marks for class participation and attendance will be as follows:

Attendance	Marks
90% and 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

The number of quizzes of a course shall be at least  $n+1$ , where  $n$  is the number of credits of the course. Evaluation of the performance in quizzes will be on the basis of the best  $n$  quizzes. The scheme of continuous assessment that a teacher proposes to follow for a course will be announced on the first day of classes.

## **12 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 credits.

A student who obtains 'F' grade in a Core Course in any term will have to repeat the course.

If a student obtains 'F' grade in an Optional Course he/she may choose to repeat the Course or take a Substitute Course if available.

'F' grades will not be counted for GPA calculation but will stay permanently on the Grade Sheet and Transcript. When a student will repeat a course in which he/she previously obtained 'F' grade, he/she will not be eligible to get a grade better than "B" in such a course.

If a student obtains a grade lower than 'B' in a course, he/she will be allowed to repeat the course only once for the purpose of grade improvement by forgoing his/her earlier grade, but he/she will not be eligible to get a grade better than 'B' in such a course. A student will be permitted to repeat for grade improvement purposes a maximum of four courses in B.Sc Engg. and BURP programmes and a maximum of five courses in B Arch programme.

If a student obtains 'B' or a better grade in any course, he/she will not be allowed to repeat the course for the purpose of grade improvement.

## **13 Honours**

Candidates for Bachelor's degree in engineering and architecture will be awarded the degree with honours if their overall GPA is 3.75 or better.

### **13.1 Dean's List**

As a recognition of excellent performance, the names of students obtaining a cumulative GPA of 3.75 or above in two regular Terms in each academic year may be published in the Dean's List in each faculty. Students who have received F grade in any course during any of the two regular terms will not be considered for Dean's List in that year.

## **14 Calculation of GPA**

Grade Point Average (GPA) is the weighted average of the grade points obtained in all the courses passed/completed by a student. For example, if a student passes/completes five courses in a semester having credits of  $C_1, C_2, C_3, C_4,$  and  $C_5$  and his/her grade points in these courses are  $G_1, G_2, G_3, G_4,$  and  $G_5,$  respectively then

$$\text{GPA} = \frac{\sum C_i G_i}{\sum C_i}$$

### 14.1 A Numerical Example

Suppose a student has completed five courses in a Term and obtained the following grades:

Course	Credits	Grade	Grade points
EEE 203	3	A <sup>+</sup>	4.00
EEE 205	3	B	3.00
EEE 207	3	A	3.75
Math 205	2	B <sup>+</sup>	3.25
Hum 203	1	A <sup>-</sup>	3.50

Then his/her GPA for the term will be computed as follows:

$$\text{GPA} = \frac{3 \times 4.0 + 3 \times 3.0 + 3 \times 3.75 + 2 \times 3.25 + 1 \times 3.5}{3 + 3 + 3 + 2 + 1} = 3.52$$

### 15 Student Classification

For a number of reasons it is necessary to have a definite system by which to classify students as First Year/Freshman, Second Year/Sophomore, Third Year/Junior and Fourth Year/Senior. At BUET, regular students are classified according to the number of credit hours earned towards a degree. The following classification applies to the students.

Year/Level	Earned Credit Hours	
	Engineering/UR P	Architecture
First Year (Freshman) Level I	0 to 36	0 to 34
Second Year (Sophomore) Level II	>36 to 72	>34 to 72
Third Year (Junior) Level III	>72 to 108	>72 to 110
Fourth Year (Senior) Level IV	>108	>110 to 147
Fifth Year Level V		>147

### 16 Registration for the Second and Subsequent Terms

A student is normally required to earn at least 15 credits in a Term. At the end of each term, the students will be classified into the following three categories:

- Category 1: Consisting of students who have passed all the courses prescribed for the term and have no backlog of courses. A student belonging to Category 1 will be eligible to register for all courses prescribed for the next term.
- Category 2: Consisting of students who have earned at least 15 credits in the term but do not belong to category 1. A student belonging to Category 2 is advised to take at least one course less in the next term subject to the condition that he/she has to register for such backlog courses as may be prescribed by the adviser.
- Category 3: Consisting of students who have failed to earn 15 credits in the term. A student belonging to Category 3 is advised to take at least two courses less subject to registration for a minimum of 15 credits. However he/she will be required to register for such backlog courses as may be prescribed by the adviser.

## **17 Performance Evaluation**

The performance of a student will be evaluated in terms of two indices, viz. term grade point average, and cumulative grade point average, which is the grade average for all the terms. The term grade point average is computed dividing the total grade points earned in a term by the number of term hours taken in that term. The overall or cumulative grade point average (CGPA) is computed by dividing the total grade points accumulated up to date by the total credit hours earned. Thus a student who has earned 275 grade points in attempting 100 credit hours of courses would have a cumulative grade point average of 2.75.

Students will be considered to be making normal progress toward a degree if their cumulative or overall GPA for all work attempted is 2.20 or more. Students who regularly maintain Term GPA of 2.20 or better 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. This can happen when one or more of the following conditions exist:

- i. Term GPA falls below 2.20,
- ii. Cumulative GPA falls below 2.20,
- iii. Earned credits fall below 15 times the number of Terms attended/studied.

All such students can make up deficiencies in GPA and credit requirements by completing courses in next term(s) and backlog courses, if there be any, with better grades. When GPA and credit requirements are achieved, the student is returned to good standing.

## **18 Academic Progress, Probation and Suspension**

Academic Progress: Undergraduate students will be considered to be making normal progress toward a degree if their cumulative or overall GPA for all work attempted is not less than 2.20.

Probation and Suspension: Undergraduate students who regularly maintain Term GPA of 2.20 or better 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 exists:

- i. The Term GPA falls below 2.20, or
- ii. The cumulative GPA falls below 2.20.

Students on probation are subject to such restrictions with respect to courses and extracurricular activities as may be imposed by the respective Dean of faculty.

The minimum period of probation is one Term, but the usual period is for one academic year. This allows the student an opportunity to improve the GPA through the completion of additional course work during the period that the student is on probation. The probation is extended for additional terms until the student achieves an overall GPA of 2.20 or better. When that condition is achieved, the student is returned to good standing.

Academic probation is not to be taken lightly- it is very serious matter. 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 this university. A student who has been suspended may make a petition to the Dean of faculty, but this petition will not be considered until the student has been suspended at least one full Term.

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 considered individually on its own merits.

After consideration of the petition, and perhaps after consultation with the student, the Dean in some cases, reinstate the student if this is the first suspension. However, a second suspension will be regarded as final and absolute.

### **19 Measures for Helping Academically Weak Students**

The following provisions will be made as far as possible to help academically weak students to enable them to complete their studies within the maximum period of seven years in engineering and eight years in architecture student, respectively:

- i. All such students whose cumulative grade point average (CGPA) are less than 2.20 at the end of a term may be given a load of not exceeding four courses, in the next term.
- ii. For other academic deficiencies, some basic and core courses may be offered during the Short Term in order to enable the student to partially make-up for the reduced load during Regular Terms.

Following criteria will be followed for determining academically weak students:

- i. CGPA falling below 2.20.

- ii. Term grade point average (TGPA) falling below 2.20 points below that of previous term.
- iii. Earned credit falling below 15 times the number of terms attended.

## **20 Special Courses**

- a) These courses, which include self-study courses, will be from amongst the regular theory courses listed in the course catalog, a special course can be run only in exceptional cases.
- b) Whether a course is to be floated as a special course will be decided by the Head of the concerned department in consultation with the teacher/course coordinator concerned. Decision to float a course as a special course shall be reported to the Academic Council.
- c) The special course may be offered to any student in his/her last term if it helps him/her to graduate in that term. It will be offered only if the course is not running in that term as a regular course.
- d) Normally no lecture will be delivered for the special course but laboratory/design classes may be held if they form a part of the course. The course coordinator/course teacher will also assign homeworks, administer quizzes and final examination for giving his or her assessments at the end of the term.
- e) A student will be allowed to register for a maximum of two courses on self study basis.
- f) A Special Course shall not be utilized for grade improvement purposes.

## **21 Rules for Courses offered in a Short Term**

- a) The courses to be run during the Short Term shall be decided on the recommendations of the Departments on the basis of essential deficiencies to be made up by a group of students. Once floated, other students could be allowed to register in those courses subject to the capacity constrains and satisfaction of pre-requisites.
- b) Students will be allowed to register in a maximum of two courses during the Short Term.
- c) A course may be given a weightage up to 6 credits in any Short Term following a graduating/final Term if he/she is short by a maximum of 6 earned credits only, on a self-study basis with no formal instruction. In a self-study course, there will be a Final Examination, besides the continuous assessment.
- d) A fee of Tk. xx.xx (amount may be decided by the authority) for each credit hour to be registered is to be borne by the students who enroll during Short Term.

## **22 Minimum Earned Credit and GPA Requirements for Obtaining Graduation**

Minimum credit hour requirements for the award of bachelor's degree in engineering and architecture will be decided by the respective BUGS. However, at least 157 credit hours for engineering and 190 credit hours for architecture must be earned to be eligible for graduation, and this must include the specified core courses.

The minimum GPA requirement for obtaining a bachelor's degree in engineering, URP or architecture is 2.20.

Completion of fulltime Studentship: Students who have completed minimum credit requirement for graduation for a Bachelors degree shall not be considered and registered as fulltime students.

A student may take additional courses with the consent of his/her adviser in order to raise GPA, but he/she may take a maximum of 15 such additional credits in engineering and URP and 18 such additional credits in architecture beyond respective credit-hour requirements for bachelor's degree during his/her entire period of study.

### **22.1 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 Examinations through his/her Adviser for graduation. Provisional degree will be awarded on completion of credit and GPA requirements. Such provisional degrees will be confirmed by the Academic Council.

### **23 Industrial/Professional Training Requirements**

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

### **24 Time Limits for Completion of Bachelor's Degree**

A student must complete his studies within a maximum period of seven years for engineering and URP and eight years for architecture.

### **25 Inclusion of Repeaters from Annual System in Course System**

Repeater students including Private students of Annual system will be included in the Course System of curricula as and when such situation will arise.

#### **25.1 Equivalence of Courses and Grades**

Equivalence of courses passed previously by any repeater student including Private students shall be determined by the respective BUGS for the purpose of:

- a) Allowing course exemption, and
- b) Conversion of numerical grades into letter grades in exempted courses.

#### **25.2 Exemption of Courses**

Repeater students including private students may be granted exemption in theoretical course(s) in which he/she secured 45% or more marks and in sessional/laboratory course(s) in which he/she secured 41% or more marks.

#### **25.3 Time Limit for Completion of Bachelor's Degree**

Time allowed for a student included in Course System from Annual System to complete studies leading to a bachelor's degree will be proportional to the remaining credits to be completed by him/her.

A student in engineering, for example, having earned 40 credit hours through equivalence and exemption (of previously completed courses) out of a total requirement of 160 credits for bachelor's degree will get  $(7 \text{ yrs} \times 120/160 = 5.25) = 5.5$  years (rounded to next higher half-a-year) or 11 (eleven) Regular Terms to fulfill all requirements for bachelor's degree. For a student in architecture, time allowed will be calculated in a similar way.

#### **25.4 Relaxation of Course Registration for Students Transferred to Course System from Annual System**

The requirement of registration of a minimum 15 credit hours in a term shall be waived for only the terms of the level where he/she has been transferred in course system provided that he/she has been granted exemption in some of the courses offered in those terms.

### **26 Attendance, Conduct, Discipline etc.**

#### **26.1 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, and one is required to attend at least 60% of all classes held in every course.

#### **26.2 Conduct and Discipline**

A student shall conform to a high standard of discipline, and shall conduct himself/herself, within and outside the precincts of the university in a manner befitting the students of a university of national importance. He/she shall show due courtesy and consideration to the employees of the university and Halls of Residence, good neighborliness to his/her fellow students and the teachers of the university and pay due attention and courtesy to visitors.

To safeguard its ideals of scholarship, character and personal behavior, the university reserves the right to require the withdrawal of any student at any time for any reason deemed sufficient.

### **27 Absence during Term**

A student should not be absent from quizzes, tests, etc. during the Term. Such absence will naturally lead to reduction in points/marks which count towards the final grade. Absence in Term Final Examination will result in 'F' grades.

A student who has been absent for short periods, up to a maximum of three weeks due to illness, should approach the course teacher(s) or the course coordinator(s) for make-up quizzes or assignments immediately on returning to the classes. Such request should be supported by medical certificate from a university Medical officer. The medical certificate issued by a registered medical practitioners (with the Registration Number shown explicitly on the certificates) will also be acceptable only in those cases where the student has valid reasons for his absence from the university.