

# **Academic Handbook**

## **Brac University**

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# Undergraduate Policy and Regulations

## 1. Admission

Undergraduate admission procedure starts after publication of admission test results. Office of Admission admits qualifying students after verification of their past academic results and issue them ID numbers. After getting student ID cards, newly admitted students will attend the freshmen orientation program as well as departmental orientation program.

## 2. Freshman orientation

All new students must participate in the orientation program. The orientation program acquaints the student with University policies and the educational opportunities, facilities, and services available at the University. Attendance at the orientation ceremony is mandatory.

## 3. First Year Advising Team (FYAT) program

The Office of Academic Advising (OAA) arrange the FYAT program for newly admitted undergraduate students during first year course advising. Considering the number of student intake, the OAA arrange the FYAT program into two sessions: Morning Session and Afternoon Session. In each session, freshmen are briefed about the BracU, Offices of student service provider, Brac Institute of Language (BIL), Residential Semester (RS), procedure of payments, Scholarship details, Library and Medical Center.

## 4. Student identification card

All students receive photo identification cards with their student ID numbers. These cards are used for various purposes such as entering campus, attending classes, and using the library and computer services. Students should wear this ID card while in the campus. This card is not transferable. The ID number is unique up to the graduation level with the award of degree.

## 5. Academic calendar

The Academic Calendar, with important deadlines and event, is ready and available in the BracU Website at [www.bracu.ac.bd](http://www.bracu.ac.bd)

All students are advised to follow the academic calendar and act accordingly.

## 6. Course advising, payment & registration

The course advising for new students is done by the respective department after the freshman orientation program. After the course advising, freshmen will know the payment details against the courses they have been advised to take in their first semester. The following table of payments and information regarding new courses to be taken in the first semester will help them planning their payment and registration:

Particulars	PHR	ARC and CSE	Other Programs	Note
Admission fee	Tk. 28,000/-	Tk. 28,000/-	Tk. 28,000/-	One time
Course fee	Tk. 39,600/-	Tk. 39,600/-	Tk. 39,600/-	For two courses
Semester fee	Tk. 11,000/-	Tk. 7,700/-	Tk. 7,700/-	-
Studio lab fee / lab fee	-	Tk. 2,750/-	-	-

Library membership fee	Tk. 2,000/-	Tk. 2,000/-	Tk. 2,000/-	One time
<b>Total</b>	<b>Tk. 80,600/-</b>	<b>Tk. 80,050/-</b>	<b>Tk. 77,300/-</b>	-

On the basis of the admission test results, a student will have to take one or more of the following courses:

- a. ENG 101 (Credit course)
- b. ENG 102 (Credit course)
- c. ENG 091 (Non-credit course)
- d. MAT 091 (Non-credit course)
- e. MAT 092 (Non-credit course)

The exact number of course(s) a student is required to take will be shown against each name of the student in the admission test result.

Initial admission fee includes fees for two courses, Tk. 39,600. Any additional course up to a maximum of four (4) in total, will incur a fee of Tk. 19,800 for each subsequent course.

If a student be prescribed for two non-credit courses, a third credit course is optional for him/her.

*\*Fees can be changed as per the decision of the university*

**Note:**

- B.Arch Studio Fee per Credit Tk. 7,200/=
- Tuition Fee per Credit Tk. 6,600/=

6.1 Other fees:

Students need to pay the following fees (where required) during their stay at BracU.

<b>Make-up Examination Fee:</b>	BDT 2,500/=
<b>Scholarship Form Fee:</b>	BDT 400/=
<b>Residential Semester Fee:</b>	BDT 57,500/=
<b>Department Change Fee</b>	BDT 5,000/=
<b>Degree Processing Fee:</b> (Refundable BDT 3,000/= after convocation)	BDT 10,000/=
<b>Semester Fee (Pharmacy):</b>	BDT 11,000/=
Semester Fee (Other Departments)	BDT 7,700/=
Transfer Certificate	BDT 500/=
Migration Certificate	BDT 500/=
Attestation of Documents (Per Copy)	BDT 200/=
Sealed Envelope (Per Envelope)	BDT 200/=
Transcript (For Emergency)	BDT 800/=
Provisional Certificate Fee	BDT 1000/=
Emergency Provisional Certificate Fee (Degree must be approved)	BDT 2500/=

Degree Completion Letter	BDT 200/=
Duplicate Certificate (if original is lost)	BDT 2000/=
Duplicate Provisional Certificate (if original is lost)	BDT 500/=
Letter of Recommendation	BDT 200/=
Medium of Instruction Letter	BDT 200/=
Transcript	BDT 500/=
Transcript (Emergency)	BDT 800/=
Sealed Envelope (Per Envelope)	BDT 200/=

### 6.2 Fees for foreign students

- Admission Fee (Non-Refundable) US\$ 400
- Semester Fee (IT facility, Library, Student Activities) As for local students' fees
- Tuition Fee per credit (For Developed countries) Double of local students' fees
- Tuition Fee per credit (For Developing and SAARC countries) As for local students' fees

### 6.3 Fees for visiting student (undergraduate)

- Admission Fee (Non-Refundable) Tk. 14,000
- Semester Fee (IT facility, Library, Student Activities) Same as local students' fees.
- Tuition Fee (Per credit) Tk. 6,600

### 6.4 Payment option:

After getting payment details, freshmen need to make payment in the following BracU designated banks:

<p><b>For Foreign Students</b>  Account Name: Brac University  (Collection A/C)  Account Number:  1501200132106002  Bank Name: BRAC Bank Ltd.  Bank Address: 1, Gulshan Avenue,  Gulshan, Dhaka-1212  Swift: BRAKBDDH</p>	<p><b>For Local Students</b>  1. BRAC Bank Ltd. (Any Branch)  2. Dhaka Bank Ltd. (Any Branch)  3. IFIC Bank Ltd. (Mohakhali  Branch)  4. ONE Bank Ltd. (Any Branch)  5. Southeast Bank Ltd. (Any  Branch)</p>
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## 7. Pre-registration

It is a process where students can book their course online for the upcoming semester and this would be treated as the final registration for those students who have no probation and meet the minimum course load requirement. Pre-registration schedule is published on the website ([www.bracu.ac.bd](http://www.bracu.ac.bd)) after the Mid-term examination of every semester.

Newly admitted students do not require pre-registration. Their registration is done by the respective department.

## 8. Registration

Students attending pre-registration will get approval of pre-registration from Office of the Registrar on condition that they have a CGPA of 1.5 and above and taking minimum course load. Therefore, they can make their required payment after getting approval from Registrar's Office. Students may contact advisor if they need to add, drop, and/or swap any course after pre-registration as per deadlines of Academic Calendar.

## 9. Residential semester

Residential Semester (RS) is compulsory for all BracU Students. Students are eligible to attend the RS in their second semester, after completing their first semester at Mohakhali to a satisfactory standard. This requires students to attain a minimum CGPA of 1.50 and pass the English 091 course. Courses offered in RS

1. Emergence of Bangladesh
2. Ethics & Culture
3. Bangla Language & Literature
4. English Language

However, the University authority has the right to send any particular program's students in their third semester, if deemed appropriate.

## 10. Payment of tuition and other fees (as per academic calendar deadline)

The last date of payment without a late fee will be the date before the commencement of class. Student may visit BracU website for the detail payment deadlines.

### 10.1 Late fee for missing payment deadlines

The last date of payment with a late fee will be the date before the commencement of Midterm Examination. Late fee is Tk.100/- per working day.

## 11. Course add/swap/drop

A student may add/drop/swap a course with or without refund within the deadline mentioned in the academic calendar. A course may be added/swapped within the first 5 (five) working days. Dropping a course and adding another one within the stipulated time is considered as swap. A swapping will not affect the tuition fee. In case of dropping a course (by maintaining minimum course load) student will get 100% tuition refund in this period.

For Academic dates, students may visit BracU Website at: <https://www.bracu.ac.bd/news-events/academic-dates>

### 11.1 Dropping a course

The last day to drop any course, as per the academic calendar, is within the first 10 (Ten) working days. The total course load after dropping cannot be below the minimum requirement (9 credits). Student will get 100% tuition refund within the first 5 (five) working days. A student who drops course(s) after the first 5 working days but within the first 10 days, will get partial refund (75% of tuition fee) as per rule.

### 11.2 Withdrawal (W) grade

A student who withdraw course(s) after the first 10 working days but within the first 13 working days, will earn a "W" (Withdrawal) grade, if the application is approved by the respective department. The minimum course load requirement must also be maintained. "W" grade will not affect the CGPA. There will be no refund at this stage.

### 11.3 Dropping a course after the withdrawal deadline

Any withdrawal/drop of course after the withdrawal deadline will not be allowed. The students will earn a grade based on their performance.

An exception may be made on extenuating circumstances (such as a serious illness or a crisis beyond the student's control or even for wrong advising). If a student applies to drop a course(s) after the final withdrawal deadline, s/he may be granted the same with the permission of the department. She must submit all supporting documents.

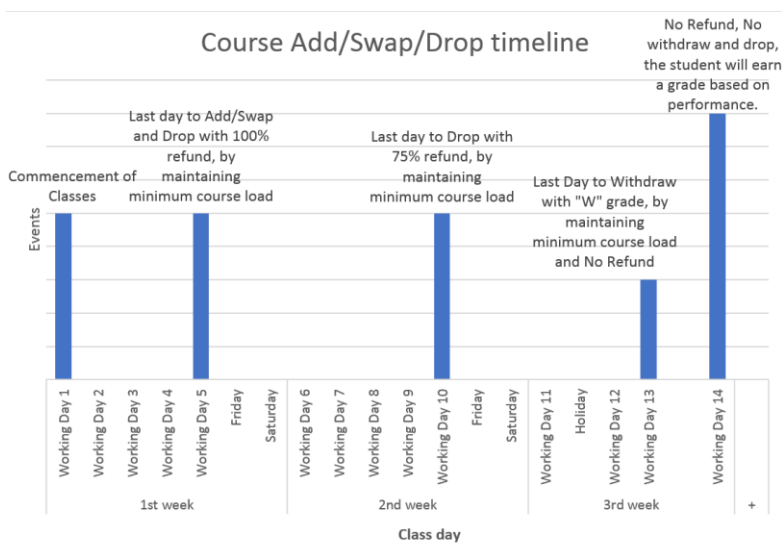
There will be no refund for dropping/withdrawing course(s) in this period.

### 11.4 Course dropping procedure

A student should maintain the following procedure to drop course(s):

- Collect the Course Drop Form and fill it up accordingly
- Take approval by the Dean/Chair of his/her respective Department
- Submit the completed form to the Registrar's Office with required documents

### 11.5 Timeline of course add/swap/drop)



### 12. Late

All students finalize their registration mentioned in Calendar. If register deadline, they Registrar for through the No late allowed weeks. A late late

registration are expected to course within the deadlines the Academic any student fails to within the late registration Department Head. registration will be beyond three (3) fee is charged for registration.

### 13. Commencement of classes/semesters

BracU academic calendars are comprised of three semesters. i.e. Spring, Fall, and Summer (except Pharmacy). The duration of each semester is 13 working weeks. An additional week for each semester is allocated for final exams. Usually, the Spring semester commences in January, the Summer semester in May and the Fall semester commences in September. The exact date of starting of classes is mentioned in the academic calendar.

### 14. Midterm & final exams

Midterm exam is held in the midterm exam week announced in the Academic Calendar. The duration of the midterm exam is between one to two hours.

Final Exam schedule is announced in the Academic Calendar. Final exams are comprehensive and the duration of the final exam is approx. three hours for 3 credits course and approx. two hours for a 2 credits course.

#### 14.1 Plagiarism

Brac University defines plagiarism as *“to represent as one’s own idea or expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work, i.e. to commit plagiarism”* (Ref: **Brac University Regulations of Students Conduct, P.1., Section 4.1.4**).



Plagiarism occurs when someone fails to acknowledge that the ideas or work of others are being used without citing and referencing the original source, which includes:

- paraphrasing and presenting the work or ideas of another (including the work of another student)
- copying work either in whole or in part
- fabricating references or using incorrect references
- using statistics, figures, tables, diagrams, questionnaires, designs, computer codes or images as their own work (i.e., without crediting the original source) phrases and passages are used verbatim without quotation marks and/or without a reference to the author or a web page
- Reproducing lecture notes without proper acknowledgment.

## 14.2 Consequences of plagiarism

Plagiarism is a serious academic offence (*Brac University Regulations of Students Conduct, P. 6-13*). Students caught plagiarizing may face either academic or disciplinary consequences. If found guilty of plagiarism, it may result in any or combination of the following:

- Assign to involve in the community service.
- A failing grade of an assignment or course
- Suspension from the University for a Period of time
- Permanent expulsion from the university

## 15. Exam conflicts

An exam conflict occurs when a student has two exams or a class meeting and an exam scheduled for the same day and time. If the conflict involves two exams, the student will take both exams on the same day: one with the class and the second exam at a different time that day as scheduled by the instructor or department.

## 16. Academic honesty

Any means of unauthorized assistance in preparing materials that a student submits as original work is deemed to be cheating and constitutes grounds for disciplinary action. Instructors are expected to use reasonably practical means of preventing and detecting cheating. The instructor may refer cases of academic dishonesty to the Disciplinary Committee.

## 17. Make up examination

Make-up examinations will only be allowed to the students with extreme medical conditions or death in the immediate family during the semester.

Students seeking leave or make-up exams on medical grounds must contact the medical officer of Brac University as soon as possible and obtain a medical certificate from him/her.

For makeup of Mid Term and Final Exams, s/he should apply to the Dean/Chairperson of the parent department through the course teacher by filling the makeup exam form and for make-up of Quizzes, Class Tests, Assignments, Participation etc., s/he should apply to the course teacher. The application form is available at the Office of the Controller of the Examination and on the BracU website. Students must apply for a makeup exam within 10 days from the day of the exam.

The Office of the Controller of the Examination will announce and post the student list of those who are applying for makeup exam. Dates for makeup exams will be scheduled by the respective departments and course teachers.

Students unable to appear in the final exams may sit for the final makeup exams on the dates decided by the department/school which will be within 4 weeks of the following semester. Students failing to appear in the make-up final exams shall be awarded an 'F' Grade and shall have to repeat the course. Students who will be permitted to appear in the makeup exams will be assigned an 'I' grade for that course and this grade

will stay until the student appears in the makeup exams at the first available opportunity; if s/he fails to appear in the makeup exams the 'I' grade will automatically be converted to an 'F' grade."

### 17.1 Procedure to apply for makeup exams

- Collect the make-up form from the Office of the Controller of the Examinations (UB60405) or from BracU Website.
- Verify your medical certificate/documents along with your health card from BracU Medical Center (for medical ground)
- Take the approval of the course teacher/s
- Take the approval from the Dean/Chairperson of respective Department
- Pay the makeup exam fee and Collect a clearance from accounts office located on the 6th Floor of BU6
- Submit the form to the Office of the Controller of the Examinations (UB60405) with sufficient documents.

## 18. Academic standing and policy

### 18.1 Course load:

For freshman (1<sup>st</sup> Semester):

- a. A freshman is required to take maximum of three (3) courses, whether these are credit or non-credit.
- b. If a freshman is prescribed two (02) non-credit courses, the third course for him/her is optional.

For students in 2<sup>nd</sup> Semester and onward

All Programs (except Architecture and Pharmacy)	<ol style="list-style-type: none"> <li>i. Minimum Course Load: Nine (9) credits</li> <li>ii. Maximum Course Load: Fifteen (15) credits</li> <li>iii. However, in special cases a student may register in eighteen (18) credits. The applicability of the exception will be allowed only if recommended by the respective academic department.</li> </ol>
Architecture Program	<ol style="list-style-type: none"> <li>i. Minimum Course Load: Nine (9) credits</li> <li>ii. Maximum Course Load: Twenty-One (21) credits with studio course</li> </ol>
Pharmacy Program	<ol style="list-style-type: none"> <li>iii. Minimum Course Load: Eighteen (18) credits</li> <li>iv. Maximum Course Load: Twenty-Four (24) credits</li> </ol>

#### 18.1.1 Exemption

Students may be allowed to register for a minimum of six (6) credits twice only in their entire undergraduate program and still maintain full time status. Any such exemption will be scrutinized and recommended by the respective Chairperson and finally, approved by the Pro-Vice Chancellor.

## 18.2 Maximum period to complete the undergraduate program

Maximum period to complete the undergraduate program is eight years from the date of first admission to the university and minimum period to complete the undergraduate program is three years.

## 18.3 Studentship classification

Students enrolled in the undergraduate programs of Brac University are classified as a freshman, sophomore, junior, senior, and advance senior. This is normally a measure of the years of attendance and credits earned. However, an increase in credits earned during one or more semesters may result in an accelerated classification. Thus, it is more accurate to designate class standing in accordance with credits earned.

The following table of credits earned is used to establish class standing:

<b>Level</b>	<b>Earned Credits</b>
Freshman	0 to 30
Sophomore	31 to 60
Junior	61 to 90
Senior	91 to 140
Advanced Senior	140+

## 18.4 Methods and medium of instructions

The university follows modern teaching methods including interactive Internet, simulation, lab work, case analysis, and field study. A special feature of Brac University teaching is the workshop/lab sessions designed to assist students in learning application of concepts and theories. The medium of instructions in Brac University is English.

## 18.5 Mandatory English courses

Registration for at least two credit courses from: ENG101/ENG102/ ENG103/ENG202 is compulsory for graduation. It is advised that a student should complete the requirements of ENG courses within the freshman level.

## 18.6 Fulfill the core, elective, major, minor and GenEd requirement

### 18.6.1 Course sequence

- To select courses for registration, student should go through the Academic Rules of Brac University, available at BracU Website, where details of course sequence plan of all undergraduate programs and List of Courses, offered for the semester, are available.
- Courses, which are prerequisites of a higher-level course, should be completed first and then proceed to take that higher-level course.
- All 100 level courses (e.g. Eng. 101) should be completed within Freshman stage (within 30 credits)
- All 200 level courses (e.g. Act 201) courses should be completed within Sophomore stage (within 60 credits)
- Non-major (other than the major Departments) courses should be completed within Sophomore stage (within 60 credits)
- Major courses should be completed within Junior stage (within 90 credits).

- 300 level courses should be completed within Junior stage (within 90 credits).
- 400 level courses should be completed within Senior stage (within 130 credits).
- 500 level courses (For B. Arch students) should be taken in Senior - II stage (within 131 + credits)

### 18.6.2 General Education (GenEd) requirements

The purpose of the General Education (GenEd) of Brac University is to dispense to all students a broad spectrum of education in the areas of Humanities, Social Sciences, Law, Mathematics, Sciences, Technology and Architecture beyond the training in their respective specialization. Every student, irrespective of their major or discipline will have to take 42 credit-hours (14 courses) of General Education courses during the 1<sup>st</sup> two years of their undergraduate study.

The objective of this GenEd component of the degree requirement is to instill the following 5 basic skills in all students on top of their respective disciplines:

- Communication skills
- Critical thinking skills
- Quantitative skills
- Technical skills
- Global thinking skills

In order to successfully provide these targeted skills, the university identified a list of courses from all departments/ disciplines as GenEd courses.

### 18.7 Attendance requirements

- Attendance in class is mandatory for all students
- A student with class attendance below 70% will not be allowed to sit for the final exams.
- Student with attendance below 85% in ENG091 class will not be allowed to sit for the final exams.
- Student absent in 3 consecutive classes, will require the Chairperson’s permission to attend the following classes
- Student unable to attend classes for a known reason, must apply to the Chairperson, with copies to the course teacher and the Registrar’s Office, mentioning the dates and reasons for absence. If it is not possible to inform in advance, the Chairperson must be informed by sending an application through messenger, post, fax or email.

### 18.8 Grading system

Suggested Scores	Letter Grade	Grade Points
97 - <=100	A+ Exceptional	4.0
90 - 100	A Excellent	4.0
85 - <90	A-	3.7
80 - <85	B+	3.3
75 - <80	B Good	3.0
70 - <75	B-	2.7
65 - <70	C+	2.3
60 - <65	C Fair	2.0
57 - <60	C-	1.7
55 - <57	D+	1.3
52 - <55	D Poor	1.0
50 - <52	D-	0.7

<50	F Failure	0.0
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The grades at the university will be indicated in the following manner:

### 18.9 GPA Computation

The Grade Point Average (GPA) is computed in the following manner:

$$\text{GPA} = \frac{\text{Sum of (Grades points X Credits)}}{\text{Sum of Credits attempted}}$$

### 18.10 Retake, repeat and probation policy

**Retake:** A student getting “F” grade in a course will be allowed to retake the course twice with the proviso that the student received at least a “C” grade in all other subjects taken during the semester. If a student gets a “D” or “F” in more than one subject in a semester, s/he will be allowed to retake the F-grade subject only once. In case of non-credit course (091/092 category) taken in the first/second semester, student will only be allowed to retake once. However, course so retaken will not be awarded more than B plus (B+) grade.

**Repeat:** Students with a grade of B minus (B-) or below may repeat a course once; but shall not be awarded a grade of more than B plus (B+) in that particular course.

**Probation:** Students are expected to maintain a minimum CGPA of 1.5, otherwise the student will be put on probation for the following semester. If a student on probation fails to raise CGPA to 1.5 in two consecutive semesters s/he will be dismissed from the University. Students whose grade point average is below 1.0 in their first semester may be asked to withdraw from the university. Students will be allowed to continue with a CGPA of 1.50 up to sixth (6<sup>th</sup>) semester, (in case of Pharmacy, fourth (4<sup>th</sup>) semester). However, at the end of the sixth semester/fourth semester for Pharmacy, students must have a CGPA of 2.00 in order to continue his/her studies in the undergraduate programs.

### 18.11 Semester drop

A student who wish to drop a semester, must apply to the Registrar through the respective Department Head mentioning the cause of drop and enclosing proper documentation. There is financial consequences of semester drop as per the deadline of academic calendar. If student apply to drop semester within the first 5 (five) working days and the authority approve the application, s/he will get 100% tuition refund and within the first 10 working days, 75% tuition refund will be applicable. Application submitted after the first 10 working days of the start of semester, will not be entitled to get any refund.

#### 18.11.1 Procedure of dropping entire semester

Students may be able to drop an entire semester by filling out the Semester Drop Form, available on Website with following required documents:

- Collect the form and fill it up accordingly
- Verify your Medical Certificate/Documents along with your Health Card from BracU medical center (for medical ground)
- Take approval of the course teacher/s
- Take approval from the Dean/Chair. of your respective department
- Take approval from the Registrar
- Submit the Form to the Registrar’s Office
- Dropping an entire semester does not affect the CGPA and will not appear on the transcripts

### 18.12 Maintaining students code of conduct

Brac University has been established to foster the national development process through the creation of an excellent institution for higher education that is responsive to society's needs and is able to develop creative leaders and can actively contribute to learning, understanding and creating knowledge. All the people including the students working at or attending Brac University are responsible for the creation and maintenance of such an environment. The Regulations of Students Conduct among other regulations, have been adopted and will be implemented by the Brac University to create, maintain and promote the environment conducive to learning, understanding and creating knowledge.

Every student is required to follow the attached regulation/code during his/her stay at BracU.

- I. Regulations of Students Conduct **(attached as Appendix A)**
- II. Code of Conduct on Sexual Harassment. **(attached as Appendix B)**

### 18.13 Disciplinary committee

Any violation of Regulation of Students Conduct will initiate necessary disciplinary action. If a student has in any manner acted in breach of the Regulations of Student Conduct, he will be liable to face disciplinary action. The Disciplinary Committee shall have the authority to make decisions on any disciplinary matter. However, the student shall have the right to appeal against any decision of the Disciplinary Committee.

### 18.14 Transfer credit or waiver

Brac University allows students from other institutions to transfer their credits. Transfer of credits from an educational institution with a system similar to Brac University may be considered only after admission. In order to assess which courses can be transferred to Brac University, Students need to follow these guidelines:

- Original transcripts and prospectus of the university /program showing academic system, grading system and course descriptions (course outlines, if available), etc. should be submitted with the credit transfer form, available at registrar's office and at our webpage, to the concerned department.
- Courses that are similar in content with BracU or that have equivalence with BRACU may be considered for transfer. However, courses that are not directly equivalent or similar to BracU courses may be transferred as elective courses based on approval of the credit transfer committee.
- The credit transfer from other universities will not exceed 50% of the credits required for degree completion at Brac University.
- Attendance at the Residential Semester at Savar is compulsory for all undergraduate students of BracU including transfer students.
- Students who have transferred credits from other universities will not be eligible for Chancellor or Vice Chancellor's Gold Medal of BracU.
- The details of courses transferred from other universities will not be mentioned in the Transcript of Brac University, only the number of credits will be mentioned.

### 18.15 Department/ program change policy

Student of Brac University may appeal for transfer to another department or program. The application for transfer to another department can be considered at the end of any semester.

A student interested in transfer shall collect the Inter Department Transfer Form, available at Registrar's office, information Desk, or at BracU website ([www.bracu.ac.bd](http://www.bracu.ac.bd)), attach copies of Grade Sheets of all

completed semesters and submit a list of courses s/he wants to transfer on the reverse side of the form and follow the instruction below:

- Student just fulfill the inter-departmental transfer requirements, if any. For example, if a BBA student wants to transfer his program to CSE department, there may be a requirement to pass Math or Physics course. Separate transfer requirements may also be there in Architecture, EEE or Pharmacy Department. All transfer pre-requisite/requirements must be fulfilled within the two (2) semesters. In case of failure to achieve the required grade, the transfer will be deemed cancelled.
- Get the approval of the Chairperson of the accepting dept., if the Chairperson of the accepting dept. agrees to accept him/her in the dept., s/he will mark the courses acceptable for transfer with signature.
- Get the approval of the Chairperson of the releasing dept., if the Chairperson of the releasing Dept. agrees to release him/her from the dept., s/he will sign the application form.
- Submit the duly filled and signed application form to the Registrar's office.

***After the transfer is accepted,***

- a) The grade sheet /transcript of the student will show grades all the courses taken by the student.
- b) Grades of all required general education courses and of the required courses of the new major must be transferred.
- c) After transfer CGPA will be computed on the basis of courses transferred and taken thereafter.
- d) For graduation, grades of all courses required for the program and the degree will be included to compute the CGPA.

## 19. Publication of results

The date of result publication is mentioned in the Academic calendar which is available on the website.

## 20. Fulfilling degree requirements

For graduation, a student must complete the requisite number of credits of course work and meet other requirements depending on the program in which he/she is enrolled and must maintain a minimum CGPA of 2.00. The University, however, reserves the right to refuse the awarding of degree on disciplinary or similar grounds.

Maximum period to complete the undergraduate program is eight years from the date of first admission to the university and minimum period to complete the undergraduate program is three years.

### 20.1 Procedure to apply for degree

Students who fulfil all requirements for degree should follow the procedure below to apply for degree:

- I. Complete all the required courses, project/thesis/internship for degree;
- II. Collect Degree Application Form from respective department;
- III. Fill-up the form and take clearance from Library;
- IV. Take clearance from Accounts (with enclosing payment receipt and final grade sheet);
- V. Attach two copies of recent color photo (PP Size); duly attested;
- VI. Submit the completed form at the Office of the Controller of Examinations (UB60405) with attested copies of all previous academic certificates;
- VII. Follow the BracU website for Convocation notice and other related announcement.

## 21. Responsibility to know and comply

Students are held individually responsible to be aware and compliant with the university rules and regulations. Failure to read and comply with university regulations will not exempt students from whatever penalties they may incur.

## 22. Fraudulent applications

Individuals who provide fraudulent information on applications for admission are subject to immediate dismissal from the university.

Day/Month	January	February	March	April	May	June	Day/Month	July	August	September	October	November	December	January 2020
Sunday			31	1		30	Sunday	1	1				1	
Monday				2			Monday	2	2				2	
Tuesday	1 <small>1st of Jan</small>			3			Tuesday	3	3				3	
Wednesday	2			4			Wednesday	4	4				4	
Thursday	3			5			Thursday	5	5				5	
Friday	4			6			Friday	6	6				6	
Saturday	5			7			Saturday	7	7				7	
Sunday	6			8			Sunday	8	8				8	
Monday	7			9			Monday	9	9				9	
Tuesday	8			10			Tuesday	10	10				10	
Wednesday	9			11			Wednesday	11	11				11	
Thursday	10			12			Thursday	12	12				12	
Friday	11			13			Friday	13	13				13	
Saturday	12			14			Saturday	14	14				14	
Sunday	13			15			Sunday	15	15				15	
Monday	14			16			Monday	16	16				16	
Tuesday	15			17			Tuesday	17	17				17	
Wednesday	16			18			Wednesday	18	18				18	
Thursday	17			19			Thursday	19	19				19	
Friday	18			20			Friday	20	20				20	
Saturday	19			21			Saturday	21	21				21	
Sunday	20			22			Sunday	22	22				22	
Monday	21			23			Monday	23	23				23	
Tuesday	22			24			Tuesday	24	24				24	
Wednesday	23			25			Wednesday	25	25				25	
Thursday	24			26			Thursday	26	26				26	
Friday	25			27			Friday	27	27				27	
Saturday	26			28			Saturday	28	28				28	
Sunday	27			29			Sunday	29	29				29	
Monday	28			30			Monday	30	30				31	
Tuesday	29						Tuesday	31	28				29	
Wednesday	30						Wednesday		29				30	
Thursday	31						Thursday		30				31	
Friday							Friday							
Saturday							Saturday							





**Class Planner**

Name: \_\_\_\_\_

Semester: \_\_\_\_\_

Please detach here

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
8:00-9:2	8:00-9:20	8:00-9:20	8:00-9:20	8:00-9:20	8:00-9:20
9:30-10:50	9:30-10:50	9:30-10:50	9:30-10:50	9:30-10:50	9:30-10:50
11:00-12	11:00-12:20	11:00-12:20	11:00-12:20	11:00-12:20	11:00-12:20
12:30-1:50	12:30-1:50	12:30-1:50	12:30-1:50	12:30-1:50	12:30-1:50
2:00-3:2	2:00-3:20	2:00-3:20	2:00-3:20	2:00-3:20	2:00-3:20
3:30-4:50	3:30-4:50	3:30-4:50	3:30-4:50	3:30-4:50	3:30-4:50
5:00-6:20	5:00-6:20	5:00-6:20	5:00-6:20	5:00-6:20	5:00-6:20

Note: Please fill-in your plan in consultation with the Class Schedules given in the Notice Board.



Inspiring Excellence

**Important Contact Numbers & Email Addresses**

**1. Information Desk & Relationship Management Office (RMO)**

Phone: +880-2-9844051-4, ext. 4003 & 4004),  
+880-2-9853948-9; 09617445006

Email: info@bracu.ac.bd

**2. Office of the Registrar**

Phone: 02 9844051-4, ext. 4082; 09617445093

Email: program.regi@bracu.ac.bd

**3. Admission Office**

Phone: 02 9844051-4, ext. 4043, 4044 & 4161; 09617445220

Email: admissions@bracu.ac.bd

**4. Office of the Controller of Examinations**

Phone: 02 9844051-4, ext. 4162, 4170

Email: academic.records@bracu.ac.bd

**5. Finance & Accounts**

Phone: 02 9844051-4, ext. 4095, 4022 & 4134; 09617445044

**6. Office of Co-curricular Activities (OCA)**

Phone: 02 9844051-4, ext. 4062; 09617445039

Email: shazzad@bracu.ac.bd

**7. Office of Academic Advising (OAA)**

Phone: 02 9844051-4, ext. 4190; 09617445210

Email: oaa.bracu.info@gmail.com

**8. Counseling Unit**

Phone: 02 9844051-4, ext. 4053; 09617445158

Email: counseling@bracu.ac.bd

**9. Medical Center**

Phone: 02 9844051-4, ext. 4016; 09617445031

Email: doctor@bracu.ac.bd

**10. Residential Campus, Savar**

Phone: 01719679617

Email: morshedul@bracu.ac.bd

**11. Department Coordination Officer (DCO), BBS**

Phone: 02 9844051-4, ext. 4047, 4048; 09617445011; 09617445086

Email: shahin@bracu.ac.bd

**12. Department Coordination Officer (DCO), ENH**

Phone: 02 9844051-4, ext. 4074; 09617445018

Email: shahnoor@bracu.ac.bd

**13. Department Coordination Officer (DCO), BIL**

Phone: 02 9844051-4, ext. 4104, 4105; 09617445016

Email: rokeya@bracu.ac.bd

**14. Department Coordination Officer (DCO), MNS**

Phone: 02 9844051-4, ext. 4079; 09617445021

Email: mostak@bracu.ac.bd

**15. Department Coordination Officer (DCO), CSE**

Phone: 02 9844051-4, ext. 4195; 09617445065; 09617445172  
Email: gm.zilani@bracu.ac.bd

**16. Department Coordination Officer (DCO), EEE& ECE**

Phone: 02 9844051-4, ext. 4091; 09617445024  
Email: a.froza@bracu.ac.bd

**17. Department Coordination Officer (DCO), ARC**

Phone: 02 9844051-4, ext. 4143; 09617445014  
Email: saiduzzaman@bracu.ac.bd

**18. Department Coordination Officer (DCO), SoL**

Phone: 02 9844051-4, ext. 4066; 09617445071  
Email: tnokrek@bracu.ac.bd

**19. Department Coordination Officer (DCO), ESS**

Phone: 02 9844051-4, ext. 4112; 09617445068  
Email: chroy@bracu.ac.bd

**20. Department Coordination Officer (DCO), PHR**

Phone: 02 9844051-4, ext. 4171; 09617445052  
Email: asma\_ahmed@bracu.ac.bd