

4th Year / Supplementary Examination Committee as Complementary Examination. The transcript/marks sheet/grade sheet of such students shall include a separate part as 'Complementary Examination'.

- b) Earn a minimum CGPA of 2.25; and
- c) Complete the programme within six academic years of her/his 1st admission year into the programme.

16. IMPROVEMENT OF GRADES

a) 'F' Grade

- i) A student earning 'F' grade in any written course of any Semester up to 4th year 1st (7th) semester shall be required to improve the 'F' grade(s) with the next two available batches.
- ii) After the Honours final result of 4th year 2nd Semester, if a student has 'F' grade in any course of any Semester he/she will have to improve the 'F' grade through the Supplementary Examination or with the next available batch if such students haven't passed six academic years since admission.
- iii) In case of practical course(s) with 'F' Grade in any Semester a student may improve the grade with next available two batches or Supplementary Examination, whichever applicable. Continuous Assessment marks for practical courses (if any) shall be given by the respective course teacher of the current session and considered for result preparation.
- (iv) In case of 'F' grade in viva voce, a student may get the chance to improve grade through appearing at the viva voce of the next available batch or Supplementary Examination, whichever applicable.
- (v) Re-take: If a student fails to clear 'F' grade due to poor marks in 'Continuous Assessment' he/she may re-take the course(s) with the Semester where the course(s) being taught within the allowed sessions, i.e., within six sessions since admission. In such cases, the student shall have to apply to the Department for registration of such course(s) before the start of the class of the course(s) and the Academic Committee of the Department will consider for registration for the particular course(s) of the particular Semester(s). The Department shall send the prescribed form filled-in by such students to the Registrar Office. Such students shall have to pay Tk.1000/- (one) thousand per course and regular examination fees. If the course code changed due to change of syllabus the tabulators shall post the marks against the original course code of the student.

Answer scripts of the Re-take examinees should be sent to the examiners in a separate envelope along with separate marks sheet within the same packet and the Examiners, after evaluation, should submit the answer scripts and marks sheet separately as per rules. Upon receipt of the marks, the examination committee shall send the marks sheets to the chairman of the respective (original Semester of the course) examination committee(s). The chairman of the respective examination committee will take necessary measure to prepare the result of the Re-take examinee(s) through appointing Tabulators and submit to the office of the controller of examinations for publication. If the

Committee becomes non-existent in the meantime, the marks shall be sent to the Chairman of the Department who will arrange preparation and submit the result through appointing Tabulators. The Tabulation and Result Sheets should mention 're-take examination' clearly. The Tabulators of re-take examination shall be eligible for honorarium as per University Rules.

Students fail to improve the 'F' grade(s) thereafter shall be considered as failed to earn the degree.

b) Improvement of Grades / Grade Point

- i) Students earned less than Grade Point 3.00 (letter grade less than 'B') in any theoretical course up to 4th year 1st (7th) Semester may choose to improve the grade by appearing at the Semester-final examination with the next available batch.
 - ii) There shall be no such opportunity of improvement examination for the courses of 4th Year 2nd (8th) Semester.
 - iii) A student shall have the improvement opportunity once for each course.
 - (iv) No improvement shall be allowed in 'practical' and 'viva voce' courses (except F grade as stated in 16 a).
 - (v) No improvement shall be allowed in continuous assessment and except 'F' grade in practical courses. In such cases, earlier marks shall stand.
 - (vi) The regular Examination Committee shall make arrangement for improvement examination of the regular courses of a particular Semester with the students of that Semester. In case of students registered for improvement of courses not taught in that particular Semester due to syllabus change, the Examination Committee shall arrange setting questions as per university rules according to the syllabus applicable for the students registered for improvement. Examination of such courses should be held simultaneously with the regular students.
 - (vii) For improving the grade and appearing at the examination, a student shall have to pay fees two (2) times of the normal examination fee for each course.
 - (viii) Students willing to improve grade should apply within 10 (ten) working days after the announcement of the results of the Semester.
- c) If the grade point obtained in improvement examination is lower than the earlier, the earlier one shall stand.
- d) In the improvement/supplementary/re-take/such examination, a student shall be eligible to get highest 'B+' grade' corresponding to GP 3.25 in a course even if he/she gets more than that. This rule shall be effective from the academic session 2016-17.

17. SUPPLEMENTARY EXAMINATION

- a) After the 4th Year 2nd Semester (8th Semester) result, if a student fails to earn required total Credit Points due to 'F' grade in one or more courses throughout the programme (1st to 8th Semester), Supplementary Examination(s) shall be arranged and completed within two months of the publication of 4th Year 2nd Semester result for such students. Only the students

appeared but failed to improve 'F' grade(s) through Supplementary Examination may be allowed to improve only 'F' grade(s) with the Supplementary Examination of the next available batch but must be within the allowed academic sessions since admission. The degree completion year of such students shall be the year of the present batch (Year of Examination).

- b) To take part in the Supplementary Examination, a student is required to pay examination fees four (4) times of the regular fees for each course and send an application to the Controller of Examinations through the Chairman of the Department within 20 working days from the date of publication of his/her 4th year 2nd Semester result.
- c) Students taking Supplementary Examination may be allowed to take part in Masters Classes. Such students, if fails to earn Bachelor degree through Supplementary Examination, shall not be allowed to continue Masters programme.
- d) The respective 4th year 2nd Semester Examination Committee shall work as 'Supplementary Examination Committee' separately to conduct the examination and publish the result as per University rules. The committee shall start and conclude the examination within the shortest possible time. That is, examination of all courses with different students (whatever the numbers are) should be taken on the same day.
- e) Results of the students taking courses to fulfill the gap of required minimum total credit earned for the degree and total earned credit up to 4th year 2nd (8th) Semester shall also be compiled and published by the 'Supplementary Examination Committee'. The courses studied by such students should be considered as **complementary** and denoted with 'Com' along with the regular course code of the particular batch(es). Such as a course with a course code 'BSW 3204' should be written as 'BSW 3204Com' in the tabulation and result sheet. The name of examination for such student(s) shall be 'Complementary Examination'.

Such students must register (no fee) for the course(s) through the department and duly fill up the examination entry forms paying regular fees.

- f) This rule shall be effective from the academic session 2011-12.

18. DROP OUT

- a) If a twice re-admitted student in any Semester failed to earn minimum required CGPA for promotion shall be dropped out from the programme.
- b) If it seems that it is not possible for a student to complete the programme within 6 academic years (12 Semesters), s/he shall be dropped out from the programme.
- c) In the Supplementary Examination, if a student even after appearing the examination, fails to earn all necessary total Credit Points and if 'F' grade remains in any course (between 1st to 8th Semester), s/he will be dropped-out from the programme and will no more be allowed to continue her/his studentship with other students.
- d) If a student fails to earn required total credit points within six academic years since admission s/he will be dropped-out from the programme and will no more be allowed to continue her/his studentship with other students unless any other clause allows for an extension of his/her registration.