



PROGRAM ORDINANCE

- Undergraduate

**BIOTECHNOLOGY AND GENETIC
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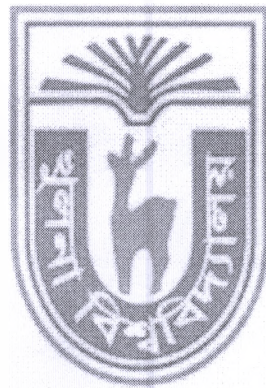
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Khulna University | Khulna-9208 | Bangladesh



ORDINANCE FOR UNDERGRADUATE PROGRAM

(Effective from July 2022)



Khulna University
Khulna-9208, Bangladesh

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KHULNA UNIVERSITY
ORDINANCE FOR UNDERGRADUATE PROGRAM

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KHULNA UNIVERSITY
ORDINANCE FOR UNDERGRADUATE PROGRAM

1. Preamble

Bachelor degrees in various Disciplines under different Schools will be offered by Khulna University to a candidate subject to fulfillment of the rules and regulations as described hereunder and of other relevant rules and regulations to be promulgated by the competent authorities of Khulna University, i.e., Executive Committees (ECs) of different Schools, Board of Advanced Studies (BOAS), Academic Council (AC), and Syndicate from time to time.

2. Organizational Framework of the Programs

The undergraduate curriculum of Khulna University is based on the course credit system. There are four types of courses in the system: General Education courses (Interdisciplinary courses, beyond the Discipline/program, that provides a well-rounded learning experience to the students of an academic program), Core courses (Courses that characterize the Discipline), Elective/Optional courses (Courses for specialization within the Discipline), and Capstone course/ Thesis/ Project/ Internship/ Portfolio (as applicable for the Discipline/ academic program). In the curriculum for the undergraduate program, besides the core and optional courses, strong emphasis will be given on acquiring thorough knowledge in the General Education courses. Due importance will also be given to the study of different courses in Science, Social Sciences, Business, Humanities, and other fields, which will help the student to interact more positively with society in which he/she lives.

3. Learning Objectives and Outcomes

In general, at the end of the program, successful students will be able to:

- (i) demonstrate an understanding of the broad-based and coherent body of knowledge and skills for entire professional work
- (ii) display high research skills, innovation, and creativity in a focused area
- (iii) function in an environment with minimal supervision
- (iv) act as a professional, resilient and ethical worker
- (v) exhibit an understanding of culture, sustainability needs, and an awareness of global citizenship aligned to national aspirations
- (vi) perform in an environment of a broad degree of autonomy

However, the concerned Discipline/Program Offering Entity (POE) will fix program-specific objectives and learning outcomes aligned with graduate profile/attributes by covering fundamental, social, thinking, and personal domains to comply with the Discipline, School, and University-level objective, mission and vision. Such program-level objectives and learning outcomes need to be reported in the concerned program's curriculum.

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4. Graduate Attributes

Fundamental Domain

- Cognitive skill
- Emotional intelligence
- Advanced digital literacy

Social Domain

- Leadership, communication, and interaction skill
- Advanced civic literacy and knowledge
- Exercise civic rights and obligations

Thinking Domain

- Decision-making skill
- Problem-solving skill
- Entrepreneurship
- Learning to learn (active learners)
- Critical thinking skill

Personal Domain


- Creative & innovative
- Life-long learning
- Integrity & the development of citizenship
- Contribute to society

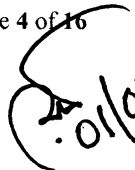
5. Structure of Academic Program

Students having HSC or equivalent Degree will be admitted into the Undergraduate Program in the following Disciplines under the Schools (Table 1). The Disciplines to be opened by the Khulna University will also follow the general structure of this Ordinance.

Table 1: Undergraduate Degrees Offered at Khulna University

Name of the School	Name of the Discipline	Degrees Offered*
Science, Engineering and Technology	Architecture	Bachelor of Architecture
	Computer Science and Engineering	Bachelor of Science in Computer Science and Engineering
	Urban and Rural Planning	Bachelor of Urban and Rural Planning
	Electronics and Communication Engineering	Bachelor of Science in Electronics and Communication Engineering
	Mathematics	Bachelor of Science (Honours) in Mathematics
	Physics	Bachelor of Science (Honours) in Physics
	Chemistry	Bachelor of Science (Honours) in Chemistry
	Statistics	Bachelor of Science (Honours) in Statistics


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Name of the School	Name of the Discipline	Degrees Offered*
Life Science	Forestry and Wood Technology	Bachelor of Science (Honours) in Forestry
	Fisheries and Marine Research Technology	Bachelor of Science in Fisheries (Honours)
	Biotechnology and Genetic Engineering	Bachelor of Science in Biotechnology and Genetic Engineering
	Agrotechnology	Bachelor of Science in Agriculture (Honours)
	Environmental Science	Bachelor of Science in Environmental Science
	Pharmacy	Bachelor of Pharmacy (Honours)
	Soil, Water and Environment	Bachelor of Science (Honours) in Soil, Water and Environment
Management and Business Administration	Business Administration	Bachelor of Business Administration
	Human Resource Management	Bachelor of Business Administration in Human Resource Management
Arts and Humanities	English	Bachelor of Arts (Honours) in English
	Bangla	Bachelor of Arts (Honours) in Bangla
	History and Civilization	Bachelor of Arts (Honours) in History and Civilization
Social Science	Economics	Bachelor of Social Science (Honours) in Economics
	Sociology	Bachelor of Social Science (Honours) in Sociology
	Development Studies	Bachelor of Social Science (Honours) in Development Studies
	Mass Communication and Journalism	Bachelor of Social Science (Honours) in Mass Communication and Journalism
Fine Arts	Drawing and Painting	Bachelor of Fine Arts (Honours) in Drawing and Painting
	Printmaking	Bachelor of Fine Arts (Honours) in Printmaking
	Sculpture	Bachelor of Fine Arts (Honours) in Sculpture
Law	Law	Bachelor of Laws (Honours)
Education	Institute of Education and Research	Bachelor of Education (Honours)

* The Discipline/POE may choose an abbreviated form of the offered degree subject to the approval of EC and AC. The concerned program level curriculum will clearly describe such issues. The Discipline/POE may offer major and/or minor subject/ course/ area/ field of study subject to the approval of EC and AC. The concerned program level curriculum will clearly describe such issues.

6. Credits, Number, and Duration of Term

- 6.1 Bachelor degree programs shall run on a course credit system. The calculation of credit is based on notional hours. A notional hour means the estimated learning time taken by an 'average' student to achieve the specified learning outcomes of a program or a course. The general measure of one credit is 40 notional hours. The calculation of notional hours is based on self-learning time of a student in addition to his/her class contact time. However, different academic activities will attract different notional hours by their very nature. These are dependent on the type of teaching-learning activities as described in Table 2.

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Table 2: Notional Hour Calculation

Sl. No.	Teaching-learning Activities	Notional Hours for 1 Credit
1	Lecture, Tutorial, Seminar	40
2	Lab, Studio or Clinical Work	60
3	Industrial/Workplace Learning	80

For lecture, tutorial, and seminar, 1-hour face-to-face learning per week for 14 weeks; for lab, studio, fieldwork, or clinical work, 1.5-hour face-to-face learning per week for 14 weeks; and for industrial/workplace learning, 2 hours learning per week for 14 weeks is equivalent to 1 credit. In addition to face-to-face and other means of learning, online teaching-learning might be exercised if deemed necessary to the Discipline/POE.

6.2 An academic year shall consist of two terms: First Term and Second Term.

6.3 *Duration of a Term and Breakdown of Activities*

The duration of each Term will be 22 weeks. The breakdown of activities in a Term will be as follows (Table 3):

Table 3: Duration of a Term

Teaching and continuous assessments	14 weeks
Preparatory Leave before Final Examination	2 weeks
Final Examination	4 Weeks
Term Break	2 Weeks
Total	22 Weeks

7. Course Pattern and Structure

The undergraduate program will consist of a set of theoretical and sessional (laboratory/ fieldwork/ thesis/ project/ internship etc.) courses and viva voce.

7.1 Course Designation and Numbering System

Each Course is designated by: (a) a four-digit International Standard Classification of Education (ISCED) code, (b) a two-digit Discipline identity code, (c) a two to four-letters-word identifying the Subject, and (d) a four-digit number referring to the academic year, term and nature of the course with the following criteria:

(i) The first four digits indicate the International Standard Classification of Education (ISCED) code for each field of study. For example, 0111 for Education Science, 0213 for Fine Arts, 0222 for History and Archeology, 0232 for Literature and Linguistics, 0311 for Economics, 0321 for Journalism and Reporting, 0421 for Law, 0521 for Environmental Sciences, 0531 for Chemistry, 0731 for Architecture and Town Planning, 0811 for Crop and Livestock Production, 0821 for Forestry, etc.

(ii) The fifth and sixth digits will correspond to the concerned Discipline's two-digit identity code (for example, 01 for Architecture, 15 for Economics, etc.).

(iii) The seventh digit (the first digit after the letters) corresponds to the year the students take the course.

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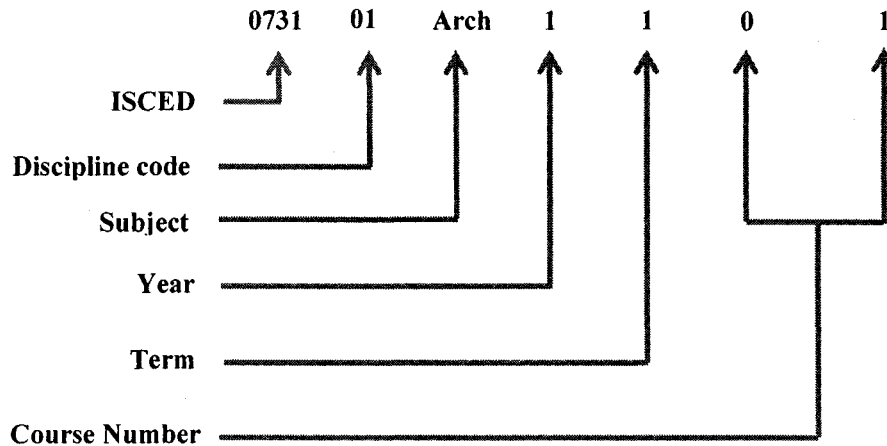


(iv) The eighth digit (the second digit after the letters) corresponds to the term in which the students take the course.

(v) The ninth and tenth digits (the third and fourth digits after the letters) will define a course with the odd number indicating a theoretical course and the even number a sessional, dissertation, and viva voce. For ninth and tenth digits, 01-50 will usually denote departmental courses, while 51-99 will usually denote non-departmental courses.

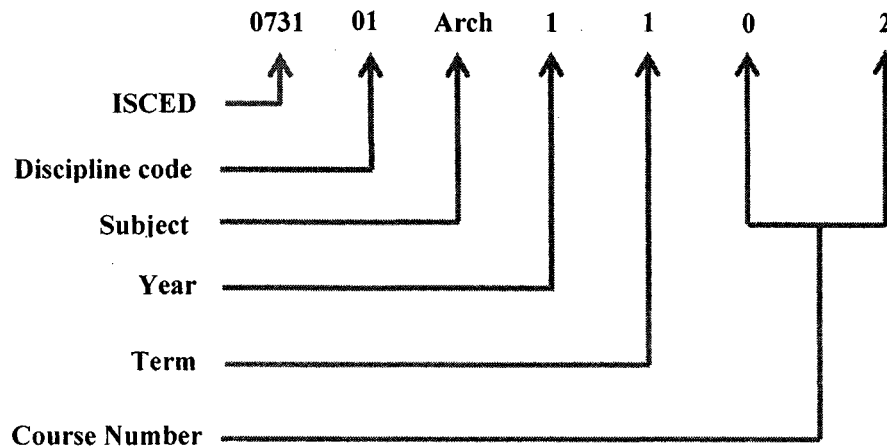
(vi) An example of the courses designation system is as follows:

Theoretical Course



ISCED = International Standard Classification of Education, 0731 = Architecture and Town Planning, 01 = Discipline code of Architecture, Arch = Architecture, 1 = Year, 1 = Term, 01 = Theory

Sessional Course/Thesis/Project/Viva Voce



ISCED = International Standard Classification of Education, 0731 = Architecture and Town Planning, 01 = Discipline code of Architecture, Arch = Architecture, 1 = Year, 1 = Term, 02 = Sessional/Thesis/Project/Viva Voce

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7.2 Assessment of Credits

a) THEORETICAL COURSES

One lecture of 60 minutes a week will be equivalent to one credit.

b) SESSIONAL COURSES

One sessional class of 90 minutes a week will be equivalent to one credit.

8. Course Types

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

8.1 Core Courses

In each Discipline, a number of courses will be offered as Core courses which are mandatory for awarding a Degree.

8.2 Elective/ Optional Courses

Apart from the Core Courses, students will have to complete a number of courses that will be offered as Optional courses.

8.3 General Education Courses

Interdisciplinary courses, beyond the Discipline/program, that provides a well-rounded learning experience to the students of an academic program.

8.4 Capstone Courses

Thesis/Project/ Internship/Portfolio/etc. (as applicable for the Discipline/academic program)

9. Course Offering and Instructions

9.1 Course Offering

The course to be offered in a particular Term will be announced and published 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 Discipline.

One teacher will usually conduct a course. The Course Teacher(s) will be responsible for maintaining the expected standard of the course and assessing the student's performance.

9.2 Coordinating Courses

The Head will nominate a teacher as Coordinator for each Term in a year. He/she will meet the students regularly and advise them on all academic matters. The Coordinator will help the Head of the Discipline in matters related to students' course registration, course offering, distribution, making class routine, etc.

10. Curriculum and Syllabus

- a) Each Bachelor degree program must have an outcome-based curriculum consistent with the Bangladesh National Qualifications Framework (BNQF) for higher education and Bangladesh Accreditation Council (BAC) standards and criteria. It should be comprehensive enough to guide the faculty and students towards systematic attainment of learning outcomes and objectives of the program.

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- b) Each Bachelor degree program curriculum should include a minimum of 25% of total credits for general education courses with clearly defined course learning outcomes and mapped with Programs Learning Outcomes (PLOs) and learning domains of BNQF.
- c) The curriculum must contain a set of comprehensive syllabuses. In addition, the corresponding Discipline/POE must maintain course outlines and course profiles.
- d) Consistent with its resilient policy to keep pace with new developments in the field of knowledge, the curricula and syllabuses will be updated at frequent intervals, at least once every four years (five for 5-year programs). Such updating aims at including the expanding frontiers of knowledge in various fields of the respective undergraduate program.

11. Admission of Students

11.1 Admission

- a) There will be a central Admission Committee for each session. The Vice-Chancellor will be the Chairman of the committee. All Deans of the Schools will be members of the committee. The Registrar of the University will act as Secretary of the committee.
- b) There will be separate Admission Committees for each School constituted by the Academic Council for each academic session. The Committee of concerned School will send the list of selected candidates to the Registrar's office for admission.
- c) The Registrar's office will serve as Admission Office and deal with the students' admission and registration. The Admission Office will report the students' admission to the Academic Council. For the first-year students, Discipline-wise course registration is mandatory. The course registration will be carried out based on the Coordinator's advice and the consent of the Discipline Head.
- d) If any seat remains vacant by tenth working day from the beginning of the classes, that vacant seat may be filled in during eleventh to fifteenth workings days from the beginning of the classes. Such fill-in process may be applied if any seat becomes vacant during eleventh to fifteenth workings days from the beginning of the classes subject to compliance with articles 11.1(e) and 12.1.2 of this Ordinance. Accordingly, those newly admitted students will be allowed to register courses by fifteenth working day from the beginning of the classes of the term without any fine.
- e) No admission will be allowed after fifteen working days from the beginning of the classes.

11.2 Admission Cancellation

- a) A first-year first term student's admission will stand cancelled if he/she fails to complete course registration by ten working days from the beginning of the classes.
- b) A first-year first term student's admission will stand cancelled if he/she fails to attend at least 50 percent of classes during ten working days from the beginning of the classes. However, in case of severe illness/accident this provision may be relaxed subject to submission of a medical certificate issued by a registered medical practitioner (with the registration number shown explicitly on the certificate) and endorsed by the Chief Medical Officer of the University.
- c) A student's studentship will stand cancelled if he/she fails to comply with registration of minimum credit requirements under article 12.2 of this Ordinance.

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d) A student's studentship will stand cancelled if he/she fails to earn minimum credits under article 12.5.2 of this Ordinance.

12. Course Registration

12.1 Registration Procedure for First-year Students

12.1.1 Each student will fill in the course registration form in consultation with the Coordinator under the guidance of the Discipline Head. The course registration form will have to be submitted to the Registrar's office. Such submission might be made online, when and where applicable. The Registrar's Office will be responsible for its distribution to relevant authorities (Disciplines and the Controller of Examinations etc.). The course registration will be completed within the five working days at the beginning of each Term. However, late registration will be permitted up to the next five working days through paying late registration fees. Students having dues to the University or Hall of residence shall not be permitted to register.

12.1.2 No student(s) will be permitted to register after 15 working days from the beginning of classes.

12.1.3 Every student must get the schedule for courses, and other prerequisites checked and approved by the Discipline in advance during course registration for a particular term. The student is expected to consult the Coordinator to be appointed by the Discipline Head on all academic matters related to the program.


12.1.4 A Discipline/POE will not continue an optional course if less than 30 percent students (of total seats of concerned batch) register for that course within ten working days from the beginning of classes. The situation will be solved by dropping that optional course through applying article 12.3 of this ordinance by the next five working days. The Coordinator will maintain such records and act accordingly. However, the concerned Discipline/POE might relax this clause for only final year (fourth/fifth) optional courses if it is deemed necessary (for example, the studentship will be toward termination or the student will have to wait for additional term/year if the considered optional course(s) are not offered).

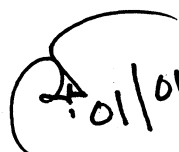
12.2 Credit Limit per Term

A student must register for at least 15 credits and may be allowed to register for up to a maximum of 25 credits if recommended by his/her Discipline Head. The Discipline/POE might offer less than, greater than or equal to 25 credits per term as per the approved curriculum. The student will enjoy the option of choosing backlog, re-take, re-retake, advance courses (subject to compliance with applicable requirements/restrictions, as reported in other articles of this Ordinance) in addition to fresh courses to comply with the restriction of maximum 25 credits per term. If any student fails to register, in any way, for minimum credits (15 credits), his/her studentship at the University will stand canceled. This minimum 15-credit registration limit may be relaxed if: (i) the student requires less than 15-credit to complete his/her graduation, or (ii) the sum of applicable (for the student) credits offered by the Discipline is less than 15-credit in the corresponding term for any valid reason.

12.3 Course Adjustment Procedure

A student will have limited options to add or drop courses from his/her registration list within fifteen working days from the beginning of classes. This can be done with the advice of the concerned Coordinator and with the consent of the Discipline Head. Adjustment of initially


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registered courses in any Term can be made by duly filling in the Adjustment form. The Registrar's office will do the needful.

12.4 Withdrawal from a Term

If any student cannot complete the Term Final Examination due to severe illness or serious accident, he/she may apply to the Dean through the Head of the concerned Discipline for total withdrawal from the Term within eight working days after the Term Final Examination. However, he/she may choose not to withdraw from any sessional course if the grade obtained in such a course is C or better. A medical certificate endorsed by the Chief Medical Officer of the University must support the application. The Dean of the concerned School will decide on such an application and inform the Academic Council. If a student is allowed to withdraw from a Term, he/she will have to register as fresh from the Term he/she has withdrawn. However, he/she may be allowed to register for backlog courses, if offered.

12.5 Registration for the Second and Subsequent Terms

12.5.1 A student has to register for the backlog/retake/re-retake core courses first followed by the fresh courses offered by the Discipline for the term s/he is going to enroll subject to the compliance with: **(i)** completion of prerequisite courses (if any) and **(ii)** maximum registration limit of 25 credits per term. However, s/he may not choose to register the optional backlog/retake/re-retake courses first.


In addition, a student may be allowed to register for advance course(s) in a term subject to: **(i)** his/her all backlog/retake/re-retake and offered core courses are either clear or registered, **(ii)** his/her current terms' offered all core courses are registered, **(iii)** completion of corresponding prerequisite courses (if any), **(iv)** compliance with a maximum registration limit of 25 credits per term, and **(v)** the desired advance courses are offered by the Discipline/POE in the current term. However, such advance course registration option will not be applicable for capstone courses like Thesis/ Project/ Internship/ Research study/ Monograph/ Portfolio, and so on.

12.5.2 When a student is going to register for his/her courses in the 3rd year 2nd term, his/her earned credits up to 2nd year 2nd term must be at least 36. Otherwise, his/her studentship at the University will stand canceled.

12.5.3 Special Term

A Special Term may be offered for the final year students who have retake/re-retake course(s). In this case, the maximum credit limit for a student will be 15 credits. This will be a Non-Taught Term. The Examination of Special Term will start 4 (four) weeks after publishing 4th-year 2nd Term results and will continue not more than 2 (two) weeks. The continuous assessment marks (40%) will be carried over from previously registered theory course(s), and Special Term Final Examination will carry the remaining (60%) marks. Final Year Term Thesis/Dissertation/Design or Core Sessional(s) supervisor(s)/course teacher(s) in consultation with the Head may allow the student(s) to re-submit the Thesis/Dissertation Design or Core Sessional(s) within the Special Term schedule. However, it must be within the allowed limits of the Special Term credits.

12.5.4 Internship program/research study will be conducted according to the course curriculum of the respective Disciplines.


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12.6 Credit Transfer/ Credit Waiver

This ordinance permits credit transfer to facilitate educational mobility. That transfer of credit(s) may be inward or outward.

In the case of outward credit transfer, a student of Khulna University has to apply to the Registrar through the Head of the Discipline/POE for getting a credit transfer certificate. The application must be supported by necessary documents, including a copy of the grade sheet(s). Accordingly, the Registrar will issue a credit transfer certificate mentioning the number of credits already completed at Khulna University.

In case of inward credit transfer, students from other Universities/ Institutions may apply to the Registrar of Khulna University for credit transfer. The application must be supported by necessary documents, including a copy of grade sheet(s) and curriculum. The Registrar's office will forward the application to the concerned Discipline/POE. A three-member committee headed by the Discipline Head and two senior most teachers will assess the application and recommend for approval to the Registrar. The maximum limit of credit transfer from other Universities/ Institutions will be less than or equal to 50 percent of the total credits required to complete the concerned Degree. The final transcript of such students will show only the number of credits transferred.

The same process may be applied for handling the credit-waiver related applications. However, the maximum limit of inward credit-waiver from other Universities/ Institutions should be less than or equal to 20 percent of the total credits required to complete the concerned Degree.

13. Absence during a Term

A student should not be absent from quizzes/class tests/fieldwork etc., during the Term. Such absence will naturally reduce points/marks, which count toward the final grade.

Absence in Term Final Examination will result in F grades.

A student who has been absent for a short period, up to a maximum of three weeks due to illness, should approach the course teacher(s) or Coordinator(s) for make-up of quizzes/class tests or assignments, etc., immediately on returning to the classes. Such request should be supported by a medical certificate endorsed by the Chief Medical Officer of the University. The medical certificate issued by a registered medical practitioner (with the registration number shown explicitly on the certificate) and endorsed by the Chief Medical Officer of the University will also be acceptable only when the student has valid reasons for his/her absence from the University.

14. Examination Procedure

The latest version of the 'Ordinance for Undergraduate Examination' of Khulna University reports details about examination procedure and assessment of all sorts of courses.

15. Grading System

The total performance of a student in a given theoretical course is based on a scheme of continuous assessment made through a set of quizzes/class tests, class attendance and participation, homework assignments, and a Term final examination. The assessment in sessional courses is made by observing the student at work in class/fieldwork, viva voce during laboratory hours, and quizzes. For Architecture and Urban and Rural Planning

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students, assessments in design sessional would be done by evaluating a number of projects assigned throughout the Term. A Letter Grade with a specified number of Grade Points is awarded in each course a student has registered. A student's performance is measured by the number of credits that he/she has completed for satisfactory progress. Similarly, a minimum number of earned credits should be acquired to qualify for the Degree, as prescribed in Article 19.

15.1 Grading Scale

Letter Grades and corresponding Grade Points will be awarded following provisions shown below (Table 4):

Table 4: Grading Scale

NUMERICAL GRADE	LETTER GRADE	GRADE POINT
80% or above	A+ (A plus)	4.00
75 to less than 80%	A (A regular)	3.75
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 (regular)	2.25
40 to less than 45%	D	2.00
Less than 40%	F	00
Incomplete	I	
Withdrawn	W	
Continuation (for the project, thesis design, etc. course)	X	

15.2 Calculation of GPA

Grade Point Average (GPA) is the weighted average of Grade Points obtained in all the courses passed/completed by a student. For example, if a student has passed/completed five courses in a term having credits of C1, C2, C3, C4, and C5 and his/her points in these courses are G1, G2, G3, G4, and G5, respectively, then,

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

A Numerical Example:

Suppose a student has completed five courses in a term and obtained the following grades (Table 5):

Table 5: Class Attendance and Participation Marks

COURSE	CREDIT	GRADE	GRADE POINT
A	3	A+	4.00
B	3	C+	3.00
C	3	A	3.75
D	2	B	3.25
E	1	B+	3.50

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

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

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16. Earned Credit

Only those courses in which a student obtains a 'D', or a higher grade will be counted as credit earned by him/her and this grade will be shown on the transcript. If a student obtains an F grade in any optional courses in any term, he/she may choose to take a substitute course, if available.

16.1 Regular Grading

F grade will not be counted for Grade Point Average (GPA) calculation but will be shown on the Grade Sheet. When a student repeats a course in which he/she previously obtained an F grade, he/she will be given just an immediate lower grade that he/she obtained in the repeated course. However, in case he/she obtains a D grade, that will be maintained, and this grade will be shown in the transcript. If a student has to repeat a course due to punishment on him/her, the grade obtained will be maintained.

If a student obtains a grade other than an F in a course, he/she will not be allowed to repeat the course for grade improvement.

16.2 Repetition of Course(s)

While registering for a retake/re-retake theoretical course, a student must be given an option to decide s/he intends to sit for continuous assessment of the course. If s/he opts to sit for continuous assessments, his/her fresh mark will be counted to prepare the result. However, the class attendance and participation marks will be taken from the previous record. He/she may also register sessional courses as retake/re-retake (if applicable) on the Discipline Head's written approval. For retake/re-retake sessional courses, no previous records/marks will be counted.

16.3 Retake/ Backlog

If a student obtains an 'F' grade in any Core course in any term, this 'F' grade will not be counted for Grade Point Average (GPA) but will be shown on the grade sheet, and in such case, he/she will have to retake the course for grade improvement.

If a student does not register for an offered Theory or Sessional course in his/her applicable term (for example, ARCH 2101 course in his/her second-year first term), that will be considered as a 'Backlog' course for that student in the subsequent terms.

If a student gets an 'F' grade in an optional course, he/she may, subject to availability, choose to take a substitute optional course. In such a case, that substitute course will be deemed as a fresh course.

In the case of registering for a Backlog Theory or Sessional course, a student has to face/appear/attend 100 marks evaluation, like a fresh course.

A student retaking/re-retaking the course will be awarded the immediate lower grade he/she obtains, and this grade will be shown and maintained on the transcript.

17. Performance Evaluation

A student's performance will be evaluated in terms of three indices- Term Grade Point Average (TGPA), Yearly Grade Point Average (YGPA), and Cumulative Grade Point Average (CGPA). The TGPA is computed by dividing the total points earned in a Term by the number of credits taken in the Term. The YGPA is computed by dividing the total grade points earned in two Terms in a year by dividing the number of credits taken in that year. The CGPA is computed by dividing the total grade points accumulated till date by the total completed credits. Thus a student who has earned 275 grad points in attempting 100 credits of courses would have an overall CGPA of 2.75.

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18. Degree with Distinction

The students will be awarded the Degree with distinction if their CGPA is 3.75 or above.

19. Minimum Earned Credits and GPA Requirements

Students must complete their studies within 07 (seven) years in a 4-year program and an 08 (eight) years in a 5-year program to obtain their Degree. Credit requirement for awarding Bachelor/Bachelor's (Honours) Degree in 4-year and 5-year programs will be decided by the respective Curriculum Committee.

Minimum earned credits required for awarding Degree will be as follows (Table 6):

Table 6: Degree Requirement

No.	Name of the School	Required minimum Credit
a)	Science, Engineering and Technology	140 (for 4-year) 160 (for 5-year)
b)	Life Science	140
c)	Management and Business Administration	140
d)	Arts and Humanities	140
e)	Social Science	140
f)	Fine Arts	140
g)	Law	140
h)	Education	140

The minimum CGPA requirement for obtaining a Bachelor/Bachelor's (Honours) degree is 2.50.

A student may take additional courses with the consent of his/her Head of Discipline to raise his/her GPA. Nevertheless, he/she may take a maximum of 15 such additional credits in a 4-year and 18 such credits in a 5-year program, beyond individual credit requirements of Bachelor (Honours) Degree during his/her entire period of study.

20. Application for Graduation and Award of Degree

A student who has fulfilled all the academic requirements for Bachelor/Bachelor (Honours) Degree will have to apply to the Controller of Examinations through his/her Head of Discipline for Graduation. Provisional Degree will be awarded on completion of credits and CGPA requirements. The Syndicate will award such provisional Degrees based on the recommendation of the Academic Council. Original certificates will generally be awarded through convocation or after that.

21. Industrial/ Professional Attachment

Depending on each Discipline's requirements, a student may have to complete a prescribed number of days of industrial, professional training/attachment/fieldwork in addition to the minimum credit and other requirements for the satisfaction of the concerned Discipline as credit/non-credit requirements.

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22. Fee Structure

The academic fees may be fixed and revised by the authority from time to time. The fee structure will be declared before admission to the program and registration for courses.

23. Subsequent Ordinances

In case there is any conflict of this ordinance with the subsequent ordinances(s) like ordinance for Undergraduate Examination, the provisions of this ordinance shall prevail.


Documents Consulted

- Arts & Humanities School. 2021. Ordinance for Master of Arts Program in Arts and Humanities School. Arts & Humanities School, Khulna University. 25 p.
- BAC. 2021. Bangladesh Accreditation Council (BAC) Standards for Accreditation of Academic Program. 8 p.
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- UGC. 2020. OBE Curriculum Template. 8 p.
- UGC. 2021. Bangladesh National Qualifications Framework (BNQF) Part B: Higher Education (level 7-10). 29 p.

Committee

Dr. Md. Sarwar Jahan, Professor, Agrotechnology Discipline	- Chairman
Gouri Shankar Roy, Associate Professor, Architecture Discipline	- Member
Dr. Nihar Ronjon Singha, Professor, Printmaking Discipline	- Member
Sk. Abdullah al Mamun, Professor, English Discipline	- Member
Mir Sohrab Hossain, Professor, Business Administration Discipline	- Member

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