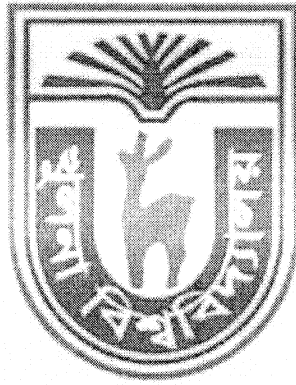


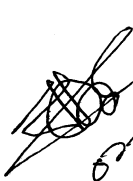
ORDINANCE FOR MASTER'S PROGRAMS - 2022


(Effective from July 2022)¹




Khulna University
Khulna-9208, Bangladesh

¹ Updated as on 01.01.2023


02-03-2026



03.03.2026



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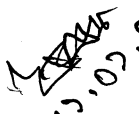
KHULNA UNIVERSITY
ORDINANCE FOR MASTER'S PROGRAMS - 2022

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KHULNA UNIVERSITY
ORDINANCE FOR MASTER'S PROGRAMS - 2022

1. Preamble

Disciplines under different Schools of Khulna University will offer Master's degrees subject to the fulfillment of the rules and regulations as described hereunder and also of other rules and regulations to be promulgated by the relevant authorities of the University (EC, BOAS, AC, and Syndicate) in light of this Ordinance from time to time. A Discipline/Program Offering Entity (POE) may prepare separate rules for each of their Master's programs in the light of this Ordinance.

2. Name of the Program

The concerned Discipline shall propose the name of Master's degrees under different Disciplines of the University. For example, Master of Arts will be named as MA. Similarly, a Master's degrees offered by different Disciplines/POEs could be MSc/ MS/ MSS/ LLM/ MBA/ MFA/ MEd. The concerned program level ordinance and/or curriculum will clearly describe such issues.

3. Nature of the Program

There will be three types of Master's program, namely:

- (i) Master's by Coursework
- (ii) Master's by Mixed-mode
 - (ii.a) Dissertation Group (course work + dissertation)
 - (ii.b) Project Group (course work + project)
 - (ii.c) Internship Group (course work + internship)
- (iii) Master's by Research

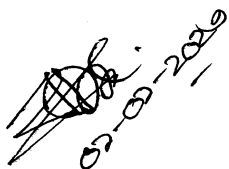
The master's study can be carried out in full-time or part-time studentship. A part-time employed student must have to submit a written consent of the employer that he/she will be allowed to pursue master's study in Khulna University. Such a written consent is needed even in case of a change of studentship status from full-time to part-time for employed students. The necessity of study leave for employed students will be decided by the concerned Discipline.

4. Credit and Duration of the Program


The required credits and duration for Master's Programs are mentioned in Table 1.

Table 1: Credit Requirement and Duration of the Program

Program type	Credit Requirement				Program Duration			
	Coursework (Min.)	Dissertation (Min.)	Dissertation (Max.)	Total (Min.)	Term (Min.)	Year (Min.)	Term (Max.)	Year (Max.)
Coursework	40	-	-	40	02	1.0	06	3.0
Mixed-mode	20	15	20	40	03	1.5	06	3.0






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(Dissertation)								
Mixed-mode (Project)	20	3	6	40	03	1.5	06	3.0
Mixed-mode (Internship)	20	3	6	40	03	1.5	06	3.0
Research	-	45	60	45	04	2.0	06	3.0

The details of each Term will be as follows (Table 2):

Table 2: Term Duration

Item	Duration
Teaching and continuous assessment/ Contact with Supervisor	14 weeks
Preparatory leave before: Final Examination/ Seminar/ Defense	02 weeks
Final Examination/ Seminar/ Defense	04 weeks (Maximum)
Term Break	02 weeks
Total	22 weeks

5. Objective and Learning Outcome

The concerned Discipline/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/POE, 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.

6. Admission to the Program

6.1 Admission Committee

There will be an 'Admission Committee' for each intake under a Discipline/POE which will be formed as follows (Table 3):

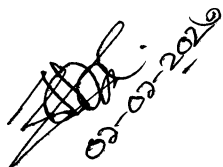
Table 3: Admission Committee

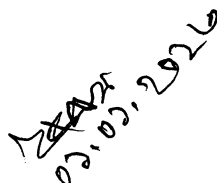
Category	Description
Chairman	The Discipline Head
Internal Member	Three teachers of the Discipline not below the rank of Associate Professor in order of seniority by rotation
External Member	One teacher nominated by the Dean of School, not below the rank of a Professor

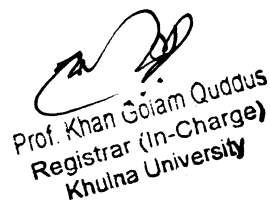
One of the internal members will act as the member-secretary of the committee. If a Discipline does not have the adequate number of Associate Professor, Assistant Professor can be selected as a member. If the Head is unable to be the Chairman of the Admission Committee, the senior most member of the Admission Committee will act as the Chairman and an additional member will be included as a member of the Admission Committee.

6.2 Admission Requirements

Candidates seeking admission into a Master's program must possess a three/four/five-year Bachelor degree from a recognized university (home and abroad); with 16 years schooling (or 15 years schooling with 2 years job experience for candidates having three-year Bachelor degree); and a minimum CGPA/class/division as per Table 4.


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Students having Appeared Certificate of Bachelor degree may be admitted in the Master's program. But he/she has to submit the original Transcript, Provisional Certificate/Certificate/Migration Certificate of Bachelor degree within two months of admission. Otherwise his/her admission will be cancelled.

Candidates seeking admission into 'Master's by Research' program must have (i) either 'thesis' or similar type of course(s) in Bachelor degree or (ii) publish at least one article in a reputed journal as the first author.

Table 4: Admission Requirements

Name of School	CGPA or Class
Arts and Humanities School	2.25 or Second Class
Education School	
Fine Arts School	
Law School	2.50 or Second Class
Life Science School	
Management and Business Administration School	
Science, Engineering and Technology School	
Social Science School	

The Admission Committee of the concerned program may frame specific requirements for admission into the program in light of this Ordinance and subject to the approval of EC, BOAS, and AC.

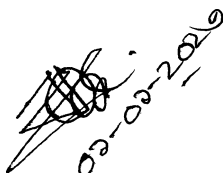
6.3 Admission Process

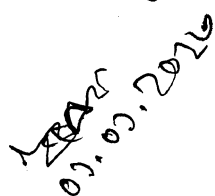
There must be an open circulation for the admission. Selection of candidates shall be made through written and/or oral tests as deemed suitable to the Admission Committee. Lists of selected candidates should be published on the Notice Board of the Discipline/POE and on the website of the Discipline, and/or University. Candidates in service must produce clearance/permission from his/her authority. No candidate will be admitted after 15 working days from the beginning of classes. The concerned Discipline will set the requirements for enrolling in the Dissertation group. The office of the Registrar will serve as the Admission Office and will deal with the students' admission.


7. Course Pattern and Structure

A Master's program may consist of a set of theoretical courses, sessional (laboratory/ fieldwork, etc.) courses, dissertation/ project/ internship, and viva voce. Each Course is designated by:

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

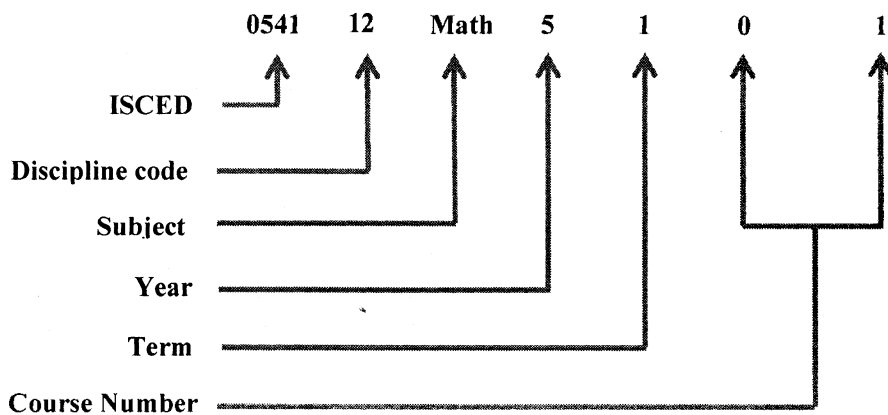





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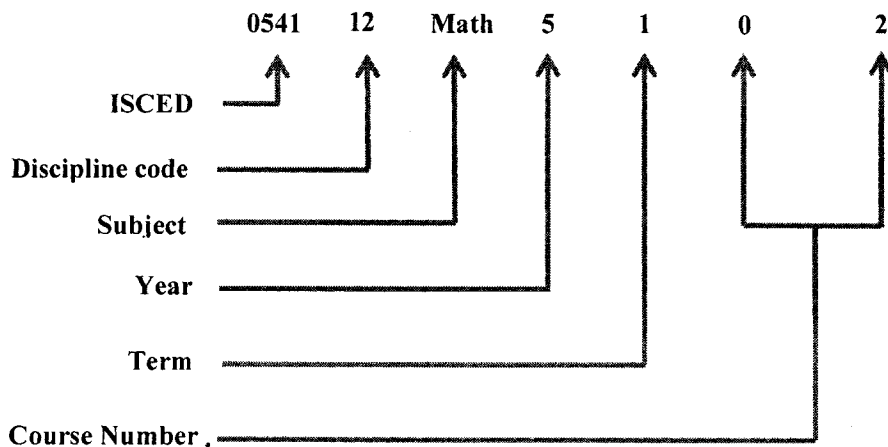
- (i) The first four digits indicate the International Standard Classification of Education (ISCED) code for each field of study. For example, 0111 for Education Science, 0213 for Fine Arts, 0222 for History and Archeology, 0232 for Literature and Linguistics, 0311 for Economics, 0321 for Journalism and Reporting, 0421 for Law, 0521 for Environmental Sciences, 0541 for Mathematics, 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, 12 for Mathematics, etc.).
- (iii) The seventh digit (the first digit after the letters) corresponds to the year the students take the course.
- (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, 0541 = Mathematics, 12 = Discipline code of Mathematics, Math = Mathematics, 5 = Year, 1 = Term, 01 = Theory

Sessional Course/Thesis/Project/Viva Voce



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ISCED = International Standard Classification of Education, 0541 = Mathematics, 12 = Discipline code of Mathematics, Math = Mathematics, 5 = Year, 1 = Term, 02 = Sessional/Thesis/Project/Viva Voce

(vii) In course code, the seventh digit (the first digit after the letters) will be 6 for Master's First Year and 7 for Master's Second Year for the Disciplines having five-year Bachelor degree program. For example, 0731 01 Arch 6101 for a course of Master's First Year First Term and so on.

8. Course Types

The courses included in the Master's curriculum may be divided into three groups as follows:

- (i) **Core Courses:** Core courses are obligatory for a degree.
- (ii) **Optional Courses:** Any other courses students may undertake to earn the Degree.
- (iii) **Major Courses:** A Discipline may offer courses from one or more major areas (if any), and after completing a certain number of credits from that area (as reported in Table 5), a student can achieve a Master's degree with a major in a specified field, and that will be mentioned in the Transcript, e.g., MS in Agrotechnology (Horticulture). The curriculum of the concerned program will provide a detailed description of such cases.

Table 5: Credit Requirements for Offering Major

Program type	Min. credit requirement from major area*			
	Coursework (Min.)	Dissertation (Min.)	Dissertation (Max.)	Min. from Major Area
Coursework	20	-	-	20
Mixed-mode (Dissertation)	9	15	20	20
Mixed-mode (Project)	15	3	6	20
Mixed-mode (Internship)	15	3	6	20
Research	-	45	60	45

* For achieving a Master's degree with a major in a specified field under a mixed-mode or 'Master's by Research' scheme, the concerned dissertation must be directly linked with the 'major area' under consideration.

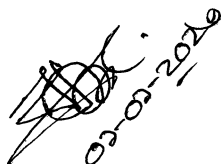
- (iv) **Viva Voce:** A Discipline may include Viva Voce of 01 credit at the end of each Term. The concerned Examination committee of that Term will conduct the viva and assess the students out of 100 marks.

(v) Assignment of Credit:


Theory Courses: For theory courses, one-hour face-to-face learning (e.g., lecture, tutorial, seminar) per week will be equivalent to one credit.

Sessional Courses: For sessional courses, 1.5-hour face-to-face learning (e.g., lab work, studio, fieldwork, or clinical work) per week is equivalent to 1.0 credit. For industrial/workplace learning, 2-hour learning per week is equivalent to 1.0 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.






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9. Offering Courses

The courses to be offered (decided by the concerned Discipline/POE) in a particular term will be announced before the commencement of the Term. One teacher will usually conduct a course. However, the concerned Discipline Head may assign more than one teacher to teach a specific course in special circumstances. The course teacher(s) will be responsible for maintaining the expected standard and assessing the students' performance.

10. Course Registration

10.1 Registration Procedure

Each student will get oneself registered with the University. S/he will fill in the course registration form in consultation with the Program Coordinator under the guidance of the Discipline Head. The Program Coordinator will verify the form and submit it to the Discipline Head for forwarding it 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). Course registration will be permitted within five working days at the beginning of each Term. Late registration will be permitted up to the next five working days on payment of a late fee. Student(s) having outstanding dues to the University shall not be permitted to register.

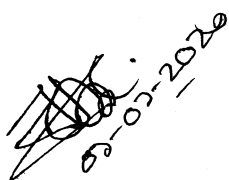
A student has to register for the backlog/retake/re-retake core courses first followed by the fresh courses offered by the Discipline for the term s/he is going to enroll subject to the compliance with: (i) completion of prerequisite courses (if any) and (ii) maximum credit registration limit per Term.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

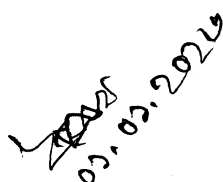
In addition, a student may be allowed to register for advance course(s) in a term subject to: (i) his/her all backlog/retake/re-retake and offered core courses are either clear or registered, (ii) his/her current terms' offered all core courses are registered, (iii) completion of corresponding prerequisite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


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.

A Discipline/POE will not continue an optional course if less than 30 percent of students (of total seats for that 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 10.3 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 term/year 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).

A Discipline/POE may offer a major in an area if at least seven (07) students (per batch) register for that major area. Similarly, in case of offering multiple master's programs, a Discipline/POE may offer a master's program, only if at least seven (07) students (per batch) register for that specific master's program. However, this minimum requirement (07 students per batch per major area or per master's program) is not applicable if a Discipline/POE does not offer any major or does not offer multiple master's programs.


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10.2 Limits on the Credits to be Taken in a Term

Discipline Head may allow a student to register up to a maximum of 25 credits if recommended by the Program Coordinator. However, there is no minimum credit limit per Term in Master's level study.

10.3 Course Adjustment Procedure

A student will have the option to add or drop course(s) from his/her registration list within fifteen working days from the beginning of classes. This can be done with the advice of the concerned Program Coordinator and consent of the Discipline Head. Adjustment of initially registered courses in any Term can be made by duly filling in the Adjustment Form. The Registrar's office will do the needful.

10.4 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 for total withdrawal from the Term within eight working days after the end of the Term Final Examination. However, s/he may choose not to withdraw from any sessional courses 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 Registrar. If a student is allowed to withdraw from a Term, he/she will have to register as fresh for the Term he/she has withdrawn. However, he/she may be allowed to register for backlog courses, if offered.

10.5 Absence in a Term

A student may be absent from continuous assessments (quizzes/class test/field works, etc.) during the Term. Such absences will naturally reduce points/marks, which count towards the final grade. Absence in the Mid Term (if any) and the Term Final Examination will result in 'F' grade.

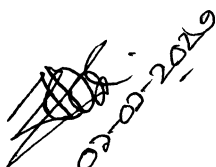
A student who has been absent for short periods, up to a maximum of three weeks due to illness, should request the Course Teacher or Program Coordinator to makeup continuous assessments immediately on returning to the class. A medical certificate should support such request from the Chief Medical Officer of Khulna University. The medical certificate issued by registered medical practitioners (with the registration number shown explicitly on the certificates) and endorsed by the Chief Medical officer of the University will also be acceptable only in those cases where the student has valid reasons for his absence from the University.

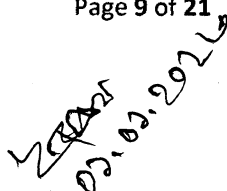
10.6 Special Term


Students having any retake/re-take course(s) may apply for a special Term to complete the total required course (maximum 09 credits) in that Term. The special Term will be offered for the final term students who have retake/re-take courses. The examination will start four (04) weeks after publication of the result and will continue not more than 2 (two) weeks. The marks of both attendance and continuous assessments will be carried over from the previous record.

10.7 Registration for Improvement

If any student gets a 'D' to 'C+' grade in any course, s/he may be allowed to repeat that course to improve the grade. The previous grade will be replaced from the grade sheet in such a case.


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10.8 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 to complete the Degree.

If a student does not register for an offered Theory or Sessional course in his/her applicable Term (for example, '0541 12 Math 5101' course in his/her Master's first year first term, '0541 12 Math 5203' course in his/her Master's first year second term, '0541 12 Math 6104' course in his/her Master's second year first term), that course 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 an optional substitute course. In such a case, that substitute course will be deemed as a fresh course.

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

10.9 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.

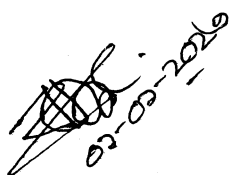
The same process may be applied for handling the credit waiver related applications. However, the maximum limit of inward credit waiver from other Universities/ Institutions should be less than or equal to 20 percent of the total credits required to complete the concerned Degree.

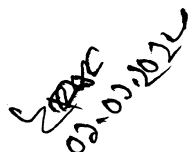
11. Curriculum and Syllabus


Each 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.

The curriculum of the Master's program will include a minimum of 10% 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.

The curriculum must contain a set of comprehensive syllabuses. In addition, the corresponding Discipline/POE must maintain course outlines and course profiles.






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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 three years. Such updating aims at including the expanding frontiers of knowledge in various fields of the respective undergraduate program.

12. Program Coordinator

The Discipline Head will appoint a Program Coordinator for each batch of the Master's program. The Program Coordinator will be rotated in order of seniority from among the teachers of the Discipline who are eligible for conducting courses in the Master's program. The Program Coordinator will help the Discipline Head in matters related to students' orientation, course registration, course offering, and preparing class routine.

13. Examination Procedures of Theory and Sessional Courses

(i) All theory and sessional courses will be evaluated out of 100 marks. The marks will be distributed as follows:

Theory Course

Attendance:	10 Marks
Continuous Assessments:	30-40 Marks
<u>Term Final:</u>	<u>50-60 Marks</u>
Total:	100 Marks

Sessional Course

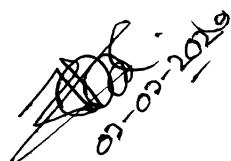
Attendance:	10 Marks
Sessional Assessments:	60 Marks
<u>Viva voce:</u>	<u>30 Marks</u>
Total:	100 Marks

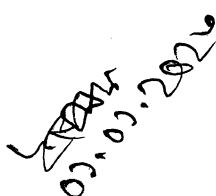
(ii) Attendance shall carry 10 marks based on Table 6:


Table 6: Attendance Marks

Attendance (%)	Marks
≥ 90	10
85 to < 90	9
80 to < 85	8
75 to < 80	7
70 to < 75	6
65 to < 70	5
60 to < 65	4
< 60	0

The continuous assessments (30 to 40 marks) may be conducted in the form of written class examinations, assignments, home-works, presentations, quizzes, viva voce, mid-

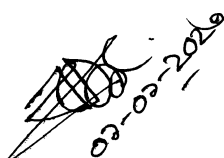

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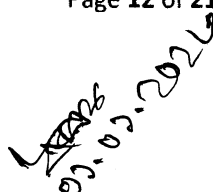

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term, etc. For any theoretical course, there shall be at least four assessments. Section best (A & B) assessments shall be counted. A mid-term Examination may be taken if a Discipline/POE opts for it. The concerned Discipline will allocate marks for mid-term and continuous other evaluations in such a case. The course teachers must submit the continuous assessment and sessional assessment mark sheets to the Chair of the Examination Committee before the starting of the Term final examination.

- (iii) The remaining 50 to 60 marks will be allocated for the term final examination.
- (iv) There will be an Examination Committee for each Term. The committee will be formed as follows:
The Chairman of the Examination Committee will generally be the Discipline Head. Three teachers of the Discipline not below the rank of Associate Professor in order of seniority by rotation will be the members of the Examination Committee. If a Discipline does not have the required number of teachers with designations described above, Assistant Professor/Lecturer may also be included in the Examination Committee. The fifth member (external) of the Examination Committee will be from other Disciplines/Universities. The Examination Committee of the final term will also work for the special term.
- (v) There shall be two question setters and two examiners for each course in term final examinations. The answer script shall be marked as Section A and Section B. In exceptional case, depending on the type/nature/content and assessment strategy of a particular course(s), if required, concerned Discipline/POE can assign single question setter. But examination paper will be examined by two examiners.
- (vi) For the term final examination, the Controller of Examinations will prepare and circulate the schedule upon receiving advice from the Discipline at least one week before the commencement of the examinations.
- (vii) The functions of the examination committee will be:
a) Nominate question setters and answer script examiners.
b) Collect manuscripts, arrange moderation and preparation of question paper;
c) Conduct viva voce (if any), as stated in section 8(iv).
d) Receive evaluated answer scripts and their corresponding mark sheets, mark sheets of Dissertation/ project/ internship examination, arrange scrutiny and prepare the result.
e) Submit all records and the result to the Controller of Examinations through Discipline Head.
- (viii) A student who fails in any course(s) in the Term final examinations or who registered for the course(s) but did not sit for the examination, the concerned course(s) will be considered as retake course(s).
- (ix) A student retaking theory course(s) for clearing/passing or improvement must appear at the mid-term (if any) and Term final examinations. A student may attend continuous assessments also on the written approval of the Discipline Head; otherwise, the marks of continuous assessments will be maintained from the student's previous records. The marks of attendance will be carried forward from earlier Term. The obtained grade will be downgraded in case of retaking course(s).
- (x) Examination procedure related other guidelines of the latest 'Ordinance for Undergraduate Examination' of Khulna University will generally be applicable for the Master's programs, if not conflicting with this Ordinance.






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14. Grading System

Letter Grades and corresponding Grade Points will be awarded following provisions shown below (Table 7):

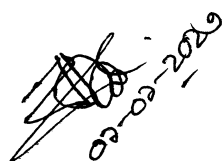
Table 7: Grading Scale

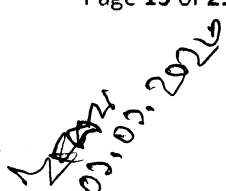
NUMERICAL GRADE	LETTER GRADE	GRADE POINT
80% or above	A+ (A plus)	4.00
75 to less than 80%	A (A regular)	3.75
70 to less than 75%	A- (A minus)	3.50
65 to less than 70%	B+ (B plus)	3.25
60 to less than 65%	B (B regular)	3.00
55 to less than 60%	B- (B minus)	2.75
50 to less than 55%	C+ (C plus)	2.50
45 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 project, thesis design, etc. course)	X	


GPA will be calculated as per the standard practices at the undergraduate level of Khulna University. A student's performance will be evaluated in terms of three indices, viz. 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 up to 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. The students will be awarded the Degree with Distinction, if their CGPA is 3.75 or above.

15. Dissertation under Mixed-mode

- (i) There will be two components of the Dissertation, namely Dissertation Part-I-M in one Term for proposal development, and Dissertation Part-II-M in another term for completing the Dissertation. The total credit for the Dissertation will be between 15 to 20 credits. The credit allocation for proposal development and dissertation parts will be 3-5 credits and 12-15 credits, respectively.
- (ii) Dissertation Part-I-M will usually commence in the Master's first-year second-term and Dissertation Part-II-M in the second-year first-term (final Term).
- (iii) A student registered for Dissertation will undertake research work under the guidance of a supervisor and a co-supervisor (if necessary).
- (iv) The Discipline Head will send a list of the students, dissertation title, names of the respective supervisors, and co-supervisors (if any) to the BOAS through EC before the end of the Term in which the student registers for Dissertation Part-II-M.



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- (v) The research needs to be carried out in this University or at the appropriate place(s) approved by the Supervisor in consultation with the Discipline Head.
- (vi) The final evaluation of the Dissertation Part-II-M will be made at the end of the final Term. However, the evaluation of the Dissertation Part-I-M will be done in the corresponding Term.
- (vii) A student must submit the required number of printed and soft copies of Dissertation Part-II-M in the approved format through the Supervisors to the Discipline Head by a date to be fixed by the Discipline. The Dissertation will not usually be considered for evaluation if the plagiarism detection system yields a similarity index of more than 25% (excluding bibliography/references, quotes, and small sources with source exclusion threshold of ten-word counts). This will be applicable to the dissertations written in English. The curriculum of the concerned program will provide a specific guideline on this issue.
- (viii) Each student shall certify that the research work is his/her own and that the work was not submitted elsewhere for any other degree or diploma - the entire work has not been published as a monograph or a book before the Degree is awarded.
- (ix) There shall generally be one Supervisor for each student, but a co-supervisor may also be appointed if needed. A teacher not below the rank of Assistant Professor will act as supervisor/co-supervisor. However, a Lecturer with MPhil/ Master's by Research/ Ph.D. degree is eligible to supervise/co-supervise a student. Co-supervision may also be allowed from other Disciplines of Khulna University/other universities or research institutes.
- (x) If a student has any grievance about a Supervisor, or if a Supervisor has any complaint against a student, s/he may inform the Discipline Head about the issue in writing. The Discipline will decide such matters.
- (xi) Pursuant to the leave rules of Khulna University, a Supervisor can remain absent from Khulna University (not more than six months) while continuing as a Supervisor. The online defense may be arranged in such cases if deemed necessary. Otherwise, the Co-supervisor (if any) or any other competent person will act as the Supervisor as per the guideline of the concerned Examination Committee. This will be applicable for projects and internships also.
- (xii) A Dissertation (both proposal and Dissertation) will be evaluated out of 100 marks. Marks distribution of Dissertation Part-I-M will be as follows:
- | | |
|------------------------------|----------|
| (a) Assessment of Supervisor | 30 marks |
| (b) Proposal Presentation | 70 marks |
- Marks distribution for Dissertation Part-II-M will be as follows:
- | | |
|--------------------------------|----------|
| (a) Assessment of Supervisor | 20 marks |
| (b) Dissertation Evaluation | 50 marks |
| (c) Defense (Oral examination) | 30 marks |
- (xiii) Dissertation Part-II-M report will be evaluated by internal and external examiners. Supervisor/a teacher from the Discipline, decided by the Examination Committee, will act as the Internal Examiner. The External Examiner shall be selected from outside the Discipline/University. The examiners must be eligible to be a supervisor/co-supervisor as stated in sub-sections (ix-xi) under this article. The two

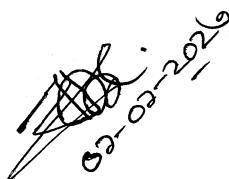

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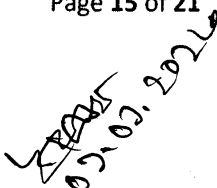

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examiners will evaluate the dissertation report separately, and the average marks will be considered for grading. However, if the marks given by the examiners vary by 20% or more, a third examiner from outside the University will be appointed by the Chairman of the Examination Committee. Among the three marks given by the examiners, an average of the closest two will be considered for grading. However, if the marks are equidistant, the average of the three marks will be considered for grading.

- (xiv) Every student submitting a dissertation in partial fulfillment of the requirements of a degree will be required to appear at proposal presentation for Dissertation Part-I-M and defense board of Dissertation Part-II-M respectively on the dates fixed by the Discipline Head in consultation with the Supervisor(s). Such presentation and defense may be arranged online if deemed necessary to the concerned authority. A student must satisfy the examiners that s/he is capable of undertaking independent work and affording evidence of satisfactory knowledge related to the theory and techniques used in his/her research work.
- (xv) Each Supervisor will submit a panel of five external examiners to the Discipline Head. The Discipline Head will arrange to get its approval from the appropriate authority. The Examination Committee will select one external member from the approved panel.
- (xvi) If any change is required in the title/supervisor/co-supervisor/examiner/etc., the Discipline Head will send it to the BOAS through EC.
- (xvii) Dissertation Part-I-M: Proposal Defense Board, of four members as follows will evaluate the presentation:
- | | |
|---|----------|
| (a) Head/Professor of the Discipline | Chairman |
| (b) Supervisor | Member |
| (c) Co-supervisor (if any) | Member |
| (d) One/Two teachers of the Discipline* | Member |
- (* nominated by the Discipline Head from the relevant field)
- (xviii) Dissertation Part-II-M: Dissertation Defense Board consisting five members as follows will evaluate the defense:
- | | |
|--|----------|
| (a) Head/Professor of the Discipline | Chairman |
| (b) Supervisor | Member |
| (c) Co-supervisor (if any) | Member |
| (d) One/Two teachers of the Discipline** | Member |
| (e) External Examiner | Member |
- (** nominated by the Discipline Head from the relevant field)
- (xix) A three-member committee may conduct the proposal or final defense in case of unavailability of one/two members mentioned in sub-sections (xvii) and (xviii) under this article. If the Chairman is unavailable to be present in the Defense board, the senior most of the present internal members will act as the Chairman.
- (xx) If the Discipline Head supervises any Dissertation, a teacher from the Discipline capable of supervising a Dissertation nominated by the examination committee and endorsed by the Discipline Head will act as the Chairman.
- (xxi) If any examiner is unable to accept the appointment or has to relinquish his/her appointment before/during the examination, the Examination Committee will select






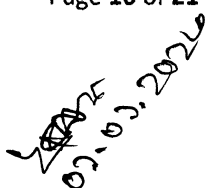

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another examiner from the panel and communicate the decision to the Controller of Examinations.

- (xxii) For handling examination bill-related issues, Supervisor/Co-supervisor of Dissertation Part-I-M will be treated as a sessional course teacher and remunerated accordingly for that Term as per the standard rate of the University. However, 'Proposal Defense Board' members of Dissertation Part-I-M will be remunerated at the rate of thesis defense/viva voce. The Dissertation Part-II-M will be treated as a thesis/similar course for handling examination bill-related issues.

16. Project under Mixed-mode

- (i) A student undertaking a project work will register 03-06 credits usually in the second-year first-term (final Term) under the guidance of a Supervisor. A teacher with MPhil/Master's by Research/ Ph.D. degree can supervise a student. The project work should be carried out in this University or at the appropriate place(s) approved by the Supervisor in consultation with the Discipline Head.
- (ii) Final evaluation of the project report will usually be made at the end of the final Term for the student.
- (iii) Each student shall certify that the research work is his/her own and that the work was not submitted elsewhere for any other degree or diploma - the entire work has not been published as a monograph or a book before the Degree is awarded.
- (iv) A student must submit the required number of printed and soft copies of the project report in the approved format through the supervisors to the Discipline Head by a date to be fixed by the Discipline. The project report will not usually be considered for evaluation if the plagiarism detection system yields more than 25% (excluding bibliography/references, quotes, and small sources with a source exclusion threshold of ten-word counts). This will be applicable to the reports written in English. The curriculum of the concerned program will provide a specific guideline on this issue.
- (v) The project report will be evaluated by two examiners (internal and external examiners). However, if the marks given by the examiners vary by 20% or more, a third examiner from outside the University will be appointed by the Chairman of the Examination Committee. Among the three marks given by the examiners, an average of the closest two will be considered for grading. However, if the marks are equidistant, the average of the three marks will be considered for grading.
- (vi) Supervisor/a teacher from the Discipline, decided by the Examination Committee, will act as the Internal Examiner. The External Examiner shall be selected from within or outside the Discipline. The examiners must be eligible to be a supervisor as stated in sub-section (i) under this article.
- (vii) Project defense board will be constituted of three/four members as follows:
- | | |
|---|----------|
| a) Head/Professor of the Discipline | Chairman |
| b) Supervisor | Member |
| c) One teacher (optional) of the Discipline (nominated by the Head) | Member |
| d) External Examiner | Member |
- (viii) A project will be evaluated out of 100 marks. Marks distribution of the project will be as follows:



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Assessments of the Supervisor	20 marks
Project Report evaluation	50 marks
Defense (Oral examination)	30 marks

17. Internship under Mixed-mode

(i) A student may be offered an internship usually in the second-year first-term (final Term). In such a case, the credit will be 03-06 Credits. There will be a Supervisor. A teacher with a post-graduate degree is capable of supervising an internship. The evaluation of the internship will be as follows:

a) Continuation of the work (by Supervisor)	20 marks
b) Report evaluation	50 marks
c) Defense (Oral examination)	30 marks

(ii) The two examiners will evaluate the Internship report separately, and the average marks will be considered for grading. However, if the marks given by the examiners vary by 20% or more, a third examiner from outside the University will be appointed by the Chairman of the Examination Committee. Among the three marks given by the examiners, an average of the closest two will be considered for grading. However, if the marks are equidistant, the average of the three marks will be considered for grading.

(iii) Supervisor/a teacher from the Discipline, decided by the Examination Committee, will act as the Internal Examiner. The External Examiner shall be selected from within or outside the Discipline. The examiners must be eligible to be a supervisor, as stated in article 15 of this Ordinance.

(iv) Internship Defense Board will be constituted of three/four members as follows:

Head/Professor of the Discipline	Chairman
Supervisor	Member
One teacher (optional) of the Discipline (nominated by the Head)	Member
External Examiner	Member

(v) A student must submit the required number of printed and soft copies of the internship report in the approved format through the supervisors to the Discipline Head by a date to be fixed by the Discipline. The report will not usually be considered for evaluation if the plagiarism detection system yields more than 25% (excluding bibliography/references, quotes, and small sources with a source exclusion threshold of ten-word counts). This will be applicable to the reports written in English. The curriculum of the concerned program will provide a specific guideline on this issue.

18. Master's by Research Program

(i) The students under 'Master's by Research' program have to register for four parts of the Dissertation as follows (Table 8):

Table 8: Credit Requirements for Master's by Research Program

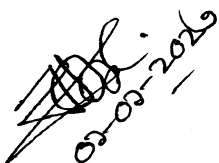
Serial No.	Course	Year	Term	Min. credit	Max. credit
1	Dissertation Part-I-R	1	1	8	10
2	Dissertation Part-II-R	1	2	10	15
3	Dissertation Part-III-R	2	1	12	15

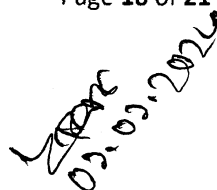
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- (ii) Usually research topic selection, title, rationale, objective, research question, literature review, sampling, research design, experiment, survey, data/information collection, analysis, result, discussion, policy implication, limitation, reference, annex, etc. related various issues will be covered (as applicable) under these four parts. The curriculum of the concerned program will provide a detailed description of coverage, objective, learning outcome, credit, etc., of these four parts.
- (iii) A student registered for Dissertation will undertake research under the guidance of a Supervisor and a Co-supervisor (if necessary).
- (iv) The Discipline Head will send a list of the students, dissertation title, names of the respective supervisors and co-supervisors (if any) to the BOAS through EC before the end of the Term in which the student registers for Dissertation Part-IV-R.
- (v) The research needs to be carried out in this University or at the appropriate place(s) approved by the Supervisor in consultation with the Discipline Head.
- (vi) Final evaluation of the Dissertation Part-IV-R will be made at the end of the final Term. However, the Dissertation Part-I-R, II-R, and III-R will be evaluated in the corresponding terms.
- (vii) A student must submit the required number of printed and soft copies of Dissertation Part-IV-R in the approved format through the supervisors to the Discipline Head by a date to be fixed by the Discipline. The Dissertation will not usually be considered for evaluation if the plagiarism detection system yields a similarity index of more than 25% (excluding bibliography/references, quotes, and small sources with source exclusion threshold of ten-word counts). This will be applicable to the dissertations written in English. The curriculum of the concerned program will provide a specific guideline on this issue.
- (viii) Each student shall certify that the research work is his/her own and that the work was not submitted elsewhere for any other degree or diploma - the entire work has not been published as a monograph or a book before the Degree is awarded.
- (ix) There shall normally be one Supervisor for each student, but a co-supervisor may also be appointed if needed. A teacher not below the rank of Assistant Professor will act as Supervisor/Co-supervisor. However, a Lecturer with MPhil/ Master's by Research/ Ph.D. degree is eligible to supervise/co-supervise a student. Co-supervision may also be allowed from other Disciplines of Khulna University/other universities or research institutes.
- (x) If a student has any grievance about a Supervisor, or if a Supervisor has any complaint against a student, s/he may inform the Discipline Head about the issue in writing. The Discipline will decide such matters.
- (xi) Pursuant to the leave rules of Khulna University, a Supervisor can remain absent from Khulna University (not more than six months) while continuing as a Supervisor. The online defense may be arranged in such cases if deemed necessary. Otherwise, the Co-supervisor (if any) or any other competent person will act as the Supervisor as per the guideline of the concerned Examination Committee.
- (xii) A Dissertation (Part I-IV-R) will be evaluated out of 100 marks. Marks distribution of Dissertation Part-I-R, II-R, and III-R will be as follows:






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- | | |
|-----------------------------|----------|
| a) Assessment of Supervisor | 30 marks |
| b) Presentation | 70 marks |

(xiii) Marks distribution for Dissertation Part-IV-R will be as follows:

- | | |
|----------------------------|----------|
| Assessment of Supervisor | 20 marks |
| Dissertation Evaluation | 50 marks |
| Defense (Oral examination) | 30 marks |

(xiv) Dissertation Part-IV-R report will be evaluated by two examiners- Internal and External Examiners. Supervisor/a teacher from the Discipline, decided by the Examination Committee will act as the Internal Examiner. The External Examiner shall be selected from outside the University. The examiners must be eligible to be a supervisor/co-supervisor as stated in sub-sections (ix-xi) under this article.

(xv) The two examiners will evaluate the dissertation report separately, and the average marks will be considered for grading. However, if the marks given by the examiners vary by 20% or more, a third examiner from outside the University will be appointed by the Chairman of the Examination Committee. Among the three marks given by the examiners, an average of the closest two will be considered for grading. However, if the marks are equidistant, the average of the three marks will be considered for grading.

(xvi) Every student submitting a dissertation in partial fulfillment of the requirements of a degree will be required to appear at a seminar presentation for Dissertation Part-I-R, II-R, and III-R and defense board for Dissertation Part-IV-R respectively on the dates fixed by the Discipline Head in consultation with the Supervisor (s). Such seminar presentation and defense may be arranged online if deemed necessary to the concerned authority. A student must satisfy the examiners that s/he is capable of undertaking independent work and affording evidence of satisfactory knowledge related to the theory and techniques used in his/her research work.

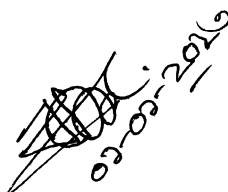
(xvii) Each Supervisor will submit a panel of five external examiners to the Discipline Head. The Discipline Head will arrange to get its approval from the appropriate authority. The Examination Committee will select one external member from the approved panel.

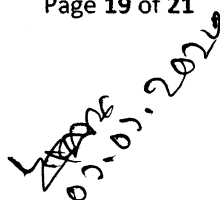
(xviii) If any change is required in the title/supervisor/co-supervisor/examiner/etc., the Discipline Head will send it to the BOAS through EC.


(xix) Dissertation Part-I-R, II-R, and III-R: Seminar Defense Board, of four members as follows will evaluate the seminar presentation. The Chairman and members of the seminar defense board formed for one student against Dissertation Part-I-R will generally continue for Part-II-R and III-R. However, for retirement, change of the Discipline Head, leave for a longer period, etc. valid reasons, the seminar defense board may be changed subject to the approval of competent authorities.

- | | |
|-------------------------------------|----------|
| Head/Professor of the Discipline | Chairman |
| Supervisor | Member |
| Co-supervisor (if any) | Member |
| One/Two teachers of the Discipline* | Member |
- (* nominated by the Discipline Head from the relevant field)

(xx) Dissertation Part-IV-R: Dissertation Defense Board consisting five members as follows will evaluate the defense:





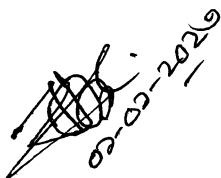

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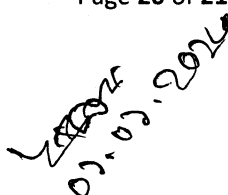
Head/Professor of the Discipline	Chairman
Supervisor	Member
Co-supervisor (if any)	Member
One/Two teachers of the Discipline**	Member
External Examiner (outside the University)	Member
(** nominated by the Discipline Head from the relevant field)	


- (xxi) A three-member committee may conduct the seminar or final defense in case of unavailability of one/two members mentioned in sub-sections (xix) and (xx) of this article. If the Chairman is unavailable to be present in the Defense board, the senior most of the present internal members will act as the Chairman.
- (xxii) If the Discipline Head supervises any Dissertation, a teacher from the Discipline capable of supervising a Dissertation nominated by the Examination Committee and endorsed by the Discipline Head will act as the Chairman.
- (xxiii) If any examiner is unable to accept the appointment or has to relinquish his/her appointment before/during the examination, the Examination Committee will select another examiner from the panel and communicate the decision to the Controller of Examinations.
- (xxiv) After successfully completing the seminar and dissertation defense boards, the Chairman of the concerned boards shall arrange to send six-monthly progress reports for each student in each Term to the Dean for approval. Accordingly, the Dean will approve the progress reports and report to BOAS. Progress reports shall be submitted before the end of each Term, even if the Supervisor is on leave; otherwise, the student(s) shall not be allowed to register for the following Term.
- (xxv) For handling examination bill-related issues, the Supervisor/ Co-supervisor of Dissertation Part-I-R, II-R, and III-R will be treated as a sessional course teacher(s). However, 'Seminar Defense Board' members of Dissertation Part-I-R, II-R, and III-R will be remunerated at the rate of thesis defense/viva voce. The Dissertation Part-IV-R will be treated as a thesis/similar course for handling examination bill-related issues.
- (xxvi) A student must publish (or at least accepted for publication) an article/paper in a peer-reviewed journal or a peer-reviewed conference paper in order to complete 'Master's by Research' Degree.

19. Publication of Results

- (i) The Controller of Examinations will publish the result and preserve all the records for one year after the Degree is awarded. The result will be published subject to completing the required number of credits and fulfilling other requirements (for example, article/paper for 'Master's by Research' mode students) within the stipulated time limit, as applicable.
- (ii) A student can have his/her results re-examined by applying to the Controller of Examinations within 30 working days from the date of publication of results. However, s/he has to pay a re-examination fee fixed by the concerned authorities. The Controller of Examinations will take necessary measures regarding the matter in consultation with the Chairman of the Examination Committee. Answer script re-scrutiny and result re-examination related rules of the latest 'Ordinance for






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Undergraduate Examination' of Khulna University will generally be applicable for the Master's programs also.

20. Academic Fees

The academic fees may be fixed and revised by the authority.

21. Paid Master's Programs

Rules for the paid Master's Programs run by different Disciplines/POEs will also be framed in light of this Ordinance. However, matters related to Academic Fees and Expenditure of the paid programs will be decided by the respective Discipline upon approval by the competent authorities.

22. Subsequent Ordinances

For related/relevant issues, which are not covered (or not cleared) in this Ordinance, provisions of the latest 'Ordinance for Undergraduate Program' and 'Ordinance for Undergraduate Examination' of Khulna University may be consulted and applied. However, in case there is any conflict of this Ordinance with the subsequent ordinances(s), the provisions of this Ordinance shall prevail.

Committee

Dr. Feroz Ahmed, Professor, Business Administration Discipline - Chairman

Mst. Taslima Khatun, Professor, Sociology Discipline - Member

Dr. Shaikh Md. Roziqul Islam, Professor, Bangla Discipline - Member


Dr. Uttam Kumar Majumder, Professor, Statistics Discipline - Member


Dr. Md. Waliul Hasanat, Professor, Law and Justice Discipline - Member


Dr. Md. Raihan Ali, Professor, Biotechnology and Genetic Engineering Discipline - Member

Dr. Md. Monirul Islam, Professor, Agrotechnology Discipline - Member

A K Fazlul Hoque, Professor, Forestry and Wood Technology Discipline - Member


Prof. Khan Golam Quddus
Registrar (In-Charge)
Khulna University


02-03-2020


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