

ORDINANCE FOR MA IN ENGLISH LANGUAGE PROGRAM



English Discipline
Khulna University
Khulna-9208

**ORDINANCE FOR THE PROGRAMS OF
MA IN ENGLISH LANGUAGE WITH THESIS & MA IN ENGLISH LANGUAGE**
(Effective from the academic session 2019-2020 (2nd batch))

1. Preamble:

English Discipline of Arts and Humanities School, Khulna University will offer Master's Degrees in English Language to a candidate subject to the fulfillment of the rules and regulations as described hereunder and also of other relevant rules and regulations to be promulgated by the competent authorities of the University from time to time.

2. Name of the Program:

The Master's degree in English Discipline of the University shall be conferred and termed as (i) Master of Arts in English Language with Thesis, abbreviated as **MA in English Language with Thesis** and (ii) Master of Arts in English Language, abbreviated as **MA in English Language**.

3. Nature of the Program:

This is a paid program. Students must pay the entire cost (vide appendix 1) of the program. The program will be conducted on weekly holidays, i.e. Fridays and Saturdays. In exceptional circumstances the classes may be arranged on weekdays in the afternoon.

4. Admission Requirements and Procedures:

(4.1) Candidates seeking admission to Master of Arts in English Language with Thesis and Master of Arts in English Language must fulfill the following criteria:

(a) minimum 2nd division/class/equivalent CGPA in all the examinations starting from SSC/equivalent examination AND

(i) a four-year bachelor's degree (Hons.) in English language/literature/linguistics from any approved university/institution, Or

(ii) a three-year bachelor's degree (Hons.) and a one-year master's degree in English language/literature/linguistics from any approved university/institution, Or

(iii) a three-year bachelor's degree and a one-year/two-year master's degree from any approved university/institution on the condition that she/he must have 45% marks/GPA 2.5 in the compulsory English course, Or

- (iv) a two-year bachelor's degree and a two-year master's degree from any approved university/institution. In addition to this, she/he has to have at least two-year job experience, Or
 - (v) in case of Disciplines other than English from Khulna University, a minimum GPA 3 in the compulsory English course at the bachelor's level,
- (b) candidates awaiting the bachelor (Hons.)/master's degree results are allowed to apply on the condition that they must submit their certificates of bachelor (Hons.)/master's degree if they qualify for the program; otherwise, their selection for admission will stand cancelled,
 - (c) candidate who is in service will have to submit an experience certificate issued by the employer. Once selected for admission, he/she will have to submit another certificate issued by his/her employer stating that he/she is allowed to participate in the program,
 - (d) candidates must not exceed 50 years of age on the last date of application,
 - (e) The MAL Admission Committee will decide which student(s) will be allowed to enroll for the **Master of Arts in English Language with Thesis** program. The said committee will also set the qualifications fulfilling of which may qualify a student for the above-mentioned program.
- (4.2) Applications for admission to the above Program shall be invited twice a year and shall be received by the Chairman of the Admission Committee.
- (4.3) English Discipline may bring in changes to the rules and procedures of admission subject to the approval of the university authority.
- (4.4) The Admission Committee for Master of Arts in English Language shall be formed for an academic year with the following members:
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|--|--------|
| (i) The Head of English Discipline | Chair |
| (ii) Program Coordinator | Member |
| (iii) Three teachers from the Discipline: One teacher from each tier | Member |
- (not below the rank of Assistant Professor) in order of seniority by rotation.
- (4.5) Every selected candidate shall get herself/himself registered with the University. Each student will fill in her/his course registration form in consultation with the Program Coordinator. The Program Coordinator will verify and submit it to the Head of the Discipline for forwarding it to the Registrar's office. Late registration is, however, permitted during the first week on payment of a late fee decided by the

Authority from time to time. Student having outstanding dues to the University shall not be permitted to register.

- (4.6) No student(s) will be admitted after 15 working days from the beginning of classes.
 - (4.7) After admission, the program coordinator will check and confirm the student's schedule for subjects and other prerequisites in advance of each enrolment and course registration for any term. The student is expected to consult the program coordinator on all academic matters; it is the responsibility of the individual student to see also that his/her schedule conforms to the course requirements.
 - (4.8) The maximum number of students to be admitted to Master of Arts in English Language in a particular term shall be decided by the Admission Committee on the basis of availability of resources and other factors in the Discipline.
 - (4.9) Of the total admitted students, 80% will be counted as the real number (excluding possible drops-out) and the gross amount of total income will be decided by that number.
5. The Program Coordinator will be appointed for two years from among the teachers (not below the rank of Associate Professor) of the Discipline in order of seniority by rotation. However, teachers who have previously held the position can be considered for reappointment only once the rotation is complete. The Coordinator in consultation with the Discipline Head will ensure smooth management of the program. She/he will keep the account of the program and must submit a financial report at the end of each term to the Head of the Discipline. In addition to the responsibilities specified in 4.5 of this ordinance, the Program Coordinator in consultation with the Head will make class routine, prepare the relevant bills and papers for clearing the dues to different units of the University, prepare the honorarium/remuneration slips for the teachers/examiners and other staff after careful scrutiny. She/he will also prepare the bank advice note/cheque for making necessary payments.

6. Duration of the Program:

- (6.1) An academic year shall consist of three terms. In a particular term there shall be 12 weeks covering teaching and assignments, 01 week for preparatory leave and 02 weeks for examinations, 02 weeks for publication of results and 01 week's term break.
- (6.2) (i) The maximum duration of **Master of Arts in English Language with Thesis** shall be four academic years.
(ii) The maximum duration of **Master of Arts in English Language** shall be three academic years.

(iii) A Candidate must complete all the requirements for the degree within the stipulated time from the date of her/his first admission.

(6.3) (i) The minimum duration for **MA in English Language with Thesis** shall be four terms.

(ii) The minimum duration for **MA in English Language** shall be three terms.

7. Term Withdrawal and Earning of Credits:

(7.1) If any student is unable to complete the term final examinations due to serious illness or serious accident, she/he may apply to the Discipline Head seeking withdrawal from the term within seven working days after the end of the concerned term final examinations. A medical certificate from the chief medical officer of the university must support the application. The Dean of Arts and Humanities School of Khulna University will take decision on such applications and report it to BOAS.

(7.2) If a student cannot complete total required credits for her/his degree within the allocated time (mentioned in 6(ii)) she/he may be allowed to register for her/his total incomplete credits in the subsequent terms.

8. Requirements for the Degree:

(8.1) **MA in English Language with Thesis** and **MA in English Language** programs shall run on course credit system. One lecture/contact hour per week shall be considered one credit hour.

(8.2) (a) Students for **MA in English Language with Thesis** shall earn a minimum of 46 credits. The program shall be based on Coursework and Thesis. The total credits shall be distributed as:

(i) Theory Courses (36 credits)

(ii) Thesis (10 credits)

In this case of **MA in English Language with Thesis**, student(s) shall register for the thesis in the 3rd term and finish the work by the end of the 4th term.

(b) Students for **MA in English Language** shall have to earn a minimum of 36 credits. The program shall be based on Coursework.

(c) In addition, student(s) without an honor's in English shall have to complete a 30-hour non-credit course in the first term to be conducted before the commencement of classes. The Program Coordinator in consultation with the Head will decide when and how the classes will be held. He/she will inform the concerned teachers and students

of the class schedules accordingly. The course fee (vide appendix 1) will be at par with a three-credit course. No grade will be given for this course.

(d) A student may be assigned a minimum of 9 credits and a maximum of 24 credits per term.

(8.3) The Head of English Discipline will send the program of courses for the students to BOAS, as and when necessary.

(8.4) Students shall be registered with the University each term on payment of necessary fees.

(8.5) A student will have an option to add course(s) to or drop course(s) from her/his registration within the first two weeks of the term. This can be done with the consent of the Program Coordinator subject to the approval of the Discipline Head. Adjustment of initially registered courses in any term can be done by duly completing this course adjustment form.

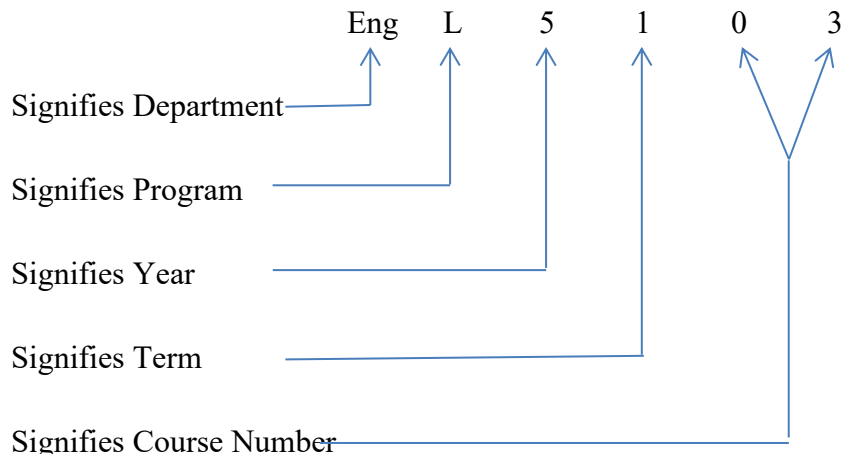
9. Each course offered in this program is designated by four letters. The first three letters “Eng” stand for the name of the Discipline and the fourth letter “L” stands for the name of the program: MA in English Language followed by a four-digit number based on the following criteria:

(a) The first digit corresponds to the year in which students normally take the course.

(b) The second digit signifies the term in which students normally take the course.

(c) The third and fourth digit together constitute the serial number of the course with odd and even number denoting theory and project course respectively.

An example of the course designation system:



10. Examination Procedures:

(10.1) There shall be two assessments in each section of a theory course. Students will attend both the assessments. Only the section best shall be aggregated and then averaged. The assessments in the form of written class exams, assignments, homework, presentation, etc. shall carry 30 percent, attendance 10 percent, and the term final examination covering the whole course shall carry 60 percent of the total marks. All the course examinations will be evaluated out of 100 marks.

Number of credit(s) of the course	Total no. of assessments required	No. of best assessments to be considered for grading
3	3	2

(10.2) The duration of term final examination shall be 3 hours.

(10.3) Upon receiving advice from the Head of the Discipline, the Controller of Examinations shall prepare and circulate the schedule for term final examinations in a particular term at least 1(one) week before the commencement of the examinations.

(10.4) The Examinations Committee shall be formed for one academic year with the following members:

- (i)** The Head of English Discipline Chair
- (ii)** Program Coordinator Member
- (iii)** Three teachers from the Discipline (One professor and two associate professors in order of seniority by rotation) Members

(10.5) The Examinations Committee chair in consultation with the Program Coordinator shall prepare a panel of paper-setters and examiners. She/he shall send the panel of paper-setters and examiners to the Dean of Arts and Humanities School who will get it approved by the relevant authorities including BOAS, Academic Council, etc. The Chair of the Examinations Committee shall prepare the appropriate list of paper-setters and examiners and send it to the Controller of Examinations. There shall be two paper-setters of whom one must be a course-teacher.

(10.6) In the term final examinations, there will be two answer scripts marked as Section A and Section B. The answer scripts of these two sections will be examined by two different examiners.

(10.7) The examiners shall submit the examined answer scripts, marks sheets and project examination marks sheets to the Chair of the Examination Committee. The Chair of

the Examination Committee shall submit all records to the Controller of Examinations within six months after the publication of results. The Controller of Examinations shall preserve all such records for a period of one year after the award of degree(s).

(10.8) (a) If a student does not sit for the assessment(s) for reasons satisfactory enough to the course teacher, the course teacher may allow the student one more chance for such examination(s) during the term; however, it must be held before the final examinations.

(b) A student retaking theory course(s) (Backlog) must appear at the final examinations to improve her/his grade(s). She/he may attend assessments also on written approval of the Head of the Discipline; otherwise the marks of assessments will be maintained from her/his previous records of the respective course(s), and she/he will be given the immediate lower grade. This grade will be shown and maintained on the transcript. If a student retakes the project, she/he will also be given the immediate lower grade. Nonetheless, the student will not be allowed to attend classes for any backlog course.

(10.9) Numerical grading shall be made after evaluating all examination scripts, projects, assessments and class attendance records. The final grading to be reported to the Controller of Examinations shall be in letter grade. Grades and corresponding grade points will be awarded in accordance with provision shown below:

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 (C regular)	2.25
40% to less than 45%	D	2.00
Less than 40%	F	0.0

An F grade in any course shall not be counted towards credit hour requirements and for the calculation of Grade Point Average (GPA).

- (10.10)(a)** If a student in **MA in English Language with Thesis** cannot complete total required credits for his/her degree within the allocated time (as per 6.3), he/she may be allowed to register for his/her total incomplete credits in the next relevant terms.
- (b)** If a student in **MA in English Language** cannot complete total required credits for his/her degree within the allocated time (as per 6.3), he/she may be allowed to register for his/her total incomplete credits in the next relevant terms.
- (10.11)** 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 backlog course(s).
- (10.12)** A student can have his/her results re-examined by applying to the Controller of Examinations within a week from the date of publication of results. However, s/he has to pay a fee of Tk. 2000/- (two thousand taka) only per course for the re-examination. The Controller of Examinations will take necessary measures in consultation with the concerned committee.

11. Research Requirements:

- (11.1)** The Examinations Committee will decide which students will be allowed to enroll for the **Masters in English Language with Thesis** program. The examination committee will also set the qualifications fulfilling of which may qualify a student for Thesis.
- (11.2)** A student of **MA in English Language with Thesis** shall undertake a research work under the guidance of a teacher of the Discipline.
- (11.3)** The Discipline Head shall submit the names of thesis supervisors together with the titles of the thesis to the BOAS within 04 weeks of the third term. As per the students' request the MAL committee might appoint a co-supervisor after discussion with the supervisor.
- (11.4)** Thesis will be registered in the third term. In the fourth term the student(s) will only have to pay term fee or registration along with Thesis Evaluation fee.
- (11.5)** The research work must be carried out in this University or at a place(s) approved by the supervisor in consultation with the Discipline Head.
- (11.6) (a)** At the end of the third term/second term the students must report their progress in a seminar.
- (b)** Final evaluation of the thesis will be made at the end of final term.

- (11.7) The thesis should demonstrate an evidence of generation of satisfactory knowledge in the field of research.
- (11.8) 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 except for publication. However, the entire work cannot be published as a monograph or a book before the degree is awarded.
- (11.9) The students must submit through the supervisors to the Discipline Head the required number of printed copies of thesis in the approved format on or before a date to be fixed by the Discipline Head in consultation with the supervisors concerned.
- (11.10) The Chairman of the examination committee will send the thesis to the examiners for examination.
- (11.11) The marks allocated to the thesis shall be distributed as follows for the purpose of grading:
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| (i) | Thesis | 60 marks |
| (ii) | Seminar | 20 marks |
| (iii) | Defense (Oral examination) | 20 marks |

12. Thesis Supervision:

The Head of the Discipline in consultation with the academic committee shall nominate supervisors and co-supervisors (if necessary) not below the rank of Assistant Professor with the experience of writing an MA/MPhil/PhD thesis. If a student has any grievance about a supervisor, or if a supervisor has any complaints against a student, she or he may inform the Discipline Head of the issue in writing within the first month of the issuance of notification of Thesis Supervision Committee. The academic committee will take decision in such matters.

13. Thesis Evaluation:

- (13.1) The Discipline Head in consultation with the supervisor will suggest to the Chairman, BOAS names of the examiners for thesis and oral examinations (Seminar and Defense) for approval.
- (a) The thesis will be examined by two examiners. Supervisor will be considered as the first examiner. The second examiner will be selected from the discipline/outside the discipline as per the decision of MAL Examination Committee.

(b) The Seminar and the Defense will be conducted by the following examiners:

- (i) Head of the Discipline
- (ii) First Examiner
- (iii) Second Examiner

In case of the absence of any one of the three examiners, the Seminar and Defense can be held in the presence of other two examiners.

(13.2) If the Head of the Discipline supervises any thesis, an internal member from the Discipline nominated by the examination committee and endorsed by the Discipline Head will act as a member of the examination committee in place of the Head.

(13.3) If any examiner is unable to accept the appointment or has to relinquish his/her appointment before/during the examination, the Discipline Head in consultation with the concerned supervisor shall select another examiner, get his/her name approved by the Vice-Chancellor and communicate the decision to the Controller of Examinations who shall make arrangements for appointment.

(13.4) Every student submitting a thesis in partial fulfillment of the requirements of a degree shall be required to appear at an oral examination (defense) on a date, or dates, fixed by the Head of the Discipline in consultation with the supervisor. The student must satisfy the examiners that he/she is capable of intelligently applying the results of his/her research to the solution of problems, undertaking independent work, and also affording evidence of satisfactory knowledge, related to the theory and technique used in his/her research work.

(13.5) The two examiners will evaluate the Thesis separately and the average marks will be considered for grading. However, if the marks given by the first and second examiners vary 20% or more, a third examiner appointed by the concerned examination committee from the panel of examiners will evaluate the Thesis. Among these marks, an average of the closest two marks will be considered for grading. However, if the marks given by the third examiner happen to stand in between the marks given by the first two examiners, the average of the three marks will be considered for grading.

14. Publication of Results:

After successful completion of the examinations, the Head of the Discipline (Chair of the Examination Committee), shall send the results to the Controller of Examinations, who shall publish the same on the recommendation of the Academic Council, subject to the approval of the Syndicate.

15. Academic Fees:

The academic fees (vide appendix 1) may be revised from time to time and will only come into effect once approved by the authority.

16. Expenditure:

The expenditure (vide appendix 2) may be revised from time to time and will only come into effect once approved by the authority.

A bank account under the title MA in English Language Program will be maintained with Agrani Bank, KU Branch. It will be jointly operated by the Head of English Discipline and the Program Coordinator. All transactions of the program shall be operated through this account.

17. Transport Facilities:

English Discipline may provide transport facilities to the teachers and staff on examination days. This facility might be arranged by the Discipline from the university transport pool or outside, as deemed suitable. The expenses for such facilities will be borne from the program fund.

Appendix 1: Academic Fees

A student will have to pay a total amount of Taka 1,00,200/- (In four terms for **MA in English Language with Thesis**) and 72,200/- (In three terms for **MA in English Language**). However, those taking the non-credit 30-hour course (see section 8.2.b) shall have to pay an additional amount of taka 5,100/- (payable at the time of admission). In addition to paying this amount to English Discipline, students will have to pay all other regular fees of the University.

Breakdown of the academic fees:

- (1) Admission Fees:** Tk. 3000/- (Payable only once at the time of admission)
- (2) Term Fees:** Tk. 1000/- (Payable at the beginning of every term)
- (3) Course Fees:** Tk. 1700/- per credit (**MA in English Language with Thesis:** Tk. 1700 X 46 = Tk. 78,200/- & **MA in English Language:** Tk. 1700 X 36 = Tk. 61,200/-). An additional amount of Tk. 5100/- (Tk. 1700 X 3) for those taking the non-credit course.
- (4) Thesis Evaluation Fees:** Tk. 10,000/- (Payable at the beginning of the 4th term for **MA in English Language with Thesis** student(s))
- (5) For registration of backlog and term withdrawal courses:** Tk. 2000/- per credit

(6) For registration of any fresh course(s) after regular terms: Tk. 1700/- per credit

(7) Seminar Library fees: Tk. 5000/- (Payable only once at the time of admission)

Appendix 2: Expenditure

SI No.	Item	Rate
1.	University Central Fund	20% of the total income Note: Of the total admitted students, 80% will be counted as the real number (excluding possible drops-out) and the gross amount of total income will be calculated accordingly.
2.	Dean's Account	01% of the total amount earned per batch Note: This amount must be used for the development of English Discipline.
3.	Head's Account	07% of the amount earned per batch. Note: This amount must be used for the development of English Discipline. The development activities may include infrastructure and other physical developments of the Discipline as well as holding of seminars, workshops, conferences, publication of books and journals.
4.	Imprest Fund	Tk. 4000 per term
5.	Stationary	Tk. 10,000 per term
6.	Dean, Arts and Humanities	Tk. 1250 per month
7.	Head, English Discipline	Tk. 4250 per month
8.	Program Coordinator	Tk. 4250 per month
9.	Course Honorarium	Tk. 52,000 per course
10.	Thesis Honorarium (per student)	Thesis Supervision: Supervisor: Tk. 5000/- Co-supervisor (if any): Tk. 2000/- Thesis Examination:

		<p>First Examiner: Tk. 2000/- Second Examiner: Tk. 2000/-</p> <p>Seminar and Defense:</p> <p>Head: 1500/- First Examiner: Tk.1500/- Second Examiner: 1500/-</p>
11.	Academic Section	Tk. 1200 per term
12.	Chair of the Examination Committee	Tk. 3000 per term per batch
13.	Question-paper Setting	Tk. 2500 per question-paper
14.	Question-paper Moderation	Total amount of money for question-paper setting of per term per batch will be equally distributed among the moderators.
15.	Answer-script Evaluation	Tk. 80 per half script (Term Final), however, an examiner will get a minimum of Tk. 1000
		Tk. 30 per continuous assessment per student
16.	Answer-script Scrutiny	Tk. 10 per half script (Term Final), but a scrutinizer will get a minimum of Tk. 400
17.	Tabulation	Tk. 300 per course per term
		<p>Tk. 50 per student per term</p> <p>Note: Chair and two tabulators will get honorarium at this rate. No honorarium can be claimed for the absentee(s).</p>
18.	Invigilation	Chief Invigilator: Tk. 500 per hour
		Invigilator: Tk. 400 per hour
		Discipline Officer: Tk. 300 per shift
		Discipline Peon and Staff: Tk. 200 per shift
19.	Question-paper Printing and Preparation	<p>Tk. 300 per question paper</p> <p>Note: Total amount of money will be distributed equally among the teachers involved in preparing question papers.</p>

		Discipline Officer: Tk. 700 per term Note: Total amount of money will be distributed equally if there is more than one officer involved in the task.
20.	Office of the Dean, Arts and Humanities School	Officer: Tk. 1500 per term Note: Total amount of money will be distributed equally if there is more than one officer.
		Staff: Tk. 1000 per term Note: Total amount of money will be distributed equally if there is more than one staff.
21.	Office of the Controller of Examinations	Tk. 8,000 per term (for conducting the term final examinations, preparation and publication of results, and other related activities) Note: The Controller of Examinations shall depute one officer and one peon/staff from his office for each shift of the examinations. The Controller of Examinations must take approval of the authority before disbursing the sum.
22.	Students' Hall	Tk. 25 per student per batch
23.	Medical Center	Tk. 25 per student per batch
24.	Discipline Officer	Tk. 2500 per month Note: Total amount of money will be distributed equally if there is more than one officer.
25.	Peon	Tk. 2000 per month Note: Total amount of money will be distributed equally if there is more than one peon.
26.	Seminar Library Assistant	Tk. 1200 per month Note: Total amount of money will be distributed equally if there is more than one assistant.