

ORDINANCE FOR UNDERGRADUATE PROGRAM
(Effective from the session 2007-2008)



English Discipline
Khulna University
Khulna-9208

Khulna University

ORDINANCE FOR UNDERGRADUATE PROGRAM

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Bachelor of Arts (Honours) Degree Programme

1. Organizational Framework of the BA (Hon's) Degree Programme

The undergraduate curriculum of Arts and Humanities School of Khulna University is based on course credit system. It functions within the broad framework of the 'Ordinance of the Undergraduate Program' of Khulna University. The curriculum is a blend of core courses, relevant basic and supporting courses, and applied or sessional courses. Due importance has also been given to courses having relevance to local, regional, and global issues in the fields of Arts and Humanities.

The first two terms of the program shall consist of relevant basic courses to help students develop skills in the relevant branches of the subject including basic computer course (Word Processing) and English language development courses.

2. Structure of an Academic Program

Students will be admitted in Undergraduate Program in the following Disciplines:

School	Discipline	Undergraduate Degree
Arts & Humanities	English	BA (Hon's) in English

3. Number and Duration of Terms

There will be two terms (Term-I and Term-II) in an Academic year. Each term will be utilized as follows:

No.	Description	Week
(i)	Classes	13 Weeks
(ii)	Preparatory leave before term final examination	02 Weeks
(iii)	Term final examination	04 Weeks
(iv)	Term Break	02 weeks
	Total	21 Weeks

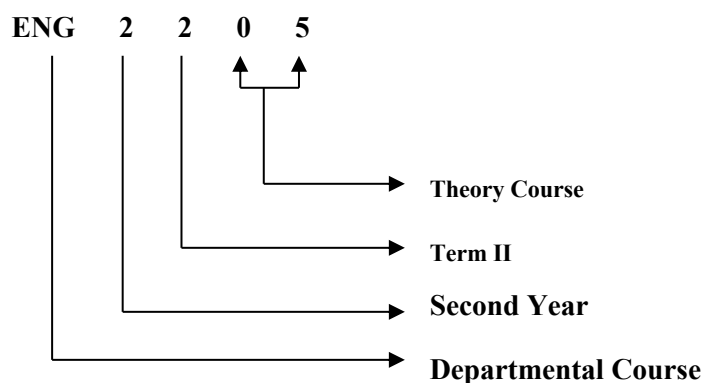
4. Course Pattern and Structure

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

4.1 Course Designation and Numbering System

Each course offered by the Discipline is designed by a three-letter word. For example, as the Discipline is English, so it will be 'Eng'. A four-digit number based on the following criteria follows it:

- a. First digit corresponds to the year in which the students normally take the course.
- b. Second digit represents the term in which the students normally take the course.
- c. Third digit is reserved for Discipline use.
- d. Fourth digit represents serial number of the course with odd and even number denoting theory and seminar/ viva voce course respectively.



4.2 Assignment of Credit Hours

(a) Theoretical Courses:

One lecture of 50 minutes a week will be equivalent to one credit hour.

(b) Sessional Courses:

One sessional class of 50 minutes a week will be equivalent to half credit hour.

5. Types of Courses

The courses included in the undergraduate curricula are divided into two groups which are as follows:

5.1 Core Courses

A number of courses will be identified as “Core” courses. Registration for the courses will be mandatory for awarding Degree.

5.2 Optional Courses

Apart from the Core courses, students will have to complete a number of courses which will be offered as “Optional” courses.

6. Course Offering and Instructions

The courses offered in a particular term will be announced and published in the Course Curriculum along with a tentative Term Schedule before the end of previous term. Whether a course is to be offered in any term will be decided by the Discipline.

Usually two teachers will conduct a course and one of them will act as course teacher and be responsible for maintaining the expected standard of the course and for assessment of the student’s performance.

6.1 Coordinating Courses

The Head will nominate a teacher as Course Coordinator for each term in a year. S/he will assume full responsibility for coordinating the work of other teachers of the Discipline involved in that term. The course teacher will be responsible for maintaining all records, excepting final examination of each student enrolled in the course.

7. Updating Curriculum and Syllabus

Consistent with its resilient policy to keep pace with new developments in the field of knowledge, the Arts & Humanities School will update its curricula at frequent intervals (at least once in every three years). Such updating aims at including the expanding frontiers of knowledge in various fields of Arts and Humanities.

8. Admission of the Students

The Registrar's Office will serve as the admission office and will deal with course registration in addition to students' admission on the recommendation of the academic council and approval of the Syndicate of Khulna University. For the first-year students, Discipline wise enrollment/admission is mandatory.

An admitted student can register for the courses he/she intends to take during a given term only on the basis of the advice and consent of his/her Discipline Head or concerned teacher.

First-Year First-Term students **must register** for the courses within the deadline of course registration decided by the concerned school, otherwise his/her admission will stand cancelled. **No admission** will be allowed after fifteen (15) working days from the beginning of the classes.

9. Registration Procedure

Each student will fill in his/her course registration form in consultation with the Course Coordinator under the guidance of the Discipline Head. The original copy of the course registration form will have to be submitted to the Registrar's Office. The Registrar's Office will be responsible for its distribution to relevant authorities (Disciplines and Controller of Examinations etc.). The course registration will be completed within five (05) working days at the beginning of each term. However, late registration will be permitted up to next (05) five working days on payment of a late registration fee decided by the authority from time to time. Students having outstanding dues to the University or the hall of residence shall not be permitted to register.

9.1 Limits on the Credit Hours to be taken in a Term

A student must register for at least fifteen (15) credit hours and may be allowed to register for up to a maximum of twenty-five (25) credit hours if

recommended by his/her discipline Head. **If any student fails to register, in any way, for minimum credit hours (15 credit hours), his/her studentship at the University will stand cancelled.** The minimum credit hours a student must register (15 credit hours) may be relaxed for those who have completed their 4/5 year of study and the sum of the credit hours of offered uncompleted courses is below 15.

9.2 Course Adjustment Procedure

A student will have some limited options to add or drop courses from his/her registration within fifteen (15) working days from the beginning of classes. This can be done with the consent of the concerned Course Coordinator and with the approval of the Discipline Head. Adjustment of initially registered courses in any term can be done by duly completing the course adjustment form. The Registrar's office will do the needful.

9.3 Withdrawal from the Term

If any student is unable to complete the Term Final Examination due to serious illness or serious accident, he or she may apply to the Head of the Discipline for total withdrawal from the term within eight (08) working days after the end of the Term Final Examination. However, he/she may choose not to withdraw any sessional course if the grade obtained in such a course is "C or better". A medical certificate from the Chief Medical Officer of the University must support the application and inform the Registrar. If a student is allowed to withdraw from a term, he/she will have to register from the term he/she has withdrawn. However, he/she may be allowed to register for backlog courses, if offered.

9.4 Registration for the Second and Subsequent Terms

a) A student is eligible to register for all the fresh courses offered by the Discipline for the term s/he is going to register, subject to the completion of concerned prerequisite courses (if any). Along with these courses, s/he can register for theoretical or sessional backlog/retake/re-retake courses which are offered by the Discipline so that the total credit does not exceed 25. Those backlog/retake/re-retake courses must be chosen from the year in ascending order i.e., 1st year courses at first, 2nd year courses thereafter.

b) When a student is going to register for his/her courses in third year first term, his/her earned credit hour up to second year second term must be at least thirty-six (36). **Otherwise, his/her studentship at the university will stand cancelled.**

c) **SPECIAL TERM**

A special term may be offered for the final year students who have backlog/retake/re-retake course(s). In this case, the maximum credit limit for a student will be fifteen (15) credit hours. This will be Non-Taught Term to clear backlog/retake/re-retake courses, if any. The Examination of Special Term will start 4 (Four) weeks after publication of 4th year 2nd term results and will continue not more than 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 (Ref. Article 11.2). In Final Year Term Project supervisor(s) or Core Sessional(s) supervisor/course teacher(s) in consultation with the Head may allow the student(s) to re-submit the project or core sessionals within the special term schedule. However, it must be within the allowed limits of the special term credits.

10. Absence during a Term

A student should not be absent from class tests or assignments during the term. Such absence will naturally lead to reduction in points or marks, which will be counted towards the final grades.

Absence in Term Final Examination will result in F grades.

A student who has been absent for a short period up to maximum of three (03) weeks due to illness should approach the course teacher(s) or Course Coordinator for a make-up of class tests or assignments etc. Such request may be supported by medical certificate from 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 applicable only in those cases where the student has valid reasons for his absence from the University.

11. The Grading System

The total performance of a student in a given theory course is based on a schedule of continuous assessment made through quiz tests/class tests, class attendance, seminar, homework, assignments, term papers, and term final examinations. The assessment in sessional courses will be through observation/evaluation of the student's assignments, participation in the class, viva voce etc. A letter grade with a specific number of grade points will be awarded to each course. The number of credits that he/she has completed satisfactorily will measure a student's performance. The weighted average of the grade point is required to be maintained for satisfactory progress. A student is also needed to have a minimum number of earned credits to qualify for degree as prescribed later.

11.1 Grading Scale

Letter grades and corresponding grade points will be awarded in accordance with provisions 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	0.00
Incomplete	I	
Withdrawn	W	
Continuation (For Sessional Courses)	X	

11.2 Distribution of Marks

In theory courses forty percent (40%) of marks shall be allotted for continuous assessment i.e. quizzes, assignments, class tests and class participation. The remaining marks will be allotted to term final examinations which will be conducted centrally by the university. There will be two examiners for each theory course in the term final examination. The answer scripts shall be divided into two sections, namely Section A and Section B and each will be examined by one examiner only.

(a) The distribution of marks for a given theory course will be as follows:

No.	Description	Marks
(i)	Attendance and Class Participation	10
(ii)	Homework, Assignment(s), Term Paper and Quizzes, Class Tests, Presentations etc.	30
(iii)	Term Final Examination (3 hours)	60
	Total	100

(b) The distribution of marks for a given Sessional/Fieldwork/Tutorial course will be as follows:

No.	Description	Marks
(i)	Class Participation/Contact with Teacher	10
(ii)	Internal Criticism/Evaluation/Observation	60
(iii)	Final Jury/Viva-voce	30
	Total	100

(c) The distribution of marks for a given Thesis/Monograph/Project Paper course will be as follows:

No.	Description	Marks
(i)	Evaluation	60
(ii)	Viva-voce/Defense	30
(iii)	Contact/Discussion/Communication with Supervisor	10
	Total	100

(d) The distribution of marks for a Viva-voce will be as follows:

Description	Marks
Viva-voce	100

A student will not be allowed to register for more than one course of this type bearing one (01) credit hour in an academic year. The concerned Examination Committee of that Term will conduct the viva and assess the students.

There will be two examiners (one is Supervisor) to examine the Project Paper/Thesis. Each examiner will evaluate the Paper 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 to be appointed by the concerned Examination Committee from the outside of the University will evaluate the Project Paper/Thesis. Among these numbers, average of the closest two numbers will be considered for grading. However, if the marks given by the third Examiner happen to stand at the middle of the marks given by the first two Examiners, the average of the three marks will be considered for grading.

Basis for awarding marks for class attendance will be as follows:

Attendance	Marks
90% and above	10
85% to less than 90%	9
80% to less than 85%	8
75% to less than 80%	7
70% to less than 75%	6
65% to less than 70%	5
60% to less than 65%	4
Less than 60%	0

12. Earned Credits

Only those courses in which a student obtains “D” or a higher grade will be counted as credit earned by him/her. If a student obtains “F” grade in any core

course in any term he/she will have to repeat the course. If a student gets “F” grade in an Optional course, s/he may, subject to availability, choose to take a substitute optional course. In such case, that substitute course will be deemed as a fresh one.

12.1 Regular Grading

“F” grade will not be counted for grade point average (GPA) but will be shown on the Grade sheet. A student will be allowed to repeat the course for the purpose of grade improvement only when he/she obtains “F” grade. A student repeating the course will be awarded the immediate lower grade he/she obtains, and this grade will be shown and maintained on the transcript. But in case he/she obtains “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 “F” in a course, he/she will not be allowed to repeat the course for the purpose of Grade Improvement.

12.2 Repetition of Course(s)

While registering for a retake/re-retake theoretical course, a student must be given an option to decide if s/he intends to sit for continuous assessment of the courses. If s/he opts to sit for continuous assessment, his/her fresh mark will be counted to prepare the result. However, the marks of class attendance and participation will be taken from the previous record.

13. Calculation of GPA

Grade point average (GPA) is the weighted average of the grade points obtained in all the courses passed/completed by a student. For example, if a student passes/completes 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,

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

A Numerical Example

For instance, student has completed five courses in a Term and obtained the following grades:

Course	Credit	Grade	Grade Points
Eng - 1101	3	A+	4.00
Eng - 1103	3	C+	3.00
Eng - 1105	3	A	3.75
Eng - 1107	2	B	3.25
Eng - 1151	1	B+	3.50

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

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

14. Performance Evaluation

The performance of a student 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 grade points earned in a Term by the number of Credit Hours taken in a Term. The YGPA is computed by dividing the total grade points earned in two terms in a year by the number of credits earned that year. The CGPA is computed by dividing the total grade points accumulated up to date by the total credit earned. For example, a student who has earned 2.75 grade points in earning 100 credits of courses would have a CGPA of 2.75.

15. Degree with Distinctions

A student will be awarded distinction if the CGPA is minimum 3.75.

16. Minimum Earned Credit and GPA Requirement for Obtaining Degree

Students must complete their 4-year B.A. (Honors) Program within a maximum seven (07) academic years starting from the year for which they have registered themselves with the University. At least 144 credit hours for four-year courses must be completed to be eligible for graduation and this must include the specific core courses. The minimum CGPA requirement for obtaining the Degree is 2.2. A student may take additional courses with the consent of the Head of the discipline in order to raise GPA. But he/she will be allowed to take a maximum of 15 such additional credits in four years program, beyond

respective credit hour requirements for the B.A. (Honors) Degree during his entire period of study.

17. Application for Graduation and Award of Degree

A student who has fulfilled all academic requirements for Bachelor's (Honors) Degree will have to apply to the Controller of Examination through his/her Discipline Head for graduation. Provisional degree will be awarded on completion of credits and GPA requirements. The Syndicate will give such provisional degrees on the recommendation of the Academic Council. Original certificates will normally be awarded through convocation or thereafter.