



BANGLADESH UNIVERSITY

5/B, Beribandh Main Road, Adabar, Mohammadpur, Dhaka-1207

Phone: 01755559301 Fax: 9119555 E-mail: info@bu.edu.bd Website: www.bu.edu.bd

BANGLADESH UNIVERSITY

POLICY FOR EXAMINATION OF MAKE-UP, FAILED, IMPROVEMENT AND EXPELLED COURSES

1. Make-up (Missed) Examination

- 1.1.** A student who misses a Mid-Term or Final Examination of one or more courses due to valid reasons, such as sickness, family disorder, natural disaster, social disaster, or other circumstances considered acceptable by the University, may be eligible to sit for a Make-up Examination upon submission of valid supporting documents and completion of the prescribed official procedure.
- 1.2.** A student eligible for a Make-up Mid-Term Examination must sit for the examination before the Final Examination of the respective semester. A student eligible for a Make-up Final Examination must sit for the examination before the commencement of the immediate next semester.
- 1.3.** The concerned Department shall arrange and conduct the Make-up Examination in coordination with the Office of the Controller of Examinations.
- 1.4.** A student who fails to avail himself/herself of the Make-up Examination opportunity within the prescribed time shall be required to take the concerned course as a Retake in the immediate next semester, when offered, by paying the regular course fee. No tuition fee waiver or other fee waiver shall be applicable in such cases. The student shall also be required to complete fresh registration for the course. The previous registration and result of the concerned course shall be treated as cancelled.
- 1.5.** The maximum letter grade of A+ or Grade Point 4.00 shall not be applicable to a course completed through Make-up Examination or Retake arising from a missed examination.
- 1.6.** The Make-up Examination fee shall be determined separately for the Mid-Term and Final Examinations, considering the variation in the respective mark-distribution policies.
- 1.7.** A student intending to sit for a Make-up Examination shall obtain the necessary permission from the Head of the concerned Department through the prescribed application form.
- 1.8.** The Coordinator(s) of the concerned Department shall maintain course-wise records of students eligible for Make-up Examinations for the purpose of preparing question papers and undertaking other necessary examination-related activities.
- 1.9.** After obtaining approval from the Head of the concerned Department, the student shall submit the duly completed form to the Office of the Controller of Examinations along with the prescribed Make-up Examination fee. Upon completion of the required formalities, the student shall obtain an Admit Card for appearing in the Make-up Examination.
- 1.10.** A student who misses a Practical, Lab, Sessional Examination/Test shall not be eligible for a Make-up Examination. Such a student shall be required to take the concerned course as a Retake within the immediate next semester, when offered, by paying the regular course fee. No tuition fee waiver or other fee waiver shall be applicable. Fresh registration shall be required, and the previous registration and result of the concerned course shall be treated as cancelled.
- 1.11.** The total number of courses, including Regular and Retake courses, shall not exceed six (06) courses in a tri-semester system and nine (09) courses in a bi-semester system.
- 1.12.** In the case of an outgoing student, the Head of the concerned Department may, upon logical and academic consideration, permit a limited number of additional Retake courses along with the regular courses, if deemed necessary for completion of the student's academic program.
- 1.13.** If a student is unable to attend the Make-up Examination of a prerequisite course or fails in such a course, the student may take the concerned course as a Retake along with the related prerequisite course(s) in the immediate next semester, subject to the applicable academic and registration requirements.

2. Failed Examination



BANGLADESH UNIVERSITY

5/B, Beribandh Main Road, Adabar, Mohammadpur, Dhaka-1207

Phone: 01755559301 Fax: 9119555 E-mail: info@bu.edu.bd Website: www.bu.edu.bd

- 2.1.** A student who fails in any course in a semester shall be required to take the concerned course as a Retake within the immediate next semester, when offered, by paying the regular course fee. No tuition fee waiver or other fee waiver shall be applicable.
- 2.2.** The student shall be required to complete fresh registration for the Retake course. The previous registration and result of the concerned course shall be treated as cancelled.
- 2.3.** The maximum letter grade of A+ or Grade Point 4.00 shall not be applicable to a course taken as a Retake due to failure.
- 2.4.** In the case of an outgoing student who needs to Retake a course that is not offered in the ongoing semester, the concerned Department shall take special initiative to offer the course, subject to the student's academic necessity and applicable University procedures.

3. Improvement Examination

- 3.1.** A student obtaining a grade of C+ (Grade Point 2.50) or below in any course shall be eligible to sit for an Improvement Examination, subject to the provisions of this policy.
- 3.2.** The student shall be required to pay the prescribed Improvement Examination fee for appearing in the examination.
- 3.3.** A student shall be permitted to appear only in the Final Examination of a course for the purpose of improvement.
- 3.4.** The Improvement Examination facility shall be available for a maximum of two (02) courses for students under the tri-semester system and three (03) courses for students under the bi-semester system, along with their regular courses.
- 3.5.** A student shall be eligible to sit for the Improvement Examination only once in a particular course.
- 3.6.** Where a student appears in an Improvement Examination, the better grade obtained in accordance with the applicable University rules shall prevail.
- 3.7.** The maximum letter grade of A+ or Grade Point 4.00 shall not be applicable to a course taken under the Improvement Examination facility.

4. Expelled Course(s) Due to Disciplinary Offence in the Examination Hall

- 4.1.** In cases where a student's course or examination is cancelled or the student is expelled from an examination due to a disciplinary offence committed in the examination hall, appropriate action shall be taken in accordance with the University's approved policy on Disciplinary Action for Offences Committed in the Examination/Examination Hall.
- 4.2.** The punishment or disciplinary action shall be imposed by the appropriate empowered person or authority in accordance with the nature and severity of the offence and by maintaining the prescribed formal procedure.

5. General Provision

- 5.1.** All Make-up, Retake, Failed, Improvement and disciplinary examination-related matters shall be processed in accordance with the approved academic rules, examination procedures and decisions of the competent authority of Bangladesh University.
- 5.2.** In all cases, the Office of the Controller of Examinations, the concerned Department and other relevant authorities shall maintain the prescribed records and complete the necessary formalities.