

GENERAL ACADEMIC POLICY (GRADUATE) SUMMER 2015

The following are the General Academic Policies for the University of Liberal Arts Bangladesh (ULAB). Any of the rules, conditions and requirements mentioned below are subject to change at the discretion of the authorities.

Admission Requirements:

To apply for admission in the E/MBA and Masters in Communication programs, students must fulfill the criteria outlined below:

- Minimum GPA of 2.00 (or third class/division) in Bachelor degree, with:
- Minimum GPA of 2.5 both in SSC and HSC examinations or equivalent,
- Or, At least one GPA of 2.00 but aggregate GPA of 6.00 in SSC and HSC, (exception; sons/daughters of freedom fighters with an aggregate GPA of 5.00 in SSC and HSC)
- Or, O'Level in 5 subjects with a minimum GPA 2.50 & A'Level in 2 subjects with a minimum GPA 2.00. (A=5, B=4, C=3, D=2, E=1),
- Or, Average 450 marks out of 800 in GED with five subjects (below 410 in any subject is not allowed),
- Or, International Baccalaureate / American High School Diploma

Basis for Admission

Acceptable admission test results or a minimum score of 500 in GMAT for MBA/EMBA.

Admission Form

Admission Forms are available at the ULAB admission office and can be obtained at a price determined by the ULAB authority. Completed form should be submitted to the Admissions office, along with required documents.

[Any problem or confusion relating to the degree or diploma obtained from an institution in home or abroad by any applicant for admission in the graduate program will be referred to and resolved by the Degree Equivalence Committee of ULAB and the decision of the committee shall be binding upon for admission and other purposes at ULAB.]

Duration of Program

Graduate programs have duration ranging from 1 (one) to 2 (two) years. Students admitted at ULAB graduate programs must complete their degree within 5 (five) years from the date of first enrollment. All programs at the ULAB will follow a three terms per year (or trimester) system, which are:

- 1st Term (Spring) - between January and April,
- 2nd Term (Summer) - between May and August
- 3rd Term (Fall) - between late September and December

The particular dates of the terms may vary from year to year due to the changes in calendar or special circumstances, but the minimum duration of each term will always be maintained. Each term will usually have duration of three and a half months or 15 weeks and each course in the term shall typically consist of at least three hours of classroom instruction and often an hour or two of laboratory or tutorial work per week.

Medium of Instruction and Examinations

English shall be the medium of instruction, examinations, and all forms of communication in the ULAB Campus.

Pre-registration

There are fixed dates of registration for each term. However, pre-registration for the forthcoming term takes place at the tenth week of the ongoing term. You are advised to check the Academic Calendar or Registrar's Office for dates. Documents relating to pre-registration must be collected from respective program/ registrar office within the stipulated time. Otherwise, penalty will be imposed. All fees are to be paid as per the schedule of payment, and are non-refundable, except for the courses dropped/withdrawn by the time stipulated in the academic calendar.

Note: Students registering for courses for the forthcoming term for the first time will be given priority over other students registering for a course for a second or further time.

Graduate Program Head, Coordinator will advise students of the respective graduate programs for registration of courses in each term. Students in the MBA graduate program shall have to register for a minimum 9 (nine) and maximum 15 (fifteen) credits and a minimum 6 (six) and maximum 12 (twelve) credits for executive programs in a single term. For the Masters in Communication Program, students shall have to register for a minimum of 9 (nine) and a maximum of twelve (12) credits per semester.

Guidelines for Registration:

- Prerequisite course(s) must be completed before registering for any particular higher level course(s);
- Students having a 'F' (fail) grade in a particular course must retake that course at the first instance.

Credit Transfer

A student may apply for a transfer of maximum 19 (nineteen) credits for E/MBA and 18 (eighteen) credits for Master in Communication earned at previously attended universities toward ULAB degrees in their first term within the date mentioned in the academic calendar. For some reason if someone is not in a position to apply for credit transfer, s/he must obtain permission for late submission in writing from the respective Dean/Program Head, else any such application will become void.

For the purposes of transferring credits, Dean/ Head of the respective school/department will determine equivalence of courses and may also refer cases to the Equivalence Committee, if needed. Transferred credits and grades are not included in calculating the CGPA at ULAB.

Credit transfer decisions are made after admission of the student on a case-by-case basis where the quality and standard of the institution and/or academic program will be taken into account. In addition, respective Program Heads may ask the students applying for credit transfer to appear a test.

However, the decision of the ULAB authorities on credit transfer application would be final and binding upon to all for relevant purpose at ULAB.

Documentations Needed for Credit Transfer:

- Submission of an application in a prescribed form available at the respective program office
- A complete official Transcript from the university/institution record to date
- Complete syllabus of the subjects that are applied for transfer
- Any other paper/document necessary by the ULAB authorities at any point in time.

Credit transfer fee: Fees will be charged for the purpose.

Waiver Policy

The ULAB Graduate Schools have designed prerequisite courses and a course curriculum that ensure each student learns the basic concepts and skills necessary to successfully complete the studies in the respective Graduate program. However, waivers from studying some of these courses may be granted based on coursework taken at the undergraduate level. Course waiver / credit transfer applications for the required number of courses must be submitted before course registration in their first term within the date mentioned in the academic calendar. For some reason if someone is not in a position to apply for credit transfer, s/he must obtain permission for late submission in writing from the respective Dean/Program Head/Advisor, else any such application will become void.

Waiver is allowed only on foundation courses and/ or on workshops. Students applying for waiver shall have to pay fees as determined by ULAB authorities.

The maximum attainable waiver for E/MBA program is 19 (nineteen) credits in 7 (seven) courses. The maximum attainable waiver for the Masters in Communication program is 21 (Twenty-one) credits in 7 (seven) courses.

Application submission procedures: Application forms for course waiver are available at the respective program office. Students are advised to consult with the respective program head with previous academic results, transcripts, etc. prior to submitting the application. On completion of the necessary advising for waiver, students will submit their applications at their respective program office.

However, the decision of the ULAB authorities on waiver applications would be final and binding upon to all for relevant purposes at ULAB

Retake Policy

Students wishing to retake a course must pay full tuition fee for any such course. A student will only be allowed to retake a course if s/he receives a '**B-**' (**minus**) grade or lower in that course. The retake must be taken within two terms following the term in which the course was originally taken.

Students who retake a course for whatever reason will be excluded from the award of Summa Cum Laude, but may be eligible for the award of Magna Cum Laude. This also applies to courses transferred from other universities.

Change of Degree Program

If a student wishes to change his /her degree program, s/he can apply for transfer to another program after first term results are published and within three terms with the approval of the concerned departments. The student must fill out the prescribed Change of Degree Program Form, available at the Registrar's Office or on the ULAB website.

Student's Batch Identification

ULAB's academic year begins in Spring (between late January and May) and ends in Fall (between September and January) in the following year. Tracing a particular student's batch is done on the basis of the academic year in which s/he got admitted to ULAB. For example, a student who took admission in Spring 2013 will be identified with batch 131 and Fall 2013 will have a batch identification of 133.

Concentration

Students of ULAB graduate programs are required to choose an area of study concentration. Students may do double concentration. This will require additional one or two terms, and the relevant additional courses and fees.

Internship/Project or Thesis

Internship/Project or Thesis work is an invaluable part of ULAB's academic program that to provide an opportunity to put academic knowledge into practice. Almost all the graduate departments/ programs have an optional 3 credit equivalent internship or project work in their syllabus. Internship is usually done in last term with a duration varying between 8 to 12 weeks. It is the responsibility of the student to find an internship place with a suitable organization. However, ULAB will assist in this task, but cannot guarantee an internship place.

Students will have to abide by the rules and regulations of the organization during the period of attachment and will have to obtain an evaluation report on from the organization. Students may also complete internship /project work in rural set-up and will be allowed to do so on availability of the facility.

In some programs, students will be required to work on an approved project in an organization and prepare a report at the end of the tenure. The report will be presented before a panel of ULAB examiners and will be graded. If students cannot find an internship placement, department/program will assign the students a supervised project work.

The thesis project in the Master in Communication program carries nine credits and is done in the final semester. To be eligible to proceed with a thesis project, the student must have an approved thesis proposal. For details about the thesis project, please refer to the Master in Communication Thesis Manual.

Graduation Requirements

To graduate from ULAB, students shall have to fulfill the following requirements:

- 1. For E/MBA Program:**

Students must complete the following course distribution with a CGPA of 2.5 or higher (except for waived & transferred courses).

Type of Courses	Program MBA		Program EMBA	
	Courses	Credits	Courses	Credits
Foundation	10	27	7	18
Core	5	15	5	15
Concentration	4	12	3	9
Capstone	1	3	1	3
Total (Minimum)	20	57	16	45

2. For Masters in Communication Program:

Students must complete the following course distribution with a CGPA of 2.5 or higher.

Type of Courses	Courses	Credits
Knowledge Courses	8	24
Communication Management Courses	8	24
Elective Courses	2	6
a. Master in Communication Elective Courses and /or b. MBA Functional Core Courses for Elective		
Total (Minimum)	18	54

NOTES

- Completion of all foundation, core concentration and capstone courses. However, depending on earlier academic attainments, a student may be allowed to transfer credits or get waiver from attending certain courses at ULAB. Such courses would be credited but will not be considered for calculation of CGPA.
- Qualifying in the remedial courses, if any.
- Completion of Graduation within 5 (five) years from the date of first enrollment at ULAB.

Academic Rules

1. Add/Drop Courses

You may add/drop one or more courses within the time mentioned in the academic calendar.

You may be allowed to drop course(s) up to final exam week in any given term, provided all fees including outstanding dues are fully paid. In exceptional cases (e.g. serious illness of students, death of parents/spouse/child) you may be allowed to drop a course during the final exam week on the recommendation of your department head/advisor.

2. Leave of Absence and Re-Registration

If you apply for a leave of absence, you should mention a definite term for re-registration and must register immediately after the leave period. An application for a leave of absence needs to be submitted through department head/program advisor/coordinator concerned. A leave of absence may be granted for one to maximum three terms, provided the student is on good academic standing (i.e. not on academic probation or subject to dismissal) and the fees are fully paid. Students who will complete registration immediately after the approved leave of absence period will be exempted from paying any additional fees.

3. Re-Admission

If you have not registered for three or more consecutive terms and do not have an approved leave of absence, you will be treated as an irregular student. You must pay a re-admission fee for continuation of studies.

4. **Late Registration** Students who do not register on time as per academic calendars must pay a late registration fee
5. **Probation and Dismissal**
- Students must maintain 'good standing' meaning CGPA 2.50 as the minimum for continuing with the studies as well as completion of their studies at ULAB.
 - Students will be placed on probation if CGPA falls below 2.50. They must return to 'good standing' by raising CGPA to 2.5 or above within the immediate next two terms; failing to do so shall dismiss students from the program.
 - A student dismissed for not having 'good standing' due to consecutive probations, may apply for admission in the graduate program as a fresh applicant. Any such student admitted will be given new ID number.
- Note:** Dismissed students taking fresh admission will be eligible for a course waiver for the credits completed at ULAB, provided the grades for those courses were at or above a C+.
6. **Concentration** E/MBA students are required to choose an area of concentration. Students may do dual concentration. This will require additional one or two semesters, and relevant additional courses fees and other charges, as applicable.
7. **Minor** 'Students must complete minimum four courses from respective concentration area. For dual concentration, completion of additional four courses from respective area would be required.'
- For the Master in Communication program, students are required to do two minor courses or electives. They may take these courses from MBA Core Course and/or Master in Communication Elective Courses.
8. **Remedial Courses** Based on the admission test results, you may be required to take non credit Remedial course(s) in your first term and to be completed within first two terms. You will not be allowed to take core courses unless remedial courses are completed. You will have to pay fees for the remedial course(s). Grades earned in the remedial course(s) shall not be considered for calculation of CGPA, but would be mentioned in the grade report.
9. **Unexcused Absences** Consecutive three absences from classes in any course may result in a failing grade. However, course teacher or department head/advisor may make other recommendations.
10. **Punctuality** ULAB takes punctual attendance of classes and any other mandatory functions with utmost seriousness. If you are regularly late to attend a class, you may have grades reduced at course teacher's discretion.
11. **Code of Conduct** You must be in full compliance with the University's Code of Conduct, including timely payment of all fees, during the entire period of your studies at ULAB.
12. **Subscription Collection** You are not allowed to collect money or subscriptions from ULAB students, faculty and staff for any purposes inside and outside the campus, without the written approval of the Vice Chancellor or a person authorized by him.

Grading Scale

Letter Grade	Grade Point	Assessment
A+	4.0	Outstanding
A	4.0	Superlative
A-	3.8	Excellent
B+	3.3	Very Good
B	3.0	Good
B-	2.8	Average
C+	2.5	Below Average
C	2.2	Passing
D	1.50	Probationary
F	0.0	Fail
I	0.0	Incomplete
W	0.0	Withdrawn
AW	0.0	Administrative Withdrawal

Grading in any course will be based primarily on your academic performance as reflected in class tests, assignments, mid-term and final exams or papers (most courses will use all these methods of testing). Whenever appropriate, students may also be graded on tutorials, lab work, research or other special projects. The weight assigned to each form of testing may vary from department to department, and indeed from course to course. Attendance and participation in the class may also constitute a component of the grading. However, passing all required courses with good standing is mandatory to obtain a degree from ULAB.

Explanation of 'I', 'W' and 'AW' grades

- I** You will receive an 'I' (Incomplete) grade only if; (a) you have a chance to get a regular grade (A to D) by submitting incomplete tasks, assignments, or project works assigned by the course teacher, or (b) have failed to appear in one or more examinations (due to illness or other valid reasons) and the course teacher agreed to such reasons and consented. Normally, student will have to complete two-third of the course work to request for an 'I' grade. If the grade 'I' is not replaced with a regular grade within 2 (two) weeks on commencement of the following term, it will be automatically converted into 'F' grade.
- W** You will receive a "W" (Withdrawn) grade if you have withdrawn from a course within the time stipulated in the Academic Calendar.
- AW** You will receive an "AW" (Administrative Withdrawal) grade when you have been withdrawn from the course by ULAB authorities for breach of conduct.

Grievance Procedure

Grading is to be done in an objective and impartial manner. If a student wishes to contest a grade, s/he should meet with the respective faculty member within one week of grade publication and try to resolve the issue. The faculty member is responsible for explaining how the grade was arrived at. If the issue is not resolved, the student may notify the Head of that Department in writing, who will evaluate the matter and issue a decision. In extreme cases, the student may apply to the next higher

authority (Dean of the respective School or the Pro Vice Chancellor), who will evaluate the matter in a committee along with the Controller of Exams.

Academic Advising

Academic Advising is an integral part of ULAB's academic policy for your overall development. At the beginning of their academic life at ULAB, students will be assigned to a Faculty Adviser who will be the main contact for academic or other issues arising during their time at ULAB.

Students should meet faculty advisers to discuss progress at ULAB. Advisors will help identify educational needs, course planning, and career options and also help to resolve problems that might affect academic performance.

Student Honors Lists

Summa Cum Laude	At the time of convocation, the University may award a Summa Cum Laude (highest merit) to only one student of absolutely exceptional merit out of the entire graduating class. Each department will nominate one student with perfect or highest GPA. From this list of finalists, in addition to their GPA and any extra academic achievements, an essay and/or interview may be used to choose the number one student for this rarest of honors.
Magna Cum Laude	A number of other students, usually students with high GPA may be awarded Magna Cum Laude (special merit). Only a student's academic record will be taken into consideration in giving these academic awards. However, students will have to be in full compliance with all other University requirements including the Code of Conduct.
Term Honors List	There will also be an Honors List declared at the end of each term for students achieving the requisite GPA or percentile ranking within their departments or the University.

Note on Retakes: Students who retake a course for whatever reason will be excluded from the award of Summa Cum Laude, but may be eligible for the award of Magna Cum Laude. This also applies to courses transferred from other universities.