



**ACADEMIC REGULATIONS**  
**OF**  
**LEADING UNIVERSITY**

**Dr. Syed Ragib Ali**  
Chairman, Board of Trustees  
Leading University



# Leading University, Sylhet

## Academic Regulations

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# Leading University, Sylhet

## Academic Regulations

### 1. Admission and Registration policies

#### 1.1 Admission Requirements

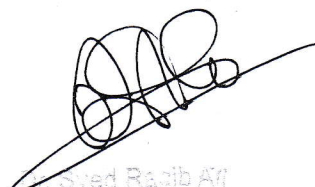
- ♦ University authority reserves the right to determine the minimum criteria in compliance with the rules for admission of UGC.
- ♦ Applicants may be selected for admission into the academic programs on the basis of (a) past academic achievements and/or (b) admission test scores.
- ♦ University authority may form an admission committee for intake in a semester and the Committee then will take necessary steps for admission into a semester following the UGC guidelines.

#### A. Admission and Requirements for Bachelor's Degree

- ♦ For all the Bachelor's programs such as Bachelor of Business Administration (BBA), B.A (Hons) in English, LL.B (Hons), B.A(Hons) in Tourism and Hospitality Management, B.A. (Hons) in Islamic Studies the following admission requirements must be fulfilled:
  - Minimum Second Division or GPA 2.5 or equivalent grade in both SSC and HSC or other equivalent public examinations. But in case of GPA 2.0 in any of the above-mentioned examinations, the aggregate GPA must be a minimum of 6.0. For the children of the Freedom fighters, a minimum score of GPA 5.0 must be secured in both SSC and HSC or any other public examinations.
  - Bangladesh Technical Education Board (BTEB) diploma holders may be admitted into B.Sc. Engineering, Electronic and Electrical and B.Sc. (Hons) in Computer Science and Engineering Departments if his or her CGPA is at least 2.5.
  - For 'O' level examination 5 subjects and for 'A' level examination 2 subjects must be passed respectively from which at least 'B' grade must be obtained in 4 subjects and 'C' grade must be obtained in remaining three subjects out of total 7 subjects in both levels.

#### B. Admission and Requirements for Master's Degree

- ♦ For all the Master programs such as MBA, Executive MBA, M.A. in English, LL.M, MPH and M.A. in Islamic studies following admission requirements must be fulfilled:



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- With the above-mentioned qualifications for admission into the undergraduate programs, CGPA 2.5 must be obtained at any Bachelor's Degree.

## **1.2. Admission Procedure for Newly Admitted Students**

- Information regarding into a specific program should be taken from the admission office.
- Collecting admission form and other related materials from the Admission Office.
- Appear at the Admission test for obtaining eligibility for admission into the expected academic program (if required)
- Applicants eligible for admission have to deposit admission and other related fees to the designated Bank and collect money receipts from the Accounts Office of LU.
- Getting registration for courses and submitting filled out admission form with all necessary documents along with money receipts of Admission Office.

## **1.3 Registration Procedure for Newly Admitted and Existing Students**

- Newly admitted student must collect and store login credentials.
- Apply online for course registration and wait for approval by the concerned department.
- Students can make online payments or through the designated bank.
- After the confirmation of the payment student will get a mail showing the status of his/her registration.

## **1.4 Other Registration Related Policies**

The following are the some regulations for registration:

- ♦ Registration for a Trimester/Semester is conducted under an academic calendar. Registration starts immediately preceding the start of classes.
- ♦ Students must complete the registration process by paying tuition fees in advance before classes begin.
- ♦ Late Registration (as determined by the university authority) may be done after the beginning of classes in a semester on the recommendation of the concerned Head of the Department. A late registration fee shall be charged for that as determined by the University.
- ♦ Students are not allowed to register course/s without completion of the prerequisite course/s.



- ♦ Withdrawal of course registration must be made in due time following required procedures.
- ♦ Students are allowed to keep his /her registration valid up-to 8 years for an undergraduate program. Students are allowed to keep his or her registration valid up-to double of his or her degree duration.

### **1.5 Provisional Admission**

LU may provisionally accept applications for admission into the Master's Program from the students who complete their Undergraduate Programs at LU but fail to produce official transcripts at the beginning. Students admitted provisionally will be required to submit the appropriate credentials within the last date of course registration for maintaining an enrolment.

### **1.6 Readmission**

LU students who do not register for two consecutive semesters or more have to submit application for readmission along with the requisite readmission fee of the University.

### **1.7 Suspension and Cancellation of the Admission**

Admission of a student may be cancelled or temporarily suspended by LU authority for the reasons stated below:

- If a student gets involved in any activity that goes against the disciplines or rules and regulations of LU.
- If a student submits fake certificates or transcripts at the time of his/her admission.

## **2. Academic Policies**

### **2.1 Trimester/Semester**

LU offers three equal lengths of Tri-semesters in each academic year namely, Spring (January - April), Summer (May - August) and Fall (September - December) in all other programs except the Department of Architecture, the Department of Civil Engineering and the Department of Tourism and Hospitality Management. The Department of Architecture and the Department of Civil Engineering and the Department of Tourism and Hospitality Management offer two equal lengths of Semesters in a year namely, Spring (January - June) and Summer (July - December).

## **2.2 Course Load**

Students are bound to register the courses which are offered by the concerned program/department. Normal course load or credits to be registered by a student in a trimester/semester would be determined by the course distribution policy of the specific program/department. A student can register maximum of 150% of the normal load offered in a semester. Extra load is allowed only on extreme exceptional ground e.g. clearing of dropped or failed courses. Before undertaking extra credits, advice must be taken from the Academic Advisor/respective Head of the Department.

## **2.3 Academic Advising**

One or more Academic Advisor/s for each batch will be assigned for students by the concerned Head of the Department from the Faculty members of respective Department at the beginning of the semester. The Academic Advisor will provide assistance to the students through counseling in defining educational goals, information regarding curriculum and syllabus, courses to be taken, improvement of the backlog or ratask or repeat courses, career issues, problems relating to student's academic progress and plans for subsequent pursuits ,etc. Students are expected to schedule appointments with their adviser before registration and at other times throughout the semester as and when needed . Students must take prior consultancy from the academic adviser for any special needs or deficiencies that might affect academic performance or selection of courses.

## **2.4 Change of Department and Program**

Students may change his/her program and Department by placing a written application to the Registrar after permission from the departments concerned. Then, Office of the Admission will make necessary changes in the student's record for change or transfer. Inter department change or transfer must be made within one year of the admission at LU. In case of Intra-university transfer departmental equivalence committee will take decision about course waiver.

## **2.5 Makeup, Retake, Supplementary, Improvement and Reading Course**

**2.5.1 Makeup Examination:** Students who could not appear at the Midterm and/or Final Examinations for unavoidable circumstances will appear at the Make-up Examination



within 10 days after the Mid-term and Final Examination are over (Continuous assessment marks will remain valid for the said students).

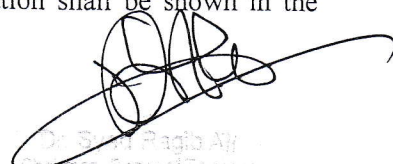
**2.5.2 Re-take Examination:** The students, who failed in regular examination, he/she will retake the course(s) in the next semester to pass and complete the course(s) within two consecutive semesters (Continuous assessment marks will remain valid for the said students).

**2.5.3 Improvement Examination:** Students who obtained below letter grade B in a course, he/she may avail of the opportunity for improving the results by retaking the course(s). Students who want to improve grade, he/she must appear at the next immediate Semester Final Examination. Students who obtained F grade will also be permitted to appear at the said examination twice for improving the F grade. Students may improve maximum 8 (eight) courses for an undergraduate program. For a graduate program (Master's), a student may take two courses as an improvement courses.

**2.5.4 Supplementary Examination:** The students of final semester who dropped/failed in course(s) maximum of 12 credits may be permitted to take reading courses and appear at the supplementary examination (30 marks for performance evaluation and 70 marks for a comprehensive written examination totaling 100 marks examination per course at a time). The fees of the supplementary examination will be 20 percent higher than regular fees per credit. The students who dropped/failed more than 12 credits her/she will have to complete their credits after taking special permission of the authority. In this case, re-registration will be required for any semester(s) to complete the rest course(s) along with regular course fee. Supplementary examination will commence after 15 days of publication of final semester result.

**2.5.5 Reading Courses:** Dropped-out and failed students who do not fit to the requirements of other examinations or existing curriculum may be allowed to take Reading Courses. As reading students who are time barred or validity of registration is expired, permission may be given on a special ground by the authority to appear at the 100 marks examination (30 marks for performance evaluation and 70 marks for written examination) after re-admission in the program.

**2.5.6 Overlapped Examination:** If there is any overlapping of any course(s) in the examination routine, the date of taking overlapped examination shall be shown in the



Dr. S. A. Pagla Ali  
Chairman, Board of Studies  
Teaching University

relevant examination routine. The overlapped examination(s) will be conducted in the same arrangement as a make-up examination.

## **2.6 Credit Transfer from Other Institutions**

Students may transfer credit from other equivalent and UGC approved institutions from home and abroad to LU by submitting curriculum and official transcripts from previous institutions along with admission application. In case of transfer of credits, a student is required to complete a minimum 60% of total credits in any program at LU to obtain a degree. That is maximum 40% credits of a program may be accepted from other institutions as a credit transfer case.

Students intend to transfer credits must obtain minimum Grade Point of 2.75 on a scale of 4 in a particular course/courses along with satisfaction of other rules. Equivalence at LU would be determined by the specific program and department. Students not applying for course waiver/ credit transfer within stipulated time will not be granted course waiver later on. Regarding transfer of credits, the decision of the Equivalence Committee of the specific academic program in a department at LU shall be final. The Equivalence Committee may desire, in an appropriate case, to arrange for placement examinations to determine eligibility of credit transfer. Credits transferred from other institutions will not be counted in CGPA calculation at LU. The transferred credits will be recorded in the transcript of LU by showing as 'Waived'.

## **2.7 Medium of Instruction**

English Proficiency is a prerequisite to excel in the modern competitive world. LU offers several English courses for improvement of the English Language Proficiency of the students to make them competent in the job market. Conducting classes (theory, practical and sessional) in English language is compulsory. English is the medium of instruction and examination at LU. It is also the campus language.

## **2.8 Class Attendance**

Regular class attendance is a prerequisite for successful completion of the course works. The expected attendance is 100% of classes being held. A student may be debarred from appearing at the course final examinations if his/her attendance falls below 50% of the total classes held.



## 2.9 Validity of Studentship

Studentship for undergraduate programs (4-year) will be valid for maximum of 8 (Eight) years from the date of registration. Validity of studentship for the Bachelor of Architecture, Civil Engineering and Tourism and Hospitality Management would be double of the program duration. For the Graduate (Master's) Programs, validity of studentship will be double of the program duration from the date of registration.

## 3. Evaluation and Grading

### 3.1 Components of Grading and Performance Evaluation

A student's performance will be evaluated and graded for a course in the following manner:

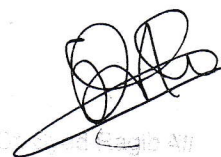
Item	% of Marks		
Internal Evaluation to be determined by the concerned Department and Faculties	Attendance:	5%	30
	Tutorial Examinations (Average of two tutorials)	10%	
	Assignments:	5%	
	Presentation:	5%	
	Viva-voce:	5%	
Mid-Term Examination			30
Semester Final Examination			40
Total			100

### 3.2 Tutorial Examinations

At least two tutorial examinations must be taken in a course and average of the two tutorials shall be treated as the tutorial marks.

### 3.3 Answer Scripts of Tutorial and Mid-Term Examinations

Answer scripts of Tutorial Examination and Mid-Term Examination of each course in a Trimester/Semester must be shown to the students immediately after the assessment.



### 3.4 Leading University Grading System

Leading University follows the grading system approved by the University Grants Commission (UGC) of Bangladesh. Marks range for obtaining specific letter grade and grade point are presented in the following table.

Numerical Grade	Letter Grade	Grade Point
80% and above	A+	4.00
75% to 79%	A	3.75
70% to 74%	A-	3.50
65% to 69%	B+	3.25
60% to 64%	B	3.00
55% to 59%	B-	2.75
50% to 54%	C+	2.50
45% to 49%	C	2.25
40% to 44%	D	2.00
Less than 40%	F	0.00

### 3.5 Eligibility for Degree

To obtain a degree, a student must complete all the courses and credits as mentioned in the curriculum and his/her CGPA should be

For graduate degree: 2.5

For Post-graduate/Master's degree: 2.5

### 4. Students' Responsibility

Students are responsible to comply with all requirements of the degree program where they have been admitted. They should obtain knowledge regarding academic policies, procedures, degree requirements and sequence in registering the course/s including prerequisite course/s and should remain informed of their progress. In this regard, students may take assistance from assigned advisers and support services designed by the University.



## **5. Examination and Students Evaluation, Issuing Grade Sheet and Certificates**

### **5.1 Examination Schedule**

A schedule of Mid-Term and Semester Final Examination will be notified to the teachers and students within 3 weeks after starting of the classes of each semester.

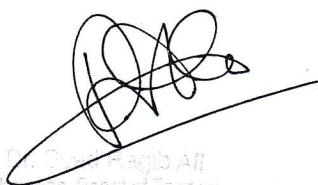
### **5.2 Examination Guidelines**

- ♦ Students must display their ID cards properly.
- ♦ They must bring their admit cards. A student shall not be allowed to sit for the examination without Admit Card.
- ♦ Students must keep all things except permitted materials at the designated space of the examination hall.
- ♦ Students are not allowed to sit for examination after 30 minutes of starting the examination.
- ♦ Students, if found with any act of cheating, shall be debarred from appearing at the said examination or all examinations to be decided by the Disciplinary Committee on the recommendation of the invigilator.
- ♦ Candidates shall not leave the examination hall during the examination hours without submitting the answer script.
- ♦ They must sign in the attendance sheet before leaving the examination hall.
- ♦ All cellular phones, any kind of electronic digital devices other than a calculator are strictly prohibited in the examination hall.
- ♦ Digital diary or programmable calculators are not allowed for use in the examination hall.
- ♦ Candidates must observe silence and strict discipline in the examination hall.

For any other matters pertaining to smooth conduct of examination not mentioned above, the decision of the Invigilator/ Hall-in-charge shall be considered final.

### **5.3 Trimester/Semester Grade Report**

A teacher shall contact the departmental Grade Review Committee and finalize the Grade Report with a countersignature of the Head of Department/Course Coordinator and submit the grade records to the office of the Controller of Examinations. Students failing to achieve

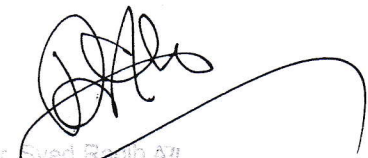


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satisfactory performance should immediately consult their Head/academic advisor. Failure to maintain satisfactory progress may result in the loss of financial aid.

#### **5.4 Issuing Grade Sheet, Transcripts and Certificates**

Students can check their results online and at the same time they have an access to their information about grade sheet, transcripts, etc. online. They may collect Trimester/Semester Grade Sheet from the office of the Controller of Examinations once in a semester. They are also entitled to collect Academic Transcript, Provisional Certificate or Original Certificate from the office of the Controller of Examinations of LU. In issuing all the above documents, students must pay requisite fees and get clearance from the concerned department and relevant offices of the University including the library. Before issuing original certificates, provisional certificates must be surrendered to the office of the Controller of Examinations of LU.



Dr. Syed Raghib Ali  
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## Leading University Gold Medal Awarding Policy

1. **Chancellor's Gold Medal:** Chancellor's Gold Medal will be offered to the academically best graduate considering all undergraduate programs under all faculties.
2. **Vice Chancellor's Gold Medal:** "Vice Chancellor's Gold Medal will be offered to the academically best graduate considering the undergraduate program under each faculty." will be replaced by "Vice Chancellor's Gold Medal will be offered to the academically best graduate considering the undergraduate program under each faculty, *excluding the recipient of the Chancellor Gold Medal.*"
3. **Founder's Gold Medal:** This gold medal will be awarded to the academically best post-graduate student under each faculty for the post-graduate program.
4. **Co-Founder's Gold Medal:** This gold medal will be awarded to the academically best graduate in each department at undergraduate level, where none of the above medals were awarded.

### **General Rules for Selecting Awardees:**

1. Only students completed their program in due course of time will be considered.
2. Any sort of delinquent activity within the University will be regarded as disqualification for the award.
3. **In Case of Tie:**
  - i) CGPA up to 4 (four) decimal point will be considered.
  - ii) If the tie still exists, then total marks will be considered.

  
Dr. Syed Raghib Ali  
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