**Independent University** **Bangladesh (IUB)**

**IUB Academic Repository**

IUB Publication IUB Green Book

2026-05

# Green Book: Summer 2026 Semester Courses and Class Schedule

Independent University, Bangladesh

Independent University, Bangladesh

https://ar.iub.edu.bd/handle/11348/1245

*Downloaded from IUB Academic Repository*

# Independent University, Bangladesh

*Aspires to be a leading seat of learning and research for developing technologically competent, environmentally responsible, globally conscious future leaders with a strong liberal arts foundation.*

## Green Book
## Undergraduate Program
## Volume 34, Version 3

## Summer 2026 Semester

*The university reserves the right to revise information, requirements, regulations or financial charges at any time. Whenever changes occur, an effort will be made to notify those concerned.*

Plot 16, Block B, Aftabuddin Ahmed Road,
Bashundhara Residential Area, Dhaka 1245
Hotline: +880 9612939393
Email: info@iub.edu.bd
Website: iub.ac.bd

# Chancellor & Principal Officers

**CHANCELLOR**
His Excellency Mohammed Shahabuddin
Hon'ble President of the People's Republic of Bangladesh

**VICE CHANCELLOR**
Prof. M. Tamim, PhD (Petroleum Engineering), University of Alberta, Canada; MTech (Mechanical Engineering), IIT-Madras, India; BSc (Mechanical Engineering), BUET

**PRO VICE CHANCELLOR**
Prof. Daniel W. Lund, PhD (Higher Education Organizational Effectiveness and the Management of Diversity), Griffith University, Australia; MBA, Schulich School of Business, York University, Canada; BA (Philosophy and English Literature), University of Victoria, Canada

**TREASURER**
Mr. Khandker Md. Iftekhar Haider, BA (Hons) MA (English, RU), MPA (International Economic Relations, DU)

**PROCTOR (IN-CHARGE)**
Asma Begum, PhD (Electrical and Computer Engineering), Old Dominion University, USA; MSc (Physics), Old Dominion University, USA; MSc (Physics), University of Dhaka, Bangladesh

**REGISTRAR**
Mr. Asif Parvez, MBA (Management Science), American International University Bangladesh; BBA (Management Information Systems), American International University Bangladesh

**CONTROLLER OF EXAMINATIONS**
Mr. Tapos Sarkar, MA (English), University of Dhaka; BA (Hons.) (English), University of Dhaka

**LIBRARIAN**
Mr. Md. Shahajada Masud Anowarul Haque, MSS (Information Science and Library Management), University of Rajshahi; BSS (Information Science and Library Management), University of Rajshahi

# Contents

**ACADEMIC POLICIES AND PROCEDURES ..... 5**
The Curriculum and Programs ..... 5
REGISTRATION ..... 6
Information on Registration and Advising ..... 6
Add/Drop/ Late Registration Procedure ..... 6
Minimum Credit Requirement per Semester ..... 6
Attendance Policy ..... 7
Leave of Absence ..... 7
Advantage of being a Full-time Student ..... 7
Time Limitation for Completing Degree ..... 7
NON-DEGREE STUDENTS ..... 8
CREDIT TRANSFER FACILITY ..... 9
General ..... 9
Application for Transfer Credits from IUB to Other Institutions ..... 9
Application for Transfer Credits from Other Institutions to IUB ..... 9
DECLARATION/CHANGE OF UNDERGRADUATE MAJOR AND MINOR ..... 10
Requirement for Double Major in the Undergraduate Program ..... 10
Classification of Students' Status Graduation ..... 10
RECOGNITION OF PERFORMANCE BASED ON SEMESTER RESULT ..... 11
GRADUATION PROCEDURE ..... 12
Application for Graduation from the Undergraduate Program ..... 12
Minimum CGPA for Undergraduate Program ..... 12
Honor Graduation Based on Graduation Result ..... 12
Chancellor's Award ..... 12
EXPLANATION OF GRADING SYSTEM ..... 13
Retake (R)/Repeating a Course ..... 14
Fail (F) ..... 14
Incomplete (I) ..... 14
Withdrawal (W) ..... 14
Probation ..... 15
FINANCIAL INFORMATION ..... 16
Tuition fees and Other Charges for the Years 2025-2026 ..... 16
Payment of Semester Tuition Fees and Other Charges ..... 17

SCHOLARSHIP ..... 18
Information for Students Awarded Board Scholarship ..... 18
Information on Refund of Fees ..... 19
Fee Refund Policy ..... 19
Eligibility for Refund of Fees ..... 19
Application for Refund of Fees ..... 19
MISCELLANEOUS ..... 20
Reporting of grades for students who are on probation ..... 20
Procedure for collecting information on the students' academic performance/progress for a certain semester ..... 20
Information for the financial guarantor/parent/guardian ..... 20
**ACADEMIC RESOURCES ..... 21**
Library ..... 21
General Information on Using the Library Facilities ..... 21
Central Information and Technology Services (CITS) ..... 22
General Information on Using the Computer Laboratories ..... 22
Academic Counselling ..... 22
Career Guidance ..... 22
STUDENT AFFAIRS ..... 23
IUB Clubs ..... 23
How to Join the Clubs ..... 23
LIVE IN THE FIELD EXPERIENCE (LFE) ..... 24
General ..... 24
Registration of LFE (LFE 201) ..... 24
**STANDARDIZED FINAL EXAM SCHEDULE ..... 25**
Summer 2026 Semester ..... 25
**CODE OF CONDUCT ..... 26**
**TENTATIVE ACADEMIC CALENDAR FOR 2026 ..... 36**
**TENTATIVE ACADEMIC CALENDAR FOR 2027 ..... 39**
**FREQUENTLY ASKED QUESTIONS ..... 42**
**Policy Changes Effective from Spring 2026 ..... 48**

# ACADEMIC POLICIES AND PROCEDURES

## The Curriculum and Programs

IUB is committed to producing graduates of international standard who will be equipped to provide new leadership to the national economy through skilled employment, entrepreneurship and/or applied research. The curriculum of IUB has been carefully designed to provide students with (1) Communication skills, (2) socio- cultural background, (3) applied skills or project- based experience and (4) an area of sub-specialization. During the first year, students take courses on learning skills, national culture and electives in arts and science.

To ensure international standards in teaching and to provide wide options for students to study abroad or acquire international experience, IUB maintains peer relations with a large number of the world's top-ranking universities and institutions. The program of study and the academic regulations of this university are based on the American course structure and semester system.

IUB offers a 4-year Bachelor's degree with Honors in Arts (BA), Business Administration (BBA), Social Science (BSS) and Science (BSc) in interdisciplinary areas of (1) Business, (2) Engineering & Computer Science, (3) Environmental Science and Management, (4) Social Sciences and Arts, (5) Life Science and (6) Law (7) Pharmacy.

The School of Business and Entrepreneurship of the University offers degree of Master of Business Administration (MBA), Executive Master of Business Administration (EMBA) & Master of Science (MSc.) in Economics.

The School of Engineering, Technology and Sciences offers Master of Science (MSc.) in Computer Networks & Communications, Computer Science, Electrical & Electronic Engineering, Software Engineering and Telecommunication Engineering.

The School of Environment and Life Sciences offers Master of Science (MSc.) in Climate Change and Development, Environment Management, Floodplain & Disaster Management and Biotechnology & Bioinformatics.

Master's in Public Health (MPH) is offered by the School of Pharmacy and Public Health.

The University also offers graduate program of Master of Social Science (MSS) in Development Studies and Media and Communication and Master of Arts in Applied English Language Teaching under the School of Liberal Arts and Social Sciences.

# REGISTRATION

## Information on Registration and Advising

Most of the full-time faculty members are academic advisors of students. Each student is assigned an academic advisor to help and guide in planning the program of study. During the registration students are required to meet with the academic advisor who will advise them regarding registration for the courses.

Students should register at the earliest opportunity because class sizes are limited. The academic advisors are present at the respective offices during the registration period. The financial guarantor/guardian of the student may come and visit the academic advisors to find out about the academic performance of their ward(s).

The students who are yet to earn 9 credits or on probation must go to their respective advisors to register their courses on their designated date for registration. Others will register for their courses by using iRAS.

**Please note**, registration is valid if the fee is paid on time.

## Add/Drop/ Late Registration Procedure

A student may add or drop a course after the registration at a designated date given by the Registrar's Office. The students who have earned 0-9 credit hours will have to go to their respective advisors to add/drop their courses on their respective date. Others will add/drop or late register their courses by using iRAS.

## Minimum Credit Requirement per Semester

- The newly entering students are recommended to take 9 credits in a semester. These 9 credits should come from foundation courses in a PRESCRIBED SEQUENCE.
- Returning students are usually recommended to take 9 credits in a semester. However, students may take a maximum of 18 credits in a semester. Furthermore, Students may also register for 6 credits in a semester and continue as a regular student.
- The rule that should be followed is that a student must clear all previously failed courses whether foundation or not.
- For Financial Aid and Award a student needs to fulfil the required criteria specified in the policy.
- Additional courses must include foundation courses in A PRESCRIBED SEQUENCE. For example, if a student has failed two non-foundation courses (totaling 6 credits) in the previous semester and she/he wishes to enroll for only 6 credits, they must re-take the two failed courses. If they wish to enroll for 9 credits or above, the additional courses must include a minimum of 6 credits from foundation courses in a PRESCRIBED SEQUENCE. Thus, if he/she is enrolling for 9 credits, the student will take 6 credits from the failed courses (retaken) and

an additional 3 credits from foundation courses in a PRESCRIBED SEQUENCE. If he/she is enrolling for 12 credits, the student will take 6 credits from the failed courses (retaken) and an additional 6 credits from foundation courses in a PRESCRIBED SEQUENCE.

- If a returning student has no previously failed courses, he/she must take a minimum of 6 credits from foundation courses in A PRESCRIBED SEQUENCE until all 12 foundation courses have been completed.

## Attendance Policy

- There will be no auto-withdrawal for any course effective from the Spring 2026 semester.
- A minimum of 60% attendance in each course is mandatory to be eligible to sit for the Final Examination.

## Leave of Absence

- A student intending to drop a regular semester must apply for a Leave of Absence by submitting the designated form through iRAS. Such leave may be taken at any time within the approved timeframe for degree completion. Students who fail to register for two consecutive semesters without prior approval will forfeit their regular student status. Reinstatement requires approval from the Registrar's Office and payment of a fee of Tk. 15,000. If a student remains unregistered for three consecutive semesters without prior approval, a readmission fee of Tk. 20,000 will be required.
- Within the maximum eight-year timeframe for completing the degree, a student is permitted to apply for a maximum of three semesters of leave.

## Advantage of being a Full-time Student

A student will be considered a full-time student provided he/she has enrolled for a minimum of 12 credits in a Semester. Students who register for any regular semester with full-time status are eligible to receive the following benefits:

- To apply for financial aid / tuition discount
- To be considered for semester honors list
- To apply for part-time jobs in the University to complete graduation on time.

## Time Limitation for Completing Degree

Students will be allowed up to a maximum of 8 years from the date of their initial enrollment to complete their degree at the undergraduate level.

# NON-DEGREE STUDENTS

Students coming from recognized universities other than IUB can study and earn credits at IUB provided they have a letter of authorization from the home Universities. These letters should be addressed to the Admissions Office of IUB.

A non-degree student is allowed to register for a maximum of 15 (fifteen) credits per semester with a Cumulative Grade Point Average (CGPA) of 2.00. Students from a recognized University/Institution will not be allowed to earn credits instead they would be awarded completion certificates.

These students will be allowed to register for only two courses. No admission fee is required for non-degree students. Per credit cost will be Tk10,000/-or any amount time to time decided by the University.

Credits earned by a non-degree student will not be counted towards the fulfillment of the degree requirement at IUB.

# CREDIT TRANSFER FACILITY

## General

Students may apply to transfer their credits in relevant courses. Syllabi of IUB are designed to suit credit transfers and postgraduate studies abroad. The respective school/department will do the content matching of the curriculum with IUB's own curriculum for the intended course (s) and accept the transfer. The students must fulfil IUB's minimum admissions criteria.

## Application for Transfer Credits from IUB to Other Institutions

Students who have confirmed their admission abroad and intend to transfer their credits from IUB are required to inform the University in writing. In such cases they will have to write an application addressed to the Registrar. These students may come back to IUB to attend classes in a semester, but they will have to register for courses as a special or non-degree student.

## Application for Transfer Credits from Other Institutions to IUB

Students who want to transfer their credits from other accredited institutions to IUB are required to complete the admission formalities successfully. They are required to apply for their transfer credits in the prescribed Transfer Credit Application form. The student should enclose the official copies of the latest Academic Transcripts and official course descriptions issued by the previous institutions along with the Transfer Credit Application.

- The minimum acceptable grade for course(s) to be transferred should be 'B-'for all Schools/Departments for IUB.
- Overall CGPA for accepting transfer of credits for a student should be 2.50.
- For admission test to be waived the student should have completed at least 30 credit hours in his/her earlier institution and have overall CGPA of above 3.00 and individual course grade of 'B-' in the intended course(s).

# DECLARATION/CHANGE OF UNDERGRADUATE MAJOR AND MINOR

A student must declare his/her intended major during his/her entry and must confirm the major and declare the minor program of study by submitting the Major/Minor Declaration Form through iRAS.

## Requirement for Double Major in the Undergraduate Program

- Double major in the same/different school/s may be allowed but the students have to fulfill all the criteria
- i.e. foundation courses, core courses, required courses from both the selected majors and a minor.
- Only the students who earned a CGPA of 3.00 and above will be allowed to do a double major.
- The minor of a major cannot not be converted to major i.e., for earning both the major there should be one minor.
- To obtain two majors, a student has to pursue a minimum of 18 credit hours of course work and 6 credit of senior project or internship from each major (i.e., 18 x 2 = 36 credit hours of course work, and 6 x 2 = 12) credits); i.e., one senior project and one internship will be required to do the double major. The students have the liberty to choose senior projects and the internship from their majors.

## Classification of Students' Status Graduation

Students in IUB will be categorized as under for the purpose of general identification as a group.

- Freshman : 0 to 29 credit hours earned
- Sophomore : 30 to 59 credit hours earned
- Junior : 60 to 89 credit hours earned
- Senior : 90 or more credit hours earned

In order to graduate from IUB, a student must have a minimum of 2 academic years in residence and satisfy all the requirements of:

- The university.
- The school/faculty.
- Major/honors (concentration).
- Minor.
- Elective and any other courses.

The above requirements must be completed through a combination of course work taken at IUB and/or formally accepted transfer credits.

# RECOGNITION OF PERFORMANCE BASED ON SEMESTER RESULT

A full-time student will be placed in the five Honour Lists as per the following conditions:

- Dean's List. For attaining a CGPA of 3.50 or more in any semester.
- Dean's Merit List. For attaining a CGPA of 3.50 or more in the second successive semester.
- Dean's Honour List. For attaining a CGPA of 3.76 or more in the second successive semester. An additional Award Voucher of Tk.5, 000/- will be paid.
- Vice Chancellor's List. For attaining a CGPA of 3.50 or more in the third successive semester.
- Vice Chancellor's Honour List. For attaining a CGPA of 3.86 or more in the third successive semester. An additional Award Voucher of Tk.10, 000/- will be paid.

# GRADUATION PROCEDURE

## Application for Graduation from the Undergraduate Program

The University holds the convocation ceremony once each year. Students who have fulfilled all the curricular requirements or who are intending to fulfill all the curricular requirements for the bachelor's and want to graduate from the University, are required to apply for graduation. Graduation form is available at www.iras.edu.bd. Graduation is not an automatic process. Graduation is granted upon approval of the school(s) concerned and the Registrar's Office.

## Minimum CGPA for Undergraduate Program

In order to graduate from IUB a student is required to have a cumulative grade point average (CGPA) of at least 2.00 for all undergraduate programs.

## Honor Graduation Based on Graduation Result

Following the North American practice of scholastic recognition, students graduating with high grades are recognized as follows:

- Cum Laude : For attaining a CGPA 3.60 to 3.79.
- Magna Cum Laude : For attaining a CGPA 3.80 to 3.94.
- Summa Cum Laude : For attaining a CGPA of 3.95 or more.

## Chancellor's Award

The highest award of the University is called the Chancellor's Award, which is a gold medal. The medal is awarded at the graduation ceremony for the student who has secured CGPA of 4.00 for a minimum of four successive semesters up to the end of his/her Undergraduate study at IUB.

# EXPLANATION OF GRADING SYSTEM

De-abbreviation of the Grades and their quality points for calculation of GPA/CGPA is as follows:

| Letter Grade | Numeric Score* | Explanation | Grade Point |
|---|---|---|---|
| A | 90% and above | Excellent | 4 |
| A- | 85% to less than 90% | Excellent | 3.7 |
| B+ | 80% to less than 85% | Good | 3.3 |
| B | 75% to less than 80% | Good | 3 |
| B- | 70% to less than 75% | Good | 2.7 |
| C+ | 65% to less than 70% | Passing | 2.3 |
| C | 60% to less than 65% | Passing | 2 |
| C- | 55% to less than 60% | Passing | 1.7 |
| D+ | 50% to less than 55% | Deficient Passing | 1.3 |
| D | 45% to less than 50% | Deficient Passing | 1 |
| P | - | Pass | 0 |
| R | - | Referred | 0 |
| F | Less than 45% | Failing | 0 |
| I | - | Incomplete | 0 |
| W | - | Withdrawal | 0 |
| S | - | Satisfactory | 0 |
| U | - | Unsatisfactory | 0 |
| O | - | Administrative Withdrawal | 0 |
| Y | - | Audit | 0 |
| Z | - | No Grades Received | 0 |
| Blank | - | Institutional | 0 |
| E | - | Examination | 0 |
| T | - | Repeated (Credit Not Allowed) | 0 |
| R | - | Repeated (Credit Allowed) | 0 |

- *A ‘Y’ grade means audit. A student may decide to audit a course of his/her interest. In this case, the student pays the full tuition fee for the course, attends the classes, but is not required to sit for the exams or turn in the assignments. No credit is earned.
- **An ‘O’ grade is given to a student who has been administratively discontinued by the management as a punitive measure.
- ***A ‘Z’ grade is a system generated symbol assigned by the system if no grade is received within the deadline. A transcript shows the earned credit, grade status for course(s) taken at IUB and those transferred from other institutions.

## Retake (R)/Repeating a Course

- A student may retake a course for improvement of CGPA within the next four semesters of the original course registration. However, a course must be retaken in the immediate successive semester if the grade received is F or less than the minimum acceptable pre- requisite grade in the School/Dept of the student.
- In the event of a retake the latest grade earned by the student will be considered towards counting of the CGPA. Students will be allowed to retake any course twice only.

## Fail (F)

- For failing in a course 'F' grade will be awarded and will remain in the transcript even when a student retakes the same course and receives a passing grade.
- Failing in the same course thrice will lead to cancellation of admission. However, in order to continue at the University, the student may change majors or Schools depending on the failing course(s).
- Having 'F' grade in a non-mandatory course will not hold back a student's graduation.

## Incomplete (I)

- 'I' will be awarded to a student who has attended 75% classes and have a very strong and valid reason ascertained by the senior management for not appearing the final examination. However, awarding of Incomplete or 'I' grades should be strongly discouraged.
- In situations where a student is unable to complete the course due to unanticipated illness or family emergency and has not attended at least 75% of the classes held, he/she will be asked to withdraw from that course and repeat it.
- In unavoidable circumstances where students have completed 75% of the classes but are unable to continue due to illness or extreme family emergency, instructors are requested to give the student a composite grade based on assignments/tests that have already been completed and any additional assignment/exam that the instructor feels necessary.
- The student should fulfill the requirement before the end of the following semester in consultation with the course-instructor, failing which the grade converts to 'F'. The student is not required to register for the course next semester.

## Withdrawal (W)

- A 'W' grade indicates that the student has withdrawn from a course.
- Students may withdraw from a course by the deadline specified by the university each semester.
- A student may withdraw from a particular course a maximum of two times effective from the Spring 2026 semester.

## Probation

- A CGPA of less than 2.00 will result in the student being placed on probation and such a student must immediately consult his/her Academic Advisor.
- If the CGPA is below 1.50 and the student is on probation for two successive semesters at the end of which his/her admission to this University is cancelled.
- If the CGPA is 1.50 or above but still below 2.00, the student is permitted to continue for one more semester on probation. By the end of this third semester in probation, the student must increase the CGPA to
- 2.00 or above; otherwise, his/her admission to this University will be cancelled.

# FINANCIAL INFORMATION

Information on Tuition Fees, Other Charges and Payment Procedure

## Tuition fees and Other Charges for the Years 2025-2026

| # | Items | Amount (Tk) |
|---|---|---|
| 1 | Admission Fee | 25,000/- |
| 2 | Late admission fee | 3,000/- |
| 3 | Re-admission fee | 20,000/- |
| 4 | Reinstatement fee (to reinstate the regular status) | 15,000/- |
| | **Semester tuition fees per credit** | |
| 5 | Regular students (Enrolled from Summer 2024 semester) | 6,500/- |
| 6 | Regular students of Law and Pharmacy (Enrolled from Summer 2024 semester) | 7,500/- |
| 7 | Regular students (Enrolled from Autumn 2017 semester) | 6,000/- |
| 8 | Regular students (Enrolled before Autumn 2017 semester) | 5,500/- |
| 9 | Regular students (Enrolled before Autumn 2014 semester) | 4,500/- |
| 9 | Non-degree students | 10,000/- |
| | **Other Fees** | |
| 10 | Library, computer/laboratory and students' activities fees | 8,000/- |
| 11 | Library, computer/laboratory and students' activities fees (Law and Pharmacy) | 12,000/- |
| 12 | Fees for LFE 201 (for live-in-field experience) | 30,000/- |
| 13 | Provisional Certificate/Duplicate copy of Original Certificate (Diploma) | 2,000/- |
| 14 | Academic transcript/Student copy | 100/- |
| 15 | Academic transcript/Official copy | 500/- |
| 16 | Undergraduate admission application form | 1,000/- |
| 17 | O Levels & A Levels certificate verification | 3,000/- |
| 18 | Certification letter / copy | 100/- |
| 19 | Letter certifying medium of instruction at IUB | 100/- |
| 19 | Letter certifying student status | 100/- |
| 20 | Letter certifying migration status | 100/- |
| 21 | Letter certifying provisional status of undergraduate program | 100/- |
| 22 | Duplicate Identity Card / copy | 100/- |
| 23 | Graduation application fees (non-refundable), includes two official copies of academic transcripts (for graduating students) | 12,000/- |
| 24 | Library overdue fine – for general collection (per day per book) | 10/- |
| 25 | Library overdue fine – for reserved collection (per hour per book) | 10/- |

**Notes:**

- **Forms:** Except the undergraduate admission application form, all other forms are available at the Registrar's Office and other offices of the university. These forms may be obtained without any charge.
- **Late Fee:** Students are required to pay a late fee, which is 5% of all fees. The late fee is applicable for all fees except for late admission fees.

## Payment of Semester Tuition Fees and Other Charges

Students are required to pay the semester tuition fees and other charges at the time of registration period according to the time and date mentioned in the billing statement issued by the Registrar's Office. Non-degree students who want to earn less than three credits would be exempted from paying the activities fee. Registration fees should be paid within the specified date. No payment extension will be allowed.

# SCHOLARSHIP

## Information for Students Awarded Board Scholarship

Students whose names have appeared on the Education Board's scholarship list for outstanding performance in the Higher Secondary Certificate (HSC) examinations are requested to follow the application procedure outlined below:

**Application Procedure:**

- Collect the prescribed application form from the Registrar's Office.
- Fill out the form and submit it along with the documents listed below.

**Required Documents:**

- Photocopies of SSC and HSC Certificates and Transcripts
- Photocopy of Student ID Card
- Passport-size photo of the student
- Student's bank account details, including:
    - Routing number
    - Photocopy of the cheque book cover page
- A copy of the Parent's National Identification Card (NID)
- A copy of the Student's Birth Registration Certificate

The Registrar's Office will input the student information in the presence of the student into the MIS Software (www.scholarship.dshe.gov.bd) on the date announced by the Directorate of Secondary and Higher Education (DSHE).

Scholarship payments will be deposited directly into the student's bank account through the G2P (Government to Person) method.

# Information on Refund of Fees

## Fee Refund Policy

- A student who has registered and paid his/her full tuition fee and drops out before the start of the semester, for which s/he was admitted, is entitled to 80 percent refund of tuition fee paid.
- A student who has registered and paid his/her full tuition fee, but after attending classes up to 'add / drop' period is incapacitated due to health or unavoidable family reasons is entitled to adjust 75% of tuition fees paid if s/he registers for the following semester.
- A student who has registered and paid his/her full tuition fees but dies or is permanently incapacitated before the beginning of the semester then s/he is entitled to refund of full tuition fees and if s/he dies or is permanently incapacitated within two weeks of the beginning of the semester then s/he is entitled to 80 percent refund of tuition fees.
- In the case of a student on a scheme of installment payment of tuition fees, if some installments have not been paid at the time of death/permanent incapacity, the amount due will be remitted.
- Only the tuition fees can be adjusted or refunded. Other charges cannot be adjusted or refunded.

## Eligibility for Refund of Fees

If a student, who is still studying at IUB, has any amount due from the IUB account the amount may be adjusted with semester tuition fees or with any other fees. If a student is leaving the University or has completed the graduation requirement s/he may apply for a refund.

## Application for Refund of Fees

Students who wish to get a refund of their fees need to submit an application to the Registrar. The application is required to be endorsed by the financial guarantor of the student.

# MISCELLANEOUS

## Reporting of grades for students who are on probation

The Registrar's Office will issue a copy of the academic transcripts at the end of every semester to the financial guarantor of the students who are on probation. The forwarding letter shall contain a statement regarding the probation status of a student and the student should immediately contact the Academic Advisor to discuss the academic plan.

## Procedure for collecting information on the students' academic performance/progress for a certain semester

All financial guarantors/parents/guardians are welcome to collect any information on the academic performance/progress of their son (s)/daughter (s)/ward (s) from the respective faculty members by prior appointment over phone. Further information may be available from the respective academic advisors and the One-stop service at the Registrar's Office.

## Information for the financial guarantor/parent/guardian

The academic transcript contains details of the academic performance of the student for the entire period at IUB including the latest semester. It must be mentioned that financial guarantors/parent/guardian may be able to see transcripts of their wards online. At the end of each semester text messages are sent to financial guarantors/parent/guardian detailing the respective course grades achieved and total CGPA. Financial guarantor/parent/guardian are welcome to call the one-stop service of the registrar's Office and inquire about their ward's academic performance and attendance in the class.

# ACADEMIC RESOURCES

## Library

### General Information on Using the Library Facilities

All currently enrolled students are advised to adhere to the following rules at the time of using the library:

- To use the library facility, students should have valid Identity cards in their possession.
- If a student does not have the valid Identity card in possession, s/he may use the money receipt issued by the Accounts Office for a maximum of 10 (ten) days.
- As silence is essential in a library, all students are advised to keep quiet in the library.
- Students should shut down their mobile phones when entering the library.
- Students should not bring any personal possessions to the library except an exercise book(khata), pen, geometric box and calculator.
- Students should maintain a proper dress code in the library.
- Undergraduate students may borrow books if they have a valid library membership.
- An undergraduate student may borrow a maximum of three general materials for 10 (ten) days and may renew same for further loan period. For renewal, the student is required to come personally to the library counter.
- Reference Textbooks marked with a red 'R' may be borrowed for only 2 (two) hours and other reference books are reserved for use inside the library.
- Checkout time from the library is 15 (fifteen) minutes prior to the closing hour.
- Library materials issued against an ID number of a student remain the responsibility of the concerned student.
- Any kind of writing or marking on the library materials is strictly forbidden. Any type of mutilation or defacement will be punished by making the student replace the book.
- Any kind of willful misuse of library facilities may result in termination of library membership.
- If a student fails to return the library materials on time, s/he will have to pay a fine. The fine is for general collection @Tk 10/day and for reserved collection @Tk 10/- per hour.
- Serious offences will be dealt with under the University's Code of Discipline and will result in immediate suspension from library facilities, pending enquiry.
- Offences include unrecorded borrowing, theft on concealment of any material or equipment, abuse of any sort directed against library staff or other users of the library.

# Central Information and Technology Services (CITS)

The University's Central Information and Technology Services (CITS) provides on-line facilities to all students. All the buildings of Dhaka campus have been brought under a fiber- optic network system and WiFi for easy access to worldwide information. In addition to the general purpose of CITS, all schools and Library have separate computer labs for easy access to the facilities.

## General Information on Using the Computer Laboratories

All currently enrolled students are advised to adhere to the following rules at the time of using the computer labs:

- Students should have valid Identity cards or the money receipt for admission.
- Students may open their own e-mail account at the CITS.
- Students should not bring their backpacks/ bags into the labs.
- Students may take the print-out from the printer free of cost as per the guideline of respective school.
- WiFi and Internet facilities are available 24/7 for the students in the campus.

# Academic Counselling

There is academic counseling throughout the entire period of the student's life at the University. At the time of admission each student will be assigned an advisor who may continue academic guidance through the academic year. The advisor will counsel, supervise and monitor the students' performance, internship placement, and provide guidance on career planning and development. Students, especially those on probation must be in touch with the academic adviser before registration and seek his/her guidance throughout the semester.

# Career Guidance

The IUB Career Guidance and Placement Centre offers career advisory services and organizes job fair for the students. Students are encouraged to discuss ideas with their academic and career counsellor to focus on the future career options and job placement. Career options, job search and the use of databases on business and individuals are part of the assistance offered. Close links are maintained with local and national employers. Throughout the academic year visiting scholars, leaders of industry, commerce, media, social sciences and environmental development are invited to share their views with the students and deliver informative talks on careers.

# STUDENT AFFAIRS

## IUB Clubs

Students at IUB will find unlimited opportunities to enhance their aesthetic talent and skills. Students can join any club of their choice to showcase their knowledge and skills.

## How to Join the Clubs

Students should contact the respective school manager and the Division of Student Activities (DoSA) for assistance in connection with preferred clubs. The list of the clubs is as follows:

1. IUB Football Club
2. IUB Cricket Club
3. IUB Table Tennis Club
4. IUB Chess Club
5. IUB Volleyball Club
6. IUB Basketball Club
7. IUB Badminton Club
8. IUB Carrom Club
9. IUB Billiard Club
10. IUB Cycling Club
11. IUB Anthropology Club
12. IUB Art Club
13. IUB Dance Club
14. IUB English Language Club
15. IUB Global Gatekeepers Club
16. IUB Film Club
17. IUB Debate Club
18. IUB Journalism Club
19. IUB K-Club
20. IUB Moot Court Society
21. Law Students' Society, IUB
22. IUB Music Club
23. IUB Photography Club
24. IUB Sociology Club
25. IUB Theatre
26. Independent Accounting Association
27. Independent Beta Elites
28. Independent Economic Society
29. Independent HR Society
30. Independent International Business Forum
31. Independent Managerial Society
32. Independent Marketers' Association
33. Independent Student's Entrepreneurship Club
34. Independent University Social Welfare Club
35. IUB E-Business Club

36. The Environment Club
37. Green Planet Club
38. Life Sciences Club
39. River Conservation Club, IUB
40. IUB ACM Student Chapter
41. IEEE Computer Society, IUB
42. IEEE IUB Student Branch
43. Jukti - The IUB CSE Club
44. IUB Pharma Club
45. IUB Public Health Club
46. IUB Toastmasters Club
47. DEA club

# LIVE IN THE FIELD EXPERIENCE (LFE)

## General

IUB's pioneering program. Live-in-Field Experience, where IUB students get a distinctive opportunity to learn about rural life, complement the unique course, National Culture and Heritage, a comprehensive study of the history, society and culture of Bangladesh.

## Registration of LFE (LFE 201)

- LFE201 is a mandatory course which has to be completed usually after earning a substantial number of credits. The students will be required to register for LFE201 along with the semester registration. The registration for LFE201 will be on a first come-first serve basis.
- Pre-requisites for taking LFE are MAT210/MAT212/ MAT 211/SOC301.
- If a student becomes sick s/he may drop out from LFE; s/he will get hundred percent adjustment/ refunds of fees paid.

# STANDARDIZED FINAL EXAM SCHEDULE

## Summer 2026 Semester

(Subject to Approval)

| DAYS CLASS MEETS | TIME CLASS MEETS | DATE OF EXAM | TIME OF EXAM |
|---|---|---|---|
| **ST** | 08:00 - 09:30 | Saturday, 15 August | 08:00 - 10:00 |
| | 09:40 - 11:10 | Tuesday, 18 August | 08:00 - 10:00 |
| | 11:20 - 12:50 | Sunday, 16 August | 11:00 - 13:00 |
| | 13:00 - 14:30 | Tuesday, 18 August | 11:00 - 13:00 |
| | 14:40 - 16:10 | Sunday, 16 August | 14:00 - 16:00 |
| | 16:20 - 17:50 | Tuesday, 18 August | 14:00 - 16:00 |
| | | | |
| **MW** | 08:00 - 09:30 | Sunday, 16 August | 08:00 - 10:00 |
| | 09:40 - 11:10 | Monday, 17 August | 08:00 - 10:00 |
| | 11:20 - 12:50 | Wednesday, 19 August | 08:00 - 10:00 |
| | 13:00 - 14:30 | Monday, 17 August | 11:00 - 13:00 |
| | 14:40 - 16:10 | Wednesday, 19 August | 11:00 - 13:00 |
| | 16:20 - 17:50 | Monday, 17 August | 14:00 - 16:00 |
| | | | |
| **AR** | 11:20 - 12:50 | Wednesday, 19 August | 14:00 - 16:00 |
| | 13:00 - 14:30 | Thursday, 20 August | 08:00 - 10:00 |
| | 14:40 - 16:10 | Thursday, 20 August | 14:00 - 16:00 |
| | 16:20 - 17:50 | Thursday, 20 August | 11:00 - 13:00 |

**Note:** S=Sunday, M=Monday, T=Tuesday, W=Wednesday, A= Saturday, R= Thursday

**Note:**

- In case of any disruption, the examination will be shifted to the next available date after the examination week.
- The above-mentioned dates are provisional; changes may occur. Students are requested to check the notice boards.
- To organize examinations for courses with multiple sections in a single slot, the examination week may start earlier.

# CODE OF CONDUCT

## 1. TITLE OF THE DOCUMENT

IUB Student Code of Conduct

## 2. APPLICATION

This Code of Conduct applies to all students enrolled at Independent University, Bangladesh (IUB). However, harassment amounting to sexual harassment shall be dealt with according to the "Code of Conduct for the Prevention of Sexual Harassment".

## 3. COMMENCEMENT

This Code of Conduct shall come into effect from the date they are approved and announced by the IUB Syndicate.

## 4. INTERPRETATIONS

IUB - Independent University, Bangladesh

CoC - Code of Conduct

DC - Disciplinary Committee

LFE - Live-in-Field Experience

VW - Verbal Warning

CG - Calling of Guardian

WW - Written Warning

MF - Monetary Fine

DP - Disciplinary Probation

SP - Suspension

EP - Expulsion

## 5. OBJECTIVE

5.1 Independent University, Bangladesh (IUB), established to contribute to national development through a strong liberal arts foundation, technological proficiency, global consciousness, environmental responsibility, is committed to ensure a respectful, inclusive, and intellectually vibrant campus environment to fulfilling its institutional mission.

All members of the IUB community, including students, are collectively responsible for upholding such an environment. In alignment with this objective, the IUB Student Code of Conduct (CoC) is adopted to promote and maintain a campus atmosphere conducive to learning, academic integrity, and the pursuit of knowledge.

5.2 IUB is committed to fostering mutual understanding among all members of its broader community through shared learning, respectful engagement, and appreciation of one another. As integral members of this community, IUB students are expected to uphold the rights and privileges of others and take responsibility for their conduct. This CoC serves as a framework to guide student behavior. However, it is recognized that no set of Code of Conduct can be entirely exhaustive, therefore this CoC not necessarily covers every possible form of impermissible conduct.

5.3 IUB expects the students to fully understand their responsibilities as IUB community members and to avoid jeopardizing their relationship with the University. They assume the obligation to observe the CoC and to participate in proceedings for breach of conduct if asked to do so by the university.

5.4 This CoC will be available to the students and all other members of the IUB community so that they are fully and clearly aware of its provisions, procedures and measures.

## 6. PURPOSE

The purpose of this Code of Conduct (CoC) is to outline the acceptable standard of conduct and disciplinary actions applicable to students in case of violations of the standard conduct. It is acknowledged that a disciplinary code and disciplinary actions are necessary for the smooth operation of an educational institution and the safety and fair treatment of all students.

Moreover, this code provides guidelines and references for the disciplinary authority to ensure justice, while also applying disciplinary sanctions if needed.

## 7. GENERAL PRINCIPLES

7.1 Upon admission to Independent University, Bangladesh, students are expected to embrace the University's mission, vision and goals and take responsibility for maintaining an environment conducive to education and scholarship. This includes respecting the personal safety and individual rights of all members of the university community, adhering to accepted standards of social behavior, and complying with university Code of Conduct and national laws while on university premises. 7.2 Students are required to embrace and uphold the following principles:

7.2.1 No student of Independent University, Bangladesh may violate, ignore or infringe the University accepted human rights.

7.2.2 A student of Independent University, Bangladesh is a part of the University community. This community includes the students, faculty members and the administrative staff. The relationship within the community should be based on mutual trust and respect, honesty and integrity. Every member of the community is expected to promote understanding and friendship.

7.2.3 All efforts should be made by the students to maintain an excellent academic environment within the University.

7.2.4 The students should make the best use of their time to achieve the most within the limited time.

7.3 Independent University, Bangladesh (IUB) maintains a policy of political neutrality and does not endorse any political ideology or platform.

## 8. RULES OF CONDUCT

8.1 ACADEMIC MISCONDUCT

The following conducts against the academic integrity of IUB are strictly prohibited. The commission of any of these conducts by any student of IUB shall be treated as ‘academic misconduct offence’.

1. Submission of false or forged document during admission to IUB;
2. Cheating in examination [This includes, but is not limited to, (a) using or possessing unauthorized materials, sources or assistance in any academic examination or test or in connection with any other form of academic work, (b) impersonating another person, or to have another person impersonate, at any academic examination or test or in connection with any other form of academic work, (c) communication with fellow examinees, (d) unauthorized use of any electronic device, (e) smuggling of script into or out of

Examination Hall, (f) replacing the cover of or any page of the answer script, (g) unauthorized substitution of or addition to answer scripts, (h) writing answers in unauthorized places like benches, chairs, tables, attires, walls of exam halls, wash rooms etc., (i) making false pleas of illness, etc.];

3. Using abusive language, or holding threats to the invigilators or any person in the Examination Hall;
4. Creating obstruction or disturbance inside the Examination Hall;
5. Assault or attempt to assault the Invigilator or anyone in the Examination Hall;
6. Plagiarism, i.e., to represent as one's own any idea or expression of an idea or work of another in any academic examination or test or in connection with any other form of academic work;
7. Unauthorized submission of any academic work for which credit has previously been obtained or is being sought in another course or program of study in IUB or elsewhere;
8. Submission, of any academic work containing a purported statement of fact or reference to a source, which has been concocted;
9. Violation of any rules prescribed in the LFE guidelines while students are in the LFE Programme;
10. Providing any misinformation in the forms (both printed/or digital) provided by the LFE office;
11. Disobeying any instructions given by any faculty to ensure safety and security of the students in the LFE;
12. Assisting/abetting the commission of any of the above misconduct offences.

8.2 NON-ACADEMIC MISCONDUCT

The following conducts are strictly prohibited. The commission of any of these conducts by any student of IUB shall be treated as 'non-academic misconduct offence'.

1. Harassing another person. [This includes, but is not limited to, placing another person in fear of his or her personal safety through words or actions directed at that person or interfering with the working, learning or living environment of the person. This misconduct offence includes harassment either inside or outside campus. However, harassment outside campus must be committed under the ambit of IUB events, programs or courses e.g. official field trip, club activities and Live-in-Field Experience (LFE)]; However, misconduct amounting to sexual harassment shall be dealt with according to the provisions of the Code of Prevention of Sexual harassment.
2. Assaulting or physically abusing, threatening, or endangering the health or safety of another person;

3. Speech, statement, comment, remark, poster, graffiti, social media interaction etc, either verbal or written, showing disrespect towards the IUB or any member thereof;
4. Speech, statement, comment, remark, poster, graffiti, social media interaction etc, either verbal or written, promoting express or implied hatred or disregard towards any religious belief, political ideology, person/s of an ethnic or religious community etc.;
5. Unbecoming behavior causing nuisance in public, including smoking, intoxication, obscenity etc.;
6. Ragging and bullying others at any level, by any means either in person or online, including text messages whatsoever;
7. Stalking of others either online or in person;
8. Preaching of superstitious, illegal, harmful or violent ideology to others, either in person or online;
9. Possessing, using, manufacturing, distributing or selling drugs, drug paraphernalia or alcoholic beverages on the Campus;
10. Interfering with, obstructing or disrupting the University activities that include all normal university activities, such as teaching, research-recreation, meetings, public events and disciplinary proceedings;
11. Interfering with, obstructing or disrupting police, fire or emergency responses;
12. Riotous or disorderly behavior;
13. Falsifying, tampering with, damaging or causing loss of official records of IUB;
14. Inciting other students to refrain from attending classes or examinations;
15. Tampering with, impairing, disabling or misusing fire protection systems such as fire or smoke detectors, fire extinguishers, sprinklers, alarms or exit signs;
16. Failing to evacuate during a fire alarm;
17. Failing to comply with the lawful and reasonable directions of a university official on duty;
18. Entering the IUB premises in order to commit any offence against the property;
19. Unauthorized use of the name and logo of Independent University, Bangladesh or any of its unit in any form of printing (including letterheads) without approval from the competent authority of IUB.
20. Misuse of computer facilities and/or systems [Such misuse includes, but not limited to, (i) unauthorized use of a terminal, file, password or account, (ii) sending objectionable messages, (iii) accessing Websites containing objectionable materials or downloading such files, (iv) attempts to degrade system performance or capability, (v) breach of computer security, (vi) abuse of communal resources, e.g. unauthorized batch program, .(vii) misappropriation of intellectual property or licensed software, (viii) invasion

of online privacy, (ix) intentionally mutilate, misplace, misfile, or render inoperable any stored information such as books, film, data files or programs from a library, computer or other such information storage, processing or retrieval system];

21. Misappropriation or theft of any property owned by IUB or any person within the IUB community;
22. Illegal possession of any arms, weapons, or explosive [This misconduct offence also covers the possession of a harmless instrument designed to look like arms, weapons, or explosive is included within];
23. Intentionally filing a false allegation or complaint against any member of IUB community;
24. Intentionally giving false information or withholding information in order to deceive IUB authority;
25. Commission of any cognizable offence punishable by the laws of the land;
26. Assisting/abetting the commission of any of the above misconduct offences.
27. Without taking prior approval from the office of the DOSA organizing any activity either academic or non-academic, including but not limited to, such as seminar, event, demonstration, procession, feast, debate, dialogue what so ever.

8.3 DRESS CODE

Independent University, Bangladesh respects and acknowledges individual rights and choices to personal attire including customary or traditional formals. However, as a leading private university in the country and one that strives to create educated youth ready to face the challenges of a highly competitive world, IUB expects its students to display a positive image of the University in their dress and attire while at campus. A gross violation of this norm may be treated as misconduct.

## 9. DISCIPLINARY SANCTIONS

9.1 Any student found guilty of any misconduct under this CoC may be subjected to any one or more of the following disciplinary sanctions:

a. Verbal warning
b. Written warning
c. Calling of guardian
d. A failing grade [This sanction can be imposed only for academic misconduct)
e. Monetary Fine (for restitution of damage/loss of any property caused by misconduct)

f. Disciplinary Probation [This sanction, imposed for a specific period of time, temporarily disqualifies the delinquent student in receiving academic awards, prizes, and/or scholarships]
g. Suspension of studentship for a specific period of time or
h. Expulsion from the university

9.2 Any student, found guilty of any gross misconduct which is also a cognizable offence under the laws of the land, may be handed over to the law enforcement agencies for necessary actions. This measure however shall not be a bar to impose disciplinary sanctions under section 9.1.

9.3 A misconduct which could otherwise receive a lenient sanction would receive more severe sanction if the concerned student has prior records of disciplinary sanctions,

## 10. DISCIPLINARY COMMITTEE: AUTHORITY AND PROCEDURE

10.1 In compliance with section 28 of the Private University Act, 2010, IUB maintains a Disciplinary Committee with the following members:

| | | |
|---|---|---|
| One Member nominated by the Board of Trustees | - | Chairman |
| The Vice Chancellor | - | Member |
| The Deans of all Schools | - | Member(s) |
| One Head of the Dept. nominated by the Syndicate | - | Member |
| Registrar | - | Member |
| Proctor | - | Member Secretary |

10.2 The Disciplinary Committee is authorized to take cognizance of any misconduct under this CoC, conduct investigation and hearing on any such misconduct, make necessary recommendations to the Syndicate of IUB for imposing disciplinary sanctions against any delinquent student.

10.3 The Disciplinary Committee may delegate any of its powers to any other IUB authority.

10.4 The quorum of the Disciplinary Committee shall be six of its members.

10.5 The Disciplinary Committee will take decisions on the basis of the view expressed by the majority of its members.

10.6 Any person aggrieved by any alleged misconduct under this CoC may file a complaint to the Disciplinary Committee through its Member Secretary, i.e., the Proctor of IUB.

10.7 Any IUB authority may also report any misconduct under this CoC to the Disciplinary Committee for necessary actions.

10.8 On receipt of a complaint against or allegation of misconduct, the Disciplinary Committee shall issue the student concerned a notice to show cause as to why disciplinary action shall not be taken against him/her, setting down the charges against him and requiring him to reply to the show cause notice within five (5) days. The time of five (5) working days to show cause may only be extended for exceptional circumstances on the prayer of such students. Should the student fail to reply within such or such extended time, the Disciplinary Committee shall proceed against him or her ex parte (in absentia).

Provided that the Disciplinary Committee may transfer any complaint against or allegation of misconduct to the Proctor or any other IUB authority. Any complaint or allegation so transferred shall be dealt with in accordance with section 9 of the CoC.

10.9 If the Disciplinary Committee finds the student's reply, if any, unsatisfactory, it shall form an Inquiry Committee comprising three (3) faculty members. This committee will grant the student a personal hearing and notify them to appear within three (3) days. During the hearing, the student has the right to defend themselves, present evidence, examine relevant records, and cross-examine any witnesses testifying against them. The student must be present throughout the proceedings unless exceptional circumstances warrant an exemption upon their request. However, if excused, the student forfeits the right to object to the hearing on the grounds of their absence.

10.10 The Inquiry Committee shall submit its report, giving its findings to the Disciplinary Committee as soon as possible upon conclusion of the investigation, with its recommendations.

10.11 On receipt of the report of the Inquiry Committee, the Disciplinary Committee will review the report and thereupon either dispose of the matter or recommend disciplinary sanction against the delinquent student. Any such recommendation shall be reported to the Syndicate of IUB for its final decision.

10.12 Pending disciplinary proceedings, the Disciplinary Committee may suspend the student if it is so considered in the interest of the University and other students.

10.13 The IUB shall communicate the disciplinary sanction imposed by the Syndicate under section 10.11 or the interim measure taken by the Disciplinary Committee under section 10.12 to the student concerned by registered post/official email/SMS or any other means of communication to his address as recorded with the University. The University shall also put a copy of the decision in the notice board of the University.

## 11. DISCIPLINARY SANCTIONS BY AUTHORITIES OTHER THAN THE DISCIPLINARY COMMITTEE

11.1 The Faculty Members will have initial jurisdiction over academic misconduct. In such cases, the concerned faculty member, after giving a personal hearing to the student concerned, may impose a failing grade to the delinquent student.

Provided that the concerned student may file, through the Vice Chancellor, an appeal against the said sanction to the Disciplinary Committee within 7 (seven) days. In such cases, the Disciplinary Committee shall deal with the matter in accordance with section 10 of the CoC and may impose any one of more sanctions as stated in section 9.1.

Provided further that if the concerned faculty member considers that a failing grade would be an insufficient response due to gravity of the misconduct, she/he may forward a written complaint, through the Head of the Department and the Dean of the School, to the Disciplinary Committee. The Disciplinary Committee shall deal with the matter in accordance with section 10 of the CoC.

11.2 The Proctor of IUB, after giving a personal hearing to the student concerned, may impose disciplinary sanctions under clauses I, II, or III of section 9.1 for misconduct and report the same to the Disciplinary Committee.

Provided that the concerned student may file, through the Vice Chancellor, an appeal against the said sanction to the Disciplinary Committee within 7 (seven) days. In such cases, the Disciplinary Committee shall deal with the matter in accordance with section 10 of the CoC and may impose any one of more sanctions as stated in section 9.1.

Provided further that the Proctor shall not impose sanction for misconducts stated in section 8.2, clauses (9), (12), (13), (14), (15), (18), (19), (20), (21), (22), (24) and (25) of the CoC.

## 12. APPEALS PROCEDURE

12.1 If a disciplinary sanction is imposed under section 10.11, the student concerned may file, through the Vice Chancellor, an appeal for reviewing the sanction to the Syndicate of IUB within 30 (thirty) days.

12.2 If an interim measure is taken under section 10.12, the concerned student may file, through the Vice Chancellor, an appeal for reviewing the measure to the Disciplinary Committee of IUB within 7 (seven) days.

# TENTATIVE ACADEMIC CALENDAR FOR 2026

Approved by the Academic Council

| Month | Dates | Events |
|---|---|---|
| **January 2026** | 11-13 | Course registration for Spring 2026 |
| | 17 | Classes commence |
| | 19 | Due date for payment of Registration Fees, Spring 2026 |
| **February 2026** | 4 | Shab-E-Barat* |
| | 21 | Shaheed Day* |
| | 22 Feb – 5 Mar | Mid-term exams |
| **March 2026** | 17-23 | Laylatul Qadr |
| | | Eid-ul-Fitr* |
| | 26 | Independence & National Day* |
| **April 2026** | 2 | Last date of withdrawal from courses |
| | 7-9 | Faculty Evaluation |
| | 14 | Bangla New Year* |
| | 16 | Classes end |
| | 18-23 | Final exams |
| | 30 | Grades due at Office of the Controller of Examinations & Official end of Spring 2026 |
| **May 2026** | 1 | May Day* |
| | | Budhha Purnima* |
| | 10-12 | Course registration for Summer 2026 |
| | 16 | Classes commence |
| | 18 | Due date for payment of Registration Fees, Summer 2026 |
| | 26-31 | Eid-Ul-Azha* |
| **June 2026** | 26 | Ashura* |
| **July 2026** | 27 Jun – 9 Jul | Mid-term exams |
| | 23 | Last date of withdrawal from courses |

| | | |
|---|---|---|
| **August 2026** | 5 | July Uprising Day |
| | 4-8 | Faculty Evaluation |
| | 13 | Classes end |
| | 15-20 | Final exams |
| | 26 | Eid-e-Milad un-Nabi* |
| | 27 | Grades due at Office of the Controller of Examinations & Official end of Summer 2026 |
| **September 2026** | 4 | Janmastami* |
| | 6-8 | Course registration for Autumn 2026 semester |
| | 12 | Classes commence |
| | 14 | Due date for payment of Registration Fees, Autumn 2026 |
| | 30 | Last date of application for graduation for 27th Convocation |
| **October 2026** | 20-21 | Durga Puja* |
| | 24 Oct - 5 Nov | Mid-term exams |
| **November 2026** | 19 | Last date of withdrawal from courses |
| | 24-26 | Faculty Evaluation |
| **December 2026** | 3 | Classes end |
| | 5-10 | Final exams |
| | 16 | Victory day* |
| | 17 | Grades due at Office of the Controller of Examinations & Official end of Autumn 2026 |
| | 25 | Christmas day* |
| | 26 Dec – 1 Jan 2027 | University recess |

* All holiday dates are subject to change based on government circulars.

January 2026

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|---|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 1 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 2 |

February 2026

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 3 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 4 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 5 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 6 |

March 2026

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 8 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 9 |
| 29 | 30 | 31 | | | | | 10 |

April 2026

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|---|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 12 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 13 |
| 26 | 27 | 28 | 29 | 30 | | | |

May 2026

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|---|---|---|---|---|---|---|---|
| | | | | | 1 | 2 | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 1 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| 31 | | | | | | | |

June 2026

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 2 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 3 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 4 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 5 |
| 28 | 29 | 30 | | | | | |

July 2026

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|---|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 6 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 7 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 8 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 9 |
| 26 | 27 | 28 | 29 | 30 | 31 | | |

August 2026

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|---|---|---|---|---|---|---|---|
| | | | | | | 1 | 10 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 11 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 12 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 13 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| 30 | 31 | | | | | | |

September 2026

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 1 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 2 |
| 27 | 28 | 29 | 30 | | | | |

October 2026

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|---|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 4 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 5 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 6 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 7 |

November 2026

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 9 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 10 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 11 |
| 29 | 30 | | | | | | |

December 2026

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 12 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| 27 | 28 | 29 | 30 | 31 | 1 | | |

Spring
Summer
Autumn

Holiday
Due date for payment of Registration Fees
Grade Due

Mid Term
Final
withdrawal
Registration

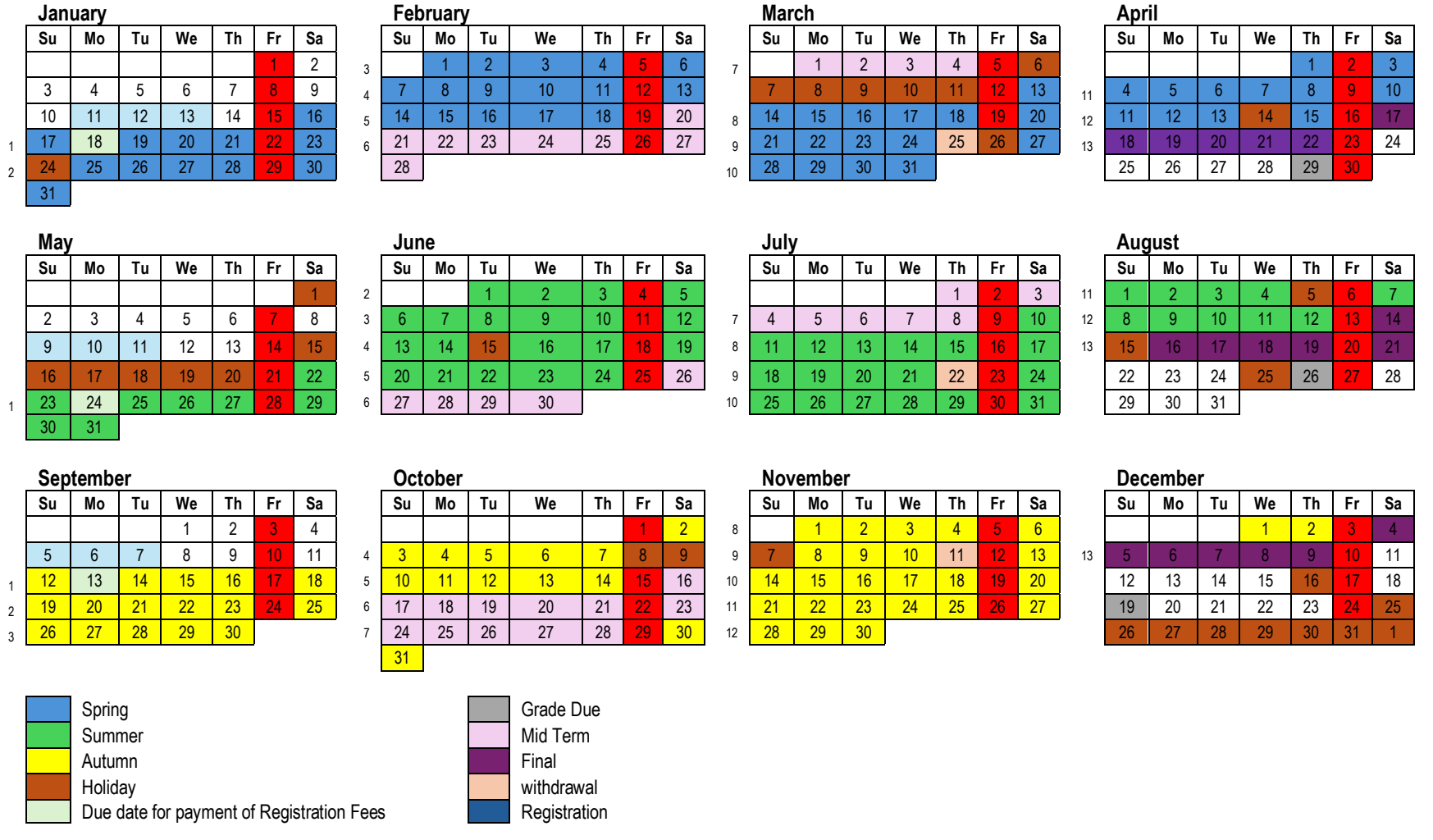
# TENTATIVE ACADEMIC CALENDAR FOR 2027

Subject to Approval of the Academic Council

| Month | Dates | Events |
|---|---|---|
| **January 2027** | 11-13 | Course registration for Spring 2027 |
| | 16 | Classes commence |
| | 18 | Due date for payment of Registration Fees, Spring 2027 |
| | 24 | Shab-E-Barat* |
| **February 2027** | 21 | Shaheed Day* |
| | 20 Feb – 4 March | Mid-term exams |
| **March 2027** | 6-11 | Laylatul Qadr |
| | | Eid-ul-Fitr** |
| | 25 | Last date of withdrawal from courses |
| | 26 | Independence & National Day* |
| **April 2027** | 6-8 | Faculty Evaluation |
| | 14 | Bangla New Year* |
| | 15 | Classes end |
| | 17-22 | Final exams |
| | 29 | Grades due at Office of the Controller of Examinations & Official end of Spring 2027 |
| **May 2027** | 1 | May Day* |
| | 9-11 | Course registration for Summer 2027 |
| | 15-20 | Eid-Ul-Azha* |
| | 20 | Budhha Purnima* |
| | 22 | Classes commence |
| | 24 | Due date for payment of Registration Fees, Summer 2027 |
| **June 2027** | 15 | Ashura* |
| **July 2027** | June 26 – July 8 | Mid-term exams |

| | | |
|---|---|---|
| | 22 | Last date of withdrawal from courses |
| **August 2027** | 5 | July Uprising Day |
| | 3-7 | Faculty Evaluation |
| | 12 | Classes end |
| | 15 | Eid-e-Milad un-Nabi * |
| | 14-21 | Final exams |
| | 25 | Janmastami* |
| | 26 | Grades due at Office of the Controller of Examinations & Official end of Summer 2027 |
| **September 2027** | 5-7 | Course registration for Autumn 2027 semester |
| | 11 | Classes commence |
| | 13 | Due date for payment of Registration Fees, Autumn 2027 |
| | 30 | Last date of application for graduation for 27th Convocation |
| **October 2027** | 8-9 | Durga Puja* |
| | 16-28 | Mid-term exams |
| **November 2027** | 7 | National Revolution and Solidarity Day |
| | 11 | Last date of withdrawal from courses |
| | 23-25 | Faculty Evaluation |
| **December 2027** | 2 | Classes end |
| | 4-9 | Final exams |
| | 16 | Victory day* |
| | 19 | Grades due at Office of the Controller of Examinations & Official end of Autumn 2027 |
| | 25 | Christmas day* |
| | 26 Dec – 1 Jan 2027 | University recess |

* All holiday dates are subject to change based on government circulars.


January
Su Mo Tu We Th Fr Sa
1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
1 17 18 19 20 21 22 23
2 24 25 26 27 28 29 30
31
February
Su Mo Tu We Th Fr Sa
3 1 2 3 4 5 6
4 7 8 9 10 11 12 13
5 14 15 16 17 18 19 20
6 21 22 23 24 25 26 27
28
March
Su Mo Tu We Th Fr Sa
7 1 2 3 4 5 6
7 8 9 10 11 12 13
8 14 15 16 17 18 19 20
9 21 22 23 24 25 26 27
10 28 29 30 31
April
Su Mo Tu We Th Fr Sa
1 2 3
11 4 5 6 7 8 9 10
12 11 12 13 14 15 16 17
13 18 19 20 21 22 23 24
25 26 27 28 29 30
May
Su Mo Tu We Th Fr Sa
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
1 23 24 25 26 27 28 29
30 31
June
Su Mo Tu We Th Fr Sa
2 1 2 3 4 5
3 6 7 8 9 10 11 12
4 13 14 15 16 17 18 19
5 20 21 22 23 24 25 26
6 27 28 29 30
July
Su Mo Tu We Th Fr Sa
1 2 3
7 4 5 6 7 8 9 10
8 11 12 13 14 15 16 17
9 18 19 20 21 22 23 24
10 25 26 27 28 29 30 31
August
Su Mo Tu We Th Fr Sa
11 1 2 3 4 5 6 7
12 8 9 10 11 12 13 14
13 15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31
September
Su Mo Tu We Th Fr Sa
1 2 3 4
5 6 7 8 9 10 11
1 12 13 14 15 16 17 18
2 19 20 21 22 23 24 25
3 26 27 28 29 30
October
Su Mo Tu We Th Fr Sa
1 2
4 3 4 5 6 7 8 9
5 10 11 12 13 14 15 16
6 17 18 19 20 21 22 23
7 24 25 26 27 28 29 30
31
November
Su Mo Tu We Th Fr Sa
8 1 2 3 4 5 6
9 7 8 9 10 11 12 13
10 14 15 16 17 18 19 20
11 21 22 23 24 25 26 27
12 28 29 30
December
Su Mo Tu We Th Fr Sa
1 2 3 4
13 5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31 1
Spring
Summer
Autumn
Holiday
Due date for payment of Registration Fees
Grade Due
Mid Term
Final
withdrawal
Registration

# FREQUENTLY ASKED QUESTIONS

**Admission Period**

- When are admissions offered at IUB?
  IUB offers admissions three times a year: in July for the Autumn semester, in November for the Spring semester, and in April for the Summer semester.
- When does the admission process begin and end?
  - **Autumn Semester:** Starts in the last week of July and concludes with classes starting in the second or third week of August.
  - **Spring Semester:** Starts in the last week of November and ends with classes starting in the second or third week of January.
  - **Summer Semester:** Begins in April and ends with classes starting in the second or third week of June.

**Admission Eligibility**

- What are the minimum eligibility criteria for admission?
  - HSC and SSC: A minimum GPA of 3.0 in both, with a combined GPA of at least 7.00.
  - O' Level and A' Level: A minimum GPA of 2.50 in 5 O' Level subjects and a GPA of 2.00 in 2 A' Level subjects.
  - International Baccalaureate/Equivalent Degrees: Accepted with similar criteria.

**Provisional Admission**

- What is provisional admission?
  - Provisional admission is granted to candidates awaiting results from HSC, A' Level, or International Baccalaureate. All admission requirements must be met within the specified period, or the admission will be canceled, and any completed credits will be revoked.

**Exemption from Admission Test**

- Who qualifies for an exemption from the admission test?
  - Students with a minimum SAT-1 score of 1000.
  - A TOEFL score of 550 (paper-based), 213 (computer-based), or 80 (internet-based).
  - An IELTS score of 5.5.

**Registration**

- What is the process for registration?
  - Students must consult with their academic advisor to plan their courses. Early registration is recommended due to limited class sizes. Registration is only considered valid once the fee is paid on time.
- What is the procedure for add/drop or late registration?

- Students can add or drop courses on a designated date provided by the Registrar's Office. Those with 0-9 credits must see their advisor, while others may use iRAS.

- What is the minimum credit requirement per semester?
  - New students: It is recommended to take 9 credits from foundation courses.
  - Returning students: Typically take 9 credits, with a maximum of 18 credits. They may also take as few as 6 credits and still maintain regular student status.

**Attendance Policy**

- What are the attendance requirements?
  - Students are expected to maintain 90% attendance. Those with less than 75% attendance may be barred from final exams. Missing 8 classes may result in a 'W' grade.

**Leave of Absence**

- How can a student apply for a leave of absence?
  - Students must fill out a form via iRAS. Missing two consecutive semesters without approval results in a loss of regular student status, with a reinstatement fee of Tk. 15,000. For three semesters, the fee is Tk. 20,000.

**Full-Time Student**

- What are the advantages of being a full-time student?
  - A student is considered full-time if enrolled in a minimum of 12 credits per semester. Full-time students are eligible for financial aid, tuition discounts, inclusion on the semester honors list, and part-time job opportunities at the university, which can assist in timely graduation.

**Advantages of Being a Full-Time Student**

- What are the benefits of full-time student status?
  - Eligibility for financial aid, inclusion on the semester honors list, and eligibility for part-time jobs at the university.

**Time Limitation for Completing Degree**

- What is the time limit to complete a degree?
  - Students have up to 8 years from their initial enrollment to complete their undergraduate degree.

**Non-Degree Students**

- Can non-degree students take courses at IUB?
  - Yes, with authorization from their home universities. They can take up to 15 credits per semester but will only receive completion certificates, not credits towards a degree at IUB.

**Credit Transfer Facility**

- How can I transfer credits to/from IUB?
    - Students can transfer credits to IUB if they meet the admission criteria and course matching requirements. To transfer credits from IUB to another institution, students must inform the university in writing and fulfill the necessary procedures.

**Requirements for a Double Major**

- Can students pursue a double major?
    - Yes, students with a minimum CGPA of 3.00 can pursue a double major. They must complete all required courses and a senior project or internship for both majors.

**Classification of Student Status and Graduation**

- How are students classified by status?
    - Freshman: 0 to 29 credit hours.
    - Sophomore: 30 to 59 credit hours.
    - Junior: 60 to 89 credit hours.
    - Senior: 90 or more credit hours.

**Graduation Requirement**

- What are the graduation requirements?
    - Students must complete a minimum of 2 academic years in residence and meet all university, school, major, minor, and elective course requirements through coursework at IUB and/or accepted transfer credits.
    - Students must complete at least 2 academic years in residence at IUB, meet all university, school, major, minor, elective, and other course requirements, and achieve a minimum CGPA of 2.00.
    - Undergraduate students have a maximum of 8 years from the date of their initial enrollment to complete their degree.
- What is the procedure for applying for graduation?
    - Students intending to graduate must apply for graduation by submitting a form available at www.iras.edu.bd. Graduation is not automatic and requires approval from the concerned school(s) and the Registrar’s Office.

**Credit Transfer**

- How does the credit transfer facility work?
    - General: Students can apply to transfer credits in relevant courses. IUB's curriculum is designed to support credit transfers both domestically and internationally.
    - From IUB to Other Institutions: Students must inform IUB in writing if they plan to transfer credits to another institution.

- From Other Institutions to IUB: Students must apply for credit transfer through a prescribed form, providing official transcripts and course descriptions. A minimum grade of 'B-' and an overall CGPA of 2.50 are required.

**Declaration of Major and Minor**

- When should a student declare their major/minor?
  - Students must declare their major upon entry and confirm it while also declaring a minor through iRAS.
- How can I declare or change my undergraduate major and minor?
  - Students must declare their intended major during entry and confirm it, along with their minor, by submitting the Major/Minor Declaration Form through iRAS.
- What are the requirements for a double major?
  - To pursue a double major, students must fulfill all requirements for both majors, including foundation, core, and required courses, as well as a minor. They must also have a CGPA of 3.00 or above and complete a minimum of 36 credit hours, along with two senior projects or internships.

**Recognition of Performance**

- What is the recognition of performance based on semester results?
  - Full-time students can be placed on various honor lists based on their CGPA:
    - Dean's List: CGPA of 3.50 or more in any semester.
    - Dean's Merit List: CGPA of 3.50 or more in two successive semesters.
    - Dean's Honour List: CGPA of 3.76 or more in two successive semesters, with a Tk.5,000 award voucher.
    - Vice Chancellor's List: CGPA of 3.50 or more in three successive semesters.
    - Vice Chancellor's Honour List: CGPA of 3.86 or more in three successive semesters, with a Tk.10,000 award voucher.
- What are the honors for high academic achievement at graduation?
  - Graduates with high grades are recognized as follows:
    - Cum Laude: CGPA 3.60 to 3.79.
    - Magna Cum Laude: CGPA 3.80 to 3.94.
    - Summa Cum Laude: CGPA 3.95 or more.
    - Chancellor's Award: A medal awarded for a CGPA of 4.00 over four successive semesters.

**Grading System**

- How does the grading system work?

    - Grades range from A (Excellent, 4.00) to F (Fail, 0.00), with various other grades indicating different levels of achievement. Special grades such as 'I' for Incomplete, 'W' for Withdrawal, and 'P' for Pass are also used.
- What happens if I fail a course?
    - If you fail a course, you receive an 'F' grade, which remains on your transcript. You may retake the course within four semesters, and only the most recent grade will be counted towards your CGPA. However, if you fail the same course three times, your admission may be canceled.
- What is the policy on academic probation?
    - Students with a CGPA below 2.00 are placed on probation. If the CGPA remains below 2.00 after two consecutive semesters, your admission may be canceled.
- Can I retake or repeat a course?
    - Yes, students may retake courses to improve their CGPA, but only twice for any given course. The latest grade will replace the previous one in CGPA calculations.
- What is an 'Incomplete (I)' grade, and when is it awarded?
    - An 'Incomplete (I)' grade is awarded to students who have attended at least 75% of the classes but cannot take the final exam due to a valid reason, as determined by senior management. Awarding 'I' grades is strongly discouraged.
    - Students must complete the course requirements by the end of the following semester in consultation with the course instructor. If the requirements are not fulfilled, the 'I' grade will be converted to an 'F'. The student does not need to re-register for the course.

**Withdrawal**

- What does a 'W' grade signify?
    - A 'W' grade indicates that a student has withdrawn from a course.
- When can a student withdraw from a course?
    - Students can withdraw from a course before the deadline specified by the university.

**Probation and Cancellation Policy**

- What happens if a student's CGPA falls below 2.00?
    - Students with a CGPA below 2.00 will be placed on academic probation and must consult their Academic Advisor immediately.
- What are the consequences of having a CGPA below 1.50?
    - If a student's CGPA remains below 1.50 for two consecutive semesters, their admission to the university will be canceled.
- What if a student has a CGPA between 1.50 and 2.00?
    - If the CGPA is between 1.50 and 2.00, the student may continue on probation for one more semester. By the end of the third semester, the

student must raise their CGPA to 2.00 or higher, or their admission will be canceled.

**Fee Refund Policy**

- What is the fee refund policy?
    - Students who drop the entire semester before it begins may be eligible for an 80% refund of their tuition fees. Specific circumstances like health issues or death have their own refund policies.
- How can a student apply for a refund?
    - To apply for a refund, students must submit an application to the Registrar, endorsed by their financial guarantor.

# Policy Changes Effective from Spring 2026

**Attendance Policy**

- **There will be no auto-withdrawal for any course effective from the Spring 2026 semester.**
- A minimum of 60% attendance in each course is mandatory to be eligible to sit for the Final Examination.

**Withdrawal (W)**

- A 'W' grade indicates that the student has withdrawn from a course.
- Students may withdraw from a course by the deadline specified by the university each semester.
- **A student may withdraw from a particular course a maximum of two times effective from the Spring 2026 semester.**

**Leave of Absence**

- A student intending to drop a regular semester must apply for a Leave of Absence by submitting the designated form through iRAS. Such leave may be taken at any time within the approved timeframe for degree completion. Students who fail to register for two consecutive semesters without prior approval will forfeit their regular student status. Reinstatement requires approval from the Registrar's Office and payment of a fee of Tk. 15,000. If a student remains unregistered for three consecutive semesters without prior approval, a readmission fee of Tk. 20,000 will be required.
- **Within the maximum eight-year timeframe for completing the degree, a student is permitted to apply for a maximum of three semesters of leave.**