

2023

# Spring 2023 Semester Courses and Class Schedule Undergraduate Programme

Independent University, Bangladesh (IUB)

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TEACHETH MAN THAT WHICH HE KNEW NOT

# **Independent University, Bangladesh**

**Spring 2023 Semester  
Courses and Class Schedule  
*Undergraduate Programme***

**Vol. 31, No. 2**

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# **INDEPENDENT UNIVERSITY, BANGLADESH**

*dedicated to produce graduates with knowledge and applied skills for  
tomorrow's leadership*

## **Green Book Undergraduate Program**

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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.

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# **GREEN BOOK**

## **INDEPENDENT UNIVERSITY, BANGLADESH 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 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.

## **UNDERGRADUATE ADMISSION**

### **Admission Period**

Admission to IUB takes place thrice a year, once in July for the Autumn semester and once in November for the Spring semester and in April for the Summer session. The admission procedure for Autumn (the beginning of the academic year) starts within the last week of July and ends with the commencement of classes in the second/third week of August. The admission procedure for Spring starts within the last week of November and ends with the commencement of classes in the second/third week of January. The admission process for Summer starts in April and ends with the commencement of classes in the second/third week of June.

### **Admission Eligibility**

- HSC and SSC pass certificates with minimum GPA of 3.0 in both. However, the combined GPA should not be less than 7.00.
- O' level in 5 subjects with a GPA of 2.50 and A' level in 2 subjects with a minimum GPA of 2.00.
- International Baccalaureate/ other equivalent degrees.

### **Provisional Admission**

Provisional admission is offered to candidates awaiting results of HSC Examinations, A' level Examinations, International Baccalaureate Examinations. Students taking provisional admission at IUB are required to fulfil all requirements within the stipulated period, failing which the admission will be cancelled and all the credits completed at IUB will be revoked.

### **Exemption from Admission Test**

- Minimum SAT-1 score of 1000 and
  - Minimum TOEFL score of 550 (paper based) or 213 (computer based) or 80 (internet based) or
  - IELTS score of 5.5
-

## 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 program of study. During the registration students are required to meet with the academic advisor who will advise them regarding registration 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 in 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.
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- 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**

Attendance is regarded as part of the course requirement. However, the expected attendance is 90 percent. A student may be barred from appearing at the course final examinations if his/her attendance falls below 75 percent.

If a student misses a total of eight classes (out of a maximum of 24-26) in a course, s/he will automatically end up with a W grade.

All instructors have to login to the students' attendance page within 10 minutes of the official time of commencement of the class and submit electronically the attendance form within the next 20 minutes of the class time.

**Leave of Absence**

A student intending to drop a regular semester is required to fill in a form through iRAS. A student may take leave of absence anytime within the designated year for graduation.

Students, who do not register for two consecutive semesters without approval lose their status as regular students. To re-instate this status, approval of the Registrar's Office is needed, upon which a fee of Tk. 15,000/- will be charged. And for three consecutive semesters without approval will have to pay readmission fee of Tk. 20,000/-.

**Advantage of being a Full-time Student**

A student will be considered a full-time student provided he/she has enrolled for 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 the 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**

Student 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.

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## **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.

- 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).

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## **DECLARATION/CHANGE OF UNDERGRADUATE MAJOR AND MINOR**

A student must declare his/her intending 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.
- 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.,  $18 \times 2 = 36$  credit hours of course work, and  $6 \times 2 = 12$  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 project and the internship from their majors.

## **CLASSIFICATION OF STUDENT'S STATUS AND 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.

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## RECOGNITION OF PERFORMANCE-BASED ON SEMESTER RESULTS

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](http://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 under:

- 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- a medal of 25 grams of weight of 22-carat gold. 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.

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## EXPLANATION OF GRADING SYSTEM

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

| Letter Grade | Numeric Score*       | Explanation                   | Grade Point |
|--------------|----------------------|-------------------------------|-------------|
| A            | 90% and above        | Excellent                     | 4.00        |
| A-           | 85% to less than 90% | Excellent                     | 3.70        |
| B+           | 80% to less than 85% | Good                          | 3.30        |
| B            | 75% to less than 80% | Good                          | 3.00        |
| B-           | 70% to less than 75% | Good                          | 2.70        |
| C+           | 65% to less than 70% | Passing                       | 2.30        |
| C            | 60% to less than 65% | Passing                       | 2.00        |
| C-           | 55% to less than 60% | Passing                       | 1.70        |
| D+           | 50% to less than 55% | Deficient Passing             | 1.30        |
| D            | 45% to less than 50% | Deficient Passing             | 1.00        |
| P            | -                    | Pass                          | 0.00        |
| R            | -                    | Referred                      | 0.00        |
| F            | Less than 45%        | Failing                       | 0.00        |
| I            | -                    | Incomplete                    | 0.00        |
| W            | -                    | Withdrawal                    | 0.00        |
| S            | -                    | Satisfactory                  | 0.00        |
| U            | -                    | Unsatisfactory                | 0.00        |
| O            | -                    | Administrative Withdrawal     | 0.00        |
| Y            | -                    | Audit                         | 0.00        |
| Z            | -                    | No Grades Received            | 0.00        |
| Blank        | -                    | Institutional                 | 0.00        |
| E            | -                    | Examination                   | 0.00        |
| T            | -                    | Repeated (Credit Not Allowed) | 0.00        |
| R            | -                    | Repeated (Credit Allowed)     | 0.00        |

- \*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 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 and 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 in the next semester.

**Withdrawal (W)**

- A 'W' grade means withdrawal from a course.
- A student may decide to withdraw from a course by the deadline time to time specified by the university.
- If a student misses a total of eight classes out of a maximum of 24-26 in a course, s/he will end up automatically with a W grade. However, a student may continue attending the classes even after being automatically withdrawn for missing classes and sit for final exam. In such case s/he has to apply to the Registrar's Office with adequate supporting papers in favour of his/her claim at least one week before the final examination week of the Semester.

**Please note:** Office of the Registrar reserves the right to deny such claims depending upon the authenticity of applications.

**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 2022-2023

| Items                                                                                                                           | Amount in Tk |
|---------------------------------------------------------------------------------------------------------------------------------|--------------|
| Admission Fees                                                                                                                  | 25, 000      |
| Late admission fees                                                                                                             | 3,000        |
| Re-admission fees                                                                                                               | 20, 000      |
| Re-instatement fees (to re-instate the regular status)                                                                          | 15, 000      |
| <b>Semester tuition fees per credit:</b>                                                                                        |              |
| ▪ Regular male students (Enrolled from Autumn 2017 semester)                                                                    | 6,000        |
| ▪ Regular students (Enrolled before Autumn 2017 semester)                                                                       | 5,500        |
| ▪ Regular students (Enrolled before Autumn 2014 semester)                                                                       | 4,500        |
| ▪ Non-degree students                                                                                                           | 10,000       |
| Library, computer/laboratory and students' activities fees                                                                      | 7,000        |
| Fees for LFE 201 (for live-in-field experience)                                                                                 | 25,000       |
| Provisional Certificate/Duplicate copy of Original Certificate (Diploma)                                                        | 2,000        |
| Academic transcript/Student copy                                                                                                | 100          |
| Academic transcript/Official copy                                                                                               | 500          |
| Undergraduate admission application form                                                                                        | 1,000        |
| O Levels & A Levels certificate verification                                                                                    | 2,000        |
| Certification letter / copy                                                                                                     | 100          |
| Letter certifying medium of instruction at IUB                                                                                  | 100          |
| Letter certifying student status                                                                                                | 100          |
| Letter certifying migration status                                                                                              | 100          |
| Letter certifying provisional status of undergraduate program                                                                   | 100          |
| Duplicate Identity Card / copy                                                                                                  | 100          |
| Graduation application fees (non-refundable) fee includes two official-copies of academic transcripts (for graduating students) | 10,000       |
| Library overdue fine – for general collection (per day per book)                                                                | 10           |
| 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 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 appeared in the Education Boards scholarship list for their brilliant academic performance in the Higher Secondary Certificate (HSC) examinations are advised to maintain the following procedure:

- Students will fill the prescribed form available at the Registrar's Office and submit it.
- Registrar's Office will issue a letter addressed to the Secretary of the appropriate education board stating all the details of the student and will request the board to announce the scholarship in the name of the University.
- The education board concerned will issue a letter announcing the scholarship of the student in the name of the IUB.
- According to the education board's letter, the Registrar's Office will prepare and submit the bill to the Office of the Chief Accounts Officer of the Board for a particular student.
- After verification, the Chief Accounts Officer will issue a cheque in the name of IUB.
- IUB Accounts Office will collect the money by submitting the cheque.
- Then the student will collect the money from the IUB Accounts Office.

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## 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 the 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.

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## **REPORTING OF GRADES FOR STUDENTS WHO ARE ON PROBATION**

- 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 STUDENT'S 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.

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## 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 put-off the mobile telephone sets 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 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 or 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 the valid Identity cards or the money receipt for admission.

- Students may open up 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 facility is 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. Student's 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 offer 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 database on business and individuals are part of the assistance offered. Close links are maintained with local and national employers. Throughout an 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.

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# 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 show case their knowledge and skills.

## How to Join the Clubs

Students should contact respective school manager and Office of the Student Affair for assistance in connection with preferred clubs. The list of the clubs is as under:

### School of Business:

1. IUB Business Students' Society.
2. Independent Economic Society.
3. Independent Beta Elites.
4. Independent HR Society.
5. IUB E-Business Club.
6. Independent Managerial Society.
7. Independent Marketers' Association.
8. Independent Accounting Association.
9. IUB School of Business Communication Club.
10. Independent Entrepreneurship Club.
11. Independent International Business Forum.
12. Independent University Bangladesh Social Welfare Club.

### School of Engineering and Computer Science:

1. IUB ACM Student Chapter.
2. Jukti.
3. IEEE - Computer Society Student Chapter.
4. IEEE IUB Student Branch (SB).
5. IEEE IUB Industrial Application Society (IAS).
6. IEEE IUB Computer Society (CS).
7. IEEE IUB Women in Engineering (WIE).

### School of Liberal Arts and Social Sciences:

1. IUB Photography Club.
  2. IUB International Affairs Club.
  3. IUB Theatre Club.
  4. IUB Korean Club.
  5. IUB Film Club.
  6. IUB Debate Club.
  7. IUB Law Student's Society.
  8. IUB Art Club.
  9. IUB Dance Club.
  10. IUB Music Club.
  11. IUB Anthropology Club.
  12. IUB Sociology Club.
  13. Global Gate Keepers.
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**Division of Student Affairs (DOSA):**

1. The DUKE of EDINBURGH'S INTERNATIONAL AWARD at IUB.
  2. Independent Adventure Club.
  3. IUB Cycle Club.
  4. IUB Cricket Club.
  5. IUB Football Club.
  6. IUB Billiards Club.
  7. IUB Badminton Club.
  8. IUB Carom Club.
  9. IUB Chess Club.
  10. IUB Volleyball Club.
  11. IUB Table Tennis Club.
  12. IUB Toastmasters Club
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## **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.

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# STANDARDISED FINAL EXAM SCHEDULE

## SPRING 2023 SEMESTER

(Subject to Approval)

| DAYS CLASS MEETS | TIME CLASS MEETS | DATE OF EXAM     | TIME OF EXAM |
|------------------|------------------|------------------|--------------|
| <b>S<br/>T</b>   | 08:00-09:30      | Sunday, 30 April | 0800 - 1000  |
|                  | 09:40-11:10      | Tuesday, 2 May   | 0800 - 1000  |
|                  | 11:20-12:50      | Sunday, 30 April | 1100-1300    |
|                  | 13:00-14:30      | Tuesday, 2 May   | 1100-1300    |
|                  | 14:40-16:10      | Sunday, 30 April | 1400 - 1600  |
|                  | 16:20-17:50      | Tuesday, 2 May   | 1400 - 1600  |
|                  |                  |                  |              |
| <b>M<br/>W</b>   | 08:00-09:30      | Wednesday, 3 May | 0800 - 1000  |
|                  | 09:40-11:10      | Thursday, 4 May  | 0800 - 1000  |
|                  | 11:20-12:50      | Wednesday, 3 May | 1100-1300    |
|                  | 13:00-14:30      | Thursday, 4 May  | 1100-1300    |
|                  | 14:40-16:10      | Wednesday, 3 May | 1400 - 1600  |
|                  | 16:20-17:50      | Thursday, 4 May  | 1400 - 1600  |
| <b>A<br/>R</b>   | 08:00-09:30      | Saturday, 6 May  | 0800 - 1000  |
|                  | 09:40-11:10      | Saturday, 6 May  | 1100-1300    |
|                  | 11:20-12:50      | Saturday, 6 May  | 1400 - 1600  |

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

**Note:**

<sup>1</sup>In case of any disruption the examination would be shifted to the next available date after the examination week

<sup>2</sup> Above-mentioned dates are provisional, changes may take place. Students are requested to see the Notice Boards.

<sup>3</sup>To organize examinations of the courses with multiple sections in a single slot the Examination Week may start beforehand.

## CODE OF CONDUCT

### Identity Cards

Students will not be allowed to enter the University premises without a valid RF Identity Card (RFID). Students are advised to collect the RFID cards from Office of the Registrar after payment of the fees.

### Personal Conduct

Once a student makes a choice of being a student of IUB, the student becomes a part of the IUB community. This community includes the student body, faculty members, and the administration. The relationship of the student with the IUB community is based upon mutual trust, personal respect and individual integrity. They shall demonstrate respect for all members of the IUB community as individuals, avoid exploitation of fellow community members and make every effort to foster academic conduct.

Students are expected to become their best selves and to work consciously towards bringing forth the best in others. It is expected that students clearly understand that while they are in IUB they bear the name of the University. All behavior therefore must reflect this reality in the social, civic, educational, and living environments in which they find themselves. Students are expected to be involved in the educational process that extends beyond the classroom as they design, create and participate in educational opportunities with and for other members of the University and civic community.

The commitment to and involvement in the educational process at the University means that all aspects of human living are to be viewed as opportunities to teach, learn and grow. In pursuance students must always abide by all rules and regulations of the University.

All students shall always abide by this guideline 'Code of Conduct' during their association with IUB. The term 'University' shall mean any physical property owned or rented by the University to conduct its activities. The term also describes any other property where the University would be conducting its field activities, such as picnics, field trips, Live-in field experience, etc. As all students carry the name of the University even when they are off- campus, and not engaged in any University related activity, all students are held responsible for their behavior off-campus also. Therefore, the University is free to take punitive action against any students for any act of indiscipline committed on off campus.

**Offences:** Conduct of students which are subject to penalty includes, but is not limited, to committing, assisting or participating in the following offences:

- 1. Plagiarism.** Plagiarism is a form of academic misconduct in which an individual presents the work of another person as his or her own. An important function of a University education is to equip students to appreciate and practice scholarship. It is in this context that the work submitted by a student must be their own. However, when excerpts are used in paragraphs or essays, the author must be acknowledged through footnotes, references, bibliographies or other accepted practices.
- 2.** Submitting the same essay, presentation or assignment more than once whether the earlier submission was at this institution or another institution, unless prior approval has been obtained.
- 3.** Cheating at a quiz/test/or an examination or falsifying material subject to academic evaluation. Cheating includes, *inter alia*, offering or receiving in an examination any material other than those authorized by the examiners.
- 4.** Submitting false records or information, in writing or orally, or failing to provide relevant information when requested.

5. Impersonating a candidate at an examination or availing oneself of the results of such examination.
  6. Falsifying or submitting false documents, transcripts or other academic credentials.
  7. Preventing, hindering or disrupting faculty, staff, students or other employees of the University in the discharge of their duties or academic pursuits.
  8. Preventing, hindering or disrupting faculty, staff, students or other employees of the University or any visiting speakers from lawfully exercising their right to express any point of view or opinion or lawfully meet or assemble.
  9. Preventing, hindering or disrupting visitors to the University from carrying out their lawful business.
  10. Damaging, removing, or making unauthorized use of University property, or the personal property of faculty, staff, students or others at the University. In this context the meaning of 'property' includes information, however it be recorded or stored.
  11. Engaging in verbal or physical altercation with other faculty, staff, students or other members of the University.
  12. Assaulting individuals, including conduct which leads to the physical or emotional injury of faculty, staff, students, or other members of the University, or which threatens the physical or emotional well-being of faculty, staff or students or other members of the University.
  13. Using, possessing, distributing, or selling of alcohol, drugs, or other substances of abuse, or being under the influence of such. For any reasons other than medical, in the University during or after University hours.
  14. Smoking within University premises.
  15. Possessing any weapon or instrument, which is capable of resulting in bodily injury to others in the University during or after University hours.
  16. Speaking, addressing, behaving, or treating members of the opposite gender in a manner that could be construed as gender harassment.
  17. Discriminating between any members of faculty, staff, students, or other members of the University on grounds of gender, color, race or religion.
  18. Dressing inappropriately, or in a manner that may be considered offensive considering the culture of the country
  19. Bringing false allegation against another member of faculty, staff, student, or others in the University.
  20. Withholding information about any offence committed by another faculty, staff, students or others in the University, when asked to produce such.
  21. Creating nuisance within the University. Nuisance is considered physical or implied action which may be considered disturbing or annoying to the University community, or which hampers the normal operation of the University.
  22. Failing to comply with any penalty imposed for misconduct.
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**Penalties:** The penalties, which may be imposed, singly or in combination, for any of the above offences may include, but are not limited to, the following:

1. A failing grade or mark of zero in the course, examination, or assignment in which the academic misconduct occurred.
2. Suspension from the University for a Specified Period of time, or indefinitely.
3. Reprimand, with letter placed in student's file.
4. Restitution, in the case of damage to, or removal or unauthorized use of property.

**A notation on the student's permanent record of the penalty imposed.**

## CALENDAR SPRING 2023

| Month    | Dates    | Events                                                                               |
|----------|----------|--------------------------------------------------------------------------------------|
| Jan'23   | 18,19,23 | Course registration for Spring 2023 (Returning)                                      |
|          | 29       | Classes commence                                                                     |
| Feb'23   | 21       | Shaheed Day*                                                                         |
| March'23 | 5-9 Mar  | Mid-term exams                                                                       |
|          | 8        | Shab-E-Barat**                                                                       |
|          | 17       | Birthday of Father of the Nation Bangabandhu Sheikh Mujibur Rahman*                  |
|          | 23       | Last date of withdrawal from courses                                                 |
|          | 26       | Independence & National Day*                                                         |
| Apr'23   | 14       | Bangla New Year*                                                                     |
|          | 17-23    | Lailatul Qadr and Eid-ul-Fitr**                                                      |
|          | 27       | Classes end                                                                          |
|          | 30-4 May | Final exams                                                                          |
| May'23   | 1        | May Day*                                                                             |
|          | 5        | Budhha Purnima**                                                                     |
|          | 11       | Grades due at Office of the Controller of Examinations & Official end of Spring 2023 |

\*Depends on sighting of the moon.

# 2023 Calendar

| January 2023 |     |     |     |     |     |     |
|--------------|-----|-----|-----|-----|-----|-----|
| 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  | 25  | 26  | 27  | 28  |
| 29           | 30  | 31  |     |     |     |     |

| February 2023 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| 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  | 25  |
| 26            | 27  | 28  |     |     |     |     |

| March 2023 |     |     |     |     |     |     |
|------------|-----|-----|-----|-----|-----|-----|
| 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  | 25  |
| 26         | 27  | 28  | 29  | 30  | 31  |     |

| April 2023 |     |     |     |     |     |     |
|------------|-----|-----|-----|-----|-----|-----|
| 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  | 25  | 26  | 27  | 28  | 29  |
| 30         |     |     |     |     |     |     |

| May 2023 |     |     |     |     |     |     |
|----------|-----|-----|-----|-----|-----|-----|
| 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  | 25  | 26  | 27  |
| 28       | 29  | 30  | 31  |     |     |     |

| June 2023 |     |     |     |     |     |     |
|-----------|-----|-----|-----|-----|-----|-----|
| 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  |
| 25        | 26  | 27  | 28  | 29  | 30  |     |

| July 2023 |     |     |     |     |     |     |
|-----------|-----|-----|-----|-----|-----|-----|
| 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  | 25  | 26  | 27  | 28  | 29  |
| 30        | 31  |     |     |     |     |     |

| August 2023 |     |     |     |     |     |     |
|-------------|-----|-----|-----|-----|-----|-----|
| 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  | 25  | 26  |
| 27          | 28  | 29  | 30  | 31  |     |     |

| September 2023 |     |     |     |     |     |     |
|----------------|-----|-----|-----|-----|-----|-----|
| 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             | 25  | 26  | 27  | 28  | 29  | 30  |

| October 2023 |     |     |     |     |     |     |
|--------------|-----|-----|-----|-----|-----|-----|
| 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  | 25  | 26  | 27  | 28  |
| 29           | 30  | 31  |     |     |     |     |

| November 2023 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| 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  | 25  |
| 26            | 27  | 28  | 29  | 30  |     |     |

| December 2023 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| 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            | 25  | 26  | 27  | 28  | 29  | 30  |
| 31            |     |     |     |     |     |     |

|  |         |  |          |
|--|---------|--|----------|
|  | Spring  |  | Mid Term |
|  | Holiday |  | Final    |