

MS Program

Guidelines for Letter Grading System for MS Program

for all the departments under the Faculty of Science & ISRT

Session 2009-2010 and onward

1. Course of study for a MS degree in the Faculty of Science shall extend over a period of one academic year. A student can enroll either in Non-thesis or in Thesis Group where applicable. A student must earn a total of 30-36 credits for the award of MS degree. The distribution of credits will be decided by the respective Department/Institute. However, the MS courses in the Faculty of Science will be conducted under the following general rules and regulations.

2. Admission into MS Courses

Students who have completed BS (Hons.) degree from a Department/Institute with minimum CGPA of 2.5 in the scale of 4 will only be eligible for admission to MS courses under the Faculty of Science.

3. Duration of the Program

The duration of MS program will be of 1 (one) academic year to be distributed as follows:

Classes	24 weeks
Time for preparation of final examination	04 weeks
Course final examination	04 weeks
Submission of thesis/projects/practical/examination/seminar/internship	16 weeks
Publication of results	04 weeks

4. Credits Earned

A student must earn 30-36 credits in order to complete the requirements for the award of MS degree from a Department/Institute in the Faculty of Science.

5. Evaluation of Students

The performances of the students will be evaluated on the basis of continuous assessment and course final examination. The marks in a course will be distributed as follows:

(a) Theory Course

	Department/Institute	
	Physics	Others
Class attendance	10%	05%
In-course assessment/tutorial/assignment	30%	25%
Course final examination	60%	70%

(b) Practical Course

	Department/Institute	
	Physics	Others
Class attendance	*see 5(c)(i)	05%
In-course (non-thesis) assessment		35%
Course final examination		60%

(c) Distribution of Credit for Thesis and Non-Thesis students

The distribution of credits for Thesis and Non-Thesis students will be according to the following format as recommended by the respective Department/Institute.

Department of Statistics

Thesis		Non-Thesis	
Theory compulsory	14 credits	Theory compulsory	14 credits
Theory optional	8 credits	Theory optional	8 credits
Thesis	6 credits	Practical	6 credits
General viva	2 credits	General viva	2 credits
Total	30 credits	Total	30 credits

(d) Marks for Attendance

Department/Institute			
Physics		Other Department/Institute	
Attendance (%)	Marks (%)	Attendance (%)	Marks (%)
95 and above	10	90 and above	05
90 to 94	08	85 to 89	04
85 to 89	06	80 to 84	03
80 to 84	04	75 to 79	02
75 to 79	02	60 to 74	01
60 to 74	01	Less than 60	00

6. In-course Assessment (Theory Courses)

- (i) The course teacher will announce the dates of in-course examinations at the beginning of the course. The in-courses assessment will be based on tests/ assignments/seminars or class-presentations. The number and distribution of tests/

assignments/seminars/class-presentations or any combination of them will be decided by the respective teacher. The in-course assessment will be of one hour duration and the teacher concerned will be responsible to assess the students sitting in his/her course. There will be 2 tests for 3 and 4 credit course and one for 2 credit course. For 3 or 4 credit courses average of the two should be considered to finalize the grade.

Answer scripts must be shown to the students.

- (ii) No make-up test will be arranged for a student who fails to appear or wish to re-appear in his/her in-course test/tests. Absence in any in-course test will be counted as zero for calculating the average in in-course test for that course. However, a student can request special permission for re-take of in-course test if recommended by the course teacher through the academic committee of the Department only under extraordinary circumstances (e.g., accident, death of a close-relative, etc.).

7. Course Final Examination (Theory Courses)

- (i) The course final examination will be conducted by the Controller of Examination as per existing rules of the university.
- (ii) The course final examination will be of 3 hours or 4 hours duration for 3 or 4 credit course and 2¹/₂ hour for 2 credit course.
- (iii) There will be two examiners to evaluate an answer-script. One of them must be the course teacher and the external examiner will preferable be from outside the respective Departments. In case a suitable person is not available as external examiner a teacher from within the Department may be appointed with prior permission from the Vice Chancellor.
- (iv) Examination of practical courses for non-thesis students will be conducted as per existing rules of the University.

8. Evaluation of Thesis

- (i) Thesis will be evaluated as per existing rules of the University with two external examiners from outside the respective Department.
- (ii) Oral examination of the MS thesis students will be conducted by the members of Examination Committee consisting of three internal and one external examiner and approved by the Academic Council of the University. Supervisor of a student will be

requested to be present at the time of the presentation. He/she may participate in discussion but not in evaluation.

9. Grading System

Marks obtained by a student in different courses will be converted to grades. A basic four point (4.00) grading scale will be followed. The following letter grade and grade point will be used to determine the student's grade point average (GPA).

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

10. Improvement

- (i) If a student obtains a grade C+ or lower in a theory course he/she will be allowed to repeat the term-final examination only once with the following batch for the purpose of grade improvement, but he/she will not be eligible to get a grade better than 'B+' in such a course. A student failing to improve his/her grade in a course can retain the earlier grade.
- (ii) A student will be allowed to take improvement of 25% of the total theoretical credits taken.
- (iii) A student obtaining 'F' grade in one or more courses (theory and practical) will not be awarded degree. However, a student obtaining 'F' grade in a course may be allowed to retake that course only once with the next batch of students in order to be awarded a degree. A student obtaining 'F' grades in more than one courses will not be allowed to repeat any course.

11. Calculation of GPA

The GPA (grade point average) will be calculated according to the following formula:

$$GPA = \frac{\sum(\text{grade points in a course credits for the course})}{\text{total credits taken}}$$

12. Eligibility for Sitting in Course Final Examination

- (i) A student must attend at least 75% of the total classes in a course held in an academic year to be eligible for appearing in the final examination in a course.
- (ii) A student attending at least 60% of classes in a course will be allowed to sit for course final examination after payment of non-collegiate fees as decided by the University.
- (iii) A student attending less than 60% classes in a course will not be allowed to sit for final examination.

13. Readmission

- (i) A student failing to complete the MS course in a year may seek readmission with the next available batch of students, provided he/she applies within one month of publication of the result of the concerned year.
- (ii) A readmitted student will be allowed to retain his/her in-course/class assessment/tutorial marks earned in previous year.
- (iii) A readmitted student may be allowed to take up thesis work as decided by the department Academic Committee.
- (iv) The transcripts of successful readmitted student will bear the letter 'R' after GPA with a foot note explaining 'R' means Readmission.

14. Requirements for MS degree

A minimum GPA of 2.50 on a scale of 4.00 must be obtained in order to be awarded MS degree.

15. General Regulations

- (i) The Departmental Academic Committee will design courses of studies, frame syllabuses of different courses, propose examination committee and panel of examiners as per rules of the university.
- (ii) The course teacher will provide the students a course outline, schedule of class assessment and relevant information in the first class of the term.

- (iii) The course teacher shall announce the results of the in-course tests within four weeks of the date of holding the tests and submit the marks to the Chairman of the Examination committee for the respective batch and also a copy to the Controller of Examinations at least two weeks before the start of the final examination. He/she should also submit a statement showing the total number of classes held and the percentage of attendance of each student in his/her course to the Chairman of the Department.
- (iv) Tabulation work will be started only after all the marks of the course final examinations for the year are received by the Chairman of the Examination Committee. Marks received by the Chairman of the Examination Committee shall remain in the sealed envelope as sent by the Examiner/Examiners until tabulation work is started.
- (v) The present system of conducting course final examination and publication of results by the office of the Controller of Examinations shall continue.
- (vi) For any other matters not covered in these rules, the existing rules of the University of Dhaka will be applicable.