

Bangladesh University of Engineering & Technology



RULES & REGULATIONS FOR COURSE SYSTEM

Department of Civil Engineering



Course System: Salient Features

- Reduction of courses to around 5 in each term
- No pass or fail on an annual basis
- Continuous evaluation of performance
- Letter grades and Grade Points in place of numerical grades (marks)
- Introduction of some optional courses
- Flexibility to progress according to one's ability



Level & Term

Two Terms in a year: Term I and Term II

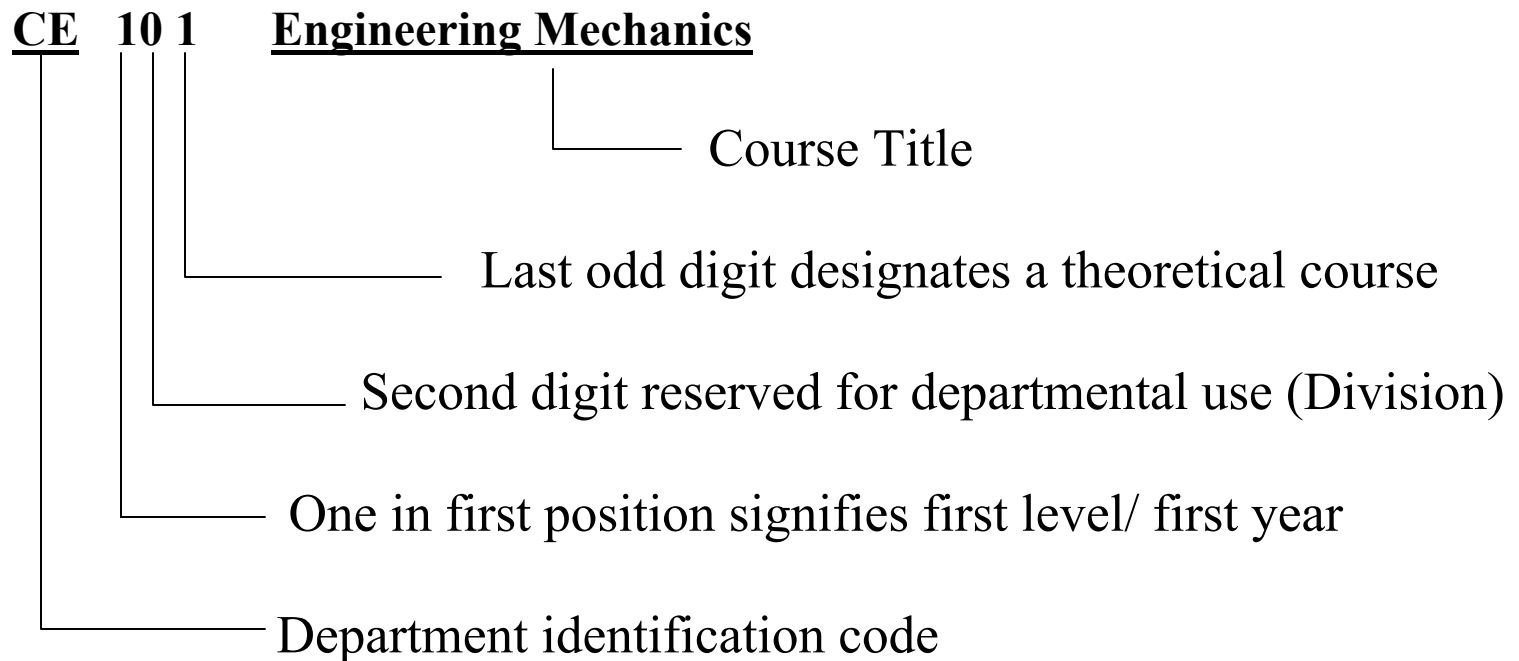
Duration of Terms

Classes per term	13 weeks
Term-final examination	5 weeks
(PL & intervals between successive exams)	
Total	18 weeks

Short Terms (if available) 8 weeks



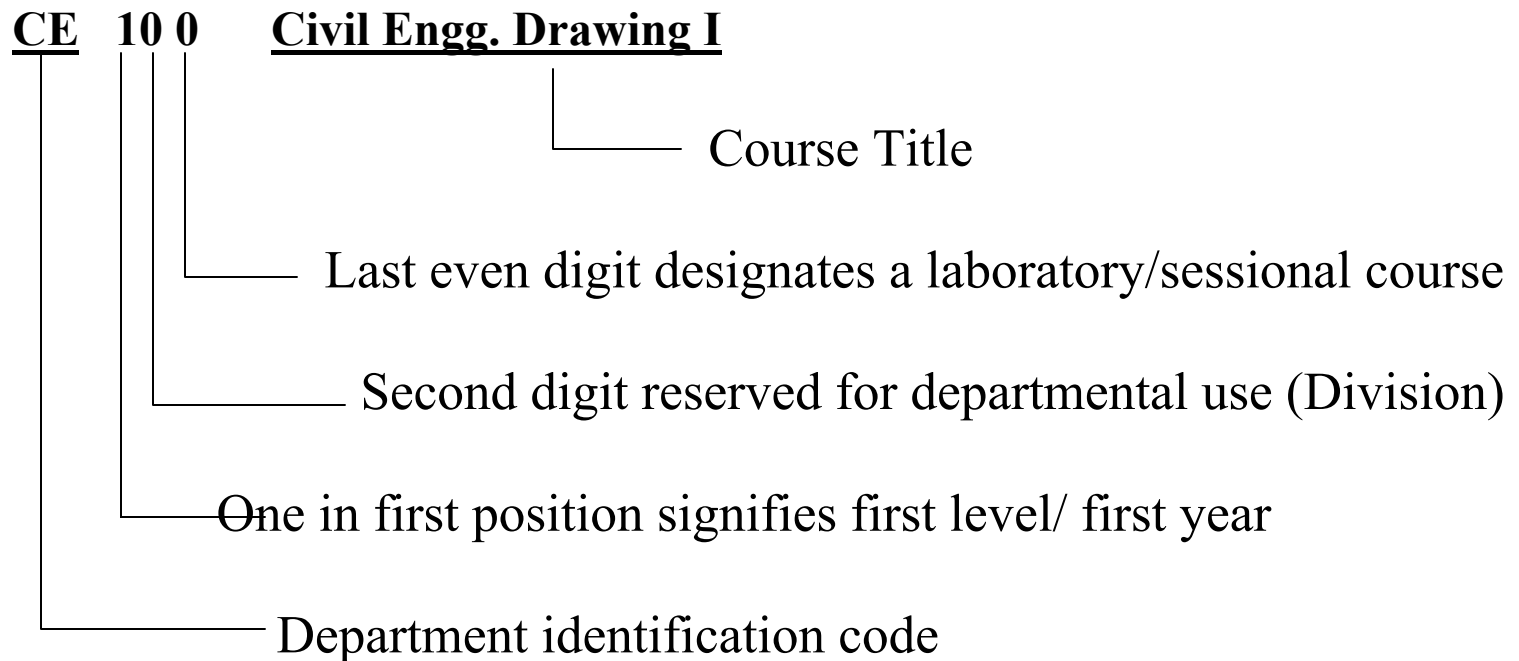
Course Pattern (Theory)



CREDIT: One lecture per week per term equivalent to one credit



Course Pattern (Sessional)



CREDIT: Laboratory/sessional/design courses will be half of the class hours per week per term (some exceptions).



Course Types

CORE COURSES

form the nucleus of the respective bachelor's degree programme. A student has to complete all of the designated core courses for his discipline

PRE-REQUISITE COURSES

A core course which is required to be completed before some other course(s) can be taken

OPTIONAL COURSES

optional in nature in that students will have some choice to choose the required number of courses from a specified group/number of courses.



Offering of Courses

- The courses to be offered in a particular term will be announced and published in the Course Catalog along with a tentative **Term Schedule** before the end of the previous term.
- Whether a course is to be offered in any term will be decided by the respective **BUGS**.
- Respective departments may arrange to offer one or more pre-requisite or core courses in any term depending on the number of students who dropped or failed the course in the previous term.



Teacher Student Contact

For promotion of teacher-student contact, each student is assigned to an **Adviser** and the student is free to discuss with his adviser all academic matters, especially those related to courses taken and classes being attended by him. Students are also encouraged to meet with other teachers any time for help on academic matters.

Adviser will discuss with the student his academic programme and then decide the number and nature of courses for which he can register.

It is the student's responsibility to keep contacts with his adviser who will review and eventually approve the student's specific plan of study and check on subsequent progress.

The number and nature of courses for which he can register will be decided on the basis of his academic performance during the previous term

The student can register for courses he intends to take during a given term only on the basis of the advice and consent of his adviser.



Registration

- ✓ Students must register for each class in which they will participate at the beginning of each term.
- ✓ This can be done online within a specified deadline at <http://biis.buet.ac.bd> where a student can select courses in the online course registration form.
- ✓ The student is then required to meet his/her advisor to finalize and confirm the registration.
- ✓ It is absolutely necessary that all students register at the specified time.



Registration Deadline

- ✓ Student must register for the courses to be taken at a due date **within the first 2 weeks after commencement of classes** in each term and **no late registration** will be accepted after **4th week of classes**.
- ✓ Late registration after this date will not be accepted unless **documents of extenuating circumstances** are presented which precluded enrolling prior to the last date of registration.
- ✓ Students who fail to register during the designated dates for registration are charged a **late registration fee of Tk. 500.00 (Five hundred)** only. This extra fee will not be waived whatever be the reason for late registration.



Course Adjustment Procedure

- ✓ He/She may **add courses** only within **the first four weeks** of a **regular Term** and only the **first week of Short Term**.
- ✓ In case of **dropping a course** a student will be allowed to do so within **four weeks after** the commencement of a **regular Term** and **two weeks** after commencement of a **Short Term**.
- ✓ Adjustment of initially registered courses in any term can be done by duly completing the **Course Adjustment Form**.
- ✓ All changes in courses **must be approved by the Adviser and the Head** of the department concerned. To **add/drop** a course **respective teacher's consent will be required**.



Withdrawal from a Term

If a student is unable to complete the Term Final Examination due to serious illness or serious accident, he/she may apply to the Head of the degree awarding department for **total withdrawal** from the Term **within a week after the end of the Term Final Examination.**

He/she may chose not to withdraw any laboratory / sessional / design course if the grade obtained in such a course is 'D' or better.

The **application must be supported by a medical certificate** from the **Chief Medical Officer** of the University. The Academic Council will take the final decision about such application.



Grading System

Numerical grade Point	Letter Grade		Grade
80% or above	A+	(A plus)	4.0
75% to less than 80%	A	(A regular)	3.75
70% to less than 75%	A-	(A minus)	3.50
65% to less than 70%	B+	(B plus)	3.25
60% to less than 65%	B	(B regular)	3.00
55% to less than 60%	B-	(B minus)	2.75
50% to less than 55%	C+	(C plus)	2.50
45% to less than 50%	C	(C regular)	2.25
40% to less than 45%	D		2.00
less than 40% F			0.0
Continuation X (for project & thesis / design courses)			-



Distribution of Marks

The distribution of marks for a given course will be as follows :

Class participation	10%
Homework Assignment and Quizzes	20%
Final Examination (3 hours)	70%
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Total	100%



Class participation & Quizzes

The number of quizzes of a course shall be **at least $n+1$** , where n is the number of credits of the course. Evaluation of the performance in quizzes will be on the basis of the **best n** quizzes.

Attendance	Marks
90% and above	10
85% to less than 90%	9
80% to less than 85%	8
75% to less than 80%	7
70% to less than 75%	6
65% to less than 70%	5
60% to less than 65%	4
less than 60%	0



Credits Earned

The courses in which a student has obtained 'D' or a higher Grade will be counted as credits earned by him/her.

Any course in which a student has obtained 'F' grade will not be counted towards his/her earned credits.

A student who obtains 'F' grade in a Core Course in any term will have to repeat the course.

If a student obtains 'F' grade in an Optional Course he / she may choose to repeat the Course or take a Substitute Course if available.

'F' grades will not be counted for GPA calculation but will stay permanently on the Grade Sheet and Transcript. When a student will repeat a course in which he/she previously obtained 'F' grade, **he/she will not be eligible to get a grade better than "B"** in such a course.



Grade Improvement

If a student obtains a **grade lower than 'B'** in a course, he/she will be allowed to repeat the course only once for the purpose of grade improvement by **forgoing his/her earlier grade**, but he/she **will not be eligible to get a grade better than 'B'** in such a course. A student will be permitted to repeat for grade improvement purposes a maximum of four courses in B.Sc Engg. programme.

If a student obtains 'B' or a better grade in any course, he/she will not be allowed to repeat the course for the purpose of grade improvement.

The students whose G.P.A will fall below 2.20 will have to be notified so that the necessary remedial measures can be taken.



Dean's List & Honours

As a recognition of excellent performance, the names of students obtaining an average **GPA of 3.75 or above** in two regular Terms in each academic year may be published in the **Dean's List** in each faculty. Students who have received F grade in any course during any of the two regular terms will not be considered for Dean's List in that year.

Candidates for Bachelor's degree in engineering and architecture will be awarded the degree with honours if their over all GPA is 3.75 or better.



Calculation of GPA: Numerical Example

Suppose a student has completed five courses in a Term and obtained the following grades:

Course	Credits	Grade	Grade points
CE 201	4	A+	4.00
CE 203	3	B	3.00
CE 211	3	A	3.75
Math 231	3	B+	3.25
Hum 211	2	A-	3.50

His GPA for the term will be computed as follows:

$$\text{GPA} = \frac{4(4.0) + 3(3.0) + 3(3.75) + 3(3.25) + 2(3.5)}{(4 + 3 + 3 + 3 + 2)} = 3.53$$



Student Classification

Year/Level	Earned Credit	Hours
	Engineering/URP	Architecture
First year/Level 1	0 to 36	0 to 34
Second Year/Level 2	>36 to 72	>34 to 72
Third Year/Level 3	>72 to 108	>72 to 110
Fourth Year/Level 4	>108	> 110 to 147
Fifth year/Level 5	-	> 147



Student Category

Category 1

Consisting of students who have passed all the courses prescribed for the previous term and have no backlog of courses. A student belonging to Category 1 will be eligible to register for all courses prescribed for the next term.

Category 2

Consisting of students who have earned at least 15 credits in the previous term but do not belong to category 1. **A student belonging to Category 2 is advised to take at least one course less in the next term subject to the condition that he has to register for such backlog courses as may be prescribed by the adviser.**




Student Category

Category 3

Consisting of students who have failed to earn 15 credits in the previous term. A student belonging to Category 3 is advised to take at least two courses less subject to registration for a minimum of 15 credits. However he will be required to register for such backlog courses as may be prescribed by the adviser.

Performance Evaluation & Probation



Undergraduate students will be considered to be making normal progress toward a degree if their cumulative or overall GPA for all work attempted is not less than 2.20.

A student may be placed on academic probation when either of the following conditions exist:

- (i) the Term GPA falls below 2.20, or
- (ii) the cumulative GPA falls below 2.20
- (iii) Earned credits fall below 15 times the number of terms attended/studied.

Students on probation are subject to such restrictions with respect to courses and extracurricular activities as may be imposed by the respective Dean of faculty.

The minimum period of probation is one Term, but the usual period is for one academic year.



Academic Suspension

A student on academic probation who fails to maintain a GPA of at least 2.20 during two consecutive academic years **may be suspended from this university**. A student who has been suspended may submit a petition to the Dean of faculty, but this petition will not be considered until the student has been suspended for at least one full Term.

Petitions for reinstatement must set forth clearly the reasons for the previous unsatisfactory academic record and it must delineate the new conditions that have been created to prevent the recurrence of such work. Each such petition is considered individually on its own merits.

After consideration of the petition, and perhaps after consultation with the student, the Dean in some cases, reinstate the student if this is the first suspension. However, **a second suspension will be regarded as final and absolute**.



Special Courses

The special course may be offered to any student in **his/her last term if it helps him/her to graduate in that term**. It will be offered **only if the course is not running** in that term as a regular course.

Whether a course is to be floated as a special course will be decided by the Head of concerned department in consultation with the teacher/course coordinator concerned. **Decision to float a course as a special course shall be reported to the Academic Council.**

These courses, which include **self-study courses**, will be from amongst the regular theory courses listed in the course catalog, a special course can be run **only in exceptional cases**.



Special Courses

Normally **no lecture will be delivered** for the special course but laboratory/design classes may be held if they form a part of the course. The course coordinator/course teacher will also assign homework, administer quizzes and final examination for giving his or her assessments at the end of the term.

A student will be allowed to register for **a maximum of two courses** on self study basis.

A Special Course **Shall not be utilized for grade improvement** purposes.

To finish the Backlog Courses, students are allowed to **take 1 theory course** in addition to the 5 theory courses **in the term immediately before their Graduating Term.**



Courses Offered in a Short Term

The courses to be run during the Short Term shall be decided on the recommendations of Departments on the basis of essential deficiencies to be made up by a **group of students**. Once floated, other students could be allowed to register in those courses subject to the capacity constrains and satisfaction of prerequisites.

Student will be allowed to register in a **maximum of two courses** during the Short Term.



Courses Offered in a Short Term

A course may be given a **weightage up to 6 credits** in any Short Term following a **graduating/final Term** if he/she is short by a maximum of 6 earned credits only, **on a self-study basis** with no formal instruction. In a self-study course, there will be a Final Examination, beside the continuous assessment.

A fee of Tk. xxx.xx for each credit hour to be registered to be borne by the students who enroll during Short Term.



Requirements for Obtaining Graduation

Minimum credit hour requirements for the award of bachelor's degree in engineering and architecture will be decided by the respective Undergraduate Board of Studies. However, **at least 160.00 credit hours for Civil Engineering** must be earned to be eligible for graduation, and this must include the specified core courses.

The **minimum GPA requirement** for obtaining a bachelor's degree in engineering, URP or architecture is **2.20**.

A student may take additional courses with the consent of his/her adviser in order to raise GPA, but he/she may take **a maximum of 15** such additional credits in engineering beyond respective credit-hour requirements for bachelor's degree during his/her entire period of study

Summary of Course Requirements in Civil Engineering

Courses	Requirements	Offered
A. Basic Science	12 (9+3)	15
B. Mathematics	12	15
C. Humanities	8	12
D. Engineering (Basic)	47.5(31+16.5)	47.5
E. Civil Engineering Practice	5	9
F. Structural Engineering	21.5(17+4.5)	37.5
G. Environmental Engineering	8.5 (7+1.5)	20.5
H. Geotechnical Engineering	8.5 (7+1.5)	20.5
I. Transportation Engineering	8.5 (7+1.5)	20.5
J. Water Resources Engineering	13.0 (10+3)	29
Total	144.5	

Summary of Course Requirements in Civil Engineering

Courses	Requirements	Offered
Total from previous page	144.5	
Project and Thesis	4.5	
Optional Courses*		
Theory	8.0	
Sessional	3.0	
Grand Total	160.0	

*Students specializing in an optional group, such as Structural, Geotechnical, Environmental, Transportation and Water Resources Engineering, shall take thesis and at least two optional courses and a corresponding sessional from that group and two more optional courses and another corresponding sessional from any other group



Application for Graduation & Award of Degree

A student who has fulfilled all the academic requirements for Bachelor's degree will have to apply to the Controller of Examinations through his/her Adviser for graduation.

Provisional degree will be awarded on completion of credit and GPA requirements. Such provisional degrees will be confirmed by the Academic Council.



Time Limits for Completion of Degree

For the degrees of B.Sc. Engineering and BURP,
maximum allowable number of terms is 14.

But an **additional term may be granted** after
judging the merit of individual case.

An amount of **Tk. 1000/- per credit** shall have to
be paid as registration fee **for that extra term.**



Attendance

All students are expected to attend classes regularly.

The university believes that attendance is necessary for effective learning.

The first responsibility of a student is to attend classes regularly, and **one is required to attend at least 60% of all classes held in every course.**



Conduct and Discipline

A student shall conform to a high standard of discipline, and shall conduct himself, within and outside the precincts of the university in a manner befitting the students of an university of national importance. He shall show due courtesy and consideration to the employees of the university and Halls of Residence, good neighborliness to his fellow students and the teachers of the university and pay due attention and courtesy to visitors.

To safeguard its ideals of scholarship, character and personal behaviour, the university reserves the right to require the withdrawal of any student at any time for any reason deemed sufficient.



Absence During Term

A student should not be absent from quizzes, tests, etc. during the Term. Such absence will naturally lead to reduction in points/marks which count towards the final grade. **Absence in Term Final Examination will result in 'F' grades.**

A student who has been absent for short periods, up to a maximum of three weeks due to illness, should approach the course teacher(s) or the course coordinator(s) for a make-up quizzes or assignments immediately on returning to the classes. Such request should be **supported by medical certificate from a university Medical officer.** The medical certificate issued by a registered medical practitioners (with the Registration Number shown explicitly on the certificates) will also be acceptable only in those cases where the student has valid reasons for his absence from the university.

