

# NOTICE ON INTERSESSION

In order to better manage course load in the bi-semester system, a short academic term ("Intersession") is going to be offered in the following manner:

**Start date: 29 Nov 2023**

**End Date: 20 Jan 2024**

Total 7 weeks and 4 days out of which

6 weeks of classes

5 days of final exam

6 days of others – 2 holidays, 1 makeup day and 3 grading days.

(This period will be considered a Break for those not taking courses)

Class time – total 36 hours for a 3-credit course

Each class 3-hour

2 classes per week

6 weeks of classes

$3 \times 2 \times 6 = 36$  hours

Slots - 8-11:00 am, 11:15 am – 2:15 pm, 2:30-5:30 pm

**1. Pre-advising:** Students will do pre-advising of a limited number of courses from 8 October 2023 to 21 October 2023, tentatively. Students will be notified of the actual schedule in due time.

**2. Advising:**

- a. Advising will be held on 27 November 2023 in two phases, tentatively.
- b. Regular students will be allowed to take a maximum of 2 courses.
- c. Probation 1 and 2 students will be able to advise courses. Each of them will be allowed to take 1 course only.
- d. Who cannot advise -
  - i. Students who have payment due, did not complete faculty evaluation in Summer 2023, and have unauthorized semester drop of Summer 2023 WILL NOT be able to advise in the Intersession.
  - ii. Probation 3 and above students WILL NOT be able to register courses in the Intersession.
- e. Students who will not take courses in the Intersession will not have to submit semester drop form for the Intersession.
- f. Course drop after advising WILL NOT be allowed.
- g. Readmission cases WILL NOT be considered.
- h. Advising schedule will be circulated in due time.

**3. Payment:**

- a. The payment must be made in full. No installment process will be followed

- b. A fixed late fee of Tk. 2000 will be added if the payment is not completed within the given date in the calendar. Last date for full payment: 12 December 2023.
- c. There will be no activity fee for the Intersession.
- d. The Tk.100 late payment fine per day WILL NOT be included for the Intersession.

**4. Final exam schedule:** 5 days will be allocated for the final exam to be taken in the morning and afternoon shift. Each exam duration will be 2 hours. The Controller office will circulate the exam schedule in due time.

**5. Incomplete "I":** A student who will receive "I" grade in Summer 2023 will complete the course in Spring 2024.

**6. Academic Calendar:** The tentative academic calendar for Intersession 2023 is appended below.

Date	Day	Event
25-Nov-23	Saturday	<b>Last day of grade submission (Summer 2023)</b>
29-Nov-23	Wednesday	<b>Classes begin Short Semester (Winter Intersession 2023)</b> <b>Payment of tuition fee: BEGINS</b>
12-Dec-23	Tuesday	<b>Last day of payment of tuition without late fee</b>
13-Dec-23	Wednesday	Payment of tuition with late fee of Tk.2,000/-: begins
16-Dec-23	Saturday	<b><i>Holiday- Victory Day</i></b>
25-Dec-23	Monday	<b><i>Holiday- Christmas Day</i></b>
28-Dec-23	Thursday	<b>Online Teaching Evaluation: BEGINS</b>
9-Jan-24	Tuesday	Last day of ST classes
10-Jan-24	Wednesday	Last day of MW classes
11-Jan-24	Thursday	Last day of RA classes, <b>Online Teaching Evaluation: ENDS</b>
12-Jan-24	Friday	<b>No classes-Reading / Makeup</b>
13-Jan-24	Saturday	<b>Final Exam: BEGINS</b>
17-Jan-24	Wednesday	<b>Final Exam: ENDS</b>
20-Jan-24	Saturday	<b>Last day of grade submission Short Semester (Winter Intersession 2023)</b>
28-Jan-24	Sunday	<b>Classes begin (Spring 2024)</b> <b>Payment of tuition fee: BEGINS</b>

Thank you.

Sincerely,

**Registrar**