

ADMISSION POLICY

A.1 Admission Requirements:

1. A Minimum GPA of 2.5/2nd division/equivalent grade in SSC and HSC or equivalent in public examinations

OR

At least one GPA 2.00 either in SSC or HSC but aggregate GPA of 6.00 in SSC and HSC

OR

- O'Levels in 5 subjects with a minimum GPA of 2.50 & A Level in 2 Subjects with a minimum GPA of 2.00 (scale A=5, B=4, C=3, D=2, E=1).

However:

- Sons/daughters of freedom fighters will be eligible for admission if they have an aggregate GPA of 5.0 in SSC and HSC. Such students are requested to submit attested copies of the followings:
 - Provisional Certificate from the Ministry of Liberation War Affairs
 - Mukti Barta
 - Gazette
 - National ID of the Freedom Fighter
 - Birth Certificate/Death Certificate of the Freedom Fighter
 - Database of Freedom Fighters Information
 - Government Allowance Book
- Candidates from Diploma in Engineering under the Bangladesh Technical Education Board (BTEB) or equivalent with at least a second division or a minimum GPA of 2.5 will be accepted.
- Equivalent performance under other educational systems (e.g., International Baccalaureate or American High School Diploma, IB, etc.) will also be accepted.
- A combined SAT score of 1100 also accepted in lieu of Admission Test for High School Graduates in any system.
- Other 12 years' equivalent degree (must have the equivalence certificate from the Ministry of Education of Bangladesh)
- The University will also accept non-degree admissions, usually for exchange students.
- Transfer of credits from comparable educational institutions may be considered after admission.
- For Engineering candidates, they must have Math, Physics and Chemistry in their HSC/A-levels or equivalent level with satisfactory scores. Candidates without Mathematics or failing in the same subject in the

mentioned levels must take a non-credit remedial mathematics course in addition to the courses required for the program at CUB.

- Students will have to pass an admission test to get admission at CUB.

0. Students who have passed the HSC Examination under the mark-based grading system will be considered for admission and scholarship in CUB on the basis of a conversion scale approved by CUB authorities.

0. Any problem or confusion relating to the degree or diploma obtained from home or abroad of any applicant for admission in the undergraduate and graduate or for other purposes will be referred to and resolved by the Degree Equivalence Committee of CUB.

A.2 Required Paper Documents:

1. Two (02) recent passport-sized color photographs, duly signed by students

Photocopies of:

0. SSC/O-level/equivalent mark sheet
0. SSC/O-level/equivalent certificate
0. HSC/A-level/equivalent mark sheet
0. HSC/A-level/equivalent certificate
0. Graduation/Masters Transcript & Certificate
0. Transcript/make sheet from previous institution (in case of credit transfer)
 0. National ID Card of guardian
 0. Birth Certificate/NID/Passport of Applicant
 0. Required Job Certificate for EMBA applicant

Student must bring their original certificates, mark sheets, transcripts for verification purpose. However, only the photocopies will be kept by the university.

A.3 Student ID Block and Unblock:

1. If a student fails to provide the required documents as per clause **A.2** within the completion of his/her 1st semester, the ID will be blocked for the next semester and onward until resolved or allowed by the concerned authority.
2. ID will be blocked if the documents are verified as fake.
3. Due to any disciplinary issue student ID may be blocked as per the decision.

4. If a student fails to complete his/her registration within the stipulated time mentioned in the Academic Calendar, the ID will be blocked.
5. Unauthorized absence or discontinuation for 3 consecutive semesters will also result into a blocked ID.
6. Registrar will have the authority to “Block” student ID based on the mentioned circumstances as well to “Unblock” them upon resolving these issues or by the order of the concerned authority.

A.4 Cancellation of Admission or Studentship:

1. University will have the jurisdiction to cancel admission of a student at any time if his/her previous academic credentials are verified as fake by the concerned authority.
2. If a student fails to complete his/her undergraduate program within 8 years and post-graduate/masters program within 6 years from the date of his/her admission, the admission will be cancelled. To continue, the student must take a new/fresh admission. No completed credit from the previous tenure or session will be carry forwarded or accepted for the new enrollment.
3. Any disciplinary issue or activity subversive to the country, society or the university may lead to cancellation of studentship.
4. All the admission or studentship cancellation to be proposed and forwarded to the Academic Council for approval by the Registrar and Vice Chancellor respectively.

A.5 Re-Admission:

1. If a student does not register for three or more consecutive terms without approved leave of absence will be treated as an inactive/blocked student. He/she must pay a re-admission fee for his/her continuation. However, if the student fails to complete his/her undergraduate program within 8 years and post-graduate/masters program within 6 years from the date of his/her admission, he/she must take a new admission.

A.6 Verification of Students' Previous Academic Credential:

1. Previous relevant academic documents/credentials of an enrolled student must be verified by the Registrar's Office within one semester of enrollment.
2. Authentic Verified documents are to be stored in the student file. On miEMS it should be marked as “Verified” at the same time.
3. If there are counterfeit or fake documents, the university will have the sole authority to cancel the student's admission. In such cases, Registrar will

submit a written report to the Vice Chancellor with recommendation to cancel the admission. Once Vice Chancellor approves the recommendation, Registrar will issue a letter to the student stating the cancellation of admission. These decisions may later be approved in the Academic Council Meeting.

4. If course/s of a student is/are waived or accepted in CUB based on a document that later might be verified as counterfeit or fake, those courses would no longer remain as waived/accepted. In such cases university may either cancel the admission of the student or allow the student to continue with the program under the condition that all the credits required for the degree to be completed in CUB. If otherwise, no transcript will be issued to the student.

A.7 Credit Transfer / Course Waiver / Course Exemption:

1. Canadian University of Bangladesh (CUB) will only accept courses from the universities approved by the University Grants Commission (UGC) of Bangladesh and the institutions run under the Education Board of Bangladesh.
2. In case of foreign degrees or credits from the universities/institutions outside of Bangladesh, that degree or Transcript must go through equivalency by the Ministry of Education of Bangladesh with subsequent approval from the Foreign Ministry of Bangladesh.
3. CUB may accept a maximum of 50% of the total credits required for a program as transfer or waiver credits, depending on the similarity of course content. For both waiver and transfer cases, the total aggregated credits accepted cannot exceed 50% of the total credits required at CUB.
4. Courses with “C+” grade (as per UGC Grading Scale) or above can be accepted only. In case of other grading scales, courses with grade point of “2.50” or above can be accepted.
5. CGPA will be calculated based on the credits completed in CUB only. However, accepted/waived/transferred credits will be calculated in total credit calculation.
6. Any exemption/waiver/transfer of course will be subject to the verification of the relevant documents from the concerned authority.

A.8 Course Equivalence/Waiver Committee:

Every faculty should have a Course Equivalence/Waiver Committee consisting of minimum five (05) member where, the Dean of Faculty will be the Chair of the committee and three others will be faculty members from different departments of the concerned faculty. Controller of Examinations will be the member of each committee by default. Registrar’s Office will form the committee with the approval of the Vice Chancellor. All credit transfer/waiver/exemption must be

approved by the concerned committee. Program transfer cases will also be approved by the same committee.

A.9 Change/Transfer of Degree Program:

A student may apply for a program transfer if s/he does not wish to continue with the program s/he enrolled during the time of admission. S/he can only apply after the result publication of first semester but not later than the third semester. A student may only change or transfer degree program once in entire CUB journey.

The application will be on a plane paper, addressing the Head of the intended program through the Head of the current program, explaining the reason of transfer with the “no objection” remark from the current Head of the program. The approval of the application will be entirely at the discretion of the intended program Head, subject to the availability of a place in the intended program.

In case of internal program transfer, courses will be accepted/waived based on the similarities of course content of the new program. Accepted/waived/Exempted courses/credits will be included in both CGPA calculation and total credit calculation. There will be no restriction on grade category for exemption, however, exemption of courses will be at the discretion of the program head of the intended program.

The program transfer fee will be Tk. 2000/-.

A.10 Medium of Instruction and Examinations:

Medium of Instruction and Examinations of CUB is English. The compulsory GED course, Bangla course will remain out of the purview of this clause.