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Academic Rules and Regulations



Admission Process

Students will be selected on the basis of past academic records. Applicants finally accepted for the program will be notified of acceptance and registration within specific date. They will have to produce original certificate/ testimonials and mark sheets/transcripts for all examinations passed at the time of admission. Candidates who have completed the above formalities will have to pay the requisite admission and other fees for enrollment.

Registration

In every semester, date for registration will be notified. The students must be registered within the specified date. All fees are to be paid at the time of registration and are non-refundable except

- where the University fails to provide a place to the students in a course and
- Course(s) dropped by the student in the first week of registration. The student will in such cases get a refund of the tuition fee and other charges except registration/ admission fee.

Registration Procedure

A student seeking registration for the semester should: Pick up a blank “Course Registration Form” from the office of the registrar. The academic adviser and student ID number will be assigned by the office of the registrar;

- Select courses in consultation with the student's adviser and obtain adviser's signature on Course Registration Form;
- Submit the course registration form to the office of the Registrar;
- Pay semester fees at the Accounts office within the notified dates.

Transfer from other University

Students with good academic records from other recognized University are eligible for transfer of their credits to University of South Asia. Students willing to transfer from another university must have transcripts of courses and grades, together with the copies of certificate/mark sheet or transcripts. Transcripts will be evaluated against the minimum entry requirement at University of South Asia.

Exemption of Courses

Students with extensive academic or professional experience may apply to waive courses by completing a '*Request for Course Waiver*' form. This form should be submitted to the Coordinator of the Program/Head of the Department/Dean of the Faculty with the relevant academic transcripts or evidence of an appropriate certification.

Students having completed any course of Bachelor's degree from other recognized university are eligible for waiver provided that he/she obtained at least a 'B' grade or over 50 percent marks in that specific course. Waiver is given to foundation courses only. Course waiver requires approval from equivalence committee of University of South Asia.

Admission of International Students

International students meeting equivalent admission qualification are eligible for admission as regular students or as special students for a part of the duration and may acquire transfer credits. In case of the later, the recommended minimum duration of residence in the first and the second year is one semester. The University may enroll foreign students under an exchange program established between two universities. Admission is also open to any person who wishes to pursue courses or a course as a non-degree student to improve knowledge or acquire new skills. Students are also admitted for specific certificate or diploma courses.

Attendance

Attendance is regarded as a part of the course requirement. The expected attendance is 90 percent of classes held. A student may be debarred from appearing at the course final examinations if his/her attendance falls below 60 percent. Students are given marks on class attendance.

Student Dismissal

Students are dismissed from the program for failure to make satisfactory academic progress. Students failing to maintain the required CGPA (2.0) in two consecutive semesters will be dropped out of the program. Students dropped out of the program may appeal to the Dean/ Head of the Department/ Coordinator for re-admission. Re-admission will not be granted without strong evidence of significant change in student's ability to complete the course satisfactorily.

Grading and Performance Evaluation Process

Final grade in each course will be given on the basis of the performance on class attendance, quiz, assignment, presentation, midterm test and final examination as indicated below:

Quiz	10%
Assignment/Case Study	10%
Attendance	10%
Mid Term Test	30%
Semester Final Exam	40%
Total	100%

A student may earn five-letter grades on the basis of his/her performance of the course. The letter grades A, B, C, and D are considered passing grades and also acceptable to continuing of grades. Grade F is the failing grade.

The numerical equivalents of the grades and grade points are given below (As directed by UGC):

GRADE POINT EQUIVALENT REMARKS			
80% -100%	A+	4.00	OUTSTANDING
75% -79.99%	A	3.75	EXCELLENT
70% - 74.99%	A-	3.50	VERY GOOD
65% - 69.99%	B+	3.25	GOOD
60% - 64.99%	B	3.00	SATISFACTORY

55% - 59.99%	B-	2.75	ABOVE AVERAGE
50% - 54.99%	C+	2.50	AVERAGE
45% - 49.99%	C	2.25	BELOW AVERAGE
40% - 44.99%	D	2.00	PASS
Less than 40%	F	0	FAIL

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Objective

University of South Asia provide a specialized and high quality comprehensive education as preparation for study or future employment in positions of responsibility across a worldwide range of IT, Business, Social and Public Organizations. 2. To establish and run the University to provide world class standard education in Bangladesh and develop our graduates up to International standard through getting accreditation of internationally recognized accreditation bodies.