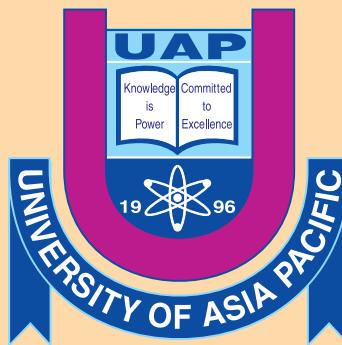


# UAP



## UNIVERSITY OF ASIA PACIFIC

Committed to excellence

### Information booklet - Spring 2020

Student's Name: \_\_\_\_\_

Registration No.: \_\_\_\_\_

Department: \_\_\_\_\_

Advisor: \_\_\_\_\_





# UAP City Campus Complex

# UAP



## UNIVERSITY OF ASIA PACIFIC

Committed to excellence

### Information booklet - Spring 2020

Student's Name: \_\_\_\_\_

Registration No.: \_\_\_\_\_

Department: \_\_\_\_\_

Advisor: \_\_\_\_\_

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# **UNIVERSITY OF ASIA PACIFIC**

## **PROFILE**

A government approved private university established by the University of Asia Pacific Foundation (UAPF).

University of Asia Pacific (UAP) was established in 1996 as a private university under the Private University act 1992, with a vision to enhance the opportunities for higher education in Bangladesh. The curriculum of UAP has been approved by the University Grants Commission (UGC) of the GoB. The University started its operation in 1996 and offered four years bachelor degree programs in computer Science and Engineering and Business Administration. At present UAP offers undergraduate programs in nine disciplines and graduate programs in eight disciplines.

UAP, sponsored by UAPF, a non-profit, non-commercial foundation based in Dhaka, Bangladesh. The principal aim of the Foundation is to promote human and social development through improved educational opportunities, innovative educational programs relevant to the needs of an emerging society and to develop skills, know-how and awareness of the youth through appropriate institutional grooming.

The Foundation has been established by a group of eminent educationists, industrialists, and administrators who share the same vision and social commitments. UAP is the first project of the foundation aimed at realizing these noble goals.

The main objective of UAP is to provide high quality education at tertiary level relevant to the demands of a highly dynamic academia in Bangladesh. The courses and curricula are designed to enable and equip a student to enter into the national and international job market or pursue higher academic and professional goals with a solid academic foundation. The sole objective of the university is not to make the students pass the exams only. The university equips its students with the means to become productive and proactive members of the community and continue the practice of continuous learning to become 'future leaders' & useful members of the society.

## **VISION**

UAP holds steadfastly its passion to do better and better in fulfilling our young generation's needs and aspirations for a caring and quality education in casting their future career and become a desirable destination for an identity.

## **MISSION**

UAP mission is to offer best possible education to our young generation. Towards the mission, UAP continues to develop a sustained culture of ascending to a top-tier of vibrant academic environment; maintain and foster well qualified faculty, provide adequate research support for cutting-edge research in-house and in collaboration national and international peers; update curricula to keep up with advancing trend in science and technology, use state-of-the-art best practices in teaching-learning and modern facilities in laboratories and libraries; and provide other supports in aid to students' becoming competent graduates with their potential fully realized and personality well-developed for joining the global forces in making the future of society in a changing world."



## **Late Mr. Hedayat Ahmed**

### **Founder Vice Chancellor**

**(1933 - 2001)**

Late Mr. Hedayat Ahmed, the founder Vice Chancellor of UAP, was born in a reknowned Muslim family in Sylhet. After joining the Civil Service of Pakistan in 1957, he went to Oxford and Harvard University for Higher studies. He held important positions in the Civil Service of government, including the posts of Secretary in various ministries. He also achieved honor as an astute diplomat while he was serving as Ambassador of Bangladesh to Egypt and Saudi Arabia. After returning from the government service, he joined as the Director, UNESCO, Principal Regional Office for Asia the Pacific (PROAP) in Bangkok as the first Bangladeshi national. After completion of the UN assignment, he dedicated his efforts to establish a center of higher learning in the country, a goal he had cherished throughout his life. A scholar and a visionary, Mr. Hedayet Ahmed became successful in his venture in 1996 by establishing the University of Asia Pacific. With his visionary leadership and untiring zeal, he guided the whole UAP team to place it amongst the finest centers of higher learning in Bangladesh. An eminent personality with strong will and determination, he fought to establish the University and advance it through all odds of time and circumstances to bring it where it stands today. Even during his last days, fighting against cancer, he continued to give directions to the University authority about its plans and programs. The undaunted scholar and visionary, who contributed greatly not just to UAP but to the humanity, breathed his last on June 6, 2001.

May almighty Allah grant him eternal peace in the gardens of paradise.

# UNIVERSITY OF ASIA PACIFIC

## BOARD OF TRUSTEES

### Chairperson:

Mr. C. M. Shafi Sami

### Members:

Prof. Dr. Mohammad Shariful Islam  
Ms. Tashmeem Shayera Moyeen  
Mr. Mizanur Rahman  
Mr. Anhar Ahmed Chowdhury  
Mr. Mansoor Chowdhury  
Dr. Fatema Alauddin  
Dr. M. Alauddin  
Mr. A. K. M. Kamaluddin Choudhury  
Mr. Atiq-Uz-Zaman  
Mr. Ragib Ali  
Ms. Regina Kadir  
Mr. Monzoor Ahmed Chowdhury  
Mr. Abdul Mohin Chowdhury  
Mr. Mohammed Nazrul Islam  
Mr. Khorshed Alam  
Mr. A. A. Moniruzzaman  
Mr. Ishtiaque Ahmed  
Mr. Qayum Reza Chowdhury  
Mr. Kazi Mohd. Mofizur Rahman  
Mr. K. M. Mozibul Hoque  
Ms. Tasneem Siraj Mahboob  
Architect Mahbuba Haque  
Mr. Mohammed Mahtabur Rahman (Nasir)  
Engr. M. Abu Taher  
Al-Haj Abdul Malek Mollah  
Mr. Md. Muneer Hussain  
Mr. K. M. Akhtaruzzaman  
Al-Haj Mohammed Mohsin  
Mr. Abdul Hye  
Ms. Jasreen Chowdhury  
Mr. Alamjeb Farjad Ahmed  
National Professor Dr. Jamilur Reza Choudhury (Ex-Officio)

# UAP ADMINISTRATION

**Chancellor**  
**Md. Abdul Hamid**  
Hon'ble President  
People's Republic of Bangladesh

## University Administration

Acting Vice Chancellor	<b>Prof. Dr. M. R. Kabir</b> <a href="mailto:mkabir@uap-bd.edu">mkabir@uap-bd.edu</a>
Treasurer	<b>Air Cdre Ishfaq Ilahi Choudhury (Retd.)</b> <a href="mailto:treasurer@uap-bd.edu">treasurer@uap-bd.edu</a>
Registrar	<b>Mr. Sarwar R. Chowdhury</b> <a href="mailto:registrar@uap-bd.edu">registrar@uap-bd.edu</a>
Deputy Registrar	<b>Dr. Md. Mostafizur Rahman</b> <a href="mailto:deputyregistrar@uap-bd.edu">deputyregistrar@uap-bd.edu</a>
PS to Vice Chancellor	<b>Mr. Obidur Rahman Mia</b> <a href="mailto:pstovc@uap-bd.edu">pstovc@uap-bd.edu</a>

## Finance & Accounts Office

Deputy Director, Finance & Accounts	<b>Mr. Sabbir Ahmed Farazi</b> <a href="mailto:dd.finance@uap-bd.edu">dd.finance@uap-bd.edu</a>
Finance & Accounts Officer	<b>Mr. Mohammed Yousuf</b> <a href="mailto:yousuf@uap-bd.edu">yousuf@uap-bd.edu</a> Ext: 143

## Examinations Section

Deputy Controller of Examinations	<b>Mr. Mohammad Zahirul Islam</b> <a href="mailto:examctrl@uap-bd.edu">examctrl@uap-bd.edu</a>
Administrative Officer (Examinations)	<b>Ms. Shammi Akter</b> <a href="mailto:shammi@uap-bd.edu">shammi@uap-bd.edu</a> Ext: 145

## Public Relations Department

Public Relations Officer	<b>Mr. Bachchu Shekh</b> <a href="mailto:prd@uap-bd.edu">prd@uap-bd.edu</a>
--------------------------	--

# OFFICE OF THE PROCTOR

## Proctor

**Mr. Ziaul Islam**  
Associate Professor  
Department of Architecture  
Email: ziaul@uap-bd.edu

## Assistant Proctors

### Department of BA :

**Mr. Imroz Mahmud**  
Assistant Professor  
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### Department of CE :

**Dr. Md. Jihad Miah**  
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Cell: 01707073121  
Email: jihad.miah@uap-bd.edu

### Department of CSE:

**Dr. Md. Rajibul Islam**  
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Cell: 01835022398  
Email: md.rajibul.islam@uap-bd.edu

### Department of EEE:

**Mr. M. Abdullah Al Amin**  
Assistant Professor  
Cell: 01552406349  
Email: masumeee@uap-bd.edu

### Department of L&HR:

**Mr. Md. Abdur Rahim**  
Assistant Professor  
Cell: 01710476134  
Email: rahim@uap-bd.edu

### Department of Pharmacy:

**Mr. Mohammad Shahriar**  
Associate Professor  
Cell: 01841844259  
Email: shahriar@uap-bd.edu

# HEADS OF THE DEPARTMENTS

## Architecture

**Prof. Dr. Abu Sayeed M. Ahmed**

E-mail: [headarch@uap-bd.edu](mailto:headarch@uap-bd.edu)

58157091-4,6 Ext: 807

## Business Administration

**Prof. Mohammed Tareque Aziz, Ph.D**

E-mail: [headba@uap-bd.edu](mailto:headba@uap-bd.edu)

58157091-4,6 Ext: 470

## Civil Engineering

**Prof. Dr. Farzana Rahman**

E-mail: [headce@uap-bd.edu](mailto:headce@uap-bd.edu)

58157091-4,6 Ext: 601

## Computer Science and Engineering

**Prof. Dr. Bilkis Jamal Ferdosi**

E-mail: [headcse@uap-bd.edu](mailto:headcse@uap-bd.edu)

58157091-4,6 Ext: 701

## Electrical and Electronic Engineering

**Prof. Dr. Tapan Kumar Chakraborty**

E-mail: [headeee@uap-bd.edu](mailto:headeee@uap-bd.edu)

58157091-4,6 Ext: 501

## English

**Ms. Arjumand Ara**

E-mail: [headenglish@uap-bd.edu](mailto:headenglish@uap-bd.edu)

58157091-4,6 Ext: 301

## Law and Human Rights

**Md. Asaduzzaman**

E-mail: [headlhr@uap-bd.edu](mailto:headlhr@uap-bd.edu)

58157091-4,6 Ext: 901

## Pharmacy

**Prof. Dr. Swarnali Islam Khandaker**

E-mail: [headpharm@uap-bd.edu](mailto:headpharm@uap-bd.edu)

58157091-4,6 Ext: 401

## Basic Sciences and Humanities

**Prof. Dr. Md. Sultan Mahmud**

E-mail: [head.bsh@uap-bd.edu](mailto:head.bsh@uap-bd.edu)

58157091-4,6 Ext: 160

# **ADMINISTRATIVE OFFICERS OF THE DEPARTMENTS**

## **Architecture**

**Mr. Md. Shariful Alam**  
Administrative Officer  
Cell: 01711 352629 Ext: 888  
E-mail: dao.arch@uap-bd.edu

## **Business Administration**

**Mr. A K M Shahidul Islam Shahin**  
Administrative Officer  
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E-mail: dao.ba@uap-bd.edu

**Mr. Md. Helal Morshed**  
Assistant Administrative Officer  
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E-mail: dao.ba@uap-bd.edu

## **Civil Engineering**

**Mr. Tarique Bin Mohammad**  
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**Mr. Hedayetul Islam**  
Office Assistant  
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E-mail: dao.ce@uap-bd.edu

## **Computer Science and Engineering**

**Mr. Md. Faruk Hossain**  
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**Mr. Molla Hasanul Kabir**  
Assistant Administrative Officer  
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E-mail: dao.cse@uap-bd.edu

<b>Electrical and Electronic Engineering</b>	<b>Mr. Md. Rahamat Ullah</b> Senior Administrative Officer Cell: 01717558922 Ext: 555 E-mail: dao.eee@uap-bd.edu
	<b>Mr. Md. Kamruzzaman</b> Assistant Administrative Officer Cell: 01746120504 Ext: 555 E-mail: dao.eee@uap-bd.edu
<b>English</b>	<b>Mst. Shamima Sultana</b> Administrative Officer Cell: 01761111127 Ext: 333 E-mail: dao.eng@uap-bd.edu
<b>Law and Human Rights</b>	<b>Mr. Md. Nabir Uddin</b> Assistant Administrative Officer Cell: 01716000589 Ext: 999 E-mail: dao.lhr@uap-bd.edu
	<b>Mr. Ashim Kumar Roy</b> Assistant Administrative Officer Cell: 0171112618 Ext: 999 E-mail: dao.lhr@uap-bd.edu
<b>Pharmacy</b>	<b>Mr. Md. Shariful Islam</b> Administrative Officer Cell: 01717659972 Ext: 444 E-mail: dao.pharm@uap-bd.edu
	<b>Mr. Md. Rashed Abdulla Mir</b> Assistant Administrative Officer Cell: 01716389526 Ext: 444 E-mail: dao.pharm@uap-bd.edu
<b>Basic Sciences and Humanities</b>	<b>Mr. Nura Alam</b> Assistant Administrative Officer Cell: 01711-049503 Ext: 161 E-mail: dao.bsh@uap-bd.edu

# UNDERGRADUATE PROGRAMS

## School of Engineering

## Credit Hour

B.Sc. in Computer Science & Engineering	162
B.Sc. in Civil Engineering	161
B.Sc. in Electrical and Electronic Engineering	152.5

## School of Business

Bachelor of Business Administration	130
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## School of Environmental Sciences and Design

Bachelor of Architecture	198
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## School of Humanities & Social Sciences

Bachelor of Arts (English)	120
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## School of Medicine

Bachelor of Pharmacy	162
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## School of Science

B.Sc. in Mathematics	130
----------------------	-----

## School of Law

Bachelor of Laws LL.B. (Hons.)	144
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# GRADUATE PROGRAMS

## School of Engineering

## Credit Hour

Master in Civil Engineering	36
Master in Computer Science	36
Master in Computer Science and Engineering	36

## School of Business

Master of Business Administration (MBA)	60
Executive Master of Business Administration (EMBA)	42

## School of Medicine

MS in Pharmaceutical Technology (Non-thesis)	24
MS in Pharmaceutical Technology (Thesis)	30

## School of Humanities & Social Sciences

MA in English (1 Year)	36
MA in English (2 Years)	72

## School of Law

Master of Laws LL.M. (Regular)	26
Master of Laws LL.M. (Joint)	26

# ADMISSION, REGISTRATION AND TUITION FEES (IN TAKA)

(For undergraduate programs only)  
(Masters students may contact Admission office)

Department	Admission fee (at the time of admission only)	Registration fee/ lab fee	Tuition fee
Architecture		42,750	45,000
Business Administration	Admission fee <b>13,000/-</b>	37,500	40,000*
Civil Engineering	Extra-Curricular Activities fee <b>5,000/-</b>	40,000	45,000
Computer Science and Engineering	Caution money <b>3,000/-</b>	40,000	45,000
Electrical and Electronic Engineering	Certificate verification and ID card fee <b>500/-</b>	40,000	45,000
English		19,000	28,000
Law and Human Rights	<b>Total=21,500/-</b>	34,000	36,000
Pharmacy		30,000	50,000

\* Additional amount of Tk.10,000/- for the internship for Department of Business Administration.

\* University reserves the right to change anything.

\* Students will be provided with 20% waiver on tuition fee for Spring 2020 semester considering Coronavirus (Covid-19) situation.

## Payment dates for Spring 2020 semester:

Last date of payment for Registration & tuition fees-

- |                                |                      |
|--------------------------------|----------------------|
| a) 1 <sup>st</sup> Installment | - 18 June, 2020      |
| b) 2 <sup>nd</sup> Installment | - 19 July, 2020      |
| c) 3 <sup>rd</sup> Installment | - 17 August, 2020    |
| d) 4 <sup>th</sup> Installment | - 17 September, 2020 |
| e) 5 <sup>th</sup> Installment | - 15 October, 2020   |

Admit cards for Mid and Final exams will not be issued unless the dues are cleared and faculty evaluation forms are filled up in the automation system. Late fees will be levied in each case when dues are not paid in time and on the specific recommendation of the advisor and the concerned Head of the department. Late fee of Tk. 1,000/- for each payment due shall have to be paid.

Dear student: Please be punctual in making payments. Results will not be published if your dues are not cleared in time.

# **Admission Office**

House 74/A, Green Road, Farmgate, Dhaka-1205

Tel: +880-2-9126812

PABX: +880-2-58157091-4, +880-2-58157096, Ext: 300, 210, 212

Cell: 01714088321, 01768544208, 01731681081

E-mail: admission@uap-bd.edu

## **Admission Officer**

Ms. Rabeya Khandoker

E-mail: rabeyakhandoker@uap-bd.edu

## **Assistant Administrative Officer**

Mr. Kamol Kanti Barua

Ms. Rebeka Sultana

## **Information Support Assistant**

Ms. Mahmuda Yeasmin

Ms. Afroza Akter

Detailed admission information is available on UAP website

<http://uap-bd.edu/admission.html>

# **REGISTRATION PROCEDURE**

A student is required to register for each course s/he intends to enroll. Each student has to complete the Form CR1 (Course Registration Form) available in the concerned automation software (<https://uap.orbund.com/einstein-freshair/index.jsp>) under the guidance of an assigned adviser. The students are required to pay the registration fees, tuition fees, and clear other dues, if any, for the relevant semester.

### **The step-by-step procedure for registration is:**

1. Students will fill up the registration form- available in the UAP website ([www.uap-bd.edu](http://www.uap-bd.edu)).
2. Students consult with assigned adviser regarding the courses to be taken.

No registration will be allowed after the expiry of the registration week. Students failing to complete registration within the registration week will be debarred from attending classes from fifth week.

**Registration to be completed : 14 - 24 June, 2020**

**Last date of payment (1<sup>st</sup> Installment) : 18 June, 2020**

# CAMPUS RESOURCES

## Laboratories

UAP is one of the institutions in Bangladesh for its rich science laboratories. Standard In-house lab facilities are available for both undergraduate & post graduate studies & research. The University continues to excel in the fields of applied research in physical, life science & engineering disciplines, so does the number and quality of available labs.

## Library facilities

UAP has a rich collection of books in its central library. UAP subscribes to a number of English dailies and international news magazines. The library remains open from 0900 to 2100 hrs on all working days and 0900 to 1700 hrs on Saturdays. Fridays are weekly holidays.

All the departments have their own reference departmental library/reading room, where subject-oriented books and reading materials are available. As it is a great resource center for knowledge sharing, the students are motivated to visit the library.

## e-Journal

UAP students have access to online journals through the university's website [www.uap-bd.edu](http://www.uap-bd.edu). Over 20,000 journals can be accessed via the portal.

## Medical & Insurance Facilities

As per agreement, all UAP members are entitled for 25% discount at Medinova Diagnostic Center.

All students of University are covered by the insurance policy with the Green Delta Insurance Ltd.

## Medical Center

UAP has a well-equipped medical center with physicians on duty. Students can avail medical advices free of cost in the following times or the doctor can be reached in the following numbers.

Days	From
Sun-Thu	9.00 am - 5.00 pm

Medical Center (Ground Floor, North Side) Hotline: 01711206257, 01787443470, Extn- 250

## Cafeteria & Juice-Bar

The university has **two** cafeterias **and a juice-bar** in the City Campus Building where light snacks, lunch and **juice** items are available.

# **DIRECTORATE OF STUDENTS' WELFARE (DSW)**

DSW is the meeting point for students of UAP so that they can participate in various co and extra-curricular activities of the University. The primary objective of the DSW is to emphasize the wholeness of the university experience through the synchronized development of body, mind, and spirit. It emphasizes enhancing the student experience through “outside of classroom learning” and through various co-curricular activities. UAP has large numbers of students' clubs; some are based in the departments which reflect departmental specialization, while there are central clubs that are directly managed by the DSW. Clubs are supervised by advisers, who are faculty members of the UAP and takes a keen interest in the club activities. The central clubs give opportunities to students to discover and hone their true potentials. At DSW, students are able to develop their organizational, management and leadership skills. The club activities often touch the lives of individuals outside the university and help enhance the image of the university before the society and the nation.

## **Functions:**

- Organizing career-development related workshops, seminars, and learning sessions
- Providing Career Counselling
- Internship Placement, Part-time and Full-time Employment
- Organising Career Fair and Club Fair
- Maintaining Alumni Relations
- Supervising all the clubs of UAP
- Facilitating club-activities in different occasions
- Walk-in intake/crisis intervention
- Group, individual, and couples/parental counselling
- Referrals to off-campus mental health services
- Provide presentations, guest lectures, and workshops on mental health to students, faculty, and staff

## **List of Central Clubs, UAP**

- |   |                               |
|---|-------------------------------|
| 1. Basketball Club                              | 8. Film Club                  |
| 2. Cricket Club                                 | 9. Football Club              |
| 3. Cultural Club                                | 10. History and Heritage Club |
| 4. Debating and Public Speaking Club            | 11. Indoor Games Club         |
| 5. Drama Club                                   | 12. Literary Club             |
| 6. English Language Club                        | 13. Photography Club          |
| 7. Entrepreneurship and Career Development Club | 14. Social Awareness Club     |
|   | 15. YES Group, UAP            |

# COLLABORATION/ACADEMIC AFFILIATION WITH FOREIGN UNIVERSITIES

UAP has academic and research collaboration with a number of regional and international apex bodies. Students of UAP have benefitted largely from these academic collaborations in terms of advancing and enhancing their academics.



## University of Baltimore

- Credit Transfer agreement with BBA of UAP

## Virginia Polytechnic Institute & State University



- Exchange of scholars (professors, lecturers and researchers)
- Exchange of students (undergraduate and graduate levels)
- Joint supervision of M.S. and Ph.D. students
- Exchange of academic information and materials
- Exchange of books, periodicals, and other publications
- Joint research programs
- Joint conferences, workshops, and symposium

## South Dakota School of Mines and Technology (SDSMT), USA



## University of Western Sydney, Australia

**WESTERN SYDNEY**  
UNIVERSITY



## Academic collaboration with faculty of Law, Griffith College, Dublin, Ireland

## University of Canberra, Australia



UNIVERSITY OF  
CANBERRA

- Exchange program & academic cooperation
- Exchange students & visiting faculty members
- Joint research and supervision programs

## Purdue University, Calumet, USA

PURDUE  
UNIVERSITY

- Exchange of teachers and students, joint collaboration in arranging workshops, symposia, conferences and researches
- Transfer program: After completing three years at UAP with required results, students can move to Purdue University and complete one year of study to obtain a Bachelor's degree. Students can continue for another one year to obtain a Master's degree.

## Riga Technical University, Riga, Latvia



1862  
RIGA TECHNICAL  
UNIVERSITY

- Exchange of educational and research materials, publications, and academic information
- Exchange of faculty and research scholars
- Exchange of students
- Joint research and meetings for education and research

## Isabela State University, The Philippines



- Exchange of students, faculty and management staff, scholars and researchers for academic and administrative programs
  - Joint double/split degree programs (Master's and Doctorate) faculty and students.
  - Mutual Recognition Arrangement (MRA) for professional qualifications.
  - Joint basic and applied research programs and publications in academic journals of each university and/or in refereed journals.
  - Collaboration on staff development programs.
- Exchange of academic information, materials and research publications of mutual interest.

- Joint participation in projects to include international partners and international funding programs.
- Other academic research activities/exchanges as agreed by both parties.

## Siam University, Thailand



- Exchange of educational and research materials, publications, and academic information
- Exchange of faculty and research scholars
- Exchange of students
- Joint research and meetings for education and research

# AFFILIATION WITH PROFESSIONAL BODIES



Member, Institute of Architects, Bangladesh  
বাংলাদেশ স্থপতি ইন্সিটিউট



Member, Board of Accreditation for Engineering and Technical Education (BAETE), Bangladesh



Member, American Chamber of Commerce (AmCham)



Member of the Universities of Asia and the Pacific Region (AUAP)



Member, Institute of Engineers, Bangladesh (IEB)



International Association of University Presidents (IUAP)

INTERNATIONAL ASSOCIATION OF  
UNIVERSITY PRESIDENTS

Member, Pharmacy Council of Bangladesh

# DISCIPLINE IN EXAMINATION

Strict discipline is a pre-requisite for the smooth conduct of Examinations. The following activities by the examinee shall constitute an offence or misconduct. Student are liable to be punished according to UAP rules if they are found to have committed any such offence as mentioned hereunder:

Offences	Punishment
1. Any verbal communication between one another.	First and second warning and for the third time, deduction of marks 05 to 15 or seizure of the answer script and question paper up to 20 minutes depending on the nature of offence. This is decided by the invigilator concerned.
2. Appearing at the examinations without admit cards.	Cancellation of the concerned examination.
3. Possesing objectionable/ illegal/ incriminating papers, materials, electronic gadgets or devices, books, bags, subject-related texts in any part of the body or cloths, etc.	
4. Refusing to hand over/throwing out of reach/swallowing/erasing objectionable/ illegal/ incriminating papers or question papers, materials, electronic gadgets or devices, books, bags, subject-related texts found in any part of the body, etc.	Cancellation of all examinations for the concerned semester.
5. Writing on objectionable/ illegal/ incriminating papers or the question paper, materials, electronic gadgets or devices, books, bags, subject-related texts concealed in any part of the body or clothes etc. and copying from them.	
6. Copying from objectionable/ illegal/ incriminating papers or question papers, materials, electronic gadgets or devices, books, bags, subject-related texts found in	

Offences	Punishment
any part of the body or clothes etc. 7. Writing anything on the wall, desk, bench, clothes, blackboard, floor or in any part of the body and copying from these writings. Changing or exchanging registration numbers/ answer scripts/ question papers with another examinee.	
9. Misbehaving with, intimidating, abusing or taunting the invigilator(s) on duty or anybody concerned with the conduct of examinations. 10. Impeding/creating obstruction or disturbance in the smooth holding/conducting of examination, or preventing others to take the examination or provoking examinees to leave the examination hall.	Expulsion for two semesters. These two semesters will be the concerned semester and the next one.
11. Assaulting or attempting to assault invigilator(s) or any person concerned with the examinations in and outside the examination hall/premises.	Expulsion from the university.
12. Trying to smuggle in or out any answer/ additional scripts/question papers or adding such smuggled answer scripts with the original answer scripts.	Expulsion for two semesters. These two semesters will be the concerned semester and the next one.
13. Having handwriting of two different persons in the same answer script.	Cancellation of all examinations for the concerned semester.
14. Taking a seat illegally in an unauthorized place in lieu of his/her earmarked seat/room and refusing to move to his/her authorized place/room.	Expulsion for two semesters. These two semesters will be the concerned semester and the next one.
15. Changing/substituting a cover or inside page of the answer scripts of the university.	Cancellation of all examinations for the concerned semester.
16. Writing something objectionable in the answer scripts.	

<b>Offences</b>	<b>Punishment</b>
17. Leaving the examination hall without submitting the answer script to the invigilator.	Cancellation of the concerned examination.
18. Damaging/tearing off the answer script/objectionable papers/cell phone or any other electronic device etc. or refusing or creating any obstruction to hand over such papers/cell phone or any other electronic device to the authority.	Expulsion for two semesters. These two semesters will be the concerned semester and the next one.
19. Appearing at the examination illegally through impersonation.	Expulsion from the university.
20. Trying to avail special advantage illegally by falsification/pretexts of any sort. (fake medical certificate/false incidents/fake documents or any other fraudulent activities).	Cancellation of all examinations for the concerned semester.
21. Damaging furniture/ gadgets/ equipment/ vehicles or any other property of the university/ or anyone in the examination hall/premises or trying to set fire to such valuables in the examination hall/ premises.	Expulsion from the university.
22. Such other acts not mentioned above on the part of an examinee which in the opinion of the authority may be regarded as an offence.	Disciplinary action in the form of cancellation of the examination and debarring from appearing for the subsequent examinations may be taken by the appropriate authority/ disciplinary committee of the university.

# **REPEAT EXAMINATIONS**

A student of an undergraduate program will be allowed to appear for the repeat examinations in case s/he fails in three theory courses or less but not exceeding 10 credit hours (including credit hours of expelled course/s). The respective departments will arrange such repeat examinations. There is no provision of repeat examinations for students of graduate programs.

Candidates willing to appear for such repeat examinations must apply to the respective Heads of the Departments through the Advisors stating their willingness to appear for the said examination with the receipt of payment @TK 3,000.00 per course.

Repeat examinations on theory courses will be held on 50 percent of marks for each course and the marks for class assessment and mid semester examination will be carried over. There shall be no repeat examinations for sessional/laboratory courses. The maximum grade to be awarded to a candidate in a repeat examination will be 'B' (equivalent to 60%).

The following grading system will be followed in the RE:

60% and above	<b>B</b>
55% to less than 60%	<b>B (-)</b>
50% to less than 55%	<b>C (+)</b>
45% to less than 50%	<b>C</b>
40% to less than 45%	<b>D</b>
Less than 40%	<b>F</b>

## **RETAKE COURSES**

A student of an undergraduate program will be allowed to re-take course(s) in case s/he fails or is expelled from the course/s in the next or following semester. Candidates willing to re-take courses must apply to the respective Heads of the Departments through the Advisors with the receipt of payment @ TK 1,500.00 per credit. This payment will be extra with the regular semester fees.

There is also provision for re-taking of course(s) for students of graduate programs with regular fee based on Credits.

## **RE-EVALUATION OF ANSWER SCRIPTS**

Re-evaluation of final examination answer scripts may be permissible. A candidate can apply for re-evaluation of any answer script of final examination to the Controller of Examinations through their advisor and the Head of the Department on payment of Tk 700/= (seven hundred) only per script within 7 (seven) working days from the publication of final results. No such application shall be entertained after that time. No such re-evaluation is allowed for sessional/laboratory courses. While re-evaluating such answer scripts, the examiner shall re-evaluate the scripts thoroughly and shall award a grade, which shall be treated as final.

## **IRREGULAR/PART-TIME STUDENT**

Students who take less than minimum required credit(s) and pay their fees as per the credits system (i.e. TK 4,000\* per credit). Students are not allowed to spread their required minimum credits in two or more semesters, if they can finish them in one semester.

\*amount may be revised from time to time.

## **IMPROVEMENT OF GRADES**

1. The provision for improvement of grades applies to those only who obtained a grade B+ or lower in any course. Such candidates may be allowed to improve their grades by surrendering the earlier grades obtained by them.
2. For grade improvement purpose of undergraduate programs, a student will be allowed to improve a maximum of four courses for four-year programs and a maximum of five courses for five-year programs.
3. For all graduate programs, a student will be allowed to improve a maximum of two courses.
4. For the final semester's student who has got a minimum CGPA for graduation may improve grade within the next semester.
5. For availing such provision of grade improvement, a candidate shall apply to the Office of the Controller of Examinations through the Head of the Department with a fee of Tk. 4,000/- (four thousand) only per credit, This payment will be extra with the regular semester fees. A student may apply for such provision any time during his/her study period in the university but not beyond two weeks after the publication of his/ her last semester results.

# WAIVER POLICY

3% of total seats are reserved for the children of Freedom Fighters and another 3% for meritorious and poor students from remote areas of Bangladesh. They will be offered full free education opportunity.

1. Top **3%** students in each department will be offered 100% tuition waiver based on semester results.
2. **10%-100%** Vice Chancellor's special tuition fee waiver will be offered to poor and meritorious students.
3. **50%** waiver for students with individual GPA of 5.00 in SSC and HSC (for first semester only).
4. **25%** waiver for students with individual GPA of 4.50 in SSC and HSC (for first semester only).
5. **10%** waiver for students with individual GPA of 4.00 in SSC and HSC (for first semester only).

## **Criteria for semester based tuition fee waiver (including Vice Chancellor's special tuition fee and Freedom Fighters Quota waiver)**

- a) Has to be regular student. Tuition fee waiver will be given on the basis of semester GPA.
- b) Student must take full load (mentioned in the Departmental Prospectus) in the concerned semester.
- c) Students taking repeat exams are not eligible for waiver.
- d) Has a record of good conduct.
- e) Has no outstanding due (for VC's special waiver and merit-based waiver)

- f) Financially insolvent for Vice Chancellor's special waiver.
- g) Student's have no 'F'-Grade in any subject in the concerned semester for Freedom Fighters Quota waiver.
- h) Has been recommended by the concerned advisor and Head of the Department.
- i) Has a minimum GPA of 3.5 and 3.0 for VC's special waiver.
- j) Tuition fee waiver (only for merit-based) will be awarded based on GPA as per the following table:

<b>GPA</b>	<b>Percentage of Tuition fee waiver</b>
3.50 - 3.74	25%
3.75 - 3.89	50%
3.90 - 3.99	75%
4.00	100%

## **WITHDRAWAL (POST ADMISSION)**

The mode of refund of admission fees for the newly admitted students who would like to withdraw are as follows:

- a) Admission fees will be deducted if a student withdraws/cancels before the beginning of classes.
- b) Tk. 32,000/- will be deducted if the withdrawal/cancellation is made within 2 (two) weeks after classes start.
- c) No money will be refunded if a student withdraws/cancels his/her admission after 2 (two) weeks of classes.

# ATTENTION ALL!

UAP is very keen to keep its campus free from any sort of **sexual abuse or harassment**. To attain this goal, the UAP administration needs the cooperation and commitment of all the students, the faculty and the staff, alike. Sexual abuse and harassment have been identified as below:

- a. Behavior colored with unwelcome sex appeal (direct or by indication) like physical touch or advances.
- b. Attempts to efforts to establish sexual relation by abuse or administrative/ professional power.
- c. Language with tinge of sexual abuse and harassment.
- d. Demand or request for sexual favors.
- e. Showing pornography.
- f. Remark or gesture implicating sex appeal.
- g. Teasing through indecent gesture, language or remark, to get near to or follow someone with the aim of fulfilling filthy intentions without one's knowing and to tease or cut jokes in language implicating sex.
- h. To say or write anything in letter, telephone, cell phone, SMS, photo, notice, cartoon, bench, chair, table, notice-board, office, factory/laboratory, classroom, walls of bathrooms/ toilets with a motive of sex implications.
- i. Taking still or video photographs for the purpose of blackmailing and character assassination.

- j. To pose threat to stay someone away from participation on sports, cultural institutional and academic activities for fear of sexual abuse and harassment.
- k. To pose threat or exert pressure in case of refusal of love proposals.
- l. To establish or try to establish sexual relation by intimidation, deception or false assurance.

All students, all faculty members all UAP staff are advised to keep the matter in mind with utter seriousness. Anyone, male or female, having any complaint against anybody on any of the above grounds, must contact the ‘Departmental Focal Point’ (there is one in each Department) of the ‘Complaint Committee’ and act on his/her advice. **The administration is determined to take appropriate actions against the violators.** UAP has a **Harassment Committee** headed by Prof. Dr. Swarnali Islam Khandaker, Head, Department of Pharmacy (email: [swarnali@uap-bd.edu](mailto:swarnali@uap-bd.edu), Ext: 401). Students may also contact Proctor and Assistant Proctors of the concerned departments (details on page 06).

# LIST OF BANKS FOR PAYMENT

	<b>আল-আরাফাহ</b> ইসলামী ব্যাংক লিমিটেড العرفة الإسلامية بنك محدود Al-Arafah Islami Bank Limited
<b>Trust Bank</b> A Bank for Financial Inclusion	<b>SIBL</b> উত্তর ইসলাম Social Islami Bank Ltd.
	<b>BRAC BANK</b> বাণিজ্য অধিকাল
	<b>Bank Asia</b>
	<b>Uttara Bank Limited</b>

Beside these, students also can make payment through 21 online payment channels. For more details, visit the following link: <http://ucam.uap-bd.edu/Security/Login.aspx>

# **ADDRESS OF THE DEPARTMENTS**

## **Department of Architecture**

Level-8, 74/A, Green Road, Dhaka

## **Department of Business Administration**

City Campus Annex, House 74/B/1, Level-4, Green Road, Dhaka

## **Department of Civil Engineering**

Level-6, 74/A, Green Road, Dhaka

## **Department of Computer Science and Engineering**

Level-7, 74/A, Green Road, Dhaka

## **Department of English**

Level-3, 74/A, Green Road, Dhaka

## **Department of Electrical and Electronic Engineering**

Level-5, 74/A, Green Road, Dhaka

## **Department of Law and Human Rights**

Level-9, 74/A, Green Road, Dhaka

## **Department of Pharmacy**

Level-4, 74/A, Green Road, Dhaka

## **Department of Basic Sciences and Humanities**

Level-2 (North-West side), 74/A, Green Road, Dhaka

## **Administration, Accounts, Controller of Examinations**

Level-2, 74/A, Green Road, Dhaka

## **Central Library**

Level-9, 74/A, Green Road, Dhaka

## **Admission Office**

Ground Floor, 74/A, Green Road, Dhaka

## **DSW**

City Campus Annex, House 74/B/1, Level-6, Green Road, Dhaka

## **Office of International Affairs (OIA)**

City Campus Annex, House 74/B/1, Level-6, Green Road, Dhaka

## **UAP Medical Center**

Ground Floor (North side), 74/A, Green Road, Dhaka

# Academic Calendar



## Academic:

Registration week: **14- 24 June 2020**

Classes start for Spring 2020: **28 June 2020**

Students meet Advisor through online: **23 June 2020**

Last date of addition/drop of course/Semester: **9 July 2020**

Mid Semester Exams: **23 – 29 August 2020**

Preparatory Leave: **18- 24 October 2020**

Semester Final Exams: **25 October - 7 November 2020**

Oral Exam (Only for Pharmacy): **10 -11 November 2020**

Repeat Exams: **1- 6 December 2020**

Registration week for Fall- 2020: **24 November -15 December 2020**

## Administrative:

Online Orientation for 1<sup>st</sup> Year 1<sup>st</sup> Semester: **25 & 27 June 2020**

Declaration of merit- based Waiver List: **7 July 2020**

Last date of Application for VC's Special waiver: **15 July 2020**

Publishing of Mid semester Results: **6 September 2020**

Last date of Results Submission (Final): **21 November 2020**

Publishing of Results: **23 November 2020**

Last date of Results Submission (RE, Thesis, Internship): **10 Dec 2020**

Publishing of final Results after RE: **13 December 2020**

**Last date of payments for Registration and Tuition fees (Special arrangement considering COVID-19 situation)**

- A) 1<sup>st</sup> Installment – **18 June 2020**
- B) 2<sup>nd</sup> Installment – **19 July 2020**
- C) 3<sup>rd</sup> Installment– **17 August 2020**
- D) 4<sup>th</sup> Installment – **17 September 2020**
- E) 5<sup>th</sup> Installment- **15 October 2020**

## Holidays

**31 July 2020- 8 August 2020:** Eid-Ul-Adha\*

**11 August 2020:** Janmashtami\*

**15 August 2020:** National Mourning day

**30 August 2020:** Ashura\*

**26 October 2020:** Durga Puja\*

**30 October 2020:** Eid-e-Miladunnabi\*

**16 December 2020:** Victory Day

**25 December 2020:** Christmas Day

\* - Subject to sighting of moon

Classes for Fall 2020 start on: **20 December 2020**

**\*\* The university authority reserves the right to make any change of the Academic Calendar.**

## June'20

S	M	T	W	T	F	S
		1	2	3	4	5 6
7	8	9	10	11	12 13	
14	15 16	17	18	19 20		
21	22 23	24	25	26 27		
28	29 30					

## July'20

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12	13	14	15	16 17	18 19	
19	20	21	22	23 24	25 26	
26	27	28	29	30 31		

## August'20

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9	10 11	12	13	14 15		
16	17 18	19	20	21 22		
23	24 25	26 27	28 29	30 31		
30	31					

## September'20

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13	14	15	16	17 18	19 20	
20	21	22	23	24 25	26 27	
27	28	29	30			

## October'20

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4	5	6	7	8 9	10 11	
11	12	13	14	15 16	17 18	
18	19 20	21 22	23 24	25 26	27 28	
25	26 27	28 29	30 31			

## November'20

S	M	T	W	T	F	S
1	2 3	4	5 6	7 8		
8	9	10 11	12 13	14 15		
15	16	17	18	19 20	21 22	
22	23 24	25 26	27 28	29 30		
29	30					

## December'20

S	M	T	W	T	F	S
		1 2	3 4	5 6	7 8	
6	7	8	9	10 11	12 13	
13	14 15	16	17	18 19		
20	21 22	23 24	25 26	27 28	29 30	
27	28	29	30	31		

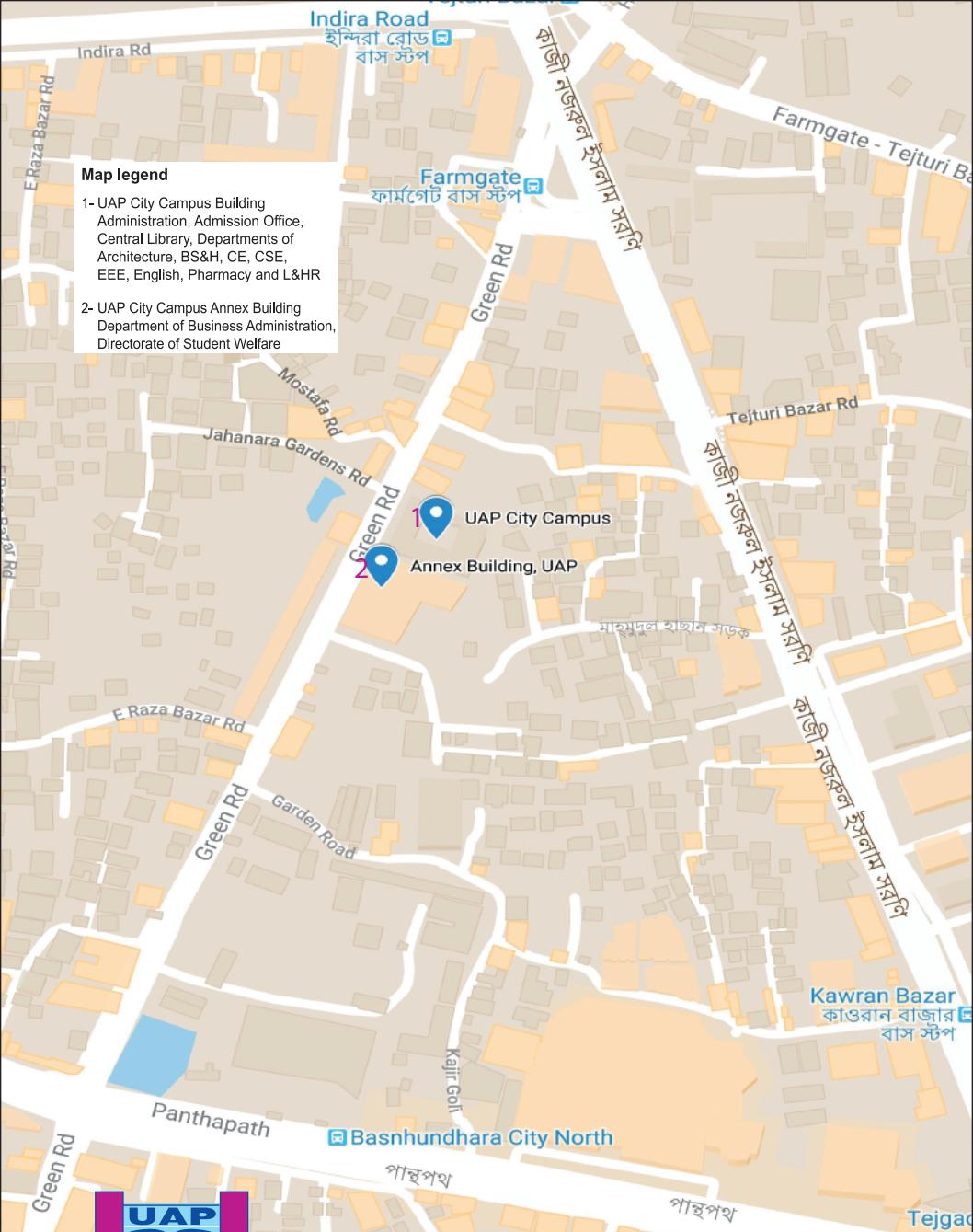
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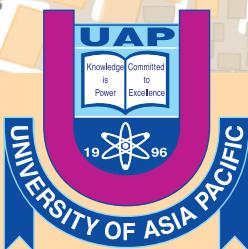
13  
14  
Prep.L.  
Exams.

Results



#### Map legend

- 1- UAP City Campus Building  
Administration, Admission Office,  
Central Library, Departments of  
Architecture, BS&H, CE, CSE,  
EEE, English, Pharmacy and L&HR
- 2- UAP City Campus Annex Building  
Department of Business Administration,  
Directorate of Student Welfare



# UNIVERSITY OF ASIA PACIFIC

## Office of the Registrar

House 74/A (2nd floor), Green Road, Dhaka- 1205  
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Web: [www.uap-bd.edu](http://www.uap-bd.edu), E-mail: [registrar@uap-bd.edu](mailto:registrar@uap-bd.edu)