



AMERICAN INTERNATIONAL UNIVERSITY-BANGLADESH

Policy Statement

1.0 Grade Requirement Policy for Degree:

To earn an Undergraduate/ Graduate Degree from AIUB students must complete their degree requirements with a minimum CGPA of 2.50.

2.0 Probation Policy:

All Undergraduate/ Graduate Student whose CGPA falls below 2.50 at the end of a semester will fall under the Academic Probation. The Probation Period will span for 1 (one) semester and the Student must improve the CGPA to 2.50 for him/her to continue study at AIUB. Failure to do so will result in the AUTOMATIC TERMINATION of enrollment from AIUB.

3.0 Disciplinary Policy:

The AIUB administration reserves the right to show cause, suspend, put on probation or even terminate enrollment of any student under the following circumstances:

- 3.1 Involvement in any political groups/ activities inside the university or groups banned by the Government of Bangladesh or activities subversive to the nation/ government/ society/ university
- 3.2 Forming student organization without prior approval from the Office of Student Affairs.
- 3.3 Failure to meet the financial obligations on schedule.
- 3.4 Any subversive act against the State or the University.
- 3.5 Having any previous criminal records.
- 3.6 Involvement in any kind of verbal or physical act of violence towards any fellow student, employee or authority inside the campus.
- 3.7 Involvement in any kind of direct, offensive or derogatory textual or graphical comment made regarding the university or any one from the AIUB managements, faculty members, officials, students in social media, web blogs, web groups, etc.
- 3.8 Adopting any unfair means in any examination.
- 3.9 Hiding information at the time of admission/verification.

Note: Any student who has any disciplinary record will not be eligible for any kind of Scholarship, Academic Honor or Award.

4.0 Dressing and Grooming Policy:

The AIUB administration reserves the right to show cause, suspend, put on probation or even terminate enrollment of any student if the student fails to comply with the followings:

- 4.1 Male and Female students must be decently attired inside the campus premise. Any indecent dressing that leads to controversy or discomfort to the faculty members/ officials/ other students will be considered as disciplinary violation.
- 4.2 Male students must wear closed shoes inside the campus.
- 4.3 Students must wear their valid student ID at all times inside the campus attached to the correct colored ribbon as per their faculty hanging from their neck. Student ID must be visible at all times inside the campus.

5.0 Degree Completion Policy:

Degree must be completed within an equivalent period of maximum 1.5 times of the normal length that is prescribed for each degree program.

6.0 Studentship Policy in case of Discontinuation of Studies:

- 6.1 Prior permission has to be obtained from the Registrar's Office in case of Discontinuation of studies for any reason or purpose. Such discontinuation of studies will be termed as "Leave of Absence". The Leave of Absence Form must be filled out stating the specific reason. At the time of rejoicing admission/new tuition fee may be applicable depending on the period of discontinuation. Otherwise, the period of absence shall be counted against the student and an absence of 2 (two) consecutive semesters without prior approval will lead to cancellation of his/her studentship from the University.
- 6.2 Student once terminated due to probation, disciplinary or any other reason cannot apply for new admission or readmission.
- 6.3 Degree/certificate obtained by the student prior to the admission at AIUB, must be from an institution approved by the government authorities (as applicable).

7.0 Academic Scholarship Policy:

In order to receive Academic Scholarship/Grant from the university a student must fulfill the following requirements.

7.1 Merit Based Scholarship for Freshman Student:

The applicant must have:

- 7.1.1 GPA 5.00 (Golden) or GPA 5.00 in SSC and HSC
- 7.1.2 5 (Five) 'A' in O-Level (at a time) and 2 (two) 'A' in A-Level (at a time); no grade lower than 'B'

An applicant fulfilling all the above criterion must sit for a Scholarship Exam and has to pass with Satisfactory Grade (the Acceptable Passing Grade may vary from time to time and will be decided by the authority) in order to be a recipient of academic Scholarship/Grant. The number of recipients may vary from time to time and the Award of Scholarship depends on the availability of slots.

7.2 Academic Scholarship for Regular Student:

The applicant:

- 7.2.1 must have completed two (2) regular semesters (Spring and Fall),
- 7.2.2 must have applied only in a regular semester,
- 7.2.3 must be a **Regular Full Time Student**,
- 7.2.4 must have a CGPA of 3.75 or above with no 'Fail' (F), no 'Incomplete' (I), no 'Withdrawn' (W), no 'Unofficial Withdrawn' (UW) grade, or no Retake of course(s),
- 7.2.5 must not have grade lower than 'B' [undergraduate program] / 'B+' [graduate program] in any academic period
- 7.2.6 must have an attendance of more than 80% at all times.

The number of recipients may vary from time to time and the Award of Scholarship depends on the availability of slots.

7.3 Scholarship Grant for National Talent recipients of this Grant are selected by the AIUB Administration.

Note: However the decision to extend scholarship to any individual student remains at the Complete Discretion of the university authority.

7.4 Renewal of Grant

Recipient of any of the Academic Scholarship/Grant or Tuition Fee Waiver mentioned above has to comply with the underlying rules consistently. The student:

- 7.4.1 must be a **Regular Full Time Student**,
- 7.4.2 must be enrolled in all academic courses during the preceding and subsequent semesters,
- 7.4.3 must not have any disciplinary record,
- 7.4.4 must have a CGPA of 3.75 or above with no 'Fail' (F), no 'Incomplete' (I), no 'Withdrawn' (W), no 'Unofficial Withdrawn' (UW) grade, or no Retake of course(s),
- 7.4.5 must not have grade lower than 'B' [undergraduate program] / 'B+' [graduate program] in any academic period,
- 7.4.6 must have an attendance of more than 80% at all times.

Note: In case a student is eligible of more than one scholarship/ discount, only one scholarship/ discount will be applicable; whichever is higher.

8.0 Academic Honors Policy:

The applicant:

8.1 must have following CGPA Undergraduate Programs

CGPA	Honor	Award
3.65 to 3.79	Cum Laude	Bronze Medal
3.80 to 3.94	Magna Cum Laude	Silver Medal
3.95 to 4.00	Summa Cum Laude	Gold Medal

Graduate Programs

CGPA	Honor	Award
3.75 to 3.84	Cum Laude	Bronze Medal
3.85 to 3.94	Magna Cum Laude	Silver Medal
3.95 to 4.00	Summa Cum Laude	Gold Medal

8.2 must be a **Regular Full Time Student**,

8.3 must not have grade lower than 'B' [undergraduate program] / 'B+' [graduate program],

8.4 must not have 'Fail' (F), 'Incomplete' (I), 'Withdrawn' (W), 'Unofficial Withdrawn' (UW) grade, or Retake of course(s),

8.5 must not have any kind of withdrawal,

8.6 must have earned minimum 60% credits at AIUB for undergraduate program [minimum 70% credits at AIUB for graduate program]

8.7 must have a GPA of 4.00 in SSC/HSC or equivalent. O/A level grades must not be lower than 'B',

8.8 must not have any break of study in the period at AIUB.

9.0. Payment Policy:

9.1 All fees required to validate registration must be cleared within 24 hours of registration confirmation otherwise the penalty will be imposed and may lead to cancellation of enrollment or admission.

9.2 All other fees must be cleared within the published schedule respectively.

10.0. Policy regarding Adding/ Dropping of Courses:

10.1 Students may 'Drop' or 'Add' course(s) every semester within the 'designated period' specified in the Academic Calendar (or specifically announced in the noticeboard). All adding or dropping of course(s) must be done according to the registration policy of the university. A 10% penalty will be charged for all dropped course(s) within the Adding/ Dropping designated period. However, the minimum load has to be ensured after dropping of courses. Full payment of all the added courses must be cleared within 24 hours^b. After the designated period refund of dropping/ withdrawal from any course will be based on refund policy (13.0 & 14.0).

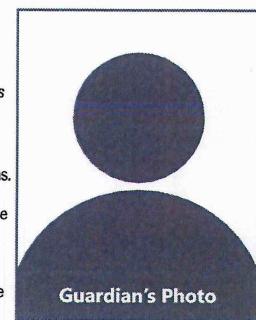
10.2 Those who enjoy any kind of scholarship or financial aid or tuition fee waiver, if they drop any course(s) then they have to pay full tuition fees for the dropped course(s).

11.0 Course Withdrawal Policy:

- 11.1 Freshmen students interested to withdraw from a particular course must obtain a Course Withdrawal Form from the Office of Registration.
 11.2 All other students other than freshmen interested to withdraw from a particular course must apply through AIUB portal (online).
Note (i): If a student receives 'F' grade in any term exam, s/he will not be able to drop that course.
Note (ii): Any student who has dropped or withdrawn from a course (officially or unofficially) will not be eligible for any kind of Scholarship, Academic Honors or Awards.

12.0 Policy Regarding Retaking/Repeating of Courses:

- 12.1 A student can retake/repeat a course if s/he receives a passing grade 'D' and below
 12.2 If a student receives a grade like an 'F', 'I', 'W' or 'UW' in a particular course s/he must retake/repeat in the immediate semester under certain terms and conditions.
 12.3 Rules for retaking 'F' grade. However, the new earned grade will be taken into account while computing the CGPA.
 12.3.1 The new earned grade will be displayed alongside the 'F' grade and in most cases will not replace the 'F'. However, the new earned grade will be taken into account while computing the CGPA.
 12.3.2 A student is allowed to retake any course only once.
 12.3.3 A student is allowed to have a maximum of 4 (four) 'F' grades in undergraduate program and 2(two) 'F' grades in graduate program.
 12.3.4 From 5th 'F' grade (undergraduate)/ 3rd 'F' grade (graduate) onward, the grade 'F' will be taken into account while computing the CGPA, and the student carries the risk of being terminated from the university.
 12.3.5 In any circumstances, the 'F' grade awarded by any disciplinary committee will not be replaced/removed by a new grade.



Guardian's Photo

13.0 Refund Policy:

- 13.1 Adjustment of fees due to withdrawal of enrollment may be granted upon written request of either of the two parents or the guardian. Tuition fee will be refunded (in different percentages) only if a written request for refund is filed with the proper authority. The refund schedule will roughly follow the pattern given below; however, the University reserves the right to change or refuse refund to individual students on a case to case basis.
 13.2 In case of any disciplinary action which leads to cancellation of admission or suspension/ termination from university, tuition fees and all other fees will be forfeited.

14.0 Schedule of Refunds for Dropping Course(s): (*Only Tuition Fees are refundable based on the following schedule. All other fees are non-refundable.)

Schedule	Refunds
Within the First week	90% of the total semester tuition fees will be refunded
Within the Second week	80% of the total semester tuition fees will be refunded
Within the Third week	50% of the total semester tuition fees will be refunded
Within the Fourth week	20% of the total semester tuition fees will be refunded

15.0 Credit Transfer Policy:

To be eligible for a credit transfer/ course waiver, the transferring student must fulfill the following requirements:

- 15.1 Minimum CGPA of 3.50 (or equivalent) from a government-recognized university.
 15.2 Complete at least 60% of their program at AIUB (requirement for convocation/ graduation).
 15.3 Credits/ Courses to be waived must be recommended by the concerned Faculty/ Course Equivalency Assessment Committee and approved by the Waiver Committee.

16.0 Awards:

16.1 Chancellor's Award:

Chancellor's Award is given in recognition of the academic performance and is awarded to graduates who attained the highest academic award (Summa Cum Laude), good academic background (all throughout first class), with proper manners, character and participation in extra curricular activities. Only one is chosen in each program: Undergraduate, Graduate and Professional.

16.2 Vice Chancellor's Award:

The Vice Chancellor's award is awarded for the meritorious effort for the successful completion of:

- 16.2.1 Best 'Thesis' for LLB, BSc in CSE, MDS, MPH, MSCS
 16.2.2 Best 'Design Project' for BSc in EEE & IPE, BArch, MEEE and MTEL
 16.2.3 Best 'Internship Report' for BA, BSS, BBA and MBA

16.3 Chairman's Award:

This award is given in recognition of the outstanding voluntary efforts, achievements, contributions and the exemplary performance of deserving students. Must be a **Regular Full Time Student*** and with a minimum CGPA is 3.20.

17.0 Original Document withdrawal policy:

- 17.1 Official original documents will be released upon the clearance of all sorts of dues.

17.2 If a student has withdrawn his/her original documents of his/her previous academic records, he/she must submit the document(s) within the prescribed deadline. Failing to do so will lead to blockage of student account.

18.0 Cancellation of Studentship:

- 18.1 If a student applies for cancellation of studentship from AIUB, the approval will be subject to clearance of all sorts of dues.

- a Once cancelled, the student will not be eligible for readmission in any department.

a REGULAR FULL TIME STUDENT**Minimum Number of Academic Load (Program and Semesterwise)**

Program	Credits/ Courses
Undergraduate	Minimum 14-15 Credit hours
Graduate (except EMBA)	Minimum 12 Credit hours
EMBA	4 Courses

b All adjustments of tuition fee and other charges related to Adding/Dropping or Withdrawal of Courses will be determined by the Accounts Office according to the existing University Policy (which is subject to change).

I acknowledge that I have read and clearly understood all the above mentioned policies of the American International University-Bangladesh. I also understand that any noncompliance or violation of AIUB rules or code of conduct may lead to the cancellation or termination of my son/ daughter/ ward's enrolment at AIUB. I hereby commit that my son/ daughter/ ward will abide by all the rules and regulations of the university and the AIUB Code of Conduct.

Moreover, the university has my assurance that I was not and will not be involved in any political groups/ activities inside the university or groups banned by the Government of Bangladesh or activities subversive to the nation/ government/ society/ university. Additionally, if and when required by the authorities of Bangladesh Government, the university has my consent to provide any information available at the university regarding my studentship at AIUB.

Special Note to Students: Please be informed that it is the student's responsibility to be familiar with all the academic and other rules and regulations of the University along with its payment and fee structure and other policies contained in this Policy Statement, in the student hand book or circulated through any memos, notices or posted in the university web page or student's web account.

AIUB reserves the right to change any policy at any time without any prior notice effective immediately.

Signature of Parent/ Guardian & Date

Signature of Student & Date

Name of the Student:

Student ID:

Program:

Name of Parent/ Guardian:

Parent/ Guardian's Mobile No.:

Residential Phone No.:

Address:



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Student Copy

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16.0 Awards:**16.1 Chancellor's Award:**

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AIUB reserves the right to change any policy at any time without any prior notice effective immediately.

Signature of Parent/ Guardian & Date

Signature of Student & Date

Name of the Student:

Student ID:

Program:

Name of Parent/ Guardian:

Parent/ Guardian's Mobile No:

Residential Phone No.

Address:

