

# <https://uiu.ac.bd/academics/academic-information-policies/>

---

[Skip to content](#) \* [DSpace](#) \* [Library](#) \* [Faculty Members](#) \* [Degree Verification](#) \* [Important Contact](#) \* [Apply Online](#) \* [Profile Login](#)

Search for: \* [Home](#) \* [About Research](#) \* [Vision Mission Goals](#) \* [Why Choose UIU](#) \* [General Information](#) \* [UIU Campus](#) \* [Guiding Principles](#) \* [Ranking & Accreditation](#) \* [Convocation](#) \* [Career at UIU](#) \* [Authorities Research](#) \* [Chancellor](#) \* [Chairman](#) \* [Syndicate](#) \* [Academic Council](#) \* [Vice Chancellor](#) \* [Pro Vice Chancellor](#) \* [Treasurer](#) \* [Dean](#) \* [Director \(Coordination\)](#) \* [Registrar](#) \* [Offices](#) \* [Admission Research](#) \* [Undergraduate Programs](#) \* [Graduate Programs](#) \* [Tuition Fees](#) \* [Scholarship, Tuition and Other Fees, Waiver Policy](#) \* [Admission Dates](#) \* [Admission Requirements](#) \* [Admission Test Procedure](#) \* [Credit Transfer to UIU](#) \* [Direct Admission Notice](#) \* [Admission Procedure](#) \* [International Students](#) \* [FAQ](#) \* [Admission Test Result](#) \* [Academics Research](#) \* [Schools and Institutes](#) \* [Faculty Members](#) \* [Academic Information Policies](#) \* [Academic Calendar](#) \* [Grading & Performance Evaluation](#) \* [Proctorial Committee](#) \* [IQAC](#) \* [Faculty Guidelines](#) \* [Research Research](#) \* [Institute for Advanced Research](#) \* [UIU Research Grant](#) \* [Research Projects](#) \* [Lab Facilities](#) \* [Journal Paper](#) \* [Conference Paper](#) \* [Centre for Energy Research \(CER\)](#) \* [AIMS Lab](#) \* [Bioinformatics Research Laboratory](#) \* [Institute of Research, Innovation, Incubation and Commercialization \(IRIIC\)](#) \* [Center for Smart Infrastructure Resilience and Sustainability \(CSIRS\)](#) \* [Upcoming Conference](#) \* [Past Conference](#) \* [Students Research](#) \* [UCAM](#) \* [eLMS](#) \* [Notices](#) \* [Events](#) \* [News](#) \* [Code of Conduct](#) \* [International Research](#) \* [International Student Admission](#) \* [Global Opportunities](#) \* [International Collaboration](#) \* [Notices](#) \* [Contact](#)

- [Home](#)
- [Academics](#)

[Academic Information Policies](#) [Academics](#) \* [Faculty Members](#) \* [Grading Performance Evaluation](#) \* [Institute of Business & Economic Research](#) \* [Academic Information Policies](#) \* [Institute of Natural Sciences](#) \* [Proctorial Committee](#) \* [Code of Conduct](#) \* [Proctorial Rules](#) \* [Schools and Institutes](#) \* [School of Business & Economics](#) \* [School of Humanities & Social Sciences](#) \* [School of Life Sciences](#) \* [School of Science & Engineering](#) \* [Faculty Guidelines](#)

## News

---

June 25, 2025 UIU MARINER Team Secured 1st in Asia & 5th in the World at MATE ROV World Championship 2025June 19, 2025 UIU ASCEND Team Secured 2nd place in Asia at CanSat Competition 2025June 19, 2025 UIU Mars Rover Team Recognized as Asia's First for 4th Consecutive Time and recognized as the World's Best Science TeamMay 20, 2025 UIU Received the Telecom and ICT Award 2025May 20, 2025 UIU MARINER qualifies for the 2025 World Championship MATE ROV Competition [View more](#)

## Notices

---

July 26, 2025 Standard Operating Procedure (SOP) for UIU CafeteriaJuly 23, 2025 Course Enrollment on eLMS " Summer 2025July 21, 2025 Postponement of "July Remembrance 2025" Due to State Mourning DayJuly 19, 2025 List of Selected Candidates in the viva for B. Pharm. Program " Fall 2025 SemesterJuly 19, 2025 Final Exam Schedule " Spring 2025 Semester (B.Pharm) [View more](#)

## Events

---

July 30, 2025 12:00 am Future in Focus: Analytics for All: Why Every Career Needs Data FluencyJuly 28, 2025 12:00 am Campus Life to CareerJuly 14, 2025 6:00 pm July Women's Day 2025July 22, 2025 2:30 pm Invitation to UIU's Commemoration of the July 2024 UprisingApril 23, 2025 2:00 pm Higher Study at Murdoch University of Australia [View more](#) **Registration** Students are required to complete their registration formalities before a trimester starts. The Admission Office will notify the newly admitted students about the time and place of their registration. Students should consult their course advisors for planning their courses and to be familiar with UIU policies and procedures related to registration. Students can make registration through online. **Late Registration and Add-Drop of Courses** A student seeking to register after the scheduled date has to take permission of the concerned respective Head of the Department. A student given permission to register late has to pay late registration fee. A student may drop course(s) only within the date mentioned in the Academic Calendar with the approval of the Head of the department. The last day of dropping a course in a trimester without a record (i.e., "W" in the transcript, is mentioned in the academic calendar.

**Studentsâ€™ Advising** Faculty Advisors, prior to registration, will advise students of the undergraduate and graduate programs. Students of undergraduate & graduate programs have to register a minimum of 9 (nine) credits and 6 (six) credits respectively in a single Trimester. **Re-admission Policy and Credit Transfer Re-admission Policy:**

Following rules will be applicable for students who remain absent for **3 (three) consecutive trimesters and less than 6 (six) consecutive trimesters**: 1. Same policy will hold for probation and non-probation students. All students will be allowed to take admission. 2. Students will continue study with his/her old Student ID. 3. Re-admission Fee has to be paid. 4. All courses will come into consideration for CGPA calculation.

Following rules will be applicable for students who remain absent for 6 (six) consecutive trimesters but less than 12 (twelve) consecutive trimesters: 1. Concerned students need readmission. No Admission Test will be required. However, they would require paying the Admission Form Fee and they will given new Student ID. 2. Same policy will hold for probation and non-probation students. 3. Concerned students shall have to pay Admission Fee. Tuition Fees have to be paid at the new rate if there has been any change in the tuition fee structure. 4. Department will decide which courses will be accepted and which courses need to be taken.

Apart from those, students, who are absent for 4 (four) years and above from the last date of registration and intend to get re-admission, shall have to submit applications to the Registrar which will be forwarded to the Academic & Admin Committee for its consideration. **Rules for Credit Transfer Students** : 1. Concerned Dean will decide the program of a university from which credit transfer will be accepted 2. Admission test is required 3. Admission fee has to be paid 4. Department decides which courses will be transferred/waived 5. The minimum grade in a transferred/waived course should be  $\geq B$  6. Residency requirement: minimum of 50% credits have to be completed at UIU

**Department/Program change** Heads of the Departments/Programs will dispose of the issues relating to acceptance of the grade(s) of the students changing their Departments/ Programs. Department change will not be allowed for a student in probation. **Minimum Attendance in the Class** Students are expected to attend classes regularly. A student would be required to attend at least 80% of classes in every course in order to sit for the Final Exam. **Withdrawal of Course(s)** Students, willing to "Withdraw" any course due to sickness or other unavoidable circumstances, must collect a form for  $\geq W$  grade from the Program Office. Students have to collect signature(s) for endorsement of the respective course teacher(s) and submit it to the concerned Head of the Department for final approval. The duly approved application must be submitted to the Registrar's Office within 7th day of the ending of the Mid-Term II Exam. **Tuition fees for the withdrawn course(s) will not be refunded. Repeat & Retake of Course(s)** A student obtaining  $\geq F$  grade in any course in any Trimester will have to "Repeat" the course with full payment of tuition fee for that particular course. Students desiring to improve their grade(s) may again take up course(s) which are termed as "Retake". Such students will also have to make payment of 100% tuition fee for retaking a course. Students would not be entitled to scholarship/tuition fee waiver for "Repeat/Retake" course(s). Repeating a particular course or courses as well as retaking a particular course or courses by a student, the names of such repeated or retaken courses would be shown on his/her Transcript as  $\sim R$ . **Trimester Drop** A student may drop a Trimester only on medical ground or other valid reasons. Students have to apply in writing to the Registrar through respective Head of the Department for dropping the Trimester. If the case is found genuine by the authorities, the student may be allowed to drop the current Trimester after making payment of 50% of Tuition Fee, Trimester Fee and Transport Fee (if applicable). However, if an additional amount is deposited against payment of tuition fees, the amount would no way be refunded; it will only be adjusted with the tuition fees to be payable in the next Trimester.  **$\geq I$  (Incomplete) Grade**  $\geq I$  (Incomplete) grade is granted only in exceptional cases.  $\geq I$  (Incomplete) grade may be assigned to students in special circumstances after Mid-Term Exam. Students will collect a form for  $\geq I$  (Incomplete) grade from the Exam Controller's Office/ Departmental Office. After filling up the forms, students will collect signature(s) for endorsement of the respective course teacher(s) and then they will submit the forms to the respective Head of the Department for final approval. A student must appear in the Exam in which he/she is given  $\geq I$  grade within 15 (fifteen) days from the beginning of classes of the following Trimester, otherwise  $\geq I$  will turn into  $\geq F$  automatically. In case of absence of concerned course teacher from whom a student receives an  $\geq I$  grade, the disposition of the case involving  $\geq I$  (Incomplete) grade(s) resides with the concerned Head of the Department. Students applying for  $\sim I$  (Incomplete) Grade in a particular Trimester would not be eligible for any Scholarship Scheme of UIU for the corresponding Trimester. **Project/Thesis/Internship/Field Work** Graduate students willing to take Thesis will not be able to register more than 12 credits out of a total of 18 credits in a single trimester. The completion period of all undergraduate Project/Thesis/Internship works irrespective of credit hours shall be 2 (two) trimesters following the trimester on which last registration of the same has been made. The completion period of Thesis/Research Paper or Project/Internship/Field Work in case of Graduate Programs having 3 Credit Hours will be same as above. The completion period of all such works having more than 3 Credit Hours will, however, be 3 (three) trimesters following the trimester on which the last registration is made. A particular trimester will be written on Transcripts and Pass Certificates as  $\sim$ Completion Trimester in which a student has actually completed his/her degree requirement instead of the trimester in which he/she made his/her last registration. **Reconsideration of Grade Change Policy** A student has to apply for grade change of a course to the concerned Head/Director/Coordinator of the Dept./Program within 1 (one) week of the beginning of the classes of the following Trimester. The concerned Head/Director/Coordinator has to complete the formalities within 3 (three) days of the receiving of the application of the

student and submit the same to the office of the Controller of Examinations. **Self-Study System** A student can take course(s) under Self-Study System if only 20 credits out of the total credits remain to be completed. However, a student will not be allowed to take a course under self-study system if that course is offered by the department in that particular trimester. Maximum number of students shall not exceed 6 (six) in a particular course under Self-Study System. The courses taken under Self-Study System should be completed within the trimester in which the registration of courses has been made. If the courses are not completed within the scheduled trimester, concerned students will be given “F” grade for the respective Self-Study courses. **Period of Time for Completion of Degree** Maximum Time Period for Completion of Undergraduate and Graduate Programs:

Undergraduate Programs: 7 years

Graduate Programs: 5 years Minimum Time Period for Completion of Undergraduate and Graduate Programs:

Undergraduate Programs:

Regular Students: 3 (three) Years

Credit Transferred Students: 2 (two) Years Graduate Programs: 1 (one) Year **Punishment for adopting Unfair Means**

Following types of punishment will be meted out for adopting unfair means in the examination: 1. Adopting Unfair Means for the 1st time i) Class Test: Course Expulsion

ii) Mid-Term (1/2) & Final Exam: Trimester Expulsion 2. Adopting Unfair Means for the 2nd time i) Any type of Test/Exam: Trimester Expulsion 3. Adopting Unfair Means for the 3rd time i) Any type of Test/Exam: Expulsion from the University

## Follow Us

---

\* \* \* \* \*

### About UIU

---

- Why UIU
- Vision Mission Goals
- General Information
- UIU Campus
- Guiding Principles
- Ranking & Accreditation
- Convocation
- UIU In Media
- Gallery
- Career
- Contact

### Departments

---

- Dept. of CSE
- B.Sc in Data Science
- Dept. of EEE
- Dept. of Civil Engineering
- Dept. of Pharmacy
- Dept. of English
- Dept. of EDS
- Dept. of MSJ
- SoBE (BBA, AIS, MBA, EMBA)
- Dept. of Economics
- Dept. of BGE

### Admission

---

- Admission
- Tuition Fees & Waiver
- Admission Requirements
- Admission Test Result
- Admission Procedure
- Admission Dates
- Apply Online
- International Students’s Admission

- [Global Opportunities](#)
- [International Collaboration](#)
- [FAQ](#)

## Important Links

---

- [UIU Sustainability](#)
- [Time Schedule of Shuttle Services](#)
- [Student Transportation Service](#)
- [Payment Procedure](#)
- [Student e-Resources](#)
- [Important Contact](#)

## Quick Links

---

- [UCAM](#)
- [eLMS](#)
- [Parent Portal](#)
- [Online Classroom Booking](#)
- [Degree Verification](#)
- [Necessary Forms](#)
- [Notice](#)
- [News](#)
- [Event](#)

United City, Madani Ave, Dhaka 1212 \* [Privacy Policy](#) \* [Accessibility Assistance](#) \* [Copyright](#) \* [Site Information](#)