



BANGLADESH UNIVERSITY OF BUSINESS AND TECHNOLOGY (BUBT)

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Ref: BUBT-REG-1740-02-22

Date: 07-02-22

Urgent Notice for the Unregistered Students of Trimester Programs

This is for information of all concerned that the unregistered students of the Fall Semester' 2021-2022 (Trimester) under different programs will be allowed for late registration (*for the last time*) and be allowed to appear in the coming Supplementary Midterm Examination to be held from February 15, 2022. This decision has been taken upon persistent request from the guardians as well as students who violated academic rules and failed to register in due time for the Fall 2021-22 trimester. In this context, this is to inform all the students that those who have appeared in the recently held Midterm Examinations of the Fall Semester'21-22 without completing the registration process, their answer scripts will not be evaluated by the respective course teachers.

The students who failed to register for the mentioned semester are hereby instructed to follow the steps mentioned below:

- i) Students must apply through the prescribed **late registration** form (*can be downloaded from this link: <https://bubt.edu.bd/downloads/index/9091>*) mentioning the attendance of each course (*specially the attendance of the on-campus classes held from December 15, 2021 to January 19, 2022*) signed by the respective course teachers;
- ii) They must clear all the previous dues (*if any*) in order to get permission for the late registration;
- iii) **They must appear all the courses of Mid Exams in the supplementary examinations to be held from 15 February 2022. Answer scripts of recently held Midterm exams will not be evaluated for the unregistered students.**
- iv) They must also pay Tk. 5,000/- (Tk. 3000 as registration fee +Tk. 2000 late fine).
- v) Normal fee of Tk. 500/- for each course of the supplementary exam shall be waived for the **unregistered students for Fall 21-22 semester only.**

Signature



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- vi) They must give an undertaking that in future they will not violate the academic rules. If such violation is repeated, they will be debarred from appearing any future exams of BUBT.

The application fulfilling all the above-mentioned conditions must reach the **One-Stop Service Center** situated at the Ground Floor of the Building No. 03 latest by **February 13, 2022**. It is also to be mentioned that, the **unregistered students must come to the university campus physically in order to complete their late registration process.**


07.02.2022

Registrar

BUBT

Copy for information to:

1. P.S. to the Vice-Chancellor
2. P.A. to the Pro-Vice Chancellor
3. P.A. to the Advisor
4. Treasurer
5. Deans of all faculties
6. Controller of Examinations
7. Chairmen of all departments
8. Joint Director, Accounts
9. IT In-Charge
10. Assistant Officer, Registration
11. Office copy