4th August, 2022

Chairman/Program Director

MBA (Evening) Program

Department of Accounting & Information Systems

Faculty of Business Studies

University of Dhaka

Subject: Application for permission to Retake the course Research Methodology, Course Code - 5416.

Dear Sir,

With due respect, this is to inform you that, My name is - Shyed Shahriar Housaini, ID no- 10916046, I am a student of EMBA 16th Batch. I got admitted into the MBA Evening program in 2009 and I completed all my subjects by 2011 and got CGPA 2.96, without Internship and I did not have any “F” or incomplete in any theory course. But for personal and job related reasons- I could not complete the Internship. After applying through due authority of your department in 2019, the Deans committee allowed me to complete my MBA program after paying assigned fines in 2020. After paying the fines and paying dues to the AIS department I also completed the Internship in 2022, April.

Previously I took the course Research Methodology, Course Code - 5416, 3 Credits, and got letter grade “D” as shown by the department/evening MBA office back in 2011 or even during 2019. But after completing my Internship in 2022 during final tabulation work the office informed me that - previous Letter grade “D” was a mistake, my actual letter grade was “F”.

Due to this reason I have to Retake the course Research Methodology, Course Code - 5416 for 3 Credits. I hope that you would be kind enough to let me retake the above mentioned course to graduate out of the MBA evening program and oblige thereby.

Sincerely,

Shyed Shahriar Housaini

ID no - 10916046

EMBA, AIS - 16th Batch

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