

## ***Rules and Regulations***

### ***Class Attendance***

Students are required to attend all lectures, tutorials, and lab works of the courses that they have registered. Required percentage of attendance is mandatory for a student to be eligible to sit in the semester final examination.

### ***Eligibility for Semester Final Examination***

- No student shall be eligible to take part in any semester final examination unless:
- S/he is officially registered for particular course(s);
- S/he has fulfilled the required percentage (70% and above) of class attendance and other requirements
- S/he has fulfilled the required payments of fees and charges etc.

### ***Policy for Repeat Exam***

- A student would be allowed to appear at the Repeat Examinations in case s/he fails in three theory courses or less but not exceeding 10 credit hours. The results of Repeat Examinations would be published within three weeks from the date of publication of the results of the Semester Final Examination concerned.
- Repeat Examinations on theory courses would be held on 50 percent of marks for each course and the marks for Class Assessment and Mid Semester Examination

would be carried. There shall be no repeat examinations for sessional courses. The maximum grade to be obtained by a student in a repeat examination would be 'B' (equivalent to 60%).

### *Policies for Improvement of Grades*

The provision for improvement of grades applies to those only who obtained a grade C or lower in any course. Such candidates may be allowed to improve their grades by surrendering the earlier grade obtained by him or her. This provision for improvement of grades in any semester final examination can be divided into two categories:

- **Category A:**

1. For improvement of grades, a student will be allowed to repeat a maximum of four courses during this four-year programme.
2. For availing such provision of grade improvement a candidate will apply to the Controller of the Examinations through the Head of the department with a fee of Tk.3,000 /- (taka three thousand only) per credit hour. A student may apply for such provision any time during his or her study in the University of Asia Pacific but not beyond two weeks after the publication of his/her final semester results.

- **Category B:**

1. A cumulative grade point average (cGPA) of minimum 2.25 is required for graduation. A candidate whose cGPA is below 2.25 shall have to increase his or her cGPA to the minimum requirement within two consecutive semesters failing in which shall be placed under academic provision.

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2. Candidates requiring to increase their cGPA under this category shall apply to the Controller of Examinations through the Head of the Department concerned with the payment of Tk.3,000/- (taka three thousand only) per credit hour.