

# **Brief Introduction of Important Issues**

CU Center for Business Administration (CUCBA)

Faculty of Business Administration

University of Chittagong

# Program Structure

<b>Nature of Course</b>	<b>Number of Course</b>	<b>Course Credit</b>	<b>Total Credit</b>
Basic Course	5	3	15
Functional Course	10	3	30
Capstone Course	1	3	3
Concentration/Major	4	3	12
Internship/Research Project		3	3
Viva-Voce		3	3
<b>Total Credit</b>			<b>66</b>

# Academic Calendar

---

<b>Details</b>	<b>Duration</b>
Lectures for the Mid Term Syllabus	8 Weeks
Preparation time for the Mid Term Examination	1 Week
Mid Term Examination	2 Weeks
Lectures for the Final Examination Syllabus	7 Weeks
Preparation time for the Final Examination	1 Week
Final Examination	2 Weeks

---

# Course Evaluation

<b>Activities</b>	<b>Marks</b>	<b>Duration of the Examination</b>
In course evaluation such as Quiz, Class Test, Presentation, Assignment, etc.	20	Depends
Mid Term Examination	40	Two (02) Hours
Final Examination	40	Two (02) Hours

# Eligibility for Appearing in the Exam

<b>Class Attendance</b>	<b>Decision</b>
75% and above	Eligible for the Exam. Appearance
60% to Less than 75%	CUCBA may recommend marginal cases subject to the submission of documentary evidence and non-collegiate fee as determined by the University Authority
Less than 60%	Ineligible for the Exam. Appearance

# Grading System

Numerical Grade	Letter Grade	Grade Point
80% and above	A+	4.00
75% to less than 80%	A	3.75
70% to less than 75%	A-	3.50
65% to less than 70%	B+	3.25
60% to less than 65%	B	3.00
55% to less than 60%	B-	2.75
50% to less than 55%	C+	2.50
45% to less than 50%	C	2.25
40% to less than 45%	D	2.00
Less than 40%	F	0.00

# Improvement Policy

Who?

- Students earning grades such as C, D and F in any course

When?

- During 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Semester Examinations

When to appear in the improvement examinations?

- Only with the two consecutive batches

**For students failing to improve, the previous grade of the same course shall remain valid.**

# Promotion to Next Semester

- A student must earn at least 12 credits out of 15 credits in 1<sup>st</sup> /2<sup>nd</sup> /3<sup>rd</sup> semester without viva-voce at his/her respective examination of the semester, failing which he/she shall be declared to have failed in the respective examination.
- At this stage a student shall be allowed to earn the remaining credit/s and to improve the grades of the 1<sup>st</sup>/2<sup>nd</sup> /3<sup>rd</sup> semester class by appearing at the examination of the two consecutive batches.
- If a student fails to earn the said remaining credits of the 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> semester examination, he/she shall be dropped out of the program.



# Viva-Voce Examination

- A regular student must appear at the viva-voce of the respective examination. At the end of each examination, the Examination Committee shall hold a viva-voce. If a student does not appear at viva-voce, he/she shall be declared to have failed in the respective examination.