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# 1. General Information

## BACKGROUND

International Islamic University Chittagong (IIUC) is one of the Government approved Private Universities in Bangladesh. The credit for the idea of establishing this University goes to ISLAMIC UNIVERSITY CHITTAGONG TRUST (IUCT) which is the founder organization and sponsoring authority of the University. This Trust is a non-political, non-profit oriented voluntary organization, registered with the Government of the People's Republic of Bangladesh under the Societies Act XXI of 1860. This Trust felt the need for a University under private initiative in view of absence of institutions of higher learning based on Islamic vision of life in the public sector. Based on an idea, which had its origin in 1990, the Trust discussed the concept of a Private Islamic University with a group of intellectuals, Islamic thinkers, researchers and educationists, at home and abroad. It was these Islamic personalities who came forward to materialize the idea of such an institution by putting together their ideas, energies and financial response. In 1992, they established an anchor organization called Islamic University Chittagong Trust (IUCT). Under the aegis of this body, and by the Grace of Allah (SWT) Islamic University Chittagong got the Government's approval on February 11, 1995 and the University was founded in the same year accordingly. Thus, a long-cherished dream of the people of Bangladesh came into reality.

## LEGAL ASPECT

The founding of International Islamic University Chittagong was made possible by the passage of a historic Act of Parliament in 1992 - "The Private University Act, 1992." In the history of the development of the institutions of higher education in Bangladesh, this Act, for the first time created opportunity for establishing of Universities in the private sector, subject to clearance of their academic curricula and syllabi by the University Grants Commission (UGC) of Bangladesh and thereafter, final approval by the Government of Bangladesh.

Having fulfilled the requirements as laid down in the Private University Act of 1992, and after obtaining the necessary clearance from University Grants Commission (UGC), and the permission of Government of Bangladesh (GOB) through the Ministry of Education, Islamic University Chittagong (IUC) started functioning in 1995 with three Faculties, e.g. Faculty of Shar'iah & Islamic Studies, Faculty of Modern Sciences and Faculty of Administrative Sciences.

IIUC framed its own Statutes, Ordinances and Regulations governing the manifold activities of IIUC - academic, administrative, financial, student welfare, discipline etc. as per the Private University Act, 1992 and revised Act, 2010. Most statutory bodies formed under the provisions of the Act have since been functioning.

The Charter of IIUC as framed within the provisions of the Act and as approved by the Government empowers the University to confer degrees in various disciplines.

## MISSION OF THE UNIVERSITY

The Mission of the University is to produce through the pursuit of education properly trained up manpower to contribute to socio-economic development and moral upliftment of the society and to cultivate in our students expertise as well as ethical sensitivity, intelligence and an ability to think independently beyond their areas of study, so that they can sustain justice in all walks of life.

## VISION OF THE UNIVERSITY

The Vision of the University is to offer nationally competitive and internationally recognized opportunities for learning to make this University as the Centre of Excellence in different areas of scholarship, like Shari'ah and Islamic Studies, Business Studies, Social Science, Science & Engineering, Arts & Humanities, Law, and such other faculties that will be introduced in future. Its door is open to the

admission seekers from all over the world, regardless of race, region and religion. This university cherishes the dream of becoming one of the highest seat of learning and creator of knowledge in the South East Asia.

## **OBJECTIVE OF THE UNIVERSITY**

- a. To create a new generation of competent youths, who will be equipped with academic excellence and professional expertise adorned with moral height.
- b. To follow a policy of continued Modernization of Knowledge and academic curricula in different disciplines of education so that its students can imbibe the true spirit of religious value as an effective guiding principle in their profession and daily life.

## **MOTTO OF THE UNIVERSITY**

The Motto of the University is to “Combine Quality with Morality”.

## **SCOPE OF THE UNIVERSITY**

International Islamic University Chittagong (IIUC) is an independent University exercising power and authority to provide education and confer higher degrees in the Faculties of Shari`ah, Arts & Humanities, Law, Business Studies and Science & Engineering and Social Science. This will include Undergraduate Programs and Post-Graduate Degree programs. It has also the power and authority to award Certificates, Diplomas and other Academic Distinctions in the fields of studies as mentioned. IIUC presently awards four year Bachelor's Degree with Honors in Qur'anic Sciences & Islamic Studies (QSI), Da`wah & Islamic Studies (DIS), Sciences of Hadith and Islamic Studies (SHIS), Business Administration (BBA), BSS (Hons) in Economics & Banking, Computer Science & Engineering (CSE), Electronic & Telecommunication Engineering (ETE), Electrical and Electronic Engg (EEE), Computer and Communication Engineering (CCE), Civil Engineering (CE), English Language & Literature (ELL), Arabic Language & Literature (ALL) and Bachelor of Laws (LL.B., Hons) and Bachelor of Pharmacy (B. Pharm.) IIUC also offers Master Programs in QSI, DIS, M.Sc in CSE, Business Administration, English Language & Literature and English Language Teaching, Law, Economics and Banking. But in course of time, Insha Allah, academic programs will be expanded in more branches of Humanities, Social Sciences, Business Studies and Sciences & Engineering keeping in view the ever-increasing scientific and social needs of Bangladesh in particular and Muslim Ummah in general.

## **Foreign Collaboration**

IIUC has signed Memorandum of Agreement (MoA) with the following foreign universities for exchanging students, faculties, organizing conference, seminar and sharing programs of mutual interest:

- Cape Breton University (CBU), Canada
- Universiti Sains Islam Malaysia (USIM), Malaysia
- International Islamic University Malaysia (IIUM), Malaysia
- Universiti Malaysia Perlis (UniMAP), Malaysia
- Ankara University, Turkey

IIUC has also signed Memorandum of Understanding (MoU) with the following foreign universities for exchanging students, faculties, organizing conference, seminar and sharing programs of mutual interest:

- Asian Institute of Technology (AIT), Thailand
- Hubei University of Technology, China
- Tribhuvan University, Nepal
- Fatih Sultan Mehmet Vakif University, Istanbul
- Multimedia University Malaysia (MMU), Malaysia
- Portland State University (PSU), USA
- Tri-shakti University, Jakarta, Indonesia
- Marmara University, Turkey
- Istanbul Sabahattin Zaim University, Turkey

Besides these, we have also linkage programs with some other Universities like International Islamic University Islamabad (IIUI) in order to further extension of its areas of academic collaboration with overseas universities.

## 2. Academic Affairs Division

The Academic Affairs Division (ACAD) is largely responsible for and involved in planning, implementing and monitoring academic activities. ACAD specifically performs the following responsibilities.

**Counseling and Admission:** ACAD provides information to the prospective candidates of admission for offered programs of IIUC. It is mainly responsible for distribution & receiving of filled up admission forms from admission seekers, processing of admission form data, issuance of Admission Test Admit Cards, preparation of written and Viva board sheets, processing of Admission Test result, approval of the result in the meeting of Central Board of Admission, publication of the result of Admission Test and issuance of offer letter for admission. Students are admitted in the different programs in order of merit. It also processes the re-admission cases of the existing students and credit transfer cases from other universities. It also takes care of the admission process of foreign students.

**Academic Planning:** ACAD prepares Academic Calendars for all programs of IIUC Semester wise. It also takes initiatives for any changes in the Calendar if necessary and monitors proper implementation of the Calendar. It provides reports on comparative study of admissions, intakes and forecasting of future intakes as required by the authority.

**Promotion & Marketing:** ACAD takes different promotional steps for providing information and attracting the prospective admission seekers by advertisement in the dailies, websites and circulating brochure, leaflets, festoons & IIUC publications etc. For improving the image of IIUC, it arranges get together of students, guardians and stakeholders and makes corporate visits for building relationship with different counter parts.

**Enrollment of new intake:** After admission ACAD takes necessary steps for inserting data of personal information of the admitted students in the students' Database.

**Printing and Publication:** ACAD handles all related activities of printing and distribution of admission Brochures, Handbooks, prospectus, Leaflets, Banners, Festoons and digital Identity Cards as per requirements.

Besides the above activities ACAD also provides services regarding admission cancel, credit transfer, re-admission, re-issue of ID card, notification to the students, different reports on admitted students.

## 3. Programs of Study

International Islamic University Chittagong has been expanding its academic programs at the Bachelor and Master levels under different faculties and departments. At present, the academic programs of the university are as follows:

Faculty	Program
<b>Shari'ah &amp; Islamic Studies</b>	Bachelor of Arts (Hons.) in Qur'anic Sciences & Islamic Studies (QSIIS) Bachelor of Arts (Hons.) in Da'wah & Islamic Studies (DIS) Bachelor of Arts (Hons.) in Sciences of Hadith & Islamic Studies (SHIS) Master of Arts in Qur'anic Sciences and Islamic Studies (MQSIS) Master of Arts in Da'wah and Islamic Studies (MDIS)
<b>Science &amp; Engineering</b>	Bachelor of Science in Computer Science and Engineering (CSE) Bachelor of Science in Electrical and Electronic Engineering (EEE) Bachelor of Science in Electronic and Telecommunication Engineering (ETE) Bachelor of Science in Computer and Communication Engineering (CCE) Bachelor of Science in Civil Engineering (CE) Bachelor of Pharmacy (B. Pharm, Hons.) M.Sc in Computer Science and Engineering (MCSE)

Faculty	Program
<b>Business Studies</b>	Bachelor of Business Administration (BBA) Master of Business Administration (MBA) Master of Bank Management (MBM)
<b>Social Science</b>	Bachelor of Social Science (Hons.) in Economics & Banking (BSSEB) Master of Social Science in Economics & Banking (MSSEB) Post - Graduate Diploma in Library and Information Science
<b>Arts &amp; Humanities</b>	Bachelor of Arts (Hons.) in English Language & Literature (ELL) Bachelor of Arts (Hons.) in Arabic Language & Literature (ALL) Master of Arts in English Language and Literature (MA in ELL, Preli. & Final) Master of Arts in English Language Teaching (MA in ELT)
<b>Law</b>	Bachelor of Laws (LL.B, Hons.) Master of Laws (LL.M, Preli. & Final)
<b>Arabic Language Institute</b>	Diploma in Arabic Language Senior Certificate Course in Arabic Language Junior Certificate Course in Arabic Language Elementary Course in Arabic Language

## 4. Admission & other Requirements

Admission at IIUC is purely on the basis of merit. Furthermore, admission to the available programs depends on the type and level of the program that a candidate wishes to pursue.

### 4.1 The general academic qualifications for admission to Bachelor Programs

- **For QSI, DIS, SHIS, BBA, EB, ELL & LAW:** Students should have at least GPA 6.00 in SSC/Dakhil & HSC/Alim or Equivalent Examinations together securing minimum GPA 2.50 in each Exam separately. Students with two-year Bachelor's Degree from recognized University or Fadil/Kamil degree from Bangladesh Madrasa Education Board (BMEB) can also apply for QSI/ DIS/SHIS Programs.
- **For CSE, EEE, ETE, CCE & Civil:** Students should have at least GPA 6.50 in SSC/Dakhil & HSC/Alim or Equivalent Examinations together securing minimum GPA 3.00 in each Exam separately. Pass grade in Physics & Mathematics is a must in HSC/Alim or Equivalent Exam.
- **For Pharmacy:** Students should have at least GPA 6.50 in SSC/Dakhil & HSC/Alim or Equivalent Examinations together securing minimum GPA 3.00 without optional subject in each Exam separately. Minimum GPA 3.00 is required in Chemistry & Biology and minimum GPA 2.00 is required in Physics & Mathematics in HSC/Alim or Equivalent Exam.
- **For 'O' level and 'A' level students:** Minimum 'B' grade in 4 subjects & 'C' grade in 3 subjects combinedly in 'O' Level in five subjects and 'A' Level in two major subjects. The candidates of CSE, EEE, ETE, ETE, CCE & Civil must have Physics & Mathematics and the candidates of Pharmacy must have Chemistry, Biology, Physics & Mathematics in 'A' level. GED is not acceptable.
- **For the ward of Freedom Fighter:** A freedom fighter's ward should have total GPA 5.00 in SSC/Dakhil & HSC/Alim or Equivalent Examinations together securing minimum GPA 2.00 in each Exam separately. This criterion is not applicable for Pharmacy.

## 4.2 Language Requirements

English & Arabic are the two primary languages used as the mediums of instruction in the University depending on the specific program of study. Fair knowledge in English is required for courses under the Faculty of Science & Engineering, Business Studies, Social Science, Law and Arts & Humanities. Fair knowledge in Arabic is required for the courses under the Faculty of Shari'ah & Islamic Studies.

**Arabic Placement Test (APT)** is a must for all the newly admitted students to the Faculty of Shari'ah & Islamic Studies. Each of the students under this Faculty must pass this test (APT). Otherwise, one has to study the Remedial Arabic Language Courses.

**Exemption from REC/APT :** The candidates, having a score of 550 in TOEFL or 6.00 in IELTS or 'A' Grade in English in HSC Exam, will be given exemption from REC. And the candidates, who have completed Senior Certificate Course/Diploma in Arabic, will also get exemption from APT/Remedial Arabic Language Courses.

## 4.3 Other Requirements

Admission to IIUC is always through a competitive Admission Test (written and oral). All applicants are required to undergo the process to qualify for admission into different programs of study. Besides, sound health, good character and financial capability to carry on the entire program are also taken into consideration.

# 5. Application Procedures and Periods

The deserving candidate will have to fill up and submit online application form for admission through IIUC website: [www.iiuc.ac.bd](http://www.iiuc.ac.bd). Procedures for online application are available at the website. Application fee is TK. 520 for Bkash payment and TK. 500 for cash or bank payment.

Enrollment is twice a year for the Bachelor Programs.

Semester	Application Period	Admission Test
Spring Semester (March - August)	November - December	January - February
Autumn Semester (September - February)	July - August	August - September

# 6. Student Services

## 6.1 Student Identity Card

All students are issued Digital Student Identity Card known as ID Card upon admission to the University. This card allows the students to gain access to the University facilities such as the use of Library, Computer Lab, Physics & Electronics Lab and other academic services. This ID Card is not transferable. Therefore, this card must be presented at the request of any authorized University official and must be returned to the Academic Affairs Division upon graduation or when enrollment in the University is discontinued. If ID card is lost, the concerned student is advised to contact the office of ACAD for re-issue of ID Card on payment of TK. 200/-.

## **6.2 Laboratory Facilities for Male & Female Students**

The University provides adequate laboratory facilities for the students to give practical exposure to their respective field of study. At present there are more than 25 labs for Computer (with more than 500 PCs), Hardware, Software, Artificial, VSLI and Networking, Power Electrical & Electronics, Internet, Physics, Pharmacy & Chemistry, .

## **6.3 Scholarship and Financial Assistance**

IIUC offers a generous scope of financial assistance and scholarship facilities to its students. The students who obtain GPA 5.00 (without optional subject) in H.S.C/Alim or equivalent in Board Examination will be eligible for full tuition fee waiver. Moreover, financial assistance and scholarships are available for the meritorious and /or poor students. Besides, there is an opportunity of 25% tuition fee waiver for each of the siblings studying at IIUC. The deserving students are advised to contact Staff Development and Student Welfare Division (SDSWD) for detailed information in this regard. (Detailed policy is available in the page 21-22).

## **6.4 Residential Facilities**

There are residential Facilities at its Permanent Campus, Kumira. Interested students are advised to contact concerned office for detailed information to avail this facility.

## **6.5 Students' Service Centre**

IIUC has Service Centre for students to provide students with facilities of photocopying, lamination, spiral binding, computer composing, telephone and E-mail browsing at a reasonable cost.

# **7. Academic System**

## **7.1 Academic Calendar**

Each academic year is divided into 2 Semesters, each having a duration of 15 weeks (5x15=75 working days). There shall be Mid-Term Examination after conducting classes for 6 weeks. After Mid-term examination and conducting classes for 9 weeks, Final examination will be held. Normally Spring Semester commences in February and Autumn Semester in August.

## **7.2 Registration after Admission**

All admitted candidates are required to complete the registration after admission within the stipulated period for the specific semester in which they want to enroll. Students who have been issued an offer of admission may apply to defer the registration for maximum one academic year (i.e. 2 Semesters). The period of deferment will not be included in the total duration of their studies.

## **7.3 Duration of Study**

A Bachelor Program is normally completed in four academic years (i.e. 8 Semesters). However, by registering additional number of courses in regular semesters, students may also complete their studies within a shorter period of time and thus, they may graduate earlier. However, at least three academic years (i.e. 6 Semesters) of regular studentship is required for graduation. A student may also be allowed to complete a Bachelor Program within six academic years (i.e.12 Semesters) including drop period/Semester/s.

## 7.4 The Credit Hour System at IIUC

To bring the academic system to international standard, IIUC follows Open Credit Hour System (OCHS) based on a quantified curriculum, whereby a certain number of credit hours are assigned to each course. Students are required to complete successfully the total number of credit hours stipulated in the program requirements in order to graduate. The number of credit hours assigned to each course denotes the academic load that a student carries while registering for that course. Therefore, a course that carries three credit hours normally has 3 (three) contact hours per week. However, 3 (there) are courses which do not tally with the contact hours or for which no credit hours have been assigned. Such courses are normally not a part of the main curriculum of the department. These are parts of the University Requirement Courses (URC) such as language courses etc.

## 7.5 Grading System

IIUC follows the uniform grading system for evaluating the academic performance of the students as given below.

Marks (%)	Letter Grades	Grade Points	Remarks/ Status
80% or above	A+	4.00	Excellent
75% to less than 80%	A	3.75	Very Good
70% to less than 75%	A-	3.50	
65% to less than 70%	B+	3.25	Good
60% to less than 65%	B	3.00	
55% to less than 60%	B-	2.75	Satisfactory
50% to less than 55%	C+	2.50	
45% to less than 50%	C	2.25	Pass
40% to less than 45%	D	2.00	
less than 40%	F	0.00	Fail

- N.B.: i. Each student shall have to obtain at least GPA 2.00 in each Semester.  
ii. To have graduation degree, a student must obtain at least CGPA 2.50.

## 7.6 Grade Point Average (GPA) & Cumulative Grade Point Average (CGPA)

The Grade Point Average (GPA) is computed by dividing the total grade points earned by the number of credit hours attempted in a given semester. The Cumulative Grade Point Average (CGPA) is computed by dividing the total grade points earned by the total number of credit hours attempted at the University up to a particular semester.

Obtained grades do not just reflect their performance in the Semester Final Examination but are also based on a number of Assignments, Quizzes, Class Tests, Case Study and Mid Term Examination etc that are conducted throughout the semester.

## 7.7 Evaluation System

IIUC evaluates the students' performance as follows:

Attendance	10%
Class Test & Assignments	10%
Mid-term Examination	30%
Final Examination	50%
<b>Total</b>	<b>100%</b>



## 8. Academic Policies and Procedures

### 8.1 Course Registration

All students are required to register courses by filling up the prescribed Registration Form (available at CoE office) in each semester until they have fulfilled all graduation requirements. Without registration, credits will not be counted. The date and time of registration are provided in the Academic Calendar and a notice of registration is circulated by the Office of the Controller of Examinations. All students must complete their registration within the workload /schedule given in consistence with the range of GPA of the immediate past semester and abiding by the work load policy (Section 8.2). Payment for registration is to be settled as per instalments and periods, mentioned in the notice.

The registration after the deadline may be allowed under special circumstances on payment of late fine of Tk.50/- per day basis. After expiry of normal duration of registration, a specified period before one week of commencement of Mid-Term Examination is declared for registration of unregistered students which is called late registration.

If any student fails to complete the course registration within the deadline (One week before commencement of Mid-Term Exam), he/she shall be considered as de-registered student for that particular semester and consequently, he/she shall be barred from attending any class or examination.

**Validity of Registration:** Registration of course/s will remain valid for a semester/current semester/specified semester and registration of Project Thesis/Internship/Dissertation will remain valid for two consecutive semesters.

### 8.2 Academic Advising System and Workload

Under the Academic Advising System every student is assigned an academic advisor by the respective department. It aims at creating an opportunity for closer interactions between the faculty members and the students for supervising students' academic planning, performance and progress. They may also seek help from their advisors in planning their semester workload, registering courses and other academic activities.

Minimum workload for a regular semester is 12 credit hours or its equivalent and maximum load is up to 24 credit hours. Since IIUC is following the Open Credit Hour System, a student may register the expected number of credits with the recommendation of his/her respective academic advisor and the approval of the Chairman of the Department or the Dean of the Faculty or the Pro Vice-Chancellor as the case may be. But semester workload must be consistent with the range of GPA and the allowed workload policy.

Advisable Semester credit hour load for the Faculty of Shari'ah & Islamic Studies, Business Studies Social Science, Arts & Humanities and Law under Open Credit Hour System (OCHS) based on GPA is given below:

RANGE OF GPA	MAXIMUM LOAD ALLOWED
3.75 - 4.00	24 Cr. Hrs.
3.50 - 3.74	20-22 Cr. Hrs.
2.75 - 3.49	18-20 Cr. Hrs.
2.25 - 2.74	15-18 Cr. Hrs.
2.00 - 2.24	12-15 Cr. Hrs.
1.70 - 1.99	12 Cr. Hrs.
Below 1.70 or Repeat Case (Due to very poor performance)	9-12 Cr. Hrs.

Advisable Semester credit hour load for the Faculty of Science & Engineering under Open Credit Hour System (OCHS) based on GPA is given below:

RANGE OF GPA	MAXIMUM LOAD ALLOWED
3.75 - 4.00	28 Cr. Hrs.
3.50 - 3.74	26 Cr. Hrs.
2.75 - 3.49	24 Cr. Hrs.
2.25 - 2.74	22 Cr. Hrs.
2.00 - 2.24	20 Cr. Hrs.
1.70 - 1.99	15 Cr. Hrs.
Below 1.70 or Repeat Case (Due to very poor performance)	12 Cr. Hrs.

N.B.: Registration of improvement course/Courses, Repeat Courses or internship will not be counted with the total Semester credit hour load.

### 8.3 Adding and Dropping of Courses

Students may add course/s or drop course/s from the courses that they have already registered. Dropped courses mean cancellation of the registration of the course, whereas added courses are considered registered. To add and drop course/s, prescribed Add & Drop Form (available at CoE office) must be filled up and submitted to the CoE office (as mentioned in the academic calendar or specified by notification) with the recommendation of the academic advisor and the approval of the Chairman of the

Department. The total number of credit hours after adding and dropping courses must be 12 CH in adherence with the academic workload policy mentioned above (8.2).

### 8.4 Withdrawal from Registered Courses

Students may apply for withdrawal of a course/s that they have already registered for. The course withdrawal may be done immediately after the Mid Term Examination (8th to 9th week of the relevant semester). The total number of credit hours after withdrawal must not fall below the minimum workload (i.e. 12 Credit Hours) as specified above. Prescribed Withdrawal Form (available at CoE office) must be filled up and submitted to the CoE office within the period mentioned in the academic calendar with the recommendation of the academic advisor and the approval of the department. A grade "W" is shown for the course which is withdrawn. After retaking the 'W' course, credit will be fulfilled for graduation and 'W' will be deleted from Final Transcript.

### 8.5 Criteria for Repeating Courses

- 'F' grade course/s must be repeated within the next 2 consecutive semesters. Pre-requisite courses should be repeated on priority basis.
- The Final grade will be computed in the Final Transcript and the previous grade/s will be marked with 'R' grade (as the retake course) which has no effect on GPA or CGPA. 'R' is deleted from Final Transcript before graduation.

### 8.6 Class Attendance Requirement

Students are required to attend all lectures, tutorials, seminars, lab works etc. of the courses that they have registered for. Normally 70% attendance is required to allow a student to take the semester final examination. The students having class attendance between 60% to 69% will be declared as non-collegiate and they need to pay Tk.500/- per course and the students having class attendance below 60% will be declared as dis-collegiate. They will be barred from attending the Final Examination. They will get 'F' grade in the semester result.

## 8.7 Dropping Semester/Leave of Absence

A student who requires to spend a period of time away from the University may apply by filling up a prescribed form (available at CoE office) of Semester Drop for a leave of absence stating valid ground for the purpose and length of leave desired (maximum two semesters/ an academic year). The student must apply for dropping the semester during the registration period. No fees will be imposed during such leave.

If any student is found absent or unregistered without having permission for a whole semester, he/she has to bear the semester fee for the respective semester to continue his/her study. However, if any student is found absent or unregistered without permission for more than two consecutive semesters, he/she will be considered as discontinued student. If such students wish to continue the study, an appeal may be made to the authority through proper channel for re-admission if he has not exceeding 20% remaining courses of the respective program. The decision on the appeal for re-admission will be dealt with the competent authority.

## 8.8 Transfer of Credits/ Exemptions

Students who have completed certain undergraduate course/s and earned credits from other recognized institutions or universities or departments may apply for credit transfer, provided that they are similar, equivalent (Obtaining B grade or 55% Marks) to the corresponding courses at IIUC. The relevant committee of IIUC will determine the equivalence of the courses. The maximum credit transfer allowed is 50% of the total credits required for graduation at IIUC. Students who wish to apply for credit transfer, should apply addressing the Pro Vice-Chancellor through the Chairman of the concerned department and the application should be submitted to the office of ACAD along with the receipt of deposit of TK. 3000/- to ACFD, copy of syllabus, copy of transcripts, copy of no objection letter from previous institute.

# 9. Academic Performance and Responsibilities of Students

## 9.1 Academic Performance

All students are required to maintain a GPA 2.00 or above to maintain acceptable academic standing in the semester result. He/She must score CGPA 2.50 for graduation.

## 9.2 Criteria for the Semester Promotion

- No semester fail status would exist under the open credit hour system.
- If any student earns 'F', the course/s must be repeated.
- Pass grade in each course is D (2.00)
- The students must complete Pre-requisite Courses and previous incomplete or 'F' or 'W' grade courses before registration of advanced courses. Moreover students who will not complete all prescribed courses of 1st and 2nd Semesters within the 4th Semester, he/she will not be allowed to get promoted/registered in the 5th Semester and students who will not complete all prescribed courses of 3rd & 4th Semester within the 6th Semester, he/she will not be allowed to get promoted/registered in the 7th Semester. However, student cannot go for internship until all courses are completed.

### **9.3 Academic Dismissal**

A student shall be dismissed from the University if:

- He/she breaches any of the University regulations.
- He/she fails all courses in 3 (Three) consecutive semesters or obtains GPA less than 2.00 in 3 consecutive semesters.

The University also reserves the right to debar, suspend or dismiss any student from the University or any of its classes in academic or institutional interest, if any such step is deemed worthy and enforceable.

### **9.4 Eligibility for Entry to Examination**

No student shall be eligible to take part in any Semester Final Examination unless:

- He/she is officially registered in such a course; and
- He/she has fulfilled the required percentage of attendance and other requirements.
- Every candidate must possess admit card to sit for the Mid-term and Final Exams.

### **9.5 Attendance in Semester Final Examination**

A registered student is required to attend the Semester Final Examination of all courses registered for. If any student is found absent without valid reasons acceptable to the University authorities, he/she will be deemed to have failed the course irrespective of marks obtained in his or her course (i.e. class test, assignment) and Mid Term Exam etc. An "X" grade, which is equivalent to "F", will be recorded in the semester transcripts.

### **9.6 Barring from Examination**

A student may be barred from taking the examination if:

- He/she fails to meet any of the above requirements for eligibility to sit for an Examination. In such a case, the student may be given the chance to appeal for exoneration.

### **9.7 Consequence of Barring from Examination**

Unless otherwise reconsidered, any student debarred from any examination shall automatically receive a grade "Y" which is equivalent to an "F" for that course irrespective of course performance. In addition, the scholarship or financial assistance of students who are barred from the Semester Final Examination may be withdrawn or reduced by a certain amount as the University authority decides on case-by-case basis.

### **9.8 Cheating in Examination**

When a student is found to have committed a breach of any provision of the Examination Rules and Regulations or any procedure made thereunder or any instruction made by an authority under these Regulations, such candidate shall be deemed to have committed an offence and will be liable to disciplinary punishment. Such punishment may be cancellation of the course in question, drop of the current semester, expulsion for an academic year or expulsion from the University, based on the weight and gravity of the offence. If a student receives the expulsion from the University for cheating in examination he/she cannot be readmitted. In addition, the student will be deprived of any financial assistance in the following semester as the University authority decides on case by case basis.

## 9.9 Failure in a Course

- A student, who fails a course within specific requirements of the Faculty and the curriculum of his/her program of studies, may do any one of the following:
- Repeat the same course if the course is classified as "CORE" or "REQUIRED" course.
- Replace the course with another one if it is classified as "SUPPORTIVE" or "ELECTIVE" or "OPTIONAL" as determined by the department or the faculty as the case may be.
- Notwithstanding any other provisions of these Regulations, a graduating student who obtains the minimum Cumulative Grade Point Average for graduation (i.e. CGPA 2.50), but fails any course, may be allowed to re-sit for that course subject to the examination rules and approval of the authority concerned.

## 9.10 Policy for Special Final Examination and Completion of Course under Special Arrangement

If a graduating/last semester/outgoing student has an incomplete course only, he/she can complete the course/s according to the following rules:

- If any graduating student has **only one course** for graduation (Scoring of grade F in current semester) or could not attend Final Examination in a course only due to illness or accident, he/she can complete the course by attending Special Final Examination. To get the approval of Special Final Exam, the incumbent has to apply with filling up of Prescribed Form through the Chairman of the concerned Department and to be submitted to the office of the Controller of Exams (CoE) within 72 Hours of Exam held with necessary documents. After getting approval in CBE meeting, the incumbent has to pay Tk. 2,000/- per course as Special Final Examination fee.
- **Criteria for completion of the course/s under Special Arrangement**
  - i) If a single course (1/2/3/4 Credit Hour/s Course/s) is outstanding after completion of outgoing semester.
  - ii) If any course is removed from the existing syllabus, no permission will be given for special arrangement of that course with running semester.
  - iii) If the course is not going to be offered in the next 2 (two) semesters.
  - iv) 3 (three) offered courses, but each course is carrying 1 (one) Credit Hour.
  - v) 2 (two) offered courses, but each course is carrying 1.5 Credit Hours.
  - vi) 2 (two) courses (one is offered and another is not offered) but each course is carrying (1/2/3/4 Credit Hour/s).
  - vii) Urgency of completion under special ground for any foreign student.
  - viii) Other than the reasons stated in (i to vii) of the above, none would be allowed for special arrangement.

To get the approval of Special arrangement, the incumbent has to apply by filling up of Prescribed Form through the Chairman of the concerned Department and Controller of Exams (CoE). The application period will be immediate after publication of Semester result and CoE office will notify the concern student for submission of application for special arrangement. After getting approval, the incumbent has to complete the registration by paying the tuition fee as per norm (**200% Tuition fee for less than 5 (Five) Students and 100% Tuition fee for 5 and above Students**). The offered course will not be allowed to complete under special arrangement.

## 9.11 Policy for Repeating a Course/s for Improvement of Grade

Opportunity for improvement of grade shall be available by fulfilling the following criteria:

- i. **Range of Grade for Improvement:** "B-" (B minus) or Below, upto pass grade.
- ii. **Validity of Improvement:** Within two consecutive Semesters for all bachelor programs.
- iii. **Payment:** Full tuition fee for that course/s on credit hour basis.
- iv. **Computation of Grade:** The highest grade between two examinations will be computed in the Transcript. It will be marked as 'RI' grade (retake as improvement) indicating retake as the purpose of improvement grade of the course.
- v. **Maximum Course/Courses allowed for Improvement:** Two courses in a Semester.
- vi. The course/s registered for improvement shall not be counted within the normal workload (CH)
- vii. Graduating students whose result has been recommended for graduation by the Central Board of Examination (CBE) shall not be eligible for improvement.
- viii. Improvement for a particular course will be allowed once only.

## 9.12 Appeal for Re-Evaluation of Examination Results

If the awarding of grade is in order but the student wants his/her answer script to be reevaluated, a prescribed Form shall have to be filled in and submitted within 15 days of publications of result by the student to the University through the Office of CoE. A fee of Tk. 500.00 per paper (or as determined by the University Board of Examination from time to time) must be deposited along with the Form.

## 9.13 Grounds for Appeal

An appeal may be made on any or all of the following grounds:

- If a student strongly believes that he/she deserves higher marks than he/she got in the course in question.
- If a student reasonably believes that the evaluation has been conducted improperly or a portion of his/her marks has not been counted.

# 10. Policies for Re-Admission and Withdrawal of Studentship

## 10.1 (i) Re-admission eligibility

- a) If a student fails to complete the required course/s of the degree within allowed period ( 12 Semester ) Or,
- b) If a student discontinues for more than two semesters.
- c) The applicant has minimum current GPA 2.00 (having pass grade course/Semester).
- d) After re-admission the completed courses have to be made equivalent through the Dept. Equivalence Committee for recommendation of completing remaining courses as per current syllabus/degree requirement and fee structure.
- e) The remaining courses will be completed through registration as per credit load policy (clause #8.2) for the respective program after re-admission.
- f) The student who requires re-admission after maximum duration (including dropped semester), will be allowed for re-admission if he/she has not exceeding 20% remaining credits of the respective program. The remaining credits must be completed within 1 or 2 semester (as the case may be) after re-admission. This clause will be applicable for the existing and new intake.
- g) The re-admitted student must achieve at least GPA 2.00 after re-admission and failure to do so will lead to dismissal of the studentship.

- h) A student who is dismissed on disciplinary grounds will not be eligible for re-admission;
- i) An undertaking will be taken from the re-admitted student for completing the remaining course/s within approved period at the time of re-admission.

## 10.2 Disciplinary Suspension or Expulsion

A student whose behavior is in violation of the University regulations is subject to face disciplinary action. As a politics free private University it absolutely prohibits any direct or indirect political activities within the University Campus. It totally bans any type of demonstration, procession, postering, bannering against the University rules and regulations, and administrative decisions. It also forbids any type of organized movement against any academic or administrative staff members of the University.

Any student who is found to be involved in or has violated any of these prohibitions may face Disciplinary Suspension or Expulsion from the University. These disciplinary actions may become a permanent part of the student's personal record. A student who is expelled for disciplinary reasons cannot appeal for re-admission.

## 10.3 Withdrawal from the University

Any enrolled student may withdraw his/her studentship from the University for good. A Prescribed Form along with Clearance Form has to be submitted to the Pro Vice-Chancellor through (i) the Chairman of the Department, (ii) ACAD and also with consent of the parents/guardian (as the case may be), stating the specific reason/s for withdrawal.

# 11. Graduation Requirements

## 11.1 Pre-Graduation Requirements

- ❖ One Semester prior to graduation a student should submit a check list form to CoE office duly filled in
- ❖ Students intending for graduation should submit an application for graduation to CoE office in the terminal semester in the University.

## 11.2 Academic Requirements

- ◆ Have passed all required and elective courses as per program of curriculum.
- ◆ Have acceptable academic standing with a CGPA of at least 2.50.
- ◆ Free from any negative report from the University Authority in general and Academic Discipline Committee in particular.
- ◆ Have fulfilled co-curricular requirements.
- ◆ Have fulfilled other University requirements.

## 11.3 Issuance of Transcript and Certificate

Results of each semester are normally distributed to every student at the beginning of the following semester. This result is for student's reference only and not to be used for any official purposes. The result produces report including the grades of all courses for that semester.

Official Transcript is issued before graduation and upon written request of a student who has paid up all fees. Partial transcripts may also be issued in the same manner to existing students. However, a fee of Tk 100/- is charged for partial transcript of each semester or testimonial.

Provisional Certificate (PVC) with Final Transcript may be issued on payment of Tk. 1000/- (i.e. Tk. 500/- for Transcript and Tk. 500/- for PVC). Original Certificate upon surrender of Provisional Certificate, may be issued on payment of Tk. 1000/- only. These charges will be applicable for the re-issuance of Duplicate Certificate and Transcript also.

## 11.4 Release of Student's Record

Student's records are considered highly confidential. Therefore, a written consent from the student is needed before releasing information from his/her personal record to person outside the University. Information may be furnished to a student's parents or sponsor without such written consent. No information concerning a student's grades will be given over telephone.

## 11.5 Right to Make Changes in Rules

The University authority reserves the right to change the requirements, rules, programs and fees without prior notice whenever circumstances arise. Such changes shall take effect as and when the proper authorities so determine.

# 12. Policies for Fees & Charges

## 12.1 Payment of Tuition Fees

It is the responsibility of all students to be familiarized with the procedures regarding payment of fees and other charges for each semester;

- i) All students are charged with full fees and charges unless the University determines that a student pays the subsidized fees.
- ii) Tuition and Semester Fees for each semester is to be paid in full amount during the course registration of the semester, unless he/she is permitted to pay it by installments.
- iii) Dues (if any) should be settled as per installment determined by ACFD before the Semester Final Examination. Otherwise students may be barred from sitting for the Final Examination. Moreover, results of their examination will be withheld until the fees are settled. Fine will be imposed for late payment of installment.
- iv) The University has the right to revise the fee structure without any prior notice.

All fees are to be paid through the First Security Islami Bank Ltd., Chawkbazar Branch, Islami Bank Bangladesh Ltd., Chawk Bazar/Bahaddarhat/Anderkillah or Agrabad Branch, Chittagong in favor of International Islamic University Chittagong or, through the Exim Bank, Sitakund/ Bahaddarhat Branch in favor of International Islamic University Chittagong. It should be noted that Course Registration Form would not be accepted until fee is paid.

## 12.2 Refund Policy

### A. For new Students

- i) If the application for cancellation of Admission is received before commencement of classes, the student shall be entitled for getting refund of 100% (full) Tuition Fee, Semester Fee, Establishment Fee, Exam Fee, Library Development Fee and also the Orientation Fee excepting Admission Fee paid based on the courses offered provided his application for withdrawal from a program is made before Orientation program, but if the application is received after the Orientation program and before the commencement of classes, his/her Orientation Fee shall not be refunded.
- ii) A student shall be entitled to get refund of 75% of paid Tuition Fee, Examination Fee (Full) & Library Development Fees (Full) based on the courses offered, if the application is received before the Mid-Term Exam. However, he will not be entitled to get refund of Admission Fee, Semester Fee, Establishment Fee and the Orientation Fee.



- iii) A student shall be entitled to get refund of 50% of paid Tuition fee only based on the courses offered if the application for cancellation of Admission /Withdrawal of the Semester is received within two weeks of the completion of Mid-Term Exam. However he/she will not be entitled to get refund of any of the Admission/Semester Fee and all other fees & charges excepting 50% of Tuition Fee.
- iv) No refund will be made (a) if the application for withdrawal is received after two weeks of the completion of Mid-term Exam and (b) if the Admission is treated cancelled due to providing incorrect information.

### **For Existing Students**

- i) **Semester Drop:** A student may be exempted from paying all charges if he/she applies for dropping a particular Semester through the prescribed Drop Form before Mid-Term Exam. But if he/she applies for dropping a particular Semester within two weeks after completion of Mid-Term Exam, 50% of Semester Fee will be payable (in case of non-registered student).
- ii) **Course Add & Drop:** A student may be exempted from Tuition Fee if he/she submits the prescribed Course Add & Drop Form for dropping any course/courses within Course Add & Drop Period of the Academic Calendar of a Semester.
- iii) **Semester Withdrawal before Mid-Term Exam:**  
If a student submits prescribed Semester Withdrawal Form for withdrawing a Semester before commencement of the Mid-Term Exam, he/she will be exempted from 75% of paid Tuition Fee & 100% of paid Examination Fee based on the courses registered (After Registration).
- iv) **Semester and Course/s Withdrawal after Mid-Term Exam:**  
If a student submits prescribed Semester withdrawal Form for withdrawing a Semester or Course Withdrawal Form for withdrawing any course/courses within two weeks of the completion of the Mid-Term Exam, he/she will be exempted from 50% of tuition fee. But he/she shall have to pay the Tuition Fee as a fresh course on that withdrawn course/s in the subsequent Semester. However in case of withdrawal of a Semester, the Semester & Exam/Establishment Fee will not be refunded.
- v) Semester Withdrawal will not be considered after two weeks of completion of the Mid-Term Exam.
- vi) Full Semester Fee will be imposed if any student discontinues any semester without dropping formally.

### **12.3 Miscellaneous Matters (applicable for out going Students):**

Bachelor Programs (where minimum workload is 12 Credit Hours):

1. For less than 06 Credit Hours as Fresh, Improvement or Retake = No charge of Semester Fee
2. For 06 Credit Hours as Fresh, Improvement or Retake = 50% of Semester Fee
3. For more than 06 Credit Hours as Fresh, Improvement or Retake = Full Semester Fee

**N.B.:**

1. In case of imposing Semester Fee there shall be no difference due to variation in the nature of course (Fresh, Improvement or Retake).
2. In case of imposing Tuition Fee, 100% of Tuition Fee will be charged if the course is a fresh one or Improvement course and 50% of Tuition Fee will be charged if the course is Repeat or Retaken due to 'F' grade.
3. There is no difference in charging the Semester Fee in case a student repeats his/her courses once or more than once earlier.

## 12.4 Waiver Policy

1. The waiver will be applicable basically on tuition fees unless otherwise is mentioned.
2. Waiver on tuition fee during admission will be determined on the basis of SSC/Dakhil and HSC/Alim results as per the following policy. The result will be calculated excluding additional subjects if any.

GPA		Waiver
S.S.C/ Dakhil	H.S.C/ Alim	
5.00	5.00	100%
4.75-4.99	5.00	50%
4.75-4.99	4.75-4.99	25%

### Note:

- (i) To retain 100% waiver for previous results (SSC & HSC or equivalent), a student has to maintain at least GPA 3.80 in the subsequent Semesters (In case of ELL, GPA 3.60). If any student fails to achieve his/her semester result GPA 3.80 he/she will get 50% waiver maintaining minimum GPA 3.50, (for ELL, GPA 3.00).
  - (ii) To retain 50% waiver for previous results, a student has to maintain GPA 3.70 in the subsequent Semesters (In case of ELL, GPA 3.5). If any student fails to achieve his/her semester result GPA 3.70 he/she will get 25% waiver maintaining minimum GPA 3.20, (for ELL, GPA 3.00).
  - (iii) To retain 25% waiver for previous results, a student has to maintain GPA 3.00 in the subsequent Semesters (In case of ELL, GPA 2.50).
  - (iv) If semester result goes below (SSC & HSC waiver holder) the minimum required GPA mentioned in the subclauses (i), (ii) & (iii), he/she would not enjoy the waiver in the particular semester.
  - (v) Waiver under (a) (b) and (c) category will continue for the total duration of the Undergraduate Programs subject to fulfillment of the required GPA in the following Semesters.
3. Waiver on the basis of Semester results (for all departments excepting ELL). Applicable from 2nd Semester onward.

GPA:4.00	GPA: 3.99 to 3.50
T.F 75%	To be considered in the meeting of Student Welfare Committee

\*T.F= Tuition fee

For ELL

GPA:3.9-4.00	GPA: 3.89 to 3.30
T.F 75%	To be considered in the meeting of Student Welfare Committee

4. If two or more siblings or husband & wife and parents & children are found studying in IIUC simultaneously, each of them will be entitled to get 25% waiver on Tuition Fee only, provided they must register for that Semester in time. Filled up Siblings Form must be submitted through concerned Chairman of the Department to SDSWD after notification.
5. If a student is found to deserve two kinds of financial benefits, he/she can enjoy only one benefit and the higher one.

6. The wards of Freedom Fighter will be entitled to get tuition fee waiver as per the Private University act 2010 & UGC rules. To avail this waiver, the student will have to apply with relevant documents after getting admitted .
7. Students studying foundation course (REC), 1st semester & Final Semester are not considered for financial assistance.
8. Students of Masters, Diploma Programs and Shariah Faculty are not entitled to apply for financial assistance except GPA 4.00 holder in the Semester Final Exam. But they may enjoy waiver under Siblings Category.
9. All graduates from IIUC shall be entitled to get 50% waiver on Admission Fee provided he/she gets admitted to any Masters program within one Academic year (two Semesters) from the date of graduation.

**The waiver on the basis of Semester result is not an automatic right, but it is a privilege subject to fulfillment of the following requirements :**

- i. That the student must have registered within the stipulated period of Registration for the subsequent Semester.
- ii. That the student has registered with normal workload (12 Credit Hours for Undergraduate programs & 9 Credit Hours for Postgraduate programs) as per IIUC's workload policy. If any student fails to maintain the normal workload, he/she will not get any waiver/financial assistance.
- iii. That the student must apply in prescribed form within the deadline of application, failing which he/she may be barred from financial assistance.
- iv. Final decision for granting waiver will be subject to the satisfactory report on his/her conduct, attendance, abiding by rules and disciplines of IIUC and depends on the discretion of the authority.

**Fee Structure of bachelor programs for new intake (effective from Autumn-2021)**

4-year Bachelor Programs	C.H	Admission Fee	Semester Fee	Tuition Fee (C.H Basis)	Other Cost	Total Cost	First Installment
Qur'anic Science & Islamic Studies (QSIG) Sciences of Hadith & Islamic Studies (SHIS) Da'wah & Islamic Studies (DIS)	137	Tk.5,000/-	3,500 × 8 = 28,000/-	Exempted	41,866/-	74,866/-	Tk.16,266/-
Computer Science & Engineering (CSE)	163	Tk.30,000/-	14,000 × 8 = 1,12,000/-	DC (2,075 x 154) = 3,19,550/- URC (1,100 x 9) = 9,900/-	51,316/-	5,22,766/-	Tk.87,616/-
Electrical & Electronic Engineering (EEE)	161	Tk.30,000/-	12,000 × 8 = 96,000/-	DC (2,000 x 152) = 3,04,000/- URC (1,100 x 9) = 9,900/-	51,116/-	4,91,016/-	Tk.81,316/-
Electronic & Telecommunication Engineering (ETE)							Tk.78,116/-
Computer & Communication Engineering (CCE)							Tk.78,116/-
Civil Engineering (CE)	163	Tk.30,000/-	14,000 × 8 = 1,12,000/-	DC (2,500 x 156) = 3,90,000/- URC (1,100 x 7) = 7,700/-	51,316/-	5,91,016/-	Tk.90,716/-
Pharmacy (B. Pharm Hons.)	165	Tk.30,000/-	14,000 × 8 = 1,12,000/-	DC (2,175 x 156) = 3,39,300/- URC (1,100 x 9) = 9,900/-	51,516/-	5,42,716/-	Tk.86,816/-
Business Administration (BBA)	140	Tk.30,000/-	12,000 × 8 = 96,000/-	DC (2,070 x 129) = 2,67,030/- URC (1,100 x 11) = 12,100/-	49,016/-	4,54,146/-	Tk.79,256/-
Economics & Banking (EB)	142	Tk.25,000/-	7,000 × 8 = 56,000/-	DC (1,300 x 129) = 1,67,700/- URC (1,100 x 13) = 14,300/-	49,216/-	3,12,216/-	Tk.60,616/-
English Language & Literature (ELL Hons.)	140	Tk.25,000/-	7,000 × 8 = 56,000/-	DC (1,290 x 129) = 1,66,410/- URC (1,100 x 11) = 12,100/-	49,016/-	3,08,526/-	Tk.62,116/-
Arabic Language & Literature (ALL Hons.)	121	Tk.4,000/-	4,000 × 8 = 32,000/-	DC 250 x 121 = 30,250	41,066/-	107,316/-	Tk.20,966/-
Laws (LL.B Hons.)	150	Tk.28,000/-	10,000 × 8 = 80,000/-	DC (1,610 x 142) = 2,28,620/- URC (1,100 x 8) = 8,800/-	50,016/-	3,95,436/-	Tk.75,416/-

**The Following fees & charges are included in Other Cost.**

- ◆ An amount of Tk.100/- per credit as Examination Fee for all programs other than BA (Hons.) in **QSIG, DIS, SHIS & ALL**.
- ◆ An amount of Tk.50/- per credit as Examination Fee for BA (Hons.) in **QSIG, DIS, SHIS & ALLs**.
- ◆ Library Development Fee & Other Charge Tk. 3,000/-.
- ◆ An Establishment Fee Tk.4000/- in every semester.
- ◆ Rover Scout Fee Tk.16/-.

**Legends: C.H. = Credit Hour, URC = University Requirement Course, DC= Departmental Course.**

**Special waiver and facilities**

**\*\* 25% Waiver on tuition fee for each of siblings.**

**\*\*\* Generous financial assistance for meritorious, needy and poor students (subject to securing required GPA in the semester result).**

**For detail information about financial assistance and waiver visit <https://www.iiuc.ac.bd/program/financial-info>**