



Ref: IIUC/REG: 32808.5.2.(50) 2025

Date: 17.11.2025

General Notice

Ref: a) 50th Academic Council meeting held on October 18, 2025
 b) 263rd Syndicate meeting held on October 26, 2025.



As directed, decisions on Retake Courses, Improvement Exams, Special Exams, to show the Answer Script of Final Examinations to the Students and Punishment for copying in the Examinations Hall are given below for information/necessary action of all concerned.

SL	Academic Matters	Decisions
1	Improvement of Grade / Exams	<ul style="list-style-type: none"> i. Students obtaining a maximum of B- grade shall be eligible for improvement. ii. The duration for improvement shall remain open in any semester within the total period of study. iii. A maximum of four (04) courses may be allowed for improvement in a semester. iv. Payment for improvement shall be 50% of the regular tuition fee. v. Between the original and the improved grades, the higher grade shall be considered final. vi. Improvement shall not be permitted after the finalization of the graduating result. vii. Related requirements such as attendance, tests, and examinations must be fulfilled in the same manner as for a regular course. viii. Registration of improvement courses should be counted with the credits of total registration and consistent with the semester work load policy



Registrar's Office

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2	Special Exams	<ul style="list-style-type: none"> i. Special Examinations (Mid-term and Semester End) may be arranged for students in case of serious illness or death of immediate family members, upon due consideration of the gravity of the case. ii. The deserving candidate must apply online and submit supporting documents to the concerned department within 72 hours of the scheduled examination. iii. The Departmental Examination Committee shall scrutinize the applications and notify the approved students for attending the Special Examinations on payment of Tk. 2,000 per course. iv. Fee for Special Exams of overlap course/s will not be applicable. iv. Remuneration bill for question setting, invigilation, and marking in Special Examinations shall be double that of the regular examinations.
3	To Show the Answer Script of Final Examinations	<ul style="list-style-type: none"> i. There shall be no provision for showing/displaying the Semester End Examination answer scripts to students. ii. However, a student may apply for re-checking of grades on payment of Tk. 500 per course.
4	Punishment for copying in the Exam Hall	<ul style="list-style-type: none"> i. Cancellation of all courses registered in that semester. ii. Repetition of the cancelled courses shall be required, with payment of 50% tuition fee in the subsequent semester. iii. The Chief invigilator and Invigilator should ensure proper invigilation from the beginning to end of the exam and alert the examinees before starting of exam regarding the norms of punishment of the different types of misconducts. The Invigilator and Chief Invigilator should report the reported cases to CoE office with proper documents and exact findings. <p>The meeting also recommended that for</p> <p>1st time copying : 50% of Tuition Fee</p> <p>2nd time copying : 100% of Tuition Fee</p> <p>3rd time copying : Admission Cancel/expel from University</p>
5	Retake Course/s /Re-admission	<ul style="list-style-type: none"> i. The existing rules for course retake shall remain in effect, with payment of 50% tuition fee. ii. Re-admission with 50% of the admission fee shall also remain valid.

All concerned are requested to take necessary actions in this regards as per resolutions of the referred meetings.

17.11.25

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 Registrar
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