**TEMPLATE OF**

**OUTCOME-BASED CURRICULUM**

**2024 (for Masters program)**



**IQAC-JU**

**Jahangirnagar University, Savar, Dhaka-1342**

**Bangladesh**

**Outcome-based Curriculum of**

**[Please write the full name of the program]**



**[Please write the full name of the Department]**

**Jahangirnagar University**

**Date: [Month Year]**

**01. Title of the Academic Program**

[Please write the full name of the program]

|  |
| --- |
| **Program Overview** |
| Degree | [Please write full name of the Degree] |
| Abbreviated form of the Degree | [Please write the abbreviated form of Degree] |
| Major (if applicable) | [Please write the major areas, if applicable] |
| Department/Program Offering Entity (POE)  | [Please write the full name of the Department] Department |
| Faculty | [Please write the full name of the Faculty] Faculty |
| Awarding Institution  | Jahangirnagar University |
| Location | Dhaka, Bangladesh  |
| Bangladesh National Qualifications Framework (BNQF) Level | 9 |
| International Standard Classification of Education (ISCED) Code | [Please write the ISCED code following the BNQF guideline] |
| Mode of Study | Full Time  |
| Language of Study | [Please write the language of study] |
| Applicable Session | 2025-26 and onwards  |

**02. Name of the University**

Jahangirnagar University

**03. Vision of the University:** Promoting and advancing world-class higher education in the University.

**04. Mission of the University**

|  |  |
| --- | --- |
| **UM1** | Creating skilled and trained human resources through enhancing the quality of higher education in the University, technology-based education, communication with the outside world, and expanding national and international collaboration and research activities; |
| **UM2** | Contributing to Vision 2041 by ensuring education with the spirit of liberation war and playing a functional role in raising the standard of higher education in Bangladesh to the international level; |
| **UM3** | Ensuring quality advanced higher education for all classes of citizens irrespective of religion, caste, creed, and gender. |

**UM = University Mission**

**05. Name of the Department/Program Offering Entity (POE)**

 [Please write full name of the Department]

**06. Vision of the Department/POE**

[Please write the vision of the Department/POE]

**07. Mission of the Department/POE**

|  |  |
| --- | --- |
| **M1** | [Starting with ‘To,’ please write the first mission of the Department/POE] |
| **M2** | [Starting with ‘To,’ please write the second mission of the Department/POE] |
| **M3** | [Starting with ‘To,’ please write the third mission of the Department/POE] |
| **M4** | [Starting with ‘To,’ please write the fourth mission of the Department/POE] |
| **M?** | [Starting with ‘To,’ please write the remaining missions of the Department/POE and number them accordingly] |

 **M = Mission of the Department/POE**

**08. Objectives of the Department/POE**

|  |  |
| --- | --- |
| **O1** | [Starting with ‘To,’ please write the first objective of the Department/POE] |
| **O2** | [Starting with ‘To,’ please write the second objective of the Department/POE] |
| **O3** | [Starting with ‘To,’ please write the third objective of the Department/POE] |
| **O4** | [Starting with ‘To,’ please write the fourth objective of the Department/POE] |
| **O?** | [Starting with ‘To,’ please write the remaining objectives of the Department/POE and number them accordingly] |

 **O = Objective of the Department/POE**

**09. Name of the Degree**

 [Please write full name of the Degree]

**10. Description of the Program**

 [Please highlight the details of the program]

(For example, we can start the description of the program by stating like the following general statement.)

The\_\_\_\_\_ program offered by the \_\_\_\_\_Department at Jahangirnagar University\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

**11. Graduate Attributes**

|  |  |  |
| --- | --- | --- |
| **GA1** | [Please write the first graduate attribute] | [Please write the domain name] domain |
| **GA2** | [Please write the second graduate attribute] | [Please write the domain name] domain |
| **GA3** | [Please write the third graduate attribute] | [Please write the domain name] domain |
| **GA4** | [Please write the fourth graduate attribute] | [Please write the domain name] domain |
| **GA5** | [Please write the fifth graduate attribute] | [Please write the domain name] domain |
| **GA?** | [Please write the remaining graduate attributes and number them accordingly] | [Please write the domain name] domain |

 **GA = Graduate Attributes**

**12. Program Educational Objectives (PEOs)**

|  |  |
| --- | --- |
| **PEO1** | [Starting with ‘To,’ please write the first Program Educational Objective] |
| **PEO2** | [Starting with ‘To,’ please write the second Program Educational Objective] |
| **PEO3** | [Starting with ‘To,’ please write the third Program Educational Objective] |
| **PEO4** | [Starting with ‘To,’ please write the fourth Program Educational Objective] |
| **PEO?** | [Starting with ‘To,’ please write the remaining Program Educational Objective and number them accordingly] |

 **PEO = Program Educational Objective**

**13. Program Learning Outcomes (PLOs)**

 After successful completion of the degree, the learner will be able to:

|  |
| --- |
| **A. Fundamental Skills** |
| PLO1 | [Please write the first PLO related to fundamental skills] |
| PLO2 | [Please write the second PLO related to fundamental skills] |
| PLO? | [Please write the remaining PLO related to fundamental skills and number them accordingly] |
| **B. Social Skills** |
| PLO? | [Please write the first PLO related to social skills] |
| PLO? | [Please write the second PLO related to social skills] |
| PLO? | [Please write the remaining PLO related to social skills and number them accordingly] |
| **C. Thinking Skills** |
| PLO? | [Please write the first PLO related to thinking skills] |
| PLO? | [Please write the second PLO related to thinking skills] |
| PLO? | [Please write the remaining PLO related to thinking skills and number them accordingly] |
| **D. Personal Skills** |
| PLO? | [Please write the first PLO related to personal skills] |
| PLO? | [Please write the second PLO related to personal skills] |
| PLO? | [Please write the remaining PLO related to personal skills and number them accordingly] |

 **PLO = Program Learning Outcome**

**14. Mapping Mission of the University with PEOs**

[Please change the numbers in the following table]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Missions** **PEOs**  | UM1 | UM2 | UM3 | UM4 | UM5 |
| PEO1 | 2 | 1 | 3 | 3 | 1 |
| PEO2 | 2 | 3 | 2 | 2 | 3 |
| PEO3 | 3 | 2 | 3 | 1 | 2 |
| PEO4 | 2 | 2 | 2 | 2 | 3 |
| PEO? | 2 | 2 | 2 | 3 | 2 |

 **Level of Correlation: 3=High, 2=Medium, 1=Low**

**15. Mapping PLOs with PEOs**

 [Please change the position of ‘dots’ in the following table]

|  |  |
| --- | --- |
| **Program Learning Outcomes (PLOs)** | **Program Educational Objectives (PEOs)** |
| PEO1 | PEO2 | PEO3 | PEO4 | PEO? |
| **A. Fundamental Domain** | PLO1 |  |  | ● | ● |  |
| PLO2 | ● | ● |  | ● |  |
| PLO? |  | ● | ● |  | ● |
| **B. Social Domain** | PLO? |  |  | ● | ● |  |
| PLO? | ● | ● |  | ● |  |
| PLO? |  | ● | ● |  | ● |
| **C. Thinking Domain** | PLO? |  |  | ● | ● |  |
| PLO? | ● | ● |  | ● |  |
| PLO? |  | ● | ● |  | ● |
| **D. Personal Domain** | PLO? |  |  | ● | ● |  |
| PLO? | ● | ● |  | ● |  |
| PLO? |  | ● | ● |  | ● |

**16. Mapping Courses with PLOs**

|  |  |
| --- | --- |
| **Course Code and Course Title** | **PLOs**  |
| **Fundamental Domain** | **Social Domain** | **Thinking Domain** | **Personal Domain** |
| PLO1 | PLO2 | PLO? | PLO? | PLO? | PLO? | PLO? | PLO? | PLO? | PLO? | PLO? | PLO? |
| **First Year First Semester**  |
| 0311 15 Econ 5101Advanced Microeconomics | ● | ● | ● |  |  |  | ● |  | ● |  | ● | ● |
| 0541 15 Math 5152Sessional on Mathematics for Economists | ● |  | ● |  | ● | ● | ● |  | ● | ● |  | ● |
| 0231 15 Eng 5153Communicative English | ● | ● |  | ● | ● | ● | ● |  |  |  | ● | ● |
| xxx xxx xxx | ● | ● | ● |  | ● | ● | ● |  | ● |  | ● | ● |
| ??? ??? ???  | ● |  |  |  |  |  |  | ● | ● |  |  | ● |
| **First Year Second Semester**  |
| xxx xxx xxx | ● | ● | ● |  | ● | ● |  | ● | ● |  | ● |  |
| xxx xxx xxx | ● | ● | ● |  | ● |  |  |  | ● | ● | ● |  |
| ??? ??? ???  |  | ● | ● | ● | ● |  |  |  | ● |  |  |  |

|  |  |
| --- | --- |
| **Course Code and Course Title** | **PLOs**  |
| **Fundamental Domain** | **Social Domain** | **Thinking Domain** | **Personal Domain** |
| PLO1 | PLO2 | PLO? | PLO? | PLO? | PLO? | PLO? | PLO? | PLO? | PLO? | PLO? | PLO? |
| **Second Year First Semester**  |
| xxx xxx xxx | ● | ● | ● |  |  |  | ● |  | ● |  | ● | ● |
| xxx xxx xxx | ● |  | ● |  | ● | ● | ● |  | ● | ● |  | ● |
| ??? ??? ???  | ● |  |  |  |  |  |  | ● | ● |  |  | ● |
| **Second Year Second Semester**  |
| xxx xxx xxx | ● | ● | ● |  | ● | ● |  | ● | ● |  | ● |  |
| xxx xxx xxx | ● | ● | ● |  | ● |  |  |  | ● | ● | ● |  |
| ??? ??? ???  |  | ● | ● | ● | ● |  |  |  | ● |  |  |  |

**17. Structure of the Curriculum**

|  |  |  |
| --- | --- | --- |
| a) Duration of the Program | [Please write the duration of program in years]  | [Please write the total number of Semesters to complete the program] |
| b) Admission Requirements  | Candidates seeking admission into a Master’s program must possess a three/four/five-year Bachelor's degree from a recognized university (home and abroad); with 16 years of Facultying; and a minimum CGPA/class/division of [Please write the CGPA/ class/ division requirement here]. Other Semesters and conditions are set or revised periodically by the appropriate authority subject to the approval of the Board of Advance Studies (BOAS), and Academic Council (AC) of the university. Candidates seeking admission into the ‘Masters by Research’ program must have (i) either a ‘thesis’ or similar type of course(s) in Bachelor's degree or (ii) publish at least one article in a reputed journal as the first author.Students having Appeared Certificate of Bachelor's degree may be admitted in the Masters program. But he/she has to submit the original Transcript, Provisional Certificate/ Certificate/ Migration Certificate of Bachelor degree within two months of admission. Otherwise, his/her admission will be cancelled. |
| c1) Graduating Credits /Total Minimum Credit Requirement to Complete the Program i | [Please write the total minimum credit requirement to complete the program based on Table 1 under Section 4 of the ‘ORDINANCE FOR MASTER’S PROGRAMS – 2022’ of Jahangirnagar University. A detailed Table may be inserted if needed.] |
| c2) Available Credits | [Please write the available credits including core and optional courses] |
| d) Total Class Weeks in a Semester ii | 14 |
| e) Minimum CGPA Requirements for Graduation | 2.50 |
| f) Maximum Academic Years of Completion | [Please write the maximum number of academic years to complete the program] |

|  |  |
| --- | --- |
| **Program type** | **Min. credit requirement from major area** i |
| Coursework (Min.) | Dissertation (Min.) | Dissertation (Max.) | Min. from Major Area |
| **Coursework** | 20 | - | - | 20 |
| **Mixed-mode (Dissertation)** | 9 | 15 | 20 | 20 |
| **Mixed-mode (Project)** | 12 | 3 | 6 | 20 |
| **Mixed-mode (Internship)** | 12 | 3 | 6 | 20 |
| **Research** | - | 45 | 60 | 45 |

\* For achieving a Master’s degree with a major in a specified field under a mixed-mode or ‘Master’s by Research’ scheme, the concerned dissertation must be directly linked with the ‘major area’ under consideration.

|  |
| --- |
| Semester Durationii |
| Teaching and Learning  | Preparatory Leave | Semester Final Examination  | Semester Break | Total  |
| 14 Weeks | 2 Weeks | 4 Weeks | 2 Weeks | 22 Weeks |

[Please write the area-wise credit distribution. Please edit the numbers in the following table, as applicable to the program]

|  |
| --- |
| **g1) Area-wise Credit Distribution** |
| Area | Course Type | Number of Courses | Credits | Total Credits  |
| General Education (GED) Courses\*\*  | Theory | 2 | 6 | 9 |
| Sessional  | 2 | 3 |
| Core/Compulsory Courses | Theory | 10 | 30 | 36 |
| Sessional  | 4 | 6 |
| Optional/Elective Courses  | Theory | 5 | 15 | 18 |
| Sessional  | 2 | 3 |
| Capstone Courses\*\*\* | Sessional  | 2 | 18 | 18 |
| **Total**  | 27 | 81 | 81 |
| \*\* 11% from GED courses [Please note that GED courses should be at least 10%] |

 \*\*\* Thesis, project, internship etc. courses

[Please write the category of courses in detail. Please edit the course title and credits in the following table, as applicable to the program]

|  |
| --- |
| **g2) Category of Courses** |
| Area | Course Type | Course Title | Credits  |
| General Education (GED) Courses | Theory | 1. Communicative English
2. ……………………………..

…………………………….. | 6 |
| Sessional | 1. Sessional on Mathematics for Economists
2. ……………………………..

…………………………….. | 3 |
| Core/ Compulsory Courses | Theory | 1. Advanced Microeconomics
2. ……………………………..

…………………………….. | 30 |
| Sessional | 1. ……………………………..
2. ……………………………..

…………………………….. | 6 |
| Optional/ Elective Courses | Theory | 1. ……………………………..
2. ……………………………..

…………………………….. | 15 |
| Sessional | 1. ……………………………..
2. ……………………………..

…………………………….. | 3 |
| Capstone Courses | Sessional | 1. ……………………………..
2. ……………………………..

…………………………….. | 18 |
| **Total** | 81 |

**18. Year/Semester-wise Distribution of Courses**

[Please write the year/Semester-wise distribution of courses]

|  |
| --- |
| **First Year First Semester** |
| **Course Code** | **Course Title**  | **Course Status**  | **Contact Hours/Week** | **Credits**  | **Prerequisites**  |
| **Theory** | **Sessional** |
| 0311 15 Econ 5101 | Advanced Microeconomics | Core | 3.0 | - | 3.0 | None |
| ………………….. | ………………….. | Optional | 3.0 | - | 3.0 | None |
| ………………….. | ………………….. | Optional | 3.0 | - | 3.0 | None |
| 0541 15 Math 5152 | Sessional on Mathematics for Economists | Core  | - | 2.0 | 2.0 | None |
| 0231 15 Eng 5153 | Communicative English | Core  | 3.0 | - | 3.0 | None |
| **Total** | Core Courses:05, Optional Courses: 01, Theory Courses: 05, Sessional Courses: 01 | 15.0 | 2.0 | 17.0 | - |
| 17.0 |
| **First Year Second Semester** |
| **Course Code** | **Course Title**  | **Course Status**  | **Contact Hours/Week** | **Credits**  | **Prerequisites**  |
| **Theory** | **Sessional** |
| ………………….. | ………………….. | … … | … | … | … | … … |
| ………………….. | ………………….. | … … | … | … | … | … … |
| ………………….. | ………………….. | … … | … | … | … | … … |
| **Total** | Core Courses: …, Optional Courses: , Theory Courses: , Sessional Courses:  | … | … | … | … |
| … |

|  |
| --- |
| **Second Year First Semester** |
| **Course Code** | **Course Title**  | **Course Status**  | **Contact Hours/Week** | **Credits**  | **Prerequisites**  |
| **Theory** | **Sessional** |
| ………………….. | ………………….. | … … | … | … | … | … … |
| ………………….. | ………………….. | … … | … | … | … | … … |
| **Total** | Core Courses: , Optional Courses: … Theory Courses: , Sessional Courses:  | … | … | … | … |
| … |
| **Second Year Second Semester** |
| **Course Code** | **Course Title**  | **Course Status**  | **Contact Hours/Week** | **Credits**  | **Prerequisites**  |
| **Theory** | **Sessional** |
| ………………….. | ………………….. | … … | … | … | … | … … |
| ………………….. | ………………….. | … … | … | … | … | … … |
| **Total** | Core Courses: , Optional Courses: , Theory Courses: , Sessional Courses:  | … | … | … | … |
| … |

**19. Course Description**

|  |
| --- |
| **First Year First Semester** |
| **Course Code:** 0311 15 Econ 5101 | **Year:** First | **Semester:** First |
| **Course Title:** Advanced Microeconomics |
| **Course Status:** Core |
| **Credit:** 3.0 |
| **Prerequisite(s):** None |
| **Rationale** | The course intends to …. ……… ………….. ………………… ……………. …………… . …. …….. ……………………….. ……………. . |

|  |  |
| --- | --- |
| **Course Contents** | **CLOs**  |
| **Section A** |
| **1** | **…………………….. :** ………………………………………  | 1, 2 |
| **2** | **…………………….. :** …………………………………… ……  | 1, 2, 3 |
| ? | **…………………….. :** …………………………………… ……  | 3, ? |
| **Section B** | **CLOs** |
| ? | **…………………….. :** …………………………………… ……  | 1, 2, 3 |
| ? | **…………………….. :** …………………………………… ……  | 1, 3, ? |
| ? | **…………………….. :** …………………………………… …… .  | 1, 2, ? |

|  |  |  |
| --- | --- | --- |
| **Course Learning Outcomes (CLOs)**  | Upon completion of this course the students will be able to: | **Mapping with PLOs** |
| CLO1 | …………… ……….. …………….; | PLO1, PLO2, PLO10 |
| CLO2 | …………… ……….. …………….; | PLO2, PLO? |
| CLO? | …………… ……….. ……… …. ; | PLO3, PLO? |

|  |
| --- |
| **Mapping CLOs with the Teaching-Learning and Assessment Strategy** |
| **CLOs** | **Teaching-Learning Strategy** | **Assessment Strategy** |
| CLO1 | Lecture and Team Teaching  | Quiz and Class Test  |
| CLO2 | Problem-based Learning and Presentation | Assignment and Final Exam  |
| CLO? | Lecture and Group Discussion  | Viva voce and Final Exam |

|  |
| --- |
| **Learning Materials** |
| **Recommended Readings** | ? |
| **Supplementary Readings** | ? |

**20. Grading and Evaluation**

**20.1.1 Grading Scale**

Letter Grades and corresponding Grade Points will be awarded following provisions shown below:

|  **Numerical Grade** | **Letter Grade** | **Grade Point** |
| --- | --- | --- |
| 80% or above  | A+ (A plus) | 4.00 |
| 75 to less than 80% | A (A regular) | 3.75 |
| 70 to less than 75% | A- (A minus) | 3.50 |
| 65 to less than 70% | B+ (B plus) | 3.25 |
| 60 to less than 65% | B (B regular) | 3.00 |
| 55 to less than 60% | B- (B minus) | 2.75 |
| 50 to less than 55% | C+ (C plus) | 2.50 |
| 45 to less than 50% | C (regular) | 2.25 |
| 40 to less than 45% | D | 2.00 |
| Less than 40% | F | 00 |
| Incomplete  | I |  |
| Withdrawn  | W |  |
| Continuation (for project, thesis design, etc. course) | X |  |

**20.1.2 Cumulative Grade Point Average (CGPA)**

GPA will be calculated as per the standard practices at the undergraduate level of Jahangirnagar University. A student’s performance will be evaluated in Semesters of three indices, viz. Semester Grade Point Average (TGPA), Yearly Grade Point Average (YGPA), and Cumulative Grade Point Average (CGPA). The TGPA is computed by dividing the total points earned in a Semester by the number of credits taken in the Semester. The YGPA is computed by dividing the total grade points earned in two Semesters in a year by dividing the number of credits taken in that year. The CGPA is computed by dividing the total grade points accumulated up to date by the total completed credits. Thus a student who has earned 275 grade points in attempting 100 credits of courses would have an overall CGPA of 2.75. The students will be awarded the Degree with Distinction, if their CGPA is 3.75 or above.

**20.1.3 Evaluation of Theory Courses**

All theory courses will be evaluated out of 100 marks. The marks will be distributed as follows:

|  |  |
| --- | --- |
| Attendance: | 10 Marks |
| Continuous Assessments: | 30-40 Marks |
| Semester Final: | 50-60 Marks |
| **Total:** | **100 Marks** |

**20.1.4 Evaluation of Sessional Courses**

All sessional courses will be evaluated out of 100 marks. The marks will be distributed as follows:

|  |  |
| --- | --- |
| Attendance: | 10 Marks |
| Sessional Assessments: | 60 Marks |
| Viva voce: | 30 Marks |
| **Total:** | **100 Marks** |

(a) For both theory and sessional courses, attendance shall carry 10 marks and the basis for awarding marks will be as follows:

|  |  |
| --- | --- |
|  **Attendance (%)** | **Marks** |
| ≥ 90 | 10 |
| 85 to < 90 | 9 |
| 80 to < 85 | 8 |
| 75 to < 80 | 7 |
| 70 to < 75 | 6 |
| 65 to < 70 | 5 |
| 60 to < 65 | 4 |
| < 60 | 0 |

(b) The continuous assessments (30 to 40 marks) for theory courses may be conducted in the form of written class examinations, assignments, home-works, presentations, quizzes, viva voce, mid-semester, etc. For any theoretical course, there shall be at least four assessments. Section best (A & B) assessments shall be counted. A mid-semester Examination may be taken if a Department/POE opts for it. The concerned Department will allocate marks for mid-semester and continuous other evaluations in such a case. The course teachers must submit the continuous assessment and sessional assessment mark sheets to the Chair of the Examination Committee before the start of the Semester's final examination.

(c) The remaining 50 to 60 marks will be allocated for the Semester final examination.

(d) A student who fails in any course(s) in the Semester final examinations or who registered for the course(s) but did not sit for the examination, the concerned course(s) will be considered as retake course(s).

(e) A student retaking theory course(s) for clearing/passing or improvement must appear at the mid-semester (if any) and Semester final examinations. A student may attend continuous assessments also on the written approval of the Department Head; otherwise, the marks of continuous assessments will be maintained from the student’s previous records. The marks of attendance will be carried forward from the earlier Semester. The obtained grade will be downgraded in case of retaking course(s).

(f) Examination procedure related to other guidelines of the latest ‘Ordinance for Undergraduate Examination’ of Jahangirnagar University will generally be applicable for the Master’s programs, if not conflicting with this Ordinance.

**20.1.5 Evaluation of Viva Voce**

A Department may include Viva Voce of 01/02 credit(s) at the end of each Semester. The concerned Examination committee of that Semester will conduct the viva and assess the students out of 100 marks.

# 20.1.6 Dissertation under Mixed-mode

i) There will be two components of the Dissertation, namely Dissertation Part-I in one Semester for proposal development, and Dissertation Part-II in another Semester for completing the Dissertation. The total credit for the Dissertation will be between 15 to 20 credits. The credit allocation for proposal development and dissertation parts will be 3-5 credits and 12-15 credits, respectively.

ii) A Dissertation (both proposal and Dissertation) will be evaluated out of 100 marks.

Marks distribution of Dissertation Part-I will be as follows:

|  |  |  |
| --- | --- | --- |
| a) | Assessment of Supervisor | 30 marks |
| b) | Proposal Presentation | 70 marks |

Marks distribution for Dissertation Part-II will be as follows:

|  |  |  |
| --- | --- | --- |
| a) | Assessment of Supervisor  | 20 marks |
| b) | Dissertation Evaluation | 50 marks |
| c) | Defense (Oral examination)  | 30 marks |

iii) Dissertation Part-I will usually commence in the Master’s first-year second-Semester and Dissertation Part-II in the second-year first-Semester (final Semester).

iv) The final evaluation of the Dissertation Part-II will be made at the end of the final Semester. However, the evaluation of the Dissertation Part-I will be done in the corresponding Semester.

v) A student registered for Dissertation will undertake research work under the guidance of a supervisor and a co-supervisor (if necessary).

vi) The research needs to be carried out in this University or at the appropriate place(s) approved by the Supervisor in consultation with the Department Head.

vii) There shall generally be one Supervisor for each student, but a co-supervisor may also be appointed if needed. A teacher not below the rank of Assistant Professor will act as supervisor/co-supervisor. However, a Lecturer with MPhil/ Master’s by Research/ Ph.D. degree is eligible to supervise/co-supervise a student. Co-supervision may also be allowed from other Departments of Jahangirnagar University/other universities or research institutes.

viii) If a student has any grievance about a Supervisor, or if a Supervisor has any complaint against a student, s/he may inform the Department Head about the issue in writing. The Department will decide such matters.

ix) Pursuant to the leave rules of Jahangirnagar University, a Supervisor can remain absent from Jahangirnagar University (not more than six months) while continuing as a Supervisor. The online defense may be arranged in such cases if deemed necessary. Otherwise, the Co-supervisor (if any) or any other competent person will act as the Supervisor as per the guideline of the concerned Examination Committee. This will be applicable for projects and internships also.

x) Every student submitting a dissertation in partial fulfillment of the requirements of a degree will be required to appear at proposal presentation for Dissertation Part-I and defense board of Dissertation Part-II respectively on the dates fixed by the Department Head in consultation with the Supervisor(s). Such presentation and defense may be arranged online if deemed necessary to the concerned authority. A student must satisfy the examiners that s/he is capable of undertaking independent work and affording evidence of satisfactory knowledge related to the theory and techniques used in his/her research work.

xi) A student must submit the required number of printed and soft copies of Dissertation Part-II in the approved format through the Supervisors to the Department Head by a date to be fixed by the Department. The Dissertation will not usually be considered for evaluation if the plagiarism detection system yields a similarity index of more than 25% (excluding bibliography/references, quotes, and small sources with source exclusion threshold of ten-word counts). This will be applicable to the dissertations written in English. The curriculum of the concerned program will provide a specific guideline on this issue.

xii) Each student shall certify that the research work is his/her own and that the work was not submitted elsewhere for any other degree or diploma - the entire work has not been published as a monograph or a book before the Degree is awarded.

xiii) If any change is required in the title/supervisor/co-supervisor/examiner/etc., the Department Head will send it to the BOAS through EC.

# 20.1.7 Project under Mixed-mode

(i) A student undertaking a project work will register 03-06 credits usually in the second-year first-Semester (final Semester) under the guidance of a Supervisor. A teacher with MPhil/ Master’s by Research/ Ph.D. degree can supervise a student. The project work should be carried out in this University or at the appropriate place(s) approved by the Supervisor in consultation with the Department Head.

(ii) A project will be evaluated out of 100 marks. Marks distribution of the project will be as follows:

|  |  |
| --- | --- |
| Assessments of the Supervisor | 20 marks |
| Project Report evaluation | 50 marks |
| Defense (Oral examination) | 30 marks |

(iii) Final evaluation of the project report will usually be made at the end of the final Semester for the student.

(iv) A student must submit the required number of printed and soft copies of the project report in the approved format through the supervisors to the Department Head by a date to be fixed by the Department. The project report will not usually be considered for evaluation if the plagiarism detection system yields more than 25% (excluding bibliography/references, quotes, and small sources with a source exclusion threshold of ten-word counts). This will be applicable to the reports written in English. The curriculum of the concerned program will provide a specific guideline on this issue.

(v) Each student shall certify that the research work is his/her own and that the work was not submitted elsewhere for any other degree or diploma - the entire work has not been published as a monograph or a book before the Degree is awarded.

# 20.1.8 Internship under Mixed-mode

(i) A student may be offered an internship usually in the second-year first-Semester (final Semester). In such a case, the credit will be 03-06 Credits. There will be a Supervisor. A teacher with a post-graduate degree is capable of supervising an internship. The evaluation of the internship will be as follows:

|  |  |  |
| --- | --- | --- |
| a) | Continuation of the work (by Supervisor)  | 20 marks |
| b) | Report evaluation | 50 marks |
| c) | Defense (Oral examination) | 30 marks |

(ii) A student must submit the required number of printed and soft copies of the internship report in the approved format through the supervisors to the Department Head by a date to be fixed by the Department. The report will not usually be considered for evaluation if the plagiarism detection system yields more than 25% (excluding bibliography/references, quotes, and small sources with a source exclusion threshold of ten-word counts). This will apply to the reports written in English. The curriculum of the concerned program will provide a specific guideline on this issue.

(iii) Each student shall certify that the research work is his/her own and that the work was not submitted elsewhere for any other degree or diploma - the entire work has not been published as a monograph or a book before the Degree is awarded.

# 20.1.9 Master’s by Research Program

(i) The students under ‘Master’s by Research’ program have to register for four parts of the Dissertation as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Course** | **Year** | **Semester** | **Min. credit** | **Max. credit** |
| 1 | Dissertation Part-I | 1 | 1 | 8 | 10 |
| 2 | Dissertation Part-II | 1 | 2 | 10 | 15 |
| 3 | Dissertation Part-III | 2 | 1 | 12 | 15 |
| 4 | Dissertation Part-IV | 2 | 2 | 15 | 20 |

(ii) A Dissertation (Part I-IV) will be evaluated out of 100 marks. Marks distribution of Dissertation Part-I, II, and III will be as follows:

|  |  |  |
| --- | --- | --- |
| a) | Assessment of Supervisor | 30 marks |
| b) | Presentation | 70 marks |

(iii) Marks distribution for Dissertation Part-IV will be as follows:

|  |  |
| --- | --- |
| Assessment of Supervisor | 20 marks |
| Dissertation Evaluation | 50 marks |
| Defense (Oral examination) | 30 marks |

(iv) Usually research topic selection, title, rationale, objective, research question, literature review, sampling, research design, experiment, survey, data/information collection, analysis, result, discussion, policy implication, limitation, reference, annex, etc. related various issues will be covered (as applicable) under these four parts. The curriculum of the concerned program will provide a detailed description of coverage, objective, learning outcome, credit, etc., of these four parts.

(v) A student registered for Dissertation will undertake research under the guidance of a Supervisor and a Co-supervisor (if necessary).

(vi) The research needs to be carried out in this University or at the appropriate place(s) approved by the Supervisor in consultation with the Departmental Head.

(vii)There shall normally be one Supervisor for each student, but a co-supervisor may also be appointed if needed. A teacher not below the rank of Assistant Professor will act as Supervisor/Co-supervisor. However, a Lecturer with MPhil/ Master’s by Research/ Ph.D. degree is eligible to supervise/co-supervise a student. Co-supervision may also be allowed from other Departments of Jahangirnagar University/other universities or research institutes.

(viii) If a student has any grievance about a Supervisor, or if a Supervisor has any complaint against a student, s/he may inform the Department Head about the issue in writing. The Department will decide such matters.

(ix) Pursuant to the leave rules of Jahangirnagar University, a Supervisor can remain absent from Jahangirnagar University (not more than six months) while continuing as a Supervisor. The online defense may be arranged in such cases if deemed necessary. Otherwise, the Co-supervisor (if any) or any other competent person will act as the Supervisor as per the guideline of the concerned Examination Committee.

(x) Final evaluation of the Dissertation Part-IV will be made at the end of the final Semester. However, the Dissertation Part-I, II, and III will be evaluated in the corresponding Semesters.

(xi) Every student submitting a dissertation in partial fulfillment of the requirements of a degree will be required to appear at a seminar presentation for Dissertation Part-I, II, and III and defense board for Dissertation Part-IV respectively on the dates fixed by the Department Head in consultation with the Supervisor (s). Such seminar presentation and defense may be arranged online if deemed necessary to the concerned authority. A student must satisfy the examiners that s/he is capable of undertaking independent work and affording evidence of satisfactory knowledge related to the theory and techniques used in his/her research work.

(xii) After successfully completing the seminar and dissertation defense boards, the Chairman of the concerned boards shall arrange to send six-monthly progress reports for each student in each Semester to the Dean for approval. Accordingly, the Dean will approve the progress reports and report to BOAS. Progress reports shall be submitted before the end of each Semester, even if the Supervisor is on leave; otherwise, the student(s) shall not be allowed to register for the following Semester.

(xiii) A student must publish (or at least accepted for publication) an article/paper in a peer-reviewed journal or a peer-reviewed conference paper in order to complete ‘Master’s by Research’ Degree.

(xiv) A student must submit the required number of printed and soft copies of Dissertation Part-IV in the approved format through the supervisors to the Department Head by a date to be fixed by the Department. The Dissertation will not usually be considered for evaluation if the plagiarism detection system yields a similarity index of more than 25% (excluding bibliography/references, quotes, and small sources with source exclusion threshold of ten-word counts). This will be applicable to the dissertations written in English. The curriculum of the concerned program will provide a specific guideline on this issue.

(xv) Each student shall certify that the research work is his/her own and that the work was not submitted elsewhere for any other degree or diploma - the entire work has not been published as a monograph or a book before the Degree is awarded.

(xvi) If any change is required in the title/supervisor/co-supervisor/examiner/etc., the Department Head will send it to the BOAS through the Departmental Committee (DC).

**20.1.10 Credit Requirement and Duration of the Program**

The required credits and duration for Master’s Programs are mentioned below.

|  |  |  |
| --- | --- | --- |
| **Program type** | **Credit Requirement** | **Program Duration** |
| Coursework (Min.) | Dissertation (Min.) | Dissertation (Max.) | Total (Min.) | Semester(Min.) | Year(Min.) | Semester (Max.) | Year(Max.) |
| Coursework | 40 | - | - | 40 | 02 | 1.0 | 06 | 3.0 |
| Mixed-mode (Dissertation) | 20 | 15 | 20 | 40 | 03 | 1.5 | 06 | 3.0 |
| Mixed-mode (Project) | 20 | 3 | 6 | 40 | 03 | 1.5 | 06 | 3.0 |
| Mixed-mode (Internship) | 20 | 3 | 6 | 40 | 03 | 1.5 | 06 | 3.0 |
| Research | - | 45 | 60 | 45 | 04 | 2.0 | 06 | 3.0 |

The details of each Semester Duration will be as follows:

|  |  |
| --- | --- |
| **Item** | **Duration** |
| Teaching and continuous assessment/ Contact with Supervisor  | 14 weeks |
| Preparatory leave before: Final Examination/ Seminar/ Defense  | 02 weeks |
| Final Examination/ Seminar/ Defense  | (Maximum) 04 weeks |
| Semester Break | 02 weeks |
| **Total** | **22 weeks** |

# 20.1.11 Course Types

The courses included in the Master’s curriculum may be divided into three groups as follows:

(i) **Core Courses:** Core courses are obligatory for a degree.

(ii) **Optional Courses:** Any other courses students may undertake to earn the Degree.

(iii) **Major Courses:** A Department may offer courses from one or more major areas (if any), and after completing a certain number of credits from that area (as reported in the following table), a student can achieve a Master’s degree with a major in a specified field, and that will be mentioned in the Transcript, e.g., MS in Agrotechnology (Horticulture). The curriculum of the concerned program will provide a detailed description of such cases.

**Credit Requirements for Offering Major**

|  |  |
| --- | --- |
| **Program type** | **Min. credit requirement from major area\*** |
| Coursework (Min.) | Dissertation (Min.) | Dissertation (Max.) | Min. from Major Area |
| **Coursework** | 20 | - | - | 20 |
| **Mixed-mode (Dissertation)** | 9 | 15 | 20 | 20 |
| **Mixed-mode (Project)** | 15 | 3 | 6 | 20 |
| **Mixed-mode (Internship)** | 15 | 3 | 6 | 20 |
| **Research** | - | 45 | 60 | 45 |

\* For achieving a Master’s degree with a major in a specified field under a mixed-mode or ‘Master’s by Research’ scheme, the concerned dissertation must be directly linked with the ‘major area’ under consideration.

(iv) **Viva Voce:** A Department may include Viva Voce of 01/02 credit(s) at the end of each Semester. The concerned Examination committee of that Semester will conduct the viva and assess the students out of 100 marks.

(v) **Assignment of Credit:**

**Theory Courses:** For theory courses, one-hour face-to-face learning (e.g., lecture, tutorial, seminar) per week will be equivalent to one credit.

**Sessional** **Courses:** For sessional courses, 1.5-hour face-to-face learning (e.g., lab work, studio, fieldwork, or clinical work) per week is equivalent to 1.0 credit. For industrial/ workplace learning, 2-hour learning per week is equivalent to 1.0 credit.

In addition to face-to-face and other means of learning, online teaching-learning might be exercised if deemed necessary to the Department/POE.

# 20.1.12 Course Registration

(i) Each student will get oneself registered with the University. S/he will fill in the course registration form in consultation with the Program Coordinator under the guidance of the Department Head. The Program Coordinator will verify the form and submit it to the Department Head for forwarding it to the Registrar’s office. Such submission might be made online, when and where applicable. The Registrar’s office will be responsible for its distribution to relevant authorities (Departments and the Controller of Examinations). Course registration will be permitted within five working days at the beginning of each Semester. Late registration will be permitted up to the next five working days on payment of a late fee. Student(s) having outstanding dues to the University shall not be permitted to register.

(ii) A student has to register for the backlog/retake/re-retake core courses first followed by the fresh courses offered by the Department for the Semester s/he is going to enroll subject to the compliance with: (i) completion of prerequisite courses (if any) and (ii) maximum credit registration limit per Semester. However, s/he may not choose to register the optional backlog/retake/re-retake courses first.

(iii) A student may be allowed to register for advance course(s) in a Semester subject to: (i) his/her all backlog/retake/re-retake and offered core courses are either clear or registered, (ii) his/her current Semesters’ offered all core courses are registered, (iii) completion of corresponding prerequisite courses (if any), (iv) compliance with maximum credit registration limit per Semester, and (v) the desired advance courses are offered by the Department/POE in the current Semester. However, such an advance course registration option will not be applicable for capstone courses like Thesis/ Project/ Internship/ and so on.

(iv) A student retaking/re-retaking the course will be awarded the immediate lower grade he/she obtains, and this grade will be shown and maintained on the Transcript.

(v) A Department/POE will not continue an optional course if less than 30 percent of students (of total seats for that batch) register for that course within ten working days from the beginning of classes. The situation will be solved by dropping that optional course through applying article 10.3 of MS Ordinance by the next five working days. The Coordinator will maintain such records and act accordingly. However, the concerned Department/POE might relax this clause for only final Semester/year optional courses if it is deemed necessary (for example, the studentship will be toward Semesterination or the student will have to wait for additional Semester/year if the considered optional course(s) are not offered).

## 20.1.13 Limits on the Credits to be taken in a Semester

Department Head may allow a student to register up to a maximum of 25 credits if recommended by the Program Coordinator. However, there is no minimum credit limit per Semester in Master’s level study.

## 20.1.14 Course Adjustment Procedure

A student will have the option to add or drop course(s) from his/her registration list within fifteen working days from the beginning of classes. This can be done with the advice of the concerned Program Coordinator and consent of the Department Head. Adjustment of initially registered courses in any Semester can be made by duly filling in the Adjustment Form. The Registrar’s office will do the needful.

**20.1.15 Withdrawal from a Semester**

If any student cannot complete the Semester Final Examination due to severe illness or serious accident, he/she may apply to the Dean through the Head for total withdrawal from the Semester within eight working days after the end of the Semester Final Examination. However, s/he may choose not to withdraw from any sessional courses if the grade obtained in such a course is ‘C’ or better. A medical certificate endorsed by the Chief Medical Officer of the University must support the application. The Dean of the concerned Faculty will decide on such an application and inform the Registrar. If a student is allowed to withdraw from a Semester, he/she will have to register as fresh for the Semester he/she has withdrawn. However, he/she may be allowed to register for backlog courses, if offered.

## 20.1.16 Absence in a Semester

A student may be absent from continuous assessments (quizzes/class test/field works, etc.) during the Semester. Such absences will naturally reduce points/marks, which count towards the final grade. Absence in the Mid Semester (if any) and the Semester Final Examination will result in ‘F’ grade. A student who has been absent for short periods, up to a maximum of three weeks due to illness, should request the Course Teacher or Program Coordinator to makeup continuous assessments immediately on returning to the class. A medical certificate should support such request from the Chief Medical Officer of Jahangirnagar University. The medical certificate issued by registered medical practitioners (with the registration number shown explicitly on the certificates) and endorsed by the Chief Medical officer of the University will also be acceptable only in those cases where the student has valid reasons for his absence from the University.

## 20.1.17 Special Semester

Students having any retake/re-retake course(s) may apply for a special Semester to complete the total required course (maximum 09 credits) in that Semester. The special Semester will be offered for the final Semester students who have retake/re-retake courses. The examination will start four (04) weeks after publication of the result and will continue not more than 2 (two) weeks. The marks of both attendance and continuous assessments will be carried over from the previous record.

## 20.1.18 Registration for Improvement

If any student gets a ‘D’ to ‘C+’ grade in any course, s/he may be allowed to repeat that course to improve the grade. The previous grade will be replaced from the grade sheet in such a case.

## 20.1.19 Backlog

If a student obtains an ‘F’ grade in any Core course in any Semester, this ‘F’ grade will not be counted for Grade Point Average (GPA) but will be shown on the grade sheet, and in such case, he/she will have to retake the course to complete the Degree. If a student does not register for an offered Theory or Sessional course in his/her applicable Semester (for example, ‘0541 12 Math 5101’ course in his/her Master’s first year first Semester, ‘0541 12 Math 5203’ course in his/her Master’s first year second Semester, ‘0541 12 Math 6104’ course in his/her Master’s second year first Semester), that course will be considered as a ‘Backlog’ course for that student in the subsequent Semesters. If a student gets an ‘F’ grade in an Optional course, he/she may, subject to availability, choose to take an optional substitute course. In such a case, that substitute course will be deemed as a fresh course. In case of registering for a Backlog Theory or Sessional course, a student has to face/appear/attend 100 marks evaluation, like a fresh course.

## 20.1.20 Credit Transfer/ Credit Waiver

This ordinance permits credit transfer to facilitate educational mobility. That transfer of credit(s) may be inward or outward. In the case of outward credit transfer, a student of Jahangirnagar University has to apply to the Registrar through the Head of the Department/POE for getting a credit transfer certificate. The application must be supported by necessary documents, including a copy of the grade sheet(s). Accordingly, the Registrar will issue a credit transfer certificate mentioning the number of credits already completed at Jahangirnagar University.

In case of inward credit transfer, students from other Universities/ Institutions may apply to the Registrar of Jahangirnagar University for credit transfer. The application must be supported by necessary documents, including a copy of grade sheet(s) and curriculum. The Registrar's office will forward the application to the concerned Department/POE. A three-member committee headed by the Department Head and two senior most teachers will assess the application and recommend for approval to the Registrar. The maximum limit of credit transfer from other Universities/ Institutions will be less than or equal to 50 percent of the total credits required to complete the concerned Degree. The final transcript of such students will show only the number of credits transferred.

The same process may be applied for handling the credit waiver related applications. However, the maximum limit of inward credit waiver from other Universities/ Institutions should be less than or equal to 20 percent of the total credits required to complete the concerned Degree.

|  |
| --- |
| **20.2 Grades**  |

Grade related issues are reported in section 20.1.

|  |
| --- |
| **20.3 Grade Point Average (GPA)** **and Cumulative Grade Point Average (CGPA)** |

**a)** Grade Point Average (GPA) is the weighted average of Grade Points obtained in all the courses passed/completed by a student. For example, if a student has passed/completed five courses in a Semester having credits of C1, C2, C3, C4, and C5 and his/her points in these courses are G1, G2, G3, G4, and G5, respectively, then,

GPA = ∑CiGi/∑Ci

**b)** A Numerical Example: Suppose a student has completed five courses in a Semester and obtained the following grades:

| **COURSE** | **CREDIT** | **GRADE** | **GRADE POINT** |
| --- | --- | --- | --- |
| A | 3 | A+ | 4.00 |
| B | 3 | C+ | 3.00 |
| C | 3 | A | 3.75 |
| D | 2 | B | 3.25 |
| E | 1 | B+ | 3.50 |

Then his/her GPA for the Semester will be computed as follows:

GPA= 3(4.0) + 3(3.0) + 3(3.75) + 2(3.25) + 1(3.5) / (3 + 3 + 3 + 2 + 1) = 3.52

**c)** A student's performance will be evaluated in Semesters of three indices- Semester Grade Point Average (TGPA), Yearly Grade Point Average (YGPA), and Cumulative Grade Point Average (CGPA). The TGPA is computed by dividing the total points earned in a Semester by the number of credits taken in the Semester. The YGPA is computed by dividing the total grade points earned in two Semesters in a year by dividing the number of credits taken in that year. The CGPA is computed by dividing the total grade points accumulated till date by the total completed credits. Thus a student who has earned 275 grad points in attempting 100 credits of courses would have an overall CGPA of 2.75.

**20.4 Course Withdrawal**

**a)** ‘W’ is the corresponding grade for withdrawn of a course, as mentioned in section 20.1.1.

**b)** If any student cannot complete the Semester Final Examination due to severe illness or serious accident, he/she may apply to the Dean through the Head of the concerned Department for total withdrawal from the Semester within eight working days after the Semester Final Examination. However, he/she may choose not to withdraw from any sessional course if the grade obtained in such a course is C or better. A medical certificate endorsed by the Chief Medical Officer of the University must support the application. The Dean of the concerned Faculty will decide on such an application and inform the Academic Council. If a student is allowed to withdraw from a Semester, he/she will have to register as fresh from the Semester he/she has withdrawn. However, he/she may be allowed to register for backlog courses, if offered.

**20.5 Incomplete (I) Courses**

‘I’ is the corresponding grade for an incomplete course, as mentioned in section 20.1.1.

**20.6 Retake**

Retake related issues are reported in section 20.1.

**20.7 Grade Improvement**

Grade improvement related issues are reported in section 20.1.

**20.8 Dropout/Cancellation of Studentship**

Dropout/Studentship cancellation related guidelines of the latest ‘Ordinance for Undergraduate Examination’ of Jahangirnagar University will generally be applicable for the Master’s programs, if not conflicting with this Ordinance.

**20.9 Publication of Results**

(i) The Controller of Examinations will publish the result and preserve all the records for one year after the Degree is awarded. The result will be published subject to completing the required number of credits and fulfilling other requirements (for example, article/paper for ‘Master’s by Research’ mode students) within the stipulated time limit, as applicable.

(ii) A student can have his/her results re-examined by applying to the Controller of Examinations within 30 working days from the date of publication of results. However, s/he has to pay a re-examination fee fixed by the concerned authorities. The Controller of Examinations will take necessary measures regarding the matter in consultation with the Chairman of the Examination Committee. Answer script re-scrutiny and result re-examination related rules of the latest ‘Ordinance for Undergraduate Examination’ of Jahangirnagar University will generally be applicable for the Master’s programs also.

**20.10 Subsequent Ordinances**

For related/relevant issues, which are not covered (or not cleared) here, provisions of the latest ‘Ordinance for Undergraduate Program’ and ‘Ordinance for Undergraduate Examination’ of Jahangirnagar University may be consulted and applied, if not conflicting with this Ordinance.