

**POSTGRADUATE PROGRAMS
LEADING TO THE AWARD
OF
MASTERS DEGREE AND POSTGRADUATE DIPLOMA

RULES AND REGULATIONS**

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FACULTY OF ENGINEERING



AHSANULLAH UNIVERSITY OF SCIENCE AND TECHNOLOGY

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General Information

Ahsanullah University of Science and Technology (AUST) offers a number of Postgraduate programs under the different Departments of the Faculty of Engineering. This document is prepared for the general rules and regulations of the post Postgraduate Programs leading to the award of Master's degree and Postgraduate Diploma at the Faculty of Engineering at AUST.

1. Definitions

- 1.1 'University' means the Ahsanullah University of Science and Technology.
- 1.2 'AUST' means Ahsanullah University of Science and Technology.
- 1.3 'Syndicate' means the Syndicate of the University.
- 1.4 'Vice-Chancellor' means the Vice-Chancellor of the University.
- 1.5 'Academic Council' means the Academic Council of the University.
- 1.6 'CASR' means the Committee for the Advanced Studies and Research, to be constituted by the Academic Council of the University.
- 1.7 'BPGS' means the Board of Postgraduate Studies, to be constituted by the Academic Council of the University.

2. Degrees/Diploma Offered

2.1 For Engineering programs

- (i) Master of Science in 'Name of the program' by Research abbreviated as M. Sc. Engg. Res. (Name of the program)
- (ii) Master of Science in 'Name of the program' abbreviated as M. Sc. Engg. (Name of the program)
- (iii) Master of Engineering in 'Name of the program' abbreviated as M. Engg. (Name of the program)
- (iv) Postgraduate Diploma in 'Name of the program' abbreviated as PG. Dip. (Name of the program)

2.2 For Natural Science programs

- (i) Master of Science in 'Name of the program' (Research) abbreviated as M.S. in 'Name of the program' (Research)
- (ii) Master of Science in 'Name of the program' (Course and Dissertation) abbreviated as M.S. in 'Name of the program' (Course and Dissertation)
- (iii) Master of Science in 'Name of the program' (Course) abbreviated as M.S. in 'Name of the program' (Course)

3. Admission Requirements

3.1 For admission to the Master's degree or Postgraduate Diploma in engineering a candidate:

- (i) Must have a B.Sc. Engg. Degree in a relevant field or an equivalent degree from any recognized university/institution. The duration of B. Sc. Engg. or equivalent degree program should be of minimum four (04) years, and the applicant must have obtained at least 50% marks or a minimum CGPA of 2.50 out of 4.0 or its equivalent in the undergraduate program. However, the entry requirement for the candidates having relevant working/industrial experience of at least three years may be relaxed subject to the recommendation of the PG Admission Committee.
- (ii) Total GPA (S.S.C. and H.S.C. or in equivalent examinations) must not be less than 6.00 and the minimum GPA in either S.S.C. or H.S.C. or in equivalent examinations shall be 2.50.

3.2 For admission to M.S. in Natural Science programs:

- (i) Must have at least 50% marks or CGPA of a minimum of 2.50 out of 4.0 in a four-year B.Sc. (Hons.) degree in relevant field or B.Sc. in Engineering or three-year B.Sc. Degree in relevant field or equivalent degree from any recognized university/institution. However, candidates having three-year Bachelor degree in relevant fields will get admission on the condition that they have to take additional credit hours.
- (ii) Total GPA (S.S.C. and H.S.C. or in equivalent examinations) must not be less than 6.00 and the minimum GPA in either S.S.C. or H.S.C. or in equivalent examinations shall be 2.50.

4. Admission Procedure

- 4.1 Applications for admission to the above programs shall be invited before commencement of each semester through regular means of advertisement and received by the Registrar.
- 4.2 On the recommendation of the respective BPGS, the CASR shall frame the rules for admission to the university for M.S. in 'Name of the Program' (Research/Course and Dissertation/ Course), M.Sc. Engg. Res. / M.Sc. Engg. / M. Engg. / PG. Diploma in Engineering programs from time to time.
- 4.3 There shall be a PG Admission Committee in each programme as constituted by the respective BPGS on the recommendation of the Head of the Department subject to the approval of the CASR.
- 4.4 The PG Admission Committee may conduct interviews and/or written examinations to select students for admission. The candidate after admission, if necessary, may have to take non-credit/audit course(s) as prescribed by the advisor or supervisor.
- 4.5 Selected candidates shall get admitted to the University before the commencement of each semester on payment of prescribed fees.

- 4.6 After admission each student shall be assigned by the appropriate BPGS an advisor from among the faculty members of the relevant programme not below the rank of an Assistant Professor. In advance of each admission and course registration for any semester, the advisor or supervisor shall check and approve his student's schedule for subjects, pre-requisites as recommended by the Admission Committee, adviser or supervisor, and total credit hours.
- 4.7 A student can take a maximum of 30% of the theory course(s) which is the closest equivalent to a multiple of 3 credit hours from other programme(s) by consulting with his/her Advisor/Supervisor. It is the responsibility of the individual student that there is no conflict in the academic schedule.
- 4.8 The student is expected to consult his/her advisor/supervisor on all academic problems and decisions.

5. Academic Regulations

- 5.1 There shall be two semesters in one academic year.
- 5.2 The courses of study in a programme shall be proposed by the respective BPGS and approved by the Academic Council. The BPGS may review the curriculum from time to time and propose for any modification, if necessary.
- 5.3 The courses to be offered by a department in any semester shall be determined by the respective programme.
- 5.4 A student's academic progress shall be assessed in terms of credit hours earned by the student. One credit hour theoretical course shall normally require one hour of lecture per week (for a period of 14 weeks) while one credit hour of thesis/dissertation work should normally require two hours of thesis/dissertation work per week for a period of 14 weeks. The number of credit hours for each course shall be specified in the syllabus of the respective programme.
- 5.5 **Status of a student**
- There shall be two categories of students, namely, the full-time and part-time, with the provision of status change.
- 5.5.1 **Students in Service:** Students in service with various organizations are eligible to get admission as both full-time and part-time students. However, in both cases, they have to obtain prior permissions from the concerned authority/employer.
- 5.5.2 **Assistantship:** A full-time student may be offered teaching/research assistantship at the University.
- 5.5.3 **Change of status:** A student may be allowed to change status from part-time to full-time or vice versa on the approval of the BPGS committee before the commencement of a semester.

5.5.4 Change of Degree

(i) Engineering

A student may be allowed to switch from M.Sc. Engg to M. Engg. and vice-versa on the approval of the BPGS committee before the commencement of a semester. For the conversion from M.Sc. Engg. to M. Engg, and vice-versa, the student must apply for change within the second semester of his/her study. Conversion in any other semester may be accepted subject to the recommendation of the BPGS and approval of the CASR.

A student may be allowed to switch from M. Engg. to PG Diploma on the approval of the BPGS committee before the commencement of a semester. For the conversion from M. Engg to PG Diploma, the student must apply for change within the second semester of his/her study. Conversion in any other semester may be accepted subject to the recommendation of the BPGS and approval of the CASR.

(ii) Natural Science programs

A student may be allowed to switch from M.S. (Course and Dissertation) to M.S. (Course) and vice-versa before the commencement of a semester. For such changes the student must apply within the second semester of his/her study. Changing program in any other semester may be accepted subject to the recommendation of the BPGS and approval of the CASR.

5.6 Course Registration

- 5.6.1 Every admitted student shall have to get registered into the courses on payment of prescribed fees.
- 5.6.2 Course registration by a student must be completed within two weeks from the start of a semester, otherwise the student shall not be allowed to continue the course in that semester.
- 5.6.3 A full-time student must register a minimum of 9 (nine) credit hours and a maximum of 15 (fifteen) credit hours per semester except in the final semester of his/her registration of study where the candidate may register for fewer or more (maximum 3) credit hours than that stipulated above.
- 5.6.4 A part-time student may register a maximum of 9 (nine) credit hours per semester.
- 5.6.5 A student may be permitted to withdraw and/or change his/her registered course(s) within 5 working days from the commencement of that semester on the recommendation of his/her Supervisor (if any) and upon approval of the (course) faculty member(s) and the Head of the Department.
- 5.6.6 No student will be allowed to register a course for grade improvement. However, only a student having an 'F' grade in any course shall be allowed to repeat the course maximum of two times.
- 5.6.7 A student must pass all core/mandatory courses. If (s)he fails in an elective course, (s)he can either retake the course to a maximum of two more times or select another elective

to fulfil the requirements of number of electives and total credit hours to be taken in a program.

5.7 Programme Duration

5.7.1 M. Sc. Engg. Res. / M. Sc. Engg. / M. Engg. Degree

The duration to complete the M. Sc. Engg. Res. shall be minimum 4 (four) and maximum 10 (ten) semesters and M. Sc. Engg. / M. Engg. shall be minimum 3 (three) and maximum 10 (ten) semesters from the date of his/her admission.

5.7.2 PG. Diploma in Engineering

The minimum duration to complete the PG. Diploma shall be 2 (two) semesters and not more than (6 semesters) from the date of his/her admission.

5.7.3 M.S. in Natural Science programs

M.S. in 'Name of the program' (Research):

The minimum duration to complete the M.S. in 'Name of the Program' shall be 4 (four) semesters. No students, generally, shall take more than 10 semesters from the date of his/her admission to complete the program

M.S. in 'Name of the program' (Course and Dissertation):

The minimum duration to complete the M.S. in 'Name of the Program' shall be 3 (three) semesters but the candidate having three-year bachelor's degree will have to complete extra credit hours and the minimum duration to complete the requirements shall be 4 (four) semesters. No students, generally, shall take more than 10 Semesters from the date of his/her admission to complete the program.

M.S. in 'Name of the program' (Course):

The minimum duration to complete the M.S. in 'Name of the Program' shall be 3 (three) semesters but the candidate having three-year bachelor's degree will have to complete extra credit hours and the minimum duration to complete the requirements shall be 4 (four) semesters. No students, generally, shall take more than 10 Semesters from the date of his/her admission to complete the program.

5.8 Requirements for the Continuation of the Postgraduate Programs

5.8.1 A student will not be allowed to continue the program if he/she obtains 'F' grade in three or more core courses in the first two registered semesters.

5.8.2 A student will not be allowed to continue the program if his/her CGPA falls below 2.50 (including 'C' grades) at the end of second or any subsequent semester.

5.9 Requirements for the Degrees/Diploma

The following are the requirements for the Master's Degrees and Postgraduate Diploma:

5.9.1 **Engineering programs**

5.9.1.1 M. Sc. Engg. Res.

- (i) He/She must submit a progress report and make a presentation each semester with a satisfactory level and fulfils the procedures and requirements as described in Article 8.

5.9.1.2 M. Sc. Engg.

- (i) The minimum credit hour requirement for the degree is 42.
- (ii) A student must complete at least 21 (twenty one) credit hours of course work with a minimum CGPA of 2.65, and
- (iii) A thesis/dissertation work of 21 (twenty one) credit hours with a “satisfactory” grade, and fulfils the procedures and requirements as described in Article 8.

5.9.1.3 M. Engg.

- (i) A student must complete at least 42 (forty two) credit hours of course work with a minimum CGPA of 2.65.
- (ii) This may include a project-based study course of 3 credit hours.

5.9.1.4 PG. Diploma

- (i) A student must complete at least 24 (twenty four) credit hours of course work with a minimum CGPA of 2.65.

5.9.2 **M.S. in Natural Science programs:**

- (i) M.S. in ‘Name of the program’ (Research):

A student having a four-year B.Sc. (Hons.) / B.Sc. Engineering degree or M.Sc. degree with three-year B.Sc. must submit a progress report and deliver a presentation each semester with a satisfactory level and fulfils the procedures and requirements as described in Article 8.

- (ii) M.S. in ‘Name of the program’ (Course and Dissertation):

- (a) The minimum credit hour requirement for a student having a four-year B. Sc. (Hons.) / B. Sc. Engineering degree or M. Sc. degree with three-year B.Sc. or three year B.Sc. degree with two years relevant working experience is 42.
- (b) The student has to complete at least 27 (twenty seven) credit hours of course work including a comprehensive course viva-voce of 3 (three) credit hours with a

minimum CGPA of 2.50. In addition, each student must complete a thesis work of 15 (fifteen) credit hours with a 'satisfactory (S)' grade, and fulfils the procedures and requirements as described in Article 8.

- (c) The minimum credit hour requirement for a student having three-year B.Sc. degree in relevant field or equivalent degree is 60.
- (d) The student has to complete at least 45 (forty five) credit hours of course work including a comprehensive course viva-voce of 3 (three) credit hours with a minimum CGPA of 2.50. In addition, each student must complete a thesis work of 15 (fifteen) credit hours with a 'satisfactory (S)' grade, and fulfils the procedures and requirements as described in Article 8.

(iii) M.S. in 'Name of the program' (Course):

- (a) The minimum credit hour requirement for a student having a four-year B. Sc. (Hons.) / B. Sc. Engineering degree or M. Sc. degree with three-year B.Sc. is 42.
- (b) The student has to complete at least 42 (forty two) credit hours of course work including a comprehensive course viva-voce of 3 (three) credit hours with a minimum CGPA of 2.50.
- (c) The minimum credit hour requirement for a student having three-year B.Sc. degree in relevant field or equivalent degree is 60.
- (d) The student has to complete at least 60 (sixty) credit hours of course work including a comprehensive course viva-voce 3 (three) credit hours with a minimum CGPA of 2.50.

6. Grading System

6.1 Numerical marks may be made in answer scripts, tests, etc. for assessing the performance of the students but all the final grading shall be in letter grade/grade point as follows:

Numerical Marks	Letter Grade	Grade Point	Performance
90 % and above	A+	4.0	Excellent
≥ 80% but < 90%	A	3.5	Very Good
≥ 70% but < 80%	B+	3.0	Good
≥ 60% but < 70%	B	2.5	Average
≥ 50% but < 60%	C	2.0	Pass

Below 50%	F	0.0	Fail
Incomplete	I*		
Satisfactory	S		
Unsatisfactory	U		

*I = When a student fails to attend the final examination/assessment, he/she can be graded as “I” and for continuation of the course with “I” grade must be approved by the BPGS. See 6.4 below.

- 6.2 On the written request from a student, a maximum of two elective (optional) courses having B or C grade in each may be omitted and take other elective course(s) (number equal to the number of omitted courses) to earn the total credit hour requirements for obtaining the degree. For core courses, student should repeat the course according to the Article 5.6.6. See also 5.6.7.
- 6.3 Courses in which a student gets ‘F’ grade shall not be counted towards credit hour requirements and for the calculation of GPA.
- 6.4 A student must apply to the Head of the Department within one week after the examination of that course to get an ‘I’ grade in that course. He/She has to complete the course within the next two consecutive semesters; otherwise, he/she will get ‘F’ in that course.
- 6.5 Satisfactory (‘S’) and Unsatisfactory (‘U’) shall be used for grading of thesis/dissertation and non-credit prerequisite courses. If, however, thesis is discontinued an ‘I’ grade shall be recorded.
- 6.6 A ‘non-degree’ student may take any number of courses not aimed for any of the postgraduate degrees.

7. Examination/Assessment for Theoretical Courses

- 7.1 In addition to class tests, assignments, term papers etc. there shall be a written examination on all theoretical courses at the end of each semester. The Head of the Department shall announce the date of the examination generally two weeks before its commencement. The final grade in a theoretical course shall be based on the combined performance of all types of assessments. However, the course teacher must have the approval from the respective BPGS for any alternative assessment method. All course teachers must inform the students about the assessment method in a particular course at the beginning of the semester.
- 7.2 The respective course teacher will be solely responsible for the performance evaluation of a student as detailed in Article. No. 7.1. He/She will announce the final grade of the course within two weeks from the date of examination of that course. .
- 7.3 The controller of examinations shall keep up-to-date records of all the grades obtained by a student. The student can get an official grade sheet from the office of the Controller of Examinations.

8. Thesis/Dissertation/Comprehensive Viva

8.1 Appointment of Supervisor

- 8.1.1 Research work for a thesis and dissertation shall be carried out under the supervision of a full time AUST faculty member not below the rank of an Assistant Professor from the

respective or from any other department of this university. Name of such a supervisor shall be proposed by the Head of the Department and accepted by the BPGS. The BPGS can also recommend a Joint Supervisor or Co-Supervisor (if necessary) from within/outside the university.

- 8.1.2 In case of selecting a Supervisor/Joint Supervisor/Co-Supervisor from other departments, an approval must be taken from the Head of the other Department and the respective BPGS.
- 8.1.3 Name(s) of the Supervisor/Joint Supervisor/Co-Supervisor shall be approved by the CASR on the recommendation of the BPGS.
- 8.1.4 A thesis/dissertation supervisor has to be normally appointed after the completion of the first semester by a student. The student shall develop a proposal for his/her intended research with the appointed supervisor(s).

8.2 Research Proposal

A student shall submit a thesis/dissertation proposal as the case may be, to BPGS through his/her supervisor(s). For M.Sc. Engg. Res., M.Sc. Engg., M. Engg. & M.S. in 'Name of the Program' the BPGS shall assess the proposal and recommend it to CASR, through the Head of the Department, for approval. If any change is required in the approved proposal (title, content, cost, supervisor etc.), the revisions must be re-approved by the CASR on the recommendation of the BPGS.

- 8.3 The research work should normally be carried out in the university. However, if necessary, the supervisor can allow his/her student to carry out research work outside the university with the approval of the BPGS. The work schedule and financial involvement should be mentioned in the research proposal for carrying out such work.
- 8.4 At the end of a student's research work on the advice of the supervisor the student shall submit a thesis which must be an original contribution to relevant knowledge area and worthy of publication. Every student shall have to submit required number of printed copies of his/her thesis/dissertation in the approved format to the Head of the Department through his/her supervisor on or before a date to be fixed by the Head of the Department in consultation with the Supervisor(s).
- 8.5 A student shall have to make a declaration, duly countersigned by the supervisor, that the research or project work has been carried out by him/her and not submitted elsewhere for any purpose except for publication.

8.6 Thesis/Dissertation/Comprehensive Viva Examination

8.6.1 M. Sc. Engg. Res. and M. Sc. Engg.

The CASR shall approve an Examination Committee for each thesis/dissertation examination and oral examination proposed by concerned Head of the Department in consultation with the Supervisor(s) and recommended by the concerned BPGS. The Examination Committee shall be as follows:

(i) Supervisor

Chairman

- | | |
|--|-------------------|
| (ii) Joint Supervisor / Co-Supervisor (if any) | Member |
| (iii) Head of the Department | Member |
| (iv) One or two faculty members from within the University not below the rank of Assistant Professor (holding a postgraduate degree and relevant expertise). | Member (Internal) |
| (v) One External Examiner outside the University (holding a postgraduate degree and relevant expertise). | Member (External) |

Thesis should be given to the examiners at least two weeks before the exam/defense date.

8.6.2 M.S. in Natural Science Programs

8.6.2.1 M.S. in 'Name of the program' (Research) and (Course and Dissertation)

The BPGS shall constitute an examination committee for each of the thesis/dissertation examination proposed by the concerned Head of the Department in consultation with the Supervisor. The examination committee shall be approved by the CASR. The examination committee shall be as follows:

- | | |
|--|---------------------|
| (i) Supervisor | Chairman |
| (ii) Joint Supervisor / Co-supervisor (if any) | Member |
| (iii) Head of the Department | Member (Ex-Officio) |
| (iv) One or two faculty member from within the Department not below the rank of Assistant Professor (holding a post graduate degree) | Member (Internal) |
| (v) One External Examiner outside the department/university (holding a Ph.D. degree) | Member (External) |

Thesis should be given to the examiners at least two weeks before the exam/defense date.

8.6.2.2 Comprehensive Viva

The BPGS shall constitute a Viva-Voce committee (consisting of at least three members including an external member) for each semester proposed by the concerned Head of the Department. The Viva-Voce committee shall be approved by the CASR.

8.6.3 The Supervisors and the External Examiners shall examine the thesis/dissertation, whereas the examination committee shall assess the performance in the oral examination only.

8.6.4 If any examiner is unable to accept the appointment or wants to relinquish his/her appointment before the examination, the Vice-Chancellor shall appoint another examiner.

9. Striking off and removal of names from the rolls

The name of the student shall be struck off and/or removed from the rolls of the university on the following grounds:

- (i) Unsatisfactory progress of the student reported by the Supervisor through the BPGS and approved by CASR.
- (ii) Failure to proceed with the program according to the Article. 5.7 and 5.8.
- (iii) Cancellation of Studentship on disciplinary grounds.
- (iv) Withdrawal of his/her name from the roll sheet of the university.
- (v) Non-payment of dues of the University within a prescribed period.

10. Academic fees

The amount of academic fees shall be decided by the University Authority from time to time.

11. Other Matters

BPGS will implement these Rules and Regulations by adopting procedures. Resolution to any issue not covered by these Rules and Regulations will be proposed by the respective BPGS and approved by the CASR.

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