

Ordinance for the Award of Master of Science (M.S.) Degree (Effective from 01.07.2012)

1. Degrees offered

- 1.1. The degree of Master of Science (M.S.) will be offered by the Bangladesh Agricultural University (BAU), Mymensingh to a candidate subject to the fulfillment of the requirements prescribed hereunder. The admitted candidate shall have to abide by the rules and regulations that are currently in force and that will be promulgated by the University authority from time to time.
- 1.2. The Master of Science (M.S.) degree will be offered in the following subjects of specialization :
Agricultural Chemistry, Agricultural Extension Education, Agricultural Economics (Co-operation), Agricultural Economics (Finance), Agricultural Economics (Marketing), Agricultural Economics (Production Economics), Agricultural Statistics, Agroforestry, Agronomy, Anatomy, Animal Breeding and Genetics, Animal Nutrition, Animal Science, Aquaculture, Biochemistry, Biotechnology, Computer Science, Crop Botany, Dairy Science, Entomology, Environmental Science, Farm Power and Machinery, Farm Structure, Fisheries Biology and Genetics, Fisheries Management, Fisheries Technology, Food Engineering, Food Technology, Genetics and Plant Breeding, Horticulture, Irrigation and Water Management, Medicine, Microbiology, Parasitology, Pathology, Pharmacology, Physiology, Plant Pathology, Poultry Science, Rural Sociology, Soil Science, Seed Science & Technology, Surgery, Theriogenology, Veterinary Public Health and Food Hygiene.

The institution's language of instruction and assessment are both in English.

2. Admission requirement

- 2.1. Candidates for admission into MS study programme must possess a Bachelor of science or DVM degree from this University or an equivalent degree from other University except students of Open University/ National University/ Private University including an MBBS/BDS degree.
- 2.2. Candidates having passed a Bachelor degree in Credit-Course system must have secured a minimum GPA of 2.5 out of 4.0 or 3.5 out of 5.0 and a B grade in the concerned subject.
- 2.3. The eligibility of a candidate having degree from other University shall be assessed by an Eligibility Committee consisting of the proposed Supervisor, the concerned Head of the Department and the Co-ordinator, Committee for Advanced Studies and Research (CASR). The Co-ordinator, CASR will act as the convener of the Committee.
- 2.4. A candidate for admission into MS programme for specialization in Agricultural Extension Education, Agricultural Statistics, Biochemistry & Molecular Biology and Rural Sociology must have studied and passed the relevant paper/course(s) carrying at least 4 credit hours (150 marks in Annual System), at the Bachelor of Science/DVM degree of this University or an equivalent degree including MBBS/ BDS degree from other recognized institutions except students of Open University/ National University/ Private University.
- 2.5. An in-service candidate, if selected for admission, must obtain necessary clearance and study leave or deputation for the stipulated period from *his/her* employer to be eligible for admission.
- 2.6. Candidates shall apply for admission in prescribed form of the University.
- 2.7. Each student shall fill in five prescribed Enrolment Cards for each semester to have *a* coded Roll Number to carry through all Semesters in order to maintain records in the offices of the Co-ordinator, CASR; the Controller of Examinations; the Head of the Department; the Registrar; and the student himself/herself.
- 2.8. Admission of students to M.S. study programme shall be approved by the CASR on recommendation of the respective Board of Studies on the basis of their academic performance and satisfactory conduct at the Bachelor degree study.

- 2.9. The number of students to be admitted in a department in any particular semester will be decided by the respective Board of Studies on the basis of availability of teaching and research facilities in the Department.
- 2.10. Candidates for admission into M.S. degree programme shall get themselves admitted in the months of April (April to September as “Summer” Semester) and October (October to March as “Winter” Semester) in a year and shall pay the necessary fees including examination fees as per University rules.
- 2.11. An admitted student to a subject in particular semester (clauses 2.10 & 3.1) may be allowed new admission to another subject for academic reasons, in the next semester. In such case he/she will have to take permission from the existing supervisor and Head of the relevant department.
- 2.12. Resolved that the second Master’s degree admission to the different courses in this university will not be allowed as a general policy. However, in some exceptional cases, the CASR will consider the merit of individual case for such admission on the basis of the recommendations of their respective appointing authorities.

3. Duration of study

- 3.1. An academic year shall consist of two semesters of six months each extending from “October to March” as “Winter” Semester and from “April to September” as “Summer” Semester. There shall be 18 working weeks in each semester covering instructions, assignments and examinations.
- 3.2. The duration of the study for the degree of M. S. shall be three consecutive semesters. However, two additional consecutive semesters may be allowed to a student if the supervisor or supervisory committee (consisting of a Supervisor and a Co-supervisor) and the Head of the relevant Department of BAU/ Principal of affiliated colleges/ Director of institutes recommend such extension and the recommendation is approved by the Co-ordinator, CASR.
- 3.3. If a student fails to obtain an M.S. degree in five consecutive semesters, his/her admission shall stand cancelled automatically.

4. Course-credit requirements

- 4.1. Sixteen lectures/ contact hours of one-hour duration for a theoretical course and of two-hour duration for a practical course in a semester shall be considered as one credit-hour.
- 4.2. The number of credits for course work required for each candidate shall be specified by the relevant Board of Studies. Minimum total credit requirement shall be 40. Out of this at least 24 credits shall be for course work and 16 *credits* for the research work .
- 4.2.1. The supervisor may propose a Co-supervisor if it is necessary for the research programme.
- 4.2.2. A student shall be required to complete two types of courses as follows :
 - a) Compulsory courses : 16 credits or more
 - b) Elective courses : 8 credits or more

However, a candidate may be required to take one or more audit courses if desired by his/her supervisor under intimation to the Co-ordinator, CASR.

- 4.3 4.3.1. Generally a student shall be required to register for research work in the "Thesis" semester usually third semester. But total credits for research work (16 credits) may have the following distribution (clause 6.5), with provision of semester adjustment if needed and suggested by the supervisor:

First Semester : 3 credits
Second Semester : 3 credits
Thesis Semester : 2+8=10 credits
(For research and thesis)

4.3.2. Earning of research credits: Of the 16 research credits, 8 credits will be earned by a student upon "Satisfactory" grading of research by the supervisor. The remaining 8 credits will be earned through the successful presentation of Thesis quality of which shall be evaluated as under and shall be linked with GPA and CGPA calculation:

Evaluation of Thesis : 5 credits
Thesis Defense : 3 credits

- 4.4. The Supervisor shall recommend a research programme for a student to the Co-ordinator, CASR for approval by the middle of the first semester. Any subsequent change in the programme shall have to be recommended by the Supervisor and be approved by the Co-ordinator, CASR.
- 4.5. A particular course shall be taught by one or two teachers and evaluated accordingly as decided by the relevant Board of Studies.
- 4.6. A student shall be required to enroll for a minimum of 12 credits of courses in one of the two "course" semesters.
- 4.7. The performance of a student in an audit course shall be marked as satisfactory/ unsatisfactory. The details of such audit courses shall be recorded in the grade card and in the transcript.
- 4.8. A student shall have to enroll himself/herself in each semester on payment of necessary fees as per University rules. The fees are:

- | | | | |
|-----|----------------------------|-------|---------|
| (a) | Course fee per credit hour | | Tk.25/- |
| (b) | Examination Entry Fee | | Tk.75/- |

5. Examination procedure

- 5.1. There shall be at least two classroom examinations and one final examination for each course in a semester. The classroom examinations shall carry 20(10+10marks) percent and the final examination covering the entire course shall carry 60 percent of the total marks carried by a particular course. The remaining 20 percent of the marks shall be assigned to report writing, homework or any other assignments given by the course teacher(s). Assignments should be presented before the course teacher(s) using standard presentable form.
- 5.2. The duration of final examination shall be of 3 hours for 3 or 4 credit courses and it shall be of 2 hours for 1 or 2 credit courses. Regardless of differences in credits and exam duration all courses will be evaluated conveniently on 100 marks in total (covering class tests, assignment and final exam).
- 5.3. In order to qualify for final examination, a student must have attended at least 75 percent of the classes for the course included to the programme of courses recommended for *him/her*. Student must have to submit the examination entry forms to the Controller of Examinations through the relevant Head of the Department and Co-ordinator, CASR.
- 5.3.1. The Supervisor shall make his recommendation on the stipend bill form on the basis of 75% of attendance and send it to the Co-ordinator, CASR through the Head of the Department. The Head of the Department shall also make his recommendation on the examination entry form on the basis of 75% of attendance.
- 5.3.2. Fulfillment of the residential requirement of each student shall be ensured by the relevant Board of Studies.

- 5.4. All examinations shall be conducted and evaluated by the course teacher(s). The final Examinations shall commence at least 30 days before the end of the semester and shall be completed within 10 working days. The course teacher(s) shall also evaluate the home assignments, report writing etc. and shall submit the marks to the Head of the Department and with a copy to the Controller of Examinations soon after evaluation under intimation to the Co-ordinator, CASR for further necessary action. The Heads of the relevant Departments shall preserve all such records for a period of three years.
- 5.5. The relevant Head of the Department shall prepare and circulate the schedule for final examinations of the courses offered by different teachers in a particular semester at least 4 weeks before the commencement of the examinations.
- 5.6. The Head of the Department along with course teacher(s) shall tabulate the results of the semester final examinations and send it to the Controller of Examinations for publication. The results of the examination shall be published at least a week before the end of the semester.
- 5.7.1. If a student *has not sat* for the classroom examination(s) for reasons satisfactory enough to the course teacher(s), the course teacher(s) may give *him/her* another chance for such examination(s) during the semester but it must be held before the semester final examination.
- 5.7.2. If a student fails to appear at the semester final examination marks obtained by him in the class room examination and the assignments will be forfeited.
- 5.8. Numerical marks given on all component examinations/evaluations (for a course, thesis, thesis defense, etc) shall be finally pooled and converted to letter grade and grade point (4-point scale) as follows:

Marks obtained	Latter Grade	Grade Point
80% and above	A ⁺	4
75% to 79%	A	3.75
70% to 74%	A ⁻	3.50
65% to 69%	B ⁺	3.25
60% to 64%	B	3.00
55% to 59%	B ⁻	2.75
50% to 54%	C	2.50
< 50%	F	0

Percentage of numerical marks shall be calculated in round figures. A fraction of 0.5 or above, shall be considered as next higher number.

- 5.9. The grade C shall be regarded as the minimum passing grade. A student shall be considered to have earned the requisite credit specified for each course or thesis or thesis defense if he/she secures C or a higher grade in it.
- 5.10 5.10.1. If a student obtains an F grade (Fail) in a particular course, thesis and thesis defense, the Co-ordinator, CASR may allow him/her to repeat the relevant course, thesis and thesis defense on recommendation of the Supervisor and Head of the Department. provided the whole process is completed within study period as stipulated in clauses 3.2 and 3.3. A student may be allowed to carry and repeat no more than two courses in a semester but a maximum of four courses during his/her entire study programme to clear F grade(s).
- 5.10.2. If a student gets F grade in three or more courses in a semester, the concerned semester shall be deemed “crashed” and the student shall have to re-enroll to fulfil the course-credit requirement in available semester(s) subject to clauses 3.2 and 3.3 .
- 5.11. The semester results and overall final results for different courses and thesis shall be presented in letter grades (clause 5.8) with Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA or Cumulative GPA) as applicable. The maximum attainable GPA or CGPA shall be 4. GPA or CGPA shall be calculated upto three decimal places.

5.12. The calculation of GPA and CGPA (for semester results and final results) shall be done as follows:

$$GPA = \frac{\sum (G_i \times C_i)}{\sum C_i} \quad CGPA = \frac{\sum (GPA_i \times TC_i)}{\sum TC_i}$$

Where, Σ = Sum of, G_i = Grade Point obtained in individual courses, C_i = Credit of respective courses, GPA_i = Grade Point Average obtained in individual semesters, TC_i = Total credits of respective semesters.

5.13. Boycotting of an examination, adoption of unfair means and breach of discipline in an examination

5.13.1. The followings shall be considered as examination offences:

i) Copying from incriminating documents or from other's script, ii) Possession of incriminating documents, Communicating with other(s), iv) Smuggling in/out of answer script(s), v) Using abusive language or holding out threat to Invigilator/Chief Invigilator, vi) Creating obstruction or disturbances inside examination hall, vii) Assault or attempt to assault an Invigilator/Chief Invigilator, viii) Possession of arms or other lethal weapons inside the examination hall, ix) Using cell-phone inside examination hall, and x) Any other offences not mentioned specifically above but considered by the chief invigilator as breach of discipline in the examination.

5.13.2. For any offence mentioned in 20.1, the concerned course- examination of the examinee who committed the offence shall be cancelled by the chief invigilator subject to report to the examination discipline committee through the controller of examinations. The result of the said course shall be finalized with "F" grade.

5.13.3. Depending on the gravity of the offence, the chief invigilator may refer the case(s) to the examination discipline committee for further disciplinary action.

Disciplinary action shall be taken by the examination discipline committee and that shall be reported to the syndicate. The decision of the examination discipline committee shall stand final. The committee shall comprise as follows:

i)	Vice-chancellor	Chairman
ii-iii)	Two Deans to be nominated by the Vice-chancellor	Member
iv)	One non-salaried member of the syndicate to be nominated by the Vice-chancellor	Member
v)	Student's Affairs Advisor	Member
vi)	Proctor	Member
vii)	Registrar	Member
viii)	Controller of Examinations	Secretary

Nominated members shall hold office for a term of two years. Four members shall form quorum in the meeting.

5.13.4. Students who either individually or jointly boycott the examination unlawfully shall be marked absent by the chief invigilator and the matter shall be referred to the examination discipline committee for further disciplinary action.

5.13.5. The chief invigilator shall submit the report on the offence committed by the examinee(s) to the controller of examinations in the prescribed form under sealed cover packet. The controller of examinations shall place the cases of unfair means along with relevant documents before the examination discipline committee.

- 5.13.6. Before taking any disciplinary action by the examination discipline committee, a notice shall be served upon the examinee found guilty of examination offences to show-cause. The examinee shall be given a time not less than 72 hours for replying the notice.
- 5.13.7. The examinee who is identified in copying from incriminating documents or from other's script or found creating disturbances inside the examination hall or found possessing incriminating documents may be debarred from appearing at examinations in the current semester.
- 5.13.8. The examinee who uses abusive languages or holds threat in the examination hall to the chief invigilator or invigilator(s) or other persons engaged in the examination shall be debarred from appearing at examinations for not more than three semesters.
- 5.13.9. The examinee who assaults or attempts to assault the chief invigilator or invigilator(s) or any other person(s) engaged in the examination shall be liable to a maximum punishment of debarment from subsequent examinations of the university and expulsion for good from the university.
- 5.13.10. Any examinee found guilty of disclosing his/her identity or deliberately making symbolic marks in his/her answer script, the answer script shall be cancelled by script examiner and the matter be reported to the controller of examinations.
- 5.13.11. The script of the examinee who has committed an examination offence other than that defined in 20.10 shall not be sent to the examiner for evaluation.
- 5.13.12. A student expelled for adopting unfair means, shall not get additional semester beyond the time limit defined in the "ordinance for course credit semester system of undergraduate studies at BAU (Third Amendment)" and Ordinance for the Award of Master of Science (MS) Degree"
- 5.13.13. Any other cases not covered by the above rules shall be dealt by the examination discipline committee in such a manner as it deems fit.

6. Research requirements

- 6.1. A candidate for M.S degree shall undertake a piece of research work under the supervision of a teacher of the university/affiliated colleges/ affiliated institutes or under a scientist of any recognized research institute/ organization. A teacher or a scientist must have prior approval from the Co-ordinator, CASR to act as a Supervisor.
- 6.2. Research work of an M.S. degree student shall be supervised by a Supervisor or Supervisory Committee consisting of a Supervisor and a Co-supervisor.
- 6.3. The Co-supervisor shall be chosen from among the Supervisors recognized by the CASR.
- 6.4. The Co-supervisor shall be proposed by the Supervisor. The Heads of the Departments/Principals of Affiliated colleges or Head of Institutes shall submit the proposals for Supervisory Committee to the CASR for approval during the first semester of the student's enrolment.
- 6.5. A student may begin his research work from the first semester and shall complete the research work and thesis writing and submit the same at least 30 days before the end of the last semester of the student's approved study period (Clauses 3.1 and 3.2).

7. Thesis evaluation and thesis defense

- 7.1. Thesis prepared by the student shall be submitted to the relevant Head of the department after having been signed by the supervisor/ supervisory committee.
- 7.2. Each Thesis shall be individually evaluated on 100 marks by two Examiners to be selected by the CASR from a four-member panel suggested by the relevant Board of Studies. The Proposed Thesis Examiners will be from amongst recognized M.S. Supervisors. The Examiners shall send the marks to the Head of the Department with a copy to the Controller of Examinations. The average of the marks given by the two Thesis Examiners shall be considered as the marks obtained, and the letter grade and grade point (GP) will be awarded, accordingly.
- 7.3. Supervisor and Co-supervisor shall not be the Thesis Examiners of the student(s) under their guidance.
- 7.4. If a thesis examiner is absent or unavailable for some unavoidable reasons, or declines to act as an examiner, the concerned Head of the Department may recommend for appointment of the next person in the proposed panel of examiners; or in case of non-availability of any person in the panel, the Board of Studies may propose a new panel of examiners.
 - 7.4.1. In case of more than 20% variations in marks given by two thesis examiners, a third examiner from the panel of examiners shall examine the thesis and the average of two nearest marks shall be taken as final .
 - 7.4.2. The defense of each thesis by individual students in a department shall be evaluated (on 100 marks) and graded by a four-member defense committee of which the Head of the concerned Department shall be the Chairman. The CASR shall select three members from a five-member panel proposed by the relevant Board of Studies. The Committee shall remain valid for consecutive three semesters.
 - 7.4.3. The defense of the thesis shall be held at least two weeks before the end of the semester in presence of a minimum of three members of the defense committee. If one or more members of the defense committee express their inability to be present during the defense due to some unavoidable reasons replacement may be made by the Head of the Department from the panel under intimation to the Co-ordinator, CASR. The date and time of defense shall be announced by the concerned Head of the Department of Bangladesh Agricultural University /Principal of affiliated college in consultation with the concerned Supervisor and under intimation to the Co-ordinator, CASR.

8. Publication of results

- 8.1. The defense committee shall tabulate and finalise the results, and send those to the Controller of Examinations for publication with a certificate that a copy of the thesis has been sent to the Bangladesh Agricultural University Library.
- 8.2. The results of the candidates shall be published by the Controller of Examinations by order of the Vice-Chancellor subject to the approval of the Syndicate.

Note:

1. The corrected portion of MS ordinance 2.1, 2.4, 2.10, 3.1 and 5.1 have been approved by Academic Council of Bangladesh Agricultural University, effective from 2020.
2. “April to September” as “Summer” Semester will be count as Semester-I and “October to March” as “Winter” Semester will be count as Semester-II.
3. Other part of MS ordinance will remain unchanged.
4. Instead of July to December have to use October to March and instead of January to June have to use April to September.