



Academic Ordinance for Postgraduate Studies

1. Definitions

- 1.1 'University' means Rajshahi University of Engineering & Technology abbreviated as RUET.
- 1.2 'Syndicate' means the Syndicate of the University.
- 1.3 'Academic Council' means the Academic Council of the University.
- 1.4 'CASR' means the Committee for Advanced Studies and Research of the University.
- 1.5 'PGAC' means the Post Graduate Academic Committee in a degree awarding department of the University.
- 1.6 'DSC' means the Doctoral Scrutiny Committee.

2. Programs and Degrees Offered

The postgraduate (PG) programs of the University include Master's Program and Doctoral Program. Master's program includes Master of Science, Master of Engineering and Master of Philosophy. The doctoral program only offers Doctor of Philosophy. The PG degrees to be offered under this ordinance are as follow:

2.1 Master of Science in

- i) Civil Engineering abbreviated as M. Sc. Engg. (CE).
- ii) Electrical & Electronic Engineering abbreviated as M.Sc.Engg. (EEE).
- iii) Computer Science and Engineering abbreviated as M.Sc. Engg. (CSE)
- iv) Electronics & Telecommunication Engineering abbreviated as M.Sc.Engg. (ETE).
- v) Glass and Ceramic Engineering abbreviated as M.Sc.Engg. (GCE).
- vi) Industrial and Production Engineering abbreviated as M.Sc. Engg. (IPE)
- vii) Mechanical Engineering abbreviated as M.Sc. Engg. (ME).
- viii) Mechatronics Engineering abbreviated as M.Sc. Engg. (MTE).
- ix) Mathematics abbreviated as M. Sc. (Math)
- x) Physics abbreviated as M. Sc. (Phy)
- xi) Chemistry abbreviated as M. Sc. (Chem)

2.2 Master of Engineering in

- i) Civil Engineering abbreviated as M. Engg. (CE).
- ii) Electrical & Electronic Engineering abbreviated as M.Engg. (EEE).
- iii) Computer Science and Engineering abbreviated as M. Engg. (CSE)
- iv) Electronics & Telecommunication Engineering abbreviated as M.Engg. (ETE).
- v) Glass and Ceramic Engineering abbreviated as M.Engg. (GCE).
- vi) Industrial and Production Engineering abbreviated as M.Engg. (IPE)
- vii) Mechanical Engineering abbreviated as M.Engg. (ME).
- viii) Mechatronics Engineering abbreviated as M. Engg. (MTE).

2.3 Master of Philosophy in

- i) Mathematics abbreviated as M. Phil (Math)
- ii) Physics abbreviated as M. Phil (Phy)
- iii) Chemistry abbreviated as M. Phil (Chem)

2.4 Doctor of Philosophy

The degree of Doctor of Philosophy abbreviated as Ph. D. shall be offered by the department of:

- i) Civil Engineering
- ii) Electrical & Electronic Engineering
- iii) Computer Science and Engineering
- iv) Electronics & Telecommunication Engineering
- v) Glass and Ceramic Engineering
- vi) Industrial and Production Engineering
- vii) Mechanical Engineering
- viii) Mechatronics Engineering

- ix) Mathematics
- x) Physics
- xi) Chemistry

3. Admission Requirements

- 3.1 A candidate must have a minimum GPA of 3.5 in the scale of 5.0 or its equivalent in the pre-university examinations.
- 3.2 (a) A candidate must have a B. Sc. Engg. or an equivalent degree from any recognized University/ Institute in the relevant/ related field with a minimum CGPA of 2.75 in the scale of 4.0 or its equivalent.
(b) For admission to the M.Sc./M.Phil programs offered by the faculty of Applied Science & Humanities of the University, a candidate must have an B. Sc. (M.Sc for M.Phil) or equivalent degree from any recognized University/ Institute in the relevant/related field with a minimum CGPA of 2.75 in the scale of 4.0 or its equivalent in all levels of the University/Institute.
- 3.3 For admission to the Ph. D. program, a candidate must have an M. Sc. Engg./M. Engg./M.Sc/M. Phil or an equivalent degree in the relevant branch from any recognized University/Institution with a minimum CGPA of 3.00 in the scale of 4.0 or its equivalent.
- 3.4 If the supervisor(s) is satisfied with his/her research work, a student in M. Phil program of this University may be transferred to the Ph.D. program with retrospective registration using the prescribed form on recommendation of the supervisor(s), relevant PGAC, CASR and with the approval of the academic council. But for such transfer, the student must complete the course work requirements for a Ph. D degree and publish at least two papers in peer reviewed reputed Journals. In case of such a transfer, the students shall normally apply at the end of his/her last semester of study.

4. Admission Procedure

- 4.1 Applications for admission shall be invited through regular means of advertisement and shall be received by the registrar through prescribed application form.
- 4.2 There shall be an admission Committee in each department as constituted by the respective PGAC. The admission committee will scrutinize the applications.
- 4.3 The eligible applicants may be required to appear in a written and/or oral test conducted by the admission committee formed by respective department. The committee, on the basis of the admission test result, will approve a list of prospective students for admission into the PG programs of the concerned department.
- 4.4 Full time teachers of RUET, who are applicants for admission to any PG program of the University, need not to sit for the admission test.
- 4.5 Every selected candidate shall have to get himself/herself admitted/registered to the University within the prescribed time limit on payment of prescribed fees.
- 4.6 Eligibility for the admission of foreign students shall be examined by the equivalence committee.
- 4.7 On recommendation of the PGAC and CASR the rules for admission into PG programs may be amended from time to time by the Academic Council.

5. Academic Regulations

- 5.1 There shall be two semesters, namely odd and even, in one academic year. Normally, odd semester will start in April and the even semester will start in October.
- 5.2 (a) For full time students, the minimum duration of the M.Sc.Engg., M.Sc., and M. Engg. degrees shall be three semesters. The M. Phil programs shall be four semesters. However, a candidate must complete all requirements for the M.Sc.Engg./M. Engg./M.Sc./M. Phil degree within five academic years from the date of his/her first enrolment.
(b) For part time students, the minimum duration of the M.Sc. Engg., M. Engg. and M.Sc. programs shall be four semesters. The M. Phil courses shall be five semesters. However, a candidate must complete all requirements for the M.Sc.Engg./M. Engg./M.Sc./M. Phil degree within five academic years from the date of his/her first enrolment.
- 5.3 (a) For full time students, the minimum duration of the Ph. D. course shall be six semesters. However, a student must complete all the requirements for the Ph. D. degree within seven academic years from the date of his/her first enrolment.
(b) For part time students, the minimum duration of the Ph. D. course shall be eight semesters. However, a student must complete all the requirements for the Ph. D. degree within seven academic years from the date of his/her first enrolment.
- 5.4 The courses to be offered in a semester shall be determined by the respective department.
- 5.5 Academic progress shall be measured in terms of credit hours earned by a student. One credit hour for theory course shall normally require one hour of class attendance per week in a semester. While one credit hour for thesis, project and laboratory classes should normally require three hours of work per week in a semester.

5.6 Status of a student

5.6.1 There shall be two categories of students, namely -

(i) Full time: A full time student will not ordinarily be a full time/part time employee of any organization. However, the employee of any organization may be admitted as a full time student only if he/she is on study leave or deputation from his/her organization for the entire program duration. A full time student may be awarded teaching/research assistantship in this University.

(ii) Part Time: A part time student is a student who is a part time/full time employee of any organization. He/she must submit a permission letter from the employer during admission. A part time Ph. D. student shall have to take leave from his/her employer, for at least two semesters (not exceeding one Calendar year) for the program; and he/she must join the program with the approved leave not later than the beginning of their fourth semester.

5.6.2 The PGAC of the department may allow a student to switch from part time to full time or vice versa upon submission of valid document(s) by a student in favour of his/her unengagement/unemployment to any part time/full time job at any organization. The concerned department will inform the controller of examination for such a change in the status of the students.

5.6.3 The concerned PGAC may permit a PG student to withdraw his/her name from the program for a total period of five academic years for Ph. D. program and three academic years for M.Sc. Engg./M. Engg./ M.Sc./M. Phil programs on the recommendation of the supervisor (if any)/course advisor. Such withdrawal period will be assessed as academic exemption and will be ignored for the calculation of total academic years spent by the student to complete the course.

5.7 Course Registration

5.7.1 Every registered student shall be assigned a course advisor by the Head of the department. The course advisor shall be a full time teacher of the department and not below the rank of an Assistant Professor having a Ph. D. or equivalent degree. Students shall seek advice from his/her course advisor whenever necessary on any matter related to the PG program.

5.7.2 Every student shall have to register the course(s) of the current semester within the prescribed time limit with approval from his/her course advisor/ supervisor.

5.7.3 A full time student can register a maximum of 15 credit hours of the theory course per semester.

5.7.4 A part time student can register a maximum of 9 credit hours of the theory courses per semester.

5.7.5 A student may be allowed to register theory courses offered by other departments of this University on approval of the supervisor, the concerned Head, and the course teacher(s), as follows:

Degree	Maximum allowable Theory Course	Maximum allowable Credit hours
M. Sc. Engg	2	6
M. Engg	3	9
M.Sc.	2	6
M. Phil	3	9
Ph. D	1	3

5.8 Credit Transfer

After the first semester the respective PGAC may consider a student's application to transfer the credits earned elsewhere if the following conditions are fulfilled:

- i) The credits should be earned from a recognized University or Institution.
- ii) A maximum of 50% Credit-Hours in course work may be transferred.
- iii) Credits earned before five academic years from the date of application will not be considered.
- iv) Only B+ or higher grades will be counted.

5.9 Requirements for Continuation of a Program

5.9.1 If 'F' grade is obtained in three or more subjects by a student in any semester, he/she will not be allowed to continue the program.

5.9.2 If at the end of the 1st semester, the GPA of a student falls below 2.50 (including C grades) he/she will not be allowed to continue the program.

5.9.3 Termination of studentship from a program of a department due to Articles 5.9.1 and/or 5.9.2 shall not obstruct him/her to seek admission to the same or another post graduate program of the university following due procedures.

5.9.4 If a Ph. D. student fails to qualify the comprehensive examination in two chances, he/she shall not be allowed to continue the program.

5.10 Minimum Credit Hour Requirements for the Degree

Minimum requirements of the theory and thesis/project credit hours to be earned by a student for different degrees are as outlined in the following table:

Degree	Theory	Thesis	Project	Total
M. Sc. Engg	18	18	-	36
M. Engg	30	-	6	36
M. Sc.	18	18	-	36
M. Phil	24	24	-	48
Ph. D	9	45	-	54

6. Grading System

6.1 Letter grade system will be applied in assessment of the performance of a student in semester examination. Numerical marking may be made in answer scripts but all final gradings to be reported to the Head of the department in prescribed form, shall be in the letter grade as outlined below:

Marks obtained	Grades	Description	Grade Points
90% and above	A+	Excellent	4.0
80% to below 90%	A	Very good	3.5
70% to below 80%	B+	Good	3.0
60% to below 70%	B	Average	2.5
50% to below 60%	C	Pass	2.0
Below 50%	F	Fail	0.0
	S	Satisfactory	
	U	Unsatisfactory	
	W	Withdrawn	

6.1.1 Courses in which a student gets 'F' grades shall not be counted towards credit hour requirements and for the calculation of Grade Point Average (GPA).

6.1.2 If a student registers a course in a semester but unable to sit for the examination due to unavoidable reasons, his/her course will be considered as 'withdrawn' and a grade 'W' will appear in the grade sheet if he/she applies before commencement of the examination with valid documents and taking prior consent of the respective course teacher. If he/she does not apply and remain absent in the examination, he/she will get 'F' grade in that subject.

6.1.3 Satisfactory (S) and unsatisfactory (U) grade shall be used only as final grade for thesis/ project and non-credit courses.

6.2 Calculation of GPA and CGPA

Grade Point Average (GPA) is the weighted average in a semester and is calculated as

$$GPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

where n is the number of courses completed by the student in a semester with grades not less than C, C_i is the credit hour in a particular course and G_i is the grade point corresponding to the grade obtained by the student in that course. A Cumulative Grade Point Average (CGPA) shall also be computed at the end of second and subsequent semesters. CGPA gives the cumulative performance of the student; and is computed by taking n in the above equation as the total number of courses completed by the student from first semester up to any other semester to which it refers. Both GPA and CGPA will be rounded off to the second place of decimal for reporting.

7. Conduct of Examination of Theory Courses

7.1 In addition to class tests, assignments and/or examination during the semester as may be given by the teachers(s) concerned, there shall be a written examination at the end of the semester for each of the courses offered in that semester. The dates of such examination will be announced by the Head of the respective department at least two weeks before the commencement of the examinations. The final grade in a subject shall be based on the performance in all tests, assignments and/or examinations.

- 7.2 The respective teacher(s) of each theory course offered in a semester will be the paper setter and script examiner for the semester examination.
- 7.3 The respective course teacher will submit the final grades obtained by the student(s) in his/her course in a prescribed form to the Head of the department and will also submit a copy of the same to the Controller of Examination of the University.
- 7.4 The Controller of Examination shall keep up-to-date record of all including the grades obtained by a student in individual Academic Record Card and shall announce the same at the end of each semester. Students may collect a copy of transcript from the Controller of Examination at the end of the program, on payment of prescribed fees. However, the copy of the Academic Record Card may be given to the students, on payment of prescribed fees.

8. Qualifying Requirements

- 8.1 The qualifying requirement for the postgraduate degree is that a student must earn a minimum CGPA of 2.75 for M. Sc. Engg/ M. Engg./M.Sc./M. Phil and 3.00 for Ph. D.
- 8.2 The C grades up to a maximum of two subjects may be ignored for calculation of CGPA at the written request of the student provided he/she has fulfilled the total course credit hours requirement and CGPA excluding the two above mentioned subjects.
- 8.3 In addition to successful completion of course work every student shall submit a thesis on his/her research work or a report on his/her project work fulfilling the requirements as detailed in Articles 5.10.
- 8.4 M.Sc/M.Sc.Engg/ M. Phil. students must have at least one peer reviewed reputed journal/reputed conference paper from part of his/her thesis work.
- 8.5 Ph. D. students must have at least three reputed conference papers and should have at least two journals from his/her thesis work in peer reviewed reputed journals.

9. Thesis/Project for M.Sc. Engg./M. Engg./M.Sc./M. Phil Program

- 9.1 Research work for a thesis/project shall be carried out under the supervision of a full time teacher of the department, not below the rank of Assistant Professor having a Ph. D. degree. PGAC of the department will appoint a supervisor for a student in the middle of first semester. A co-supervisor (if necessary) from within or outside the department/University may also be appointed. The appointment of the supervisor and co-supervisor (if any) shall be approved by the CASR as stated in Article 9.5.
- 9.2 If any change in the supervisor and co-supervisor (if any) is unavoidable, it should be approved by the academic council on recommendation of the PGAC. In such a case, if the student fails to complete the program within the specified time limit as outlined in Article 5, the student may get an extension for not more than one academic year.
- 9.3 The research work must be carried out in this University. In special circumstances it may be carried out at a place(s) recommended by the supervisor in consultation with the Head of the department and approved by the CASR.
- 9.4 (i) An open seminar shall be conducted by each student to show his/her research work after the appointment of supervisor according to Article 9.1. The respective supervisor will send a report of it to the Head of the department. The Head of the department will keep a record of it.
(ii) A second open seminar shall be conducted by each student to show his/ her final outcomes before the oral examination for thesis/project. The respective supervisor will send a report of it to the Head of the department. The Head of the department will keep a record of it and send a copy to the controller of Examinations in prescribed form.
- 9.5 The complete research proposal, supervisor and co-supervisor (if any) shall be sent to the CASR for approval after completion of Article 9.4(i).
- 9.6 Examination Committee for M.Sc./M.Sc.Engg./M.Phil thesis: The supervisor, in consultation with the Head of the department shall propose to the Vice-Chancellor for the approval of Academic council a panel of examiners for thesis and oral examination, usually one month before the date of thesis examination. The Examination Committee shall be constituted as follows:

Supervisor	Chairman	
Co-Supervisor (if any)	Member	
Dean of the faculty	Member	
Head of the department	Member	
One external member from outside the department/University not below the rank of Assistant Professor, having PhD degree.	External member	Two alternate names should be proposed.
One or two members from within or outside the department, not below the rank of Assistant Professor, having PhD degree.	Member	Three alternate names should be proposed.

- 9.7 Examination Committee for M. Engg. Project: The supervisor, in consultation with the Head of the department shall propose to the Vice-Chancellor for the approval of Academic council a panel of examiners for project and oral examination, usually one month before the date of project examination. The examination committee shall be constituted as follows:

Supervisor	Chairman	
Co-Supervisor (if any)	Member	
Dean of the faculty	Member	
Head of the department	Member	
One external member from outside the department/University not below the rank of Assistant Professor, having PhD degree.	External member	Two alternate names should be proposed.
One or two member from within or outside the department, not below the rank of Assistant Professor, having PhD degree.	Member	Three alternate names should be proposed.

- 9.8 Every student shall submit to the Head of the department, through his/her supervisor a required number of printed copies of his/her thesis/project report in the prescribed format on or before a date to be fixed by the supervisor in consultation with the Head of the department concerned for the thesis/project examination.
- 9.9 The student shall certify that the research work was done by him/her and that the same work or part of it has not been submitted elsewhere for the award of any degree or diploma.
- 9.10 The thesis/project should demonstrate an evidence of satisfactory knowledge in the field of research undertaken by the student and must be an original contribution to engineering/science and worth of publication in peer reviewed journal/conferences.
- 9.11 Every student shall be required to appear at an oral examination, on a date or dates fixed by the supervisor in consultation with the Head of the department concerned and must satisfy the examiners that he/she is capable of intelligently applying the results of the research to the solution of problem, of undertaking independent work, and also afford evidence of satisfactory knowledge related to the theory and technique used in his/her research work.
- 9.12 If an examiner is unable to accept the appointment or has to relinquish his appointment before/during the examination, the Vice-Chancellor may appoint another examiner subject to the approval of Academic Council in his place in consultation with the Supervisor and Head of the department, without, further reference to the PGAC.
- 9.13 The Head of the department will keep a record of the thesis/project examination in his/her possession and send a copy of the report to the Controller of Examination in prescribed format, along with the comments (if any) of the thesis/project examiners.
- 9.14 For publication of the result, the Head of the department will send a confirmation letter to the Controller of Examinations stating that all the courses and other necessary requirements for the degree have been completed.

10. Thesis for Ph.D. Students

- 10.1 Thesis shall be carried out under the supervision of a full time teacher of the department, not below the rank of Assistant Professor having a Ph. D. degree. PGAC of the department will appoint a supervisor for a student in the beginning of his/her first semester. A co-supervisor (if necessary) from within or outside the department/University may also be appointed. The appointment of the supervisor and co-supervisor (if any) shall be approved by the CASR on recommendation of PGAC. Accordingly, the student will have to register his/her thesis course in the following semesters.
- 10.2 The Research work must be carried out in this University. In special circumstances it may be carried out at a place (s) recommended by the supervisor in consultation with the Head of the department and approved by the CASR.
- 10.3 A seminar shall be conducted by each student to show his/her preparation and tentative research plan at the beginning of his/her 2nd semester.
- 10.4 The PGAC will form a Doctoral scrutiny Committee (DSC). Every Ph.D. program student shall appear in a comprehensive examination conducted by the DSC at the end of the 2nd semester. The formation of the DSC is as follows:

Supervisor	Chairman	
Co-Supervisor (if any)	Member	
Dean of the faculty	Member	
Head of the department	Member	
One expert member with a Ph. D. degree in the relevant field not below the rank of Assistant Professor from	Expert member	Two alternate names should be proposed by the supervisor

outside the University		
Two members from within or outside the department, not below the rank of Assistant Professor having Ph. D. degree.	Member	Three alternate names should be proposed by the supervisor

The date and time of the comprehensive examination shall be fixed by the PGAC on the request of the supervisor.

- 10.4.1 The comprehensive examination shall comprise a written examination and/or an oral examination.
- 10.4.2 The DSC will examine that the candidate has a satisfactory knowledge related to the subject(s) of his/her research and closely related fields and the thesis theme is original and also conforms to the required standard for PhD course.
- 10.4.3 If a student fails to qualify in a comprehensive examination, he/she shall be given one more chance to appear in the examination as scheduled by the PGAC. The Head of the department will send a report of the comprehensive examination in prescribed form, to the Controller of Examination.
- 10.5 Following a successful comprehensive examination, the complete research proposal shall be sent to the CASR through PGAC.
- 10.6 The student will present an open seminar before his final semester, showing the progress of the thesis work and will be evaluated by the DSC. The Head of the department will keep a record of these and send reports to the Controller of Examination in prescribed form.
- 10.7 The student will present another open seminar before submitting his/her thesis, showing the progress and achievement of the thesis work and will be evaluated by the DSC.
- 10.8 Every student shall submit required number of printed copies of synopsis and the full Thesis in prescribed format to the Head of the department, through his/her supervisor. The head of the Department will send the synopsis to the controller of examinations and/or distribute those among the members of the examination committee.
- 10.9 The student shall certify that the research work was done by him/her and that the work has not been submitted elsewhere for a degree or a diploma.
- 10.10 The supervisor, in consultation with the Head of the department, will propose a panel of 6 experts in the related field of research from outside the department/University, at least 3 (three) from outside the country, to the Vice-Chancellor.
- 10.11 The Vice-Chancellor will select any two expert (one from outside the country) and instruct the Controller of Examination (CoE) to send copies of the synopsis to the selected experts, seeking their consent to be external examiner for the thesis. On receipt of their consent, CoE will send the copies of the thesis to them for evaluation and collection of their written opinion in prescribed form.
- 10.12 CoE will give copies of the experts' report to the student through the supervisor, if there are any further queries to be cleared or questions to be answered by the student. Such answers should be directly sent to the expert concerned by the CoE and final report should be collected.
- 10.13 On receipt of favorable experts' report, the supervisor in consultation with Head of the department shall propose to the academic council through CASR, a panel of examiners for thesis and oral examination usually one month before the date of thesis examination. The Examination Committee shall be constituted with the following members as described below:

Supervisor	Chairman
Other members of DSC	Members
One external members, from outside the University.	External Members

- 10.14 Every student submitting a thesis shall be required to appear at an oral examination, on a date or dates fixed by the supervisor in consultation with Head of the department. He/she must satisfy the examiners that he/she is capable of intelligently applying the results of this research to the solution of problems, of undertaking independent work, and also afford evidence of satisfactory knowledge related to the theory and technique used in his/her research work.
- 10.15 The thesis should demonstrate and evidence of satisfactory knowledge in the field of research undertaken by the student and must be an original contribution to engineering/science and worthy of publication.
- 10.16 If an examiner is unable to accept the appointment or has to relinquish his appointment before/during the examination, the Vice-Chancellor may appoint another examiner in his/her place from the panel, subject to the approval of academic council.
- 10.17 A student who has been transferred to the Ph.D. program from the M. Phil program may be awarded M. Phil degree, on recommendation of the supervisor, if the student fails to qualify for the award of the Ph.D. degree. In that case the student must have to fulfil all the requirements for the said degree.
- 10.18 The Head of the department will arrange to keep a record of the thesis examination in his possession and send a copy of the report to the Controller of Examination in prescribed format, along with the comments (if any) of the members of

the examination committee. In this report he/she will also confirm that the student has completed the courses and other requirements (if any) for the award of the degree.

10.19 If a student fails to complete his/her degree in prescribed time limit, an additional academic year may be allowed by the academic council.

11. In case of an emergency (during any pandemic or similar crisis), PG academic activities e.g., classes, semester and thesis examinations, etc may be continued virtually. External examiner(s) from outside of the country can join academic activities of this university using online virtual platforms even in normal situations.

12. Cancellation of Studentship

i) Non-payment of dues within prescribed period.

ii) Failing to proceed with the program as prescribed by Article 5.9 of this ordinance.

iii) Forced to discontinue his/her studies under disciplinary rules.

13. Academic Fees

Academic fees will be prescribed by the appropriate authority of this University from time to time.

14. Effectiveness of this Ordinance

This ordinance will be effective from the batch of Postgraduate student admitted after the date of approval of this ordinance by the Syndicate.

15. Addition, Change and Deletion

The University authority can add new programs and change the ordinance (addition/deletion/modification) or part of it any time whenever it thinks necessary.



(Prof. Dr. Md. Selim Hossain)

Registrar (In Charge)

Rajshahi University of Engineering & Technology