

Appendix

ORDINANCE FOR THE DEGREE OF MASTER OF SOCIAL SCIENCE (M.S.S.), FACULTY OF SOCIAL SCIENCES, UNIVERSITY OF CHITTAGONG

(WITH EFFECT FROM THE SESSION 2010-2011)

1. THE NATURE OF DEGREE

The Degree of Master of Social Science will be awarded by the University of Chittagong under the provision of this ordinance will be called **M.S.S.** and it will be a specialized degree of the subject.

2. DURATION OF THE PROGRAMME OF STUDY

Duration of the M.S.S. programme will be one academic year and shall be completed by a student in not more than 2 (two) academic years.

3. SUBJECTS

There shall be the following subjects in the Faculty of Social Sciences of this University: i. Economics; ii. Political Science; iii. Sociology; iv. Public Administration; v. Anthropology; vi. Communication and Journalism; vii. International Relations and any other subject/s as may be approved by the University Authority from time to time.

4. QUALIFICATION FOR ADMISSION

The qualification for admission into the M.S.S. programme is four-year B.S.S. (Honours) degree obtained in the same subject from this University. The candidates who have appeared at the 4th year B.S.S. (Honours) examination may be admitted provisionally to the M.S.S. Programme. The confirmation of admission of such students into the M.S.S. Programme is subject to their passing the B.S.S. (Honours) examination. Student who has not been admitted within two years after obtaining their four-year B.S.S. (Honours) degree is not eligible for admission into this programme. The student with a Pass Degree shall not be eligible for admission into Masters programme.

5. REGISTRATION

i. A candidate shall attain studentship of the University on admission into a programme as per rules. S/he shall be required to be registered separately with the University through

such processes and on payment of such fees as determined by the University Authority from time to time and it will remain valid for two years.

ii. A student shall never take admission in more than one subject other than certificate/diploma courses. If it is so reported/found, his/her studentship and examinations, even if appeared/passed, shall stand cancelled. **If a student is reported to be a full-time service holder, his/her registration shall be cancelled immediately.**

6. GROUPS

Each Department will have two groups, i. General Group and ii. Thesis Group. Considering the facilities and the number of teachers in the subject, a limited number of students, on the basis of merit, may be taken in thesis group. Number of students and minimum CGPA (not less than 3.00) for thesis will be decided by the Academic Committee of the Department in every academic year. Students willing to undertake thesis shall apply to the Chairman through the Supervisor for approval of the Academic Committee of the concerned Department.

7. COURSE IDENTIFICATION SYSTEM

Each course shall be designated by three/four letters for the subject/discipline as decided by the concerned Department followed by a three digit number starting with 5, i.e. **ECON.501** for the first course in **Economics**, **POL.504** for the fourth course in Political Science and so on.

8. MARKS AND CORRESPONDING CREDITS

Theoretical/practical/project/thesis/sessional/viva-voce of 25, 50, 75 and 100 marks is equivalent to 1, 2, 3 and 4 credits, respectively.

9. NATURE OF COURSES AND DISTRIBUTION OF MARKS

i. The M.S.S. degree programme shall be carrying a total of **600** marks as distributed below:

Group	Theoretical Marks	Thesis Marks	Sessional, Terminal and Viva-voce marks	Credits	Total marks	Total Credits
General	500	---	$50+25+25 = 100$	20+4	600	24
Thesis	400	100	$50+25+25 = 100$	16+4+4	600	24

ii. The Committee of Courses and Studies of the concerned Department shall prepare the syllabus.

- iii. Sessional means tutorial, class test, class attendance etc, The Academic Committee of the concerned Department will decide the system of conducting tutorial examination.
- iv. Students have to appear at a terminal examination of two hours duration in all the courses taken together. The Academic Committee of the concerned Department will decide the system of conducting terminal examination, if necessary.
- v. Practical marks should not be more than 50 per cent of total marks, if applicable. 20% of the practical marks shall be awarded on the basis of class performance during the whole course of study evaluated by the course teacher and the rest 80% on the basis of performance in the examination.

10. CLASS HOURS (45 MINUTES EACH)

Theoretical and practical courses shall be so designed as to be completed in minimum of the following class hours:

- a. theoretical course of 25 marks (1 credit) in 15 class hours, 50 marks (2 credits) in 30 class hours, 75 marks (3 credits) in 45 class hours and 100 marks (4 credits) in 60 class hours.
- b. practical course of 25 marks (1 credit) in 8 x 3 class hours, 50 marks (2 credits) in 15 x 3 class hours, 75 marks (3 credits) in 20 x 3 class hours and 100 marks (4 credits) in 30 x 3 class hours.

11. DURATION OF EXAMINATION

Examinations will be held on academic year basis. Time allotted for examinations will be as follows:

- i. Theoretical courses: 2 hours for 25 marks, 3 hours for 50 marks and 4 hours for 75 and 100 marks.
- ii. Practical courses: 4 hours for 25 marks, 6 hours for 50 marks, 9 hours for 75 marks and 12 hours for 100 marks.

12. MEDIUM OF INSTRUCTION AND EXAMINATION

The medium of instruction and answer in the examination scripts shall be either English or Bengali. Mixing of English and Bengali in the answer script of any course shall not be acceptable.

13. ELIGIBILITY FOR APPEARING AT THE EXAMINATION

- i. In order to be eligible for appearing at the examination, a candidate shall be required to attend on an average not less than **70%** of the lectures. The Academic Committee of the Department may recommend marginal cases of shortage of attendance (not below **60%**) on special ground with documentary evidences. In this case, the candidate shall have to pay the requisite non-collegiate fee as determined by the University Authority as per **General Rules and Regulations No. 1(viii)**.

- ii. The course teacher shall submit the class attendance register and report to the Chairman of the Department before processing the examination entry forms. The Department shall verify the eligibility of the candidates and send these to the Provost of the concerned hall for necessary action.
- iii. The Provost of the concerned hall and Chairman of the Department shall make necessary verification of the forms and send them to the Comptroller of Accounts for necessary action.
- iv. The Controller of Examinations shall issue admit card only to the eligible candidates as per rules and send these to the concerned Department and the Chairman shall distribute the same to the candidates. If the examination entry forms remain incomplete, admit cards shall not be issued. Each student shall mention his/her registration/ID number with session in the entry form.

14. GRADING SYSTEM.

Letter grades and corresponding grade points shall be awarded as follows:

Numerical grade	Letter grade	Grade Point
80% and above	A+	4.00
75 & to less than 80%	A	3.75
70% to less than 75%	A-	3.50
65% to less than 70%	B+	3.25
60% to less than 65 %	B	3.00
55% to less than 60%	B-	2.75
50% to less than 55%	C+	2.50
45% to less than 50%	C	2.25
40% to less than 45%	D	2.00
Less than 40%	F	0.00
Incomplete/Absent	x	x

15. PASS MARKS

Course Marks	100	75	50	25
Pass Marks	40	30	20	10

16. GPA CALCULATION

- i. No credits are granted for grade less than D. Calculation of GPA (Grade Point Average) is shown in **Appendix-A**. To calculate GPA, no grades from any source other than that of the prescribed credits will be considered.
- ii. In the Academic Transcript/Grade sheet, only Letter Grade (LG), corresponding Grade Points (GP), Points Secured (PS) and finally GPA, not the numerical marks, shall be shown.

iii. In GPA or CGPA calculation, if either of them comes up with fractional part and non-zero value appears in the 3rd and/or 4th digit(s) after the decimal point, the 2nd digit should be round up to next higher digit. Illustration: (i) suppose, a total of 32 credits are offered in a class and a student earns total point secured (TPS) of 113 in that class, then his/her GPA will be 3.54 while the precise value is 3.53125, (ii) suppose, a total of 26 credits are offered in a class and a student earns total point secured (TPS) of 84 in that class, then his/her GPA will be 3.24 while the precise value is 3.230769..., (iii) suppose, a total of 160 credits are offered in a 4-year program and a student earns total point secured (TPS) of 585 in that program, then his/her CGPA will be 3.66 while the precise value is 3.65625. (০৭.০৩.২০১৫ তারিখে অনুষ্ঠিত একাডেমিক কাউন্সিলের ২২৮ তম সভার ৭১ নং সিদ্ধান্ত এবং ১৩.০৩.২০১৫ তারিখে অনুষ্ঠিত সিন্ডিকেটের ৪৯৬ তম সভার ৪নং সিদ্ধান্তে সংযোজিত)

17. SUBMISSION OF THESIS/PROJECT

A student shall submit thesis/project in quadruplicate within 90 days from the date of last theoretical examination. This time limit may be extended (if necessary) by the recommendation of the Academic Committee of the concerned Department. The thesis shall be examined independently by two external examiners (from another public University/Government Research Organization) to be nominated by the relevant Examination Committee. One copy of thesis will be preserved in the seminar library of the Department.

18. DEGREE REQUIREMENT

For the M.S.S. degree, a student shall require to fulfill the following conditions:

- i. A student must earn a minimum GPA 2.25, failing which s/he shall be declared failed in the programme.
- ii. A regular student must earn a minimum GP 2.00 at the project/thesis, failing which s/he shall be declared failed in the programme.
- iii. A regular student must earn a minimum GP 2.25 at the sessional, terminal and viva-voce examination together, failing which s/he shall be declared failed in the programme.
- iv. A student earning GPA 4.00 shall be awarded M. S. S. with **Distinction** and citation so made in the academic transcript.

19. FAILED STUDENT

- i. If a student fails to earn required GPA, s/he will be treated as failed. The failed student shall be allowed to appear in the failed course/s with the batch that immediately

follows as an irregular candidate, failing which s/he shall be dropped out of the programme.

- ii. If a student fails to appear at the examination after depositing examination fees, shall be allowed to appear at the examination with the batch that immediately follows as an irregular candidate without re-admission, failing which s/he shall be dropped out of the programme. In such case, previous marks of his/her sessional and terminal will remain valid.
- iii. The failed student shall appear at the examination as an irregular candidate, generally as per syllabus in force without re-admission. If any drastic changes in the syllabus are made, the irregular candidate shall appear at the examination in his/her original syllabus on the recommendation of the Academic Committee of the Department.
- iv. A student failing to earn required GP, in thesis/project shall have to resubmit it with the immediate next batch only as an irregular candidate, failing which s/he shall be declared failed in the programme.
- v. A student failing to earn required GP at the sessional, terminal and viva-voce examination together shall have to appear at an ESSAY examination of 75 marks instead of sessional and terminal, and at viva-voce examination of 25 marks with the immediate next batch only as an irregular candidate, failing which s/he shall be declared failed in the programme.

20. READMISSION

If a student fails to appear at the examination due to shortage of required percentage of class attendance or any other reason, s/he shall have to get himself/herself re-admitted as an irregular student with the batch that immediately follows on recommendation of and within the date fixed by the Academic Committee of the Department. S/he must have to fulfill the requisite class attendance for appearing at the examination as an irregular candidate. The student shall be allowed to appear at the examination only once with the batch that immediately follows as an irregular candidate, failing which s/he shall be dropped out of the programme.

21. IMPROVEMENT OF RESULTS

- i. A student can also improve his/her result after the degree is awarded by appearing only once at the examination of the course/s earning grade C, D and F with the immediate next batch but it must be within two consecutive years from the session of his/her first admission.. If a student improves his/her grade/s, the word '**Improvement**' and '**the year**' of improvement examination should be mentioned in his/her **academic transcript** and **certificate**. If such student fails to improve his/her grade/s, his/her previous grade/s of the same course/s will remain valid.

- ii. A re-admitted student shall not be allowed to improve results under any consideration.
- iii. No improvement shall be allowed in project/thesis/sessional/terminal/viva-voce examination.
- iv. A student willing to cancel his/her improved results and to keep previous results valid shall apply in this respect to the Controller of Examinations through the Chairman of the Department and the Provost of the concerned hall with necessary fees prescribed by the University Authority from time to time.
- v. For improvement of his/her results, the student shall apply to the Chairman of the Department at least 4 weeks before the start of the next examination.

22. FORMATION OF THE EXAMINATION COMMITTEE

The Examination Committee shall consist of - one Chairman, two internal Members and one external Member (from another public University).

23. GENERAL RULES AND REGULATIONS FOR THE HONOURS, MASTERS, M. PHIL AND ANY OTHER DEGREE/ CERTIFICATE/ DIPLOMA EXAMINATIONS OF THE UNIVERSITY

- i. Functions of the Academic Committee/Chairman/Director of the Departments/ Institutes/ RCMPS shall be according to **General rules and regulations no. 1.**
- ii. Functions of the Examination Committee shall be according to **General rules and regulations no.2.**
- iii. Functions of the Chairman of the Examination Committee shall be according to **General rules and regulations no. 3.**
- iv. Functions of the course teacher/Examiner shall be according to **General rules and regulations no. 4.**
- v. Functions of the tabulators for finalization of the results shall be according to **General rules and regulations no. 5.**
- vi. Functions of the Controller of Examinations regarding examinations and publication of results shall be according to **General rules and regulations no. 6.**

24. ADMISSION OF THE EXPELLED STUDENT

If a student is expelled from the University for any reason as the case may be, s/he shall have to get himself/herself re-admitted in Masters class for once only. Generally, the syllabus in force for the examination concerned will be applicable for such a student. If any drastic changes in the syllabus are made, s/he shall have to appear at the examination with his/her original syllabus on the recommendation of the Academic Committee of the Department.

25. EFFECT OF THE ORDINANCE

This ordinance shall be effective from the Academic session 2010 -2011..

As per recommendation of 221st Extraordinary meeting of the Academic Council vide resolution no-1 (Kha) held on 24-07-2010 & approved by 467th meeting of the Syndicate vide resolution no. 6 held on 09-08-2010 and later on amended and revised as per the Syndicate empowerment).

Computation of Grade Point Average

$$\text{GPA} = \frac{\Sigma \text{PS}}{\Sigma \text{Cr.}}$$
 where ΣPS means Total Points Secured and ΣCr means Total Credits Offered.

Example: GPA calculation

Course No.	No. of Credits	Marks	Letter Grade	Grade Points	Points Secured	GPA
C-501	4	60	B	3.00	12.00	64.00/24=2.67
C-502	4	60	B	3.00	12.00	
C-503	4	35	F	0.00	00.00	
C-504	4	60	B	3.00	12.00	
C-505	4	68	B+	3.25	13.000	
C-506	4	75	A	3.75	15.00	
Total:	24	-	-	-	64.00	