



AHSANULLAH UNIVERSITY OF SCIENCE AND TECHNOLOGY

141-142 Love Road, Tejgaon I/A, Dhaka-1208

Application for Extension of Study Period: Spring/Fall _____

1.	Applicant's Name :			
2.	Registration No./Student ID:			
3.	Program :			
4.	First Enrolled Semester : Spring/Fall _____			
5.	Stipulated/Last permitted semester (14 th /16 th semester) for degree completion: Spring/Fall _____			
6.	Total number of semester(s) extension approved before :			
7.	Present status (attach semester grade sheet) : Spring/Fall _____ Year/Semester: _____			
8.	Backlog/Carry Course(s):			
9.	Reason(s) of semester extension (attach valid document) :			
10.	Applied for Re-admission/Re-enrollment Semester : Spring/Fall _____, Year/Semester: _____			
11.	Student's Contact No.: _____		Guardian's Contact No.: _____	
	Student's Email: _____			

Student's signature with date

For Office use only

12.	Number of extra semester(s) needed to extend beyond stipulated 14/16 semesters :		
13.	Comments from the CoE Office (with CGPA) :		
	Name :	Signature with date :	

Controller of Examinations

14.	Recommendation of the Head :		
	_____ Signature with date		
15.	Decision of the Vice-Chancellor :		
	_____ Signature with date		

Head/ Registrar/ CoE

RULES OF SEMESTER EXTENSION AND RE-ADMISSION

1. **Limit of completion of Bachelor degree program and semester extension:**

- a. All 4-years degree programs at AUST require completion of all degree requirements within a maximum period of 7 (seven) years (14 semesters) while 5-years degree programs require completion of all degree requirements within a maximum period of 8 years (16 semesters). Failure to complete all degree requirements within the given time frame may disqualify a student from continuation of his/her study at AUST.
- b. The Vice-Chancellor may permit one extra semester extension beyond stipulated 14/16 semesters.
- c. The Vice-Chancellor may permit more than one extra semester extension beyond stipulated 14/16 semesters for those students who completed 4th/5th year 2nd semester with backlog course(s) under the condition that the student must complete his/her degree requirements within this extra semester.
- d. If any student needs more than one extra semester extension to complete the remaining degree requirements the application of the student needs to place on the Academic Council Meeting for necessary decision.

2. **Semester Withdrawal:**

- a. Semester withdrawal is not allowed for 1st year 1st semester students.
- b. If any student other than 1st year 1st semester students, who has been promoted to the next higher semester, wants to discontinue his/her studies due to any reason, may withdraw the semester by a written application within 6 (six) working days before and 6(six) working days after the commencement of classes of a new semester without any advance payment of semester fees. However, he/she will have to pay Tk. 500/- for obtaining his/her withdrawal certificate within three days of withdrawal application.
- c. The students mentioned above can continue his/her studies later within one year (i.e. consecutive two semesters) by taking readmission on payment of requisite tuition and other fees provided that he/she can produce official withdrawal certificate.
- d. The studentship of a student will automatically be cancelled if he/she fails to take readmission after the withdrawal of 2 (two) consecutive semesters.

3. **Semester Drop:**

- a. If a student does not attend classes and examinations in a semester without proper written application for semester withdrawal, it will be treated as semester drop for the student. A student can drop maximum 2 (two) semesters (consecutively or separately) during his/her study period.
- b. A student having semester drop can continue his/her study from after immediate dropped semester(s) paying semester fee of that semester along with penalty of dropped semester(s). The amount of fee is Tk. $N \times 15,000/-$ as penalty for semester drop, where $N=1$ (for one semester drop) and $N=2$ (for two semesters drop). The student must apply with a prescribed application form to continue his/her study.
- c. The studentship of a student will automatically be cancelled if he/she drops more than 2 (two) semesters (consecutively or separately).
- d. If a student is suspended for one or more semester(s) as punishment by the Disciplinary Committee of the university, the suspended semester(s) will not be considered semester drop(s) for the student and the suspended semesters will not be deducted from his/her total allowed semesters (i.e. stipulated 14/16 semesters).

4. **Attendance in the Class:**

- a. If a newly admitted student fails to attend the classes regularly during first three weeks from the commencement of the classes, his/her admission will be automatically cancelled and his/her semester fees will be forfeited.
- b. Students of all bachelor degree programs are required to attend 60% of the classes held in each course of a semester. Students failing to attend the requisite percentage of classes in any course will not be allowed to appear at the semester final/clearance/improvement/carryover examinations of the course in the semester. However, the university may condone the shortage of requisite percentage of class attendance on grounds acceptable to the authority.
- c. The students, who have class attendance in any course or appear in the semester final/clearance/improvement/carryover examinations in a semester, it will be considered continuation the semester.