

# ADMISSION NOTICE



## BANGLADESH UNIVERSITY OF PROFESSIONALS (BUP)

*A Public University Supported By the Armed Forces*

Mirpur Cantonment, Dhaka - 1216

Website: [www.bup.edu.bd](http://www.bup.edu.bd)

### ADMISSION: BBA & MBA PROGRAMMES (SESSION: 2014-2015)

BUP invites application from potential candidates for BBA and MBA programs

Item	BBA	MBA
Duration	4 years	2 years
Semesters/Trimesters	8	4
Total Credits	123	66
Class Timings	Day	Day

#### ELIGIBILITY FOR ADMISSION

##### BBA

- Applicants with minimum GPA of 3.50 in SSC and 3.25 in HSC and combined GPA of 7.00 can apply.
- Applicants with 'O' and 'A' Level must attain minimum Average Grade Point of 2.5 in 5 subjects (Mathematics compulsory) in 'O' level and 2.0 in 3 subjects in 'A' level. Letter grades are to be converted to grade points as A = 4, B = 3, C = 2, D = 1
- Applicants passed HSC or equivalent before 2013 are not eligible to apply.

##### MBA

- Bachelor degree or equivalent in any field.
- Minimum 8 points calculated based on the results of past public examinations as explained below.

- No 3<sup>rd</sup> division/class or less than GPA/ CGPA 2.5 in any public examination.

### POINTS CALCULATION

Degree	Division/Class		
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
SSC/Equivalent	3	2	1
HSC/Equivalent	3	2	1
Bachelor Degree (Pass)	4	3	1
Bachelor Degree (Hons)	5	4	2
Master Degree	1	1	1

### Notes on Eligibility:

- Eligible applicants will have to appear Written Admission Test
- For qualifications/degrees other than those mentioned, equivalence will be determined by Equivalence Committee of BUP
- List of eligible candidates for written test and schedule of viva-voce/interview will be published in website and campus notice board

### ADMISSION SCHEDULE

- **Application Period** : 01 Sep - 09 Oct '14
- **Publication of List of Eligible Candidates** : 12 Oct '14
- **Date, Time & Venue of Written Test** : 24 Oct '14 at 9:30 a.m. at Adamjee Cantt College, Dhaka Cantonment
- **Publication of Written Test Result** : 12 Nov '14 (Both in BUP website and notice board)
- **Viva-voce/Interview Schedule** : Will be notified with the written test result
- **Publication of Final Result** : 03 Dec '14
- **Admission Starts From** : 07 Dec '14
- **Class Commences** : 04 Jan '15

### INSTRUCTIONS ON HOW TO APPLY

- **Step 1: Depositing Application Processing Fee.** Deposit (cash) Taka 500 (five hundred only) for BBA candidates and Taka 750/- (Seven hundred fifty only) for MBA candidates at any Trust Bank branch to "Admission, FBS, BUP" A/C number 0028-0310045820. Mention the **trace number** and **deposition date** in web application form. You may transfer the application processing fee to the above mentioned account through **mobile** if you have **Trust Bank mobile account** or from any mobile **pay point of Trust bank** available through the country (addresses of pay points are there in the Trust Bank Web site).

- **Step 2: Application Submission**. Submit your application through internet as follows:
- ❖ From BUP website ([www.bup.edu.bd](http://www.bup.edu.bd)) click on “**Admission 2014-2015**”
  - ❖ Go to **CURRENT OPENING**, Choose your desired program then Click on **Read More & Apply Online**, then click on **Apply Online**.
  - ❖ Fill in the required information then click on **Next Step**.
  - ❖ Get account activation link in given **email** address (don't forget to check your **Spam** box) and click on that.
  - ❖ Get login **User ID** and **Password** in a confirmation reply in given email address.
  - ❖ Log on with that user id and password and fill in all fields and click on **Submit** button.
  - ❖ If you want to submit later, use **Save** button for temporary save. You can edit continuously until the verification is completed. If you use **Save** button, before **Submission**, first click on **Edit information** button.
  - ❖ Check the following information periodically by logging in to your account:
    - a) Verification Status.
    - b) Print Admit Card (You need to carry this printed admit card during admission test).
    - c) Admission Date, Time and Seat Plan.
    - d) Result – as per merit position.

### **Documents Needed**

- ❖ **Documents to be Carried in the Exam Hall.**
  - Printed admit card
  - Attested photocopy of SSC and HSC certificates for verification purpose, and
  - Bank money deposit slip (original) must be deposited.

- ❖ **Documents to be carried During Viva-voce.** Candidates need to bring the following documents (both original and attested photocopies) during viva-voce, failure of which will be considered as unfit for interview:

<b>BBA</b>	<b>MBA</b>
<ul style="list-style-type: none"> <li>* 3 Copies of attested passport size coloured photographs (Name and Roll Number written at the back)</li> <li>* SSC/equivalent marks sheet</li> <li>* HSC/equivalent marks sheet</li> <li>* Ward certificate (children of freedom fighter, military personnel, tribal and sitting members of BUP governing bodies.</li> <li>* HSC/equivalent registration card/statement of entry (A-level)</li> </ul>	<ul style="list-style-type: none"> <li>* 3 Copies of attested passport size coloured photographs (Name and Roll Number written at the back)</li> <li>* SSC/equivalent marks sheet</li> <li>* HSC/equivalent marks sheet</li> <li>* Graduation marks sheet</li> <li>* Masters marks sheet (if any)</li> <li>* Ward certificate (children of freedom fighter, military personnel, tribal and sitting members of BUP governing bodies.</li> <li>* HSC/equivalent registration card/statement of entry (A-level) Or Graduation/ equivalent admit card</li> </ul>

#### HELP DESK

- ❖ A help desk will remain functional at BUP campus from Sunday to Thursday except government holidays from **9 a.m. to 2 p.m.**

#### MISC INSTRUCTION

- ❖ Candidates are required to qualify in the written test. The qualifying percentage is 40%.
- ❖ Final merit list will be prepared based on written admission test (50% weightage), interview/ viva voce (25% weightage) and past examinations (25% weightage).
- ❖ Candidates can get the online application submission related information from Sunday to Thursday except the government holidays from 9 a.m. to 2 p.m. by calling **01769021586, 01769021588, 01769021590, 01769021717 Or 01769021735.**
- ❖ Incorrect information of the candidate in the Application Form will result into cancellation of admission eligibility of the candidate and money will not be refunded.

***The university authority reserves the right to cancel / modify/ change any information /instructions given in this advertisement.***

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