

Rules for the award of Master of Science (MS) degree

In exercise of the power contained under Article 40(1) of Chittagong Veterinary and Animal Sciences University, Act 30 of the year 2006, the Academic Council frames the following university rules which was approved by the syndicate (4th syndicate) and effected from 17-12-2007.

1. Degree Offered

1.1. The degree of Master of Science (MS) will be offered by Chittagong Veterinary and Animal Sciences University (CVASU) Chittagong 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 the will be promulgated by the University authority from time to time.

1.2. The Master of Science (MS) degree will be offered in the following subjects of specialization:

Faculty of Veterinary Medicine

Sl No.	Name of Department	Name of the MS Programs
1	Anatomy and Histology	MS in Anatomy
2	Physiology Biochemistry and Pharmacology	MS in Physiology MS in Biochemistry MS in Pharmacology
3	Microbiology and Veterinary Public Health	MS in Microbiology MS in Veterinary Public Health
4	Animal Science and Nutrition	MS in Animal Science MS in Animal and Poultry Nutrition
5	Pathology and Parasitology	MS in Pathology MS in Parasitology
6	Dairy and Poultry Science	MS in Dairy Science MS in Poultry Science
7	Genetics and Animal Breeding	MS in Animal Breeding and Genetics MS in Biotechnology
8	Medicine and Surgery	MS in Medicine MS in Surgery MS in Epidemiology MS in Theriogenology
9	Agricultural Economics and Social Science	MS in Rural Sociology MS in Agricultural Extension MS in Agricultural Economics (Marketing) MS in Biostatistics
		MS in Molecular Biology

Faculty of Food Science and Technology

Sl No.	Name of Department	Name of the MS Programs
1	Applied Chemistry and Chemical Technology	MS in Food Chemistry and Quality Assurance
2	Food Processing and Engineering	MS in Food Processing and Engineering
3	Applied Food Science and Nutrition	MS in Applied Human Nutrition and Dietetics
4	Physical and Mathematical Science	MS in Computational Food Engineering

Faculty of Fisheries

Sl No.	Name of Department	Name of the MS Programs
1	Fish Biology & Biotechnology	MS in Fish Biology & Biotechnology
2	Aquaculture	MS in Aquaculture
3	Fishing and Post Harvest Technology	MS in Fishing and Post Harvest Technology
4	Marin Bioresources Science	MS in Marin Bioresources Science
5	Fisheries Resources Management	MS in Fisheries Resources Management

Any other subject as and when decided by the appropriate authority of the university

2. Admission Requirements:

- 2.1. Candidates for admission to MS study programme must possess DVM degree or a Bachelor's degree in relevant field or an equivalent degree from other recognized Universities including MBBS degree.
- 2.2. Candidates having passed a Bachelor's degree in Credit-Course system must have secured a minimum GPA of **3.00** out of 4.00 or **4.00** out of 5.00 and **B⁺** (3.25) grade in the concerned subject.
- 2.3. The eligibility of a candidate having degree from other recognized Universities shall be assessed by an **Eligibility Committee** consisting of the proposed Supervisor, the concerned Head of the Department and the Coordinator, Committee for Advanced studies and Research (CASR). The coordinator, CASR, will act as the convener of the Committee.
- 2.4. A candidate for admission to MS Programme for specialization in a specific subject(s) must have studied and passed the **relevant paper/course(s) carrying at least 3 credit hours** (150 marks in Annual System) at Bachelor of Science/DVM degree of this University or an equivalent degree including MBBS from other recognized universities.
- 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 leave a coded Roll number to carry through all Semesters in order to maintain records in the office of the coordinator, CASR, the Controller of Examinations, the Head of the Department, the Registrar and the student himself/herself (Annexure-1).
- 2.8. Admission of students to a particular MS study programme shall be approved by the CASR on recommendation of the respective Board of Studies (BOS) on the basis of their academic record and relevance.
- 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 (**BOS**) on the basis of availability of teaching and research facilities in the Department.
- 2.10. Candidates will be admitted once in an academic 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 for a new admission to another subject only but 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.

Admission of Foreign Student

A foreign student seeking admission to the MS programme shall submit application through the respective government agencies (Education Ministry) to the CASR with a certificate of proficiency in English language (IELTS - 5.5) and letters of recommendation from two referees (recommenders involved with education/research of the applicant). The admission shall be processed according to section 2. (Admission Requirements)

3. Duration of Study:

- 3.1. An academic year shall consist of two semesters of six months each extending from July to December and from January to June. 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 MS shall be three consecutive semesters. However, two additional consecutive semesters may be allowed to a student if the supervisor of supervisory committee (consisting of a Supervisor and a Co-supervisor) and the head of the relevant Department of CVASU recommended such extension and the recommendation is approved by the CASR.
- 3.3. If a student fails to obtain an MS degree in five consecutive semesters, his/her admission shall stand cancelled.

4. Course-credit requirements:

- 4.1. Sixteen lecturers/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 Academic Committee. Minimum total credit requirement shall be 40 and maximum will be 50. 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 follow:

- a) Compulsory: 16 credits or more
 b) Elective Courses: 8 credits or more

However, a candidate may be required to undertake one or more audit course if desired by his/her supervisor under intimation to the coordinator, CASR.

4.3.1. Generally a student shall be required to register for research work in the “Thesis” semester, usually in 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	:	3 credits
Thesis Semester	:	2+8 = 10 credits (for research and thesis)

4.3.2. Earning of research credits: Of the 16 research credits eight 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 coordinator, 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 coordinator, CASR.
- 4.5. A particular course shall be taught by one or two teacher 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 course in one of the two.
- 4.7. The performance of student in an audit course shall be marked as satisfactory/unsatisfactory. The details of such audit course shall be recorded in the grade earned and in the transcript.

5. Examination procedure:

- 5.1. There shall be at least two classroom examinations and one final examination for each course in an semester. The classroom examinations shall carry 40 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 teachers (s).
- 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 or 100 marks in total (converting 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 coordinator, CASR.
- 5.3.1. The supervisor shall make his recommendation on the stipend bill from on the basis of 75% of attendance and send it to the coordinator, 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 requirement of each student shall be ensured by the relevant Bard 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 coordinator, 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 shed it to the Controller of Examinations for publication. The result of the examination shall be published at least a week before the end of the semester.
- 5.7. If students have not appeared 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.
- 5.7.1. If a student fails to appear at the semester final examination marks obtained by him/her 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 (4point 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 0.50 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 of he/she secures C or a higher grade in it.
- 5.10.1. If a student obtains an F grade (Final) in a particular course, thesis and thesis defense, the Co-ordinator, CASR, my 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 articles 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 fulfill the course-credit requirement in available semester(s) subject to clauses 3.2 and 3.3.
- 5.11. The semester result and overall final results for different courses and thesis shall be presented in Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) or Cumulative (GPA), respectively. The Maximum attainable GPA or CGPA shall be 4.
- 5.12. The calculation of GPA and CGPA (for semester results and final results) shall be done as follows:

$$\text{GPA} = \frac{\sum G \times C}{\sum C}$$

(C = Number of Credits, G = Grade Point Acquired)

$$\text{CGPA} = \frac{\text{Points Secured of 3 Semesters}}{\text{Total Credits of 3 Semesters}}$$

- 5.13. If a student is found to be adopting unfair means in the examination (Class test/Final) –
- i) his/her script shall be cancelled instantly by the Invigilator (leading to 0 marks on evaluation; or
 - ii) he/she be given F grade by the relevant departmental Examination Committee (EC) in the concerned course as reported by the Invigilator; or
 - iii) Depending on the nature of the offence his/her case may be referred to the University Examination Disciplinary Committee by the Chairman, Departmental EC for further punitive action.

6. Research requirements:

- 6.1. A candidate for MS degree shall undertake a piece of research work under the supervision of 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 CASR to act as a Supervisor.
- 6.2. Research work of an MS degree student shall be supervised by a Supervisor of Supervisory Committee consisting of a Supervisor and a Co-supervisor.
- 6.3. The Co-supervisor shall be chosen from among the Supervisor recognized by the CASR.
- 6.4. The Co-Supervisor shall be proposed by the Supervisor. The Heads of the Department/Principals of Affiliated collage or Head of Institutes shall submit the proposals for supervisory Committee to the CASR for approval during the first semester of the students enrolment.
- 6.5. A student may begin his research work form 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 students approved study period (as defined in Clauses 3.1 and 3.2).

7. Thesis evaluation

Thesis shall be prepared by the student and submitted to the relevant Head of the department after having being signed by the supervisory committee.

- 7.2. Each Thesis shall be individually evaluated by two Examiners to be selected by the CASR from a four-member panel suggested by the relevant Board of Studies. 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 latter 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 the thesis of all students in a department shall be conducted 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. All members of the defense committee shall receive copies of the thesis at least 7 days before of the date of the defense of thesis.
 - 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 panel under intimation to the Co-ordinator, CASR. The date and time of defense shall be announced by the concerned Head of Chittagong Veterinary and Animal Sciences University 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 finalize 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 Library of the Chittagong Veterinary and Animal Sciences University (CVASU).
- 8.2. The result of the candidates shall be published by the Controller of Examinations by order of the Vice-Chancellor subject to the approval of the Syndicate.