



iHE

INSTITUTE OF HEALTH ECONOMICS
UNIVERSITY OF DHAKA

Academic Rules for B.S.S. (Honours)
in Health Economics and M.S.S. in
Health Economics

FROM SESSION 2017-2018

Table of Contents

SECTION 3: ACADEMIC RULES	83
3.1 Admission and Degree Requirements	83
3.2 Method of Instruction	83
3.3 Course Load.....	83
3.3.1 B.S.S. (Honours) in Health Economics.....	83
3.3.2 M.S.S. in Health Economics	84
3.4 Credit Structure	84
3.5 Evaluation and Grading	84
3.6 Passing Criterion, Readmission, Attendance Policy, and Other Rules	86
3.6.1. Passing criterion for B.S.S. (Honours)	86
3.6.2 Passing Criterion for M.S.S.....	86
3.6.3 Class Attendance	

3.6.4 Repeating a course.....	86
3.6.4 Unfair Means.....	87
3.6.5 Readmission.....	87
3.6.6 Drop Out	87
3.6.7 Grievance Regarding CGPA after publication of result	87
3.7 Fees and Charges.....	88
3.8 Issues not covered here	89

SECTION 3: ACADEMIC RULES

3.1 Admission and Degree Requirements

B.S.S. (Honours) in Health Economics

Sixty students are admitted in the first year of the B.S.S. (Honours) programme based on the performances in the admission test conducted by the Faculty of Social Sciences (D Unit) and Faculty of Arts (B Unit) in equal proportion.

The B.S.S. (Honours) programme is of four-year duration divided into eight semesters; two semesters in each academic year.

The requirements of B.S.S. (Honours) degree:

- ✓ Completion of 35 courses including viva-voce (total 140 credit hours).
- ✓ Passing of all courses individually and maintaining a minimum Cumulative Grade Point Average (CGPA) of 2.25.

M.S.S. in Health Economics

Students those who completed their B.S.S. (Honors) in Health Economics from the institute can get admitted to the M.S.S. program. The M.S.S. program is of one-year duration divided into two semesters.

The requirements of M.S.S. degree:

- ✓ Completion of 10 courses (40 credit hours),
- ✓ Passing of all courses individually and maintaining a minimum Cumulative Grade Point Average (CGPA) of 2.25.

3.2 Method of Instruction

The medium of instruction is English.

Teaching is done through lectures, supplemented by project work, case presentation, group discussions, seminars, audio-visual aids and visits to facility/ institutions/ organization related to their study. An emphasis is given to the project work, case method of instruction and other techniques that simulate situations.

For each course taken in a semester, a student is assigned textbooks and lecture material for the semester. Supplementary texts/journals/reading materials are also used. Students are required to prepare assignments as per guideline and schedule provided by the respective course teacher. Additionally, students are required to participate in class discussion and sit for periodical quizzes and tests.

Lectures and research seminars by prominent executives and researchers on the relevant sectors are arranged and students are required to participate.

3.3 Course Load

3.3.1 B.S.S. (Honours) in Health Economics

A student will enroll for four courses per semester during first to third academic year and will enroll for five courses in each semester of the fourth year. All courses are compulsory.

3.3.2 M.S.S. in Health Economics

A student will enroll for five courses per semester. In each semester, four courses are compulsory, and one course is optional.

3.4 Credit Structure

Credit Structure of B.S.S. (Honours) Degree Programme

The BSS (Honours) Programme in Health Economics shall be of four years duration divided into 8 (eight) semesters. Each semester shall be of 19 weeks, of which 15 weeks will be for class teaching, 1 week for preparation, and 3 weeks for holding the semester final examination of the semester.

- Since the credit hours are counted on the basis of lecture classes/ contact hours per week, number of lecture classes/contact hours shall be determined according to the credits assigned to each courses unit. For a 4-hour credit course unit, there shall be two lecture classes of 90 minutes each, and one 60 minutes discussion class/lab work/group presentation/ class tests every week.

Semester	No. of Courses	Total Marks	Earned Credits
1st	4	400	16
2nd	4	400	16
3rd	4	400	16
4th	4	400	16
5th	4	400	16
6th	4	400	16
7th	5	500	20
8th	5	500	20
	Viva-voce	100	4
Total	35 Courses	3500	140

Credit Structure of M.S.S. Degree Program

- The M.S.S. Programme in Health Economics shall be of one year duration divided into 2 (two) semesters. Each semester shall be of 19 weeks, of which 15 weeks shall be for class teaching, 1 week for preparation, and 3 weeks for holding the semester final examination.
- The programme shall include teaching of 10 courses a total of 1000 marks, which will be translated into 40 credit hours. The total credit hours shall be evaluated on the basis of 1000 total marks.
- Since the credit hours are counted on the basis of lecture class/ contact hours per weeks, number of lecture classes/contact hours shall be determined according to the credits assigned to each courses unit. For a 4-hour credit course unit, there shall be two lecture classes of 90 minutes each, and one 60 minutes discussion class/lab work/group presentation/ class tests every week.

Semester	No. of Courses	Total Marks	Earned Credits
1st	5	500	20
2nd	5	500	20
Total	10 Courses	1000	40

3.5 Evaluation and Grading

Evaluation and grading shall be determined on the basis of semester examination including:

- Semester final examination

- ✓ Term paper/ home assignments
- ✓ Class attendance
- ✓ Active participation in the discussion class/ tutorial class/ group participation/ class test.

The Distribution of Marks for Evaluation

Class attendance	5%
Active participation in the discussion class/ tutorial class/ group participation/ class test	10%
Term paper/ home assignments	15%
Mid semester examination (Duration of 90 minutes)	20%
Semester Final Examination (Duration of 180 minutes)	50%
Total	100%

The distribution of Marks for class attendance

Attendance range (in percent)	Marks
90% and above	5.0
85% to less than 90%	4.5
80% to less than 85%	4.0
75% to less than 80%	3.5
70% to less than 75%	3.0
65% to less than 70%	2.5
60% to less than 65%	2.0
55% to less than 60%	1.5
50% to less than 55%	1.0
45% to less than 50%	0.5
Less than 45%	0.0

Grading System in 4-point Grading Scale

Marks range (in percent)	Letter Grade	Explanation (of performance)	Grade Points
80% and above	A+	Excellent	4.00
75% to less than 80%	A		3.75
70% to less than 75%	A-		3.50
65% to less than 70%	B+	Very good	3.25
60% to less than 65%	B		3.00
55% to less than 60%	B-		2.75
50% to less than 55%	C+	Good	2.50
45% to less than 50%	C		2.25
40% to less than 45%	D	Passing	2.00
Less than 40%	F	Failing	0.00

Interpretation of the Grades

- ✓ “A+”, “A” and “A-” grades are indicative of “excellent” performance overall by a student, earning grade points of 4.0, 3.75, and 3.50, respectively
- ✓ “B+”, “B” and “B-” grades are indicative of “very good” performance overall by a student, earning grade points of 3.25, 3.00, and 2.75, respectively
- ✓ “C+”, “C” is indicative of “good” performance overall by a student, earning grade points of 2.50, 2.25, respectively
- ✓ “D” grade is indicative of minimally acceptable “passing” performance overall by a student, earning a grade point of 2.00
- ✓ “F” grade is indicative of an unacceptable “failing” performance overall by a student, i.e., fail to earn any credit point

3.6 Passing Criterion, Readmission, Attendance Policy, and Other Rules

3.6.1. Passing criterion for B.S.S. (Honours)

For promotion from one year to another year, a student shall require earning a minimum CGPA as follows

1st year- 2nd year: CGPA- 2.00
 2nd year- 3rd year: CGPA- 2.25
 3rd year- 4th year: CGPA- 2.50
 Passing criterion for B.S.S.(Hons.) minimum CGPA 2.25

- ✓ A student failing to clear up the annual University or Institute’s dues of the year of study shall not be permitted to the next semester.
- ✓ The 4- year undergraduate program has to be completed by a maximum of 6 years from the date of original entry.

3.6.2 Passing Criterion for M.S.S.

Passing criterion for M.S.S. is minimum CGPA 2.25

3.6.3 Class Attendance

A student must attend at least 75% of the classes of each course enrolled during a semester. If it is between 60% to 75%, students are not allowed to appear the exams with a payment of fee fixed by the university. If the attendance is below 60%, students will not be allowed to sit for final examination.

3.6.4 Repeating a course

A course may be taken only once for a grade, except when a student receives a failing grade that is recorded as ‘F’ and a student, for non-academic reasons beyond his control, is unable to complete the full requirements of the course who will submit the valid and authenticated evidence of such reasons and the recommendation of the course teacher. Since passing of all courses individually is a degree requirement, the student must re-sit for the examination of the failing course within four weeks from the date of announcement of results of each semester. To be eligible for re-sit examination, a student must have to attend the semester final examination. Re-siting is allowed for only one course in each semester in B.S.S. (Honours) and only one course in M.S.S. programme in

each semester. In both cases, fees for re-sit examination is applicable. A student will not be promoted if he/she fails to achieve the minimum required grade.

3.6.4 Unfair Means

The following would be considered as unfair means adopted during examinations and other contexts:

1. Communicating with fellow students for obtaining help
2. Copying from another student's script/report/paper
3. Copying from desk, or palm of a hand, or from other incriminating documents
4. Possession of any incriminating document whether used or not
5. Any approach in direct or indirect form to influence teacher for grade, and
6. Unruly behavior, which disrupts academic programme.

Adopting of unfair means may result in the dismissal of a student from the programme and expulsion of the student from the Institute and as such from the University.

3.6.5 Readmission

- ✓ A student failing to get the requisite grade points for one semester may seek readmission with the following batch.
- ✓ For readmission, a student shall have to apply within one month after the announcement of the result of the concerned semester.
- ✓ On readmission, grades earned earlier by a student in the class of readmission shall cease to exist and the students have to retake all the course work and examinations
- ✓ A student shall not be allowed readmission in more than two semester during the entire B.S.S. (Honours).
- ✓ In case of M.S.S. programme, there is no chance of readmission.

3.6.6 Drop Out

- ✓ If a student takes re-admission two times and after that a student earning "F" grade in any course after taking re-sit examinations shall be dropped out of the B.S.S. (Honours) programme.
- ✓ In case of M.S.S., if a student fails to earn the pass grade even after re-sit examination (will be allowed for one course only) or if any student fails in two courses in one semester will be dropped out of the program.

3.6.7 Grievance Regarding CGPA after publication of result

If a student is aggrieved by the evaluation and grading of academic work, he/she may file a grievance application to the Director. The director of the institute will involve the grievance settlement committee, which will be constituted by the academic committee of IHE from time to time.

The answer scripts of the aggrieved student will be reexamined after getting permission from the authority. A student has to pay BDT. 3000 to reexamine each answer script and it can be done at best for 2 courses.

The current grievance settlement committee of IHE is as follows-

1. Dr. Nasrin Sultana-Chairman
2. Dr. Syed Abdul Hamid- Member

3. Nahid Akter Jahan- Member

3.7 Fees and Charges

In addition to the tuition fees and other fees payable to the university, the students will be required to pay fees, which the Institute shall charge, for its development activities. Students will be charged additional fees for a computer laboratory, own seminar library, semester fund as well as co-curricular activities.

3.8 Issues not covered here

For the issues that are not covered here, the institute will follow the standard rules and regulations **practiced** in the University of Dhaka.

N.B. Rules and regulations contained here are subject to change. Students will be required to comply with the changes in the rules and regulations as applicable to them.