

## **Rules for Master of Professional Finance (MPF) program**

### **Admission Requirements**

Anyone who is willing to get admission into the MPF program must have a graduation in any discipline with a minimum CGPA of 2.5 out of 4.00. Applicants can not have any third class in any public examination. A minimum of one year work experience is required. Moreover, work experience in Accounting, Investment, Auditing and Finance shall be given preference. However, work experience is exempted for students of professional bodies in Finance/Accounting including CFA, ACCA, ICAB, and ICMAB.

### **Admission Process**

After the announcement of invitation for admission test dates, intending students should apply through the prescribed application form. A written test and viva-voce will be conducted for the applicants. However, members of CFA, ACCA, ICAB, ICMAB and similar professional bodies are exempted from written test but shall have to appear for viva-voce. Final selection for admission will be based on merit.

### **Admission Session**

There will be two intakes per academic year. Calendar year will be the academic year for this program. Each year will be divided into 2 semesters as stated below:

1 <sup>st</sup> Semester	01 July – December 31	6 months
2 <sup>nd</sup> Semester	01 January – June 30	6 months

### **Program Duration and Evaluation**

This is a 2-year, 51-credit hour program comprised of 16 courses and a Project Paper of 3 credit hours. Each course is weighted 3 (three) credit hours. For each course unit, there will be one 2.5-hour lecture every week. Each lecture will be divided into 2 sessions- 1.5 hours in the first session and after a break of 10 minutes, second session will be for 1 hour. Distribution of marks of each course is as follows:

<b>Examination</b>	<b>Percentage of marks</b>
Class Participation	5%
Quiz	10%
Presentation	5%
Term paper/ Case Analysis & Report	10%
1 <sup>st</sup> Mid Term Examination	15%
2 <sup>nd</sup> Mid Term Examination	15%
Semester Final	40%
<b>Total</b>	<b>100%</b>

## Grading System

The grading policy is as follows:

Mark range	Letter Grade	Grade Point	Interpretation
80+	A+	4.00	Outstanding
75-79	A	3.75	Excellent
70-74	A-	3.50	Very Good
65-69	B+	3.25	Good
60-64	B	3.00	Average
55-59	B-	2.75	Below Average
50-54	C+	2.50	Fair
45-49	C	2.25	Poor
40-44	D	2.00	Minimum Pass
Below 40	F	0	Fail
.....	I	.....	Incomplete
.....	W	.....	Withdrawn

The controller of examinations shall publish the cumulative result of the program and shall provide the transcript showing course-wise grades and the Cumulative Grade Point Average (CGPA) earned by the students for the degree of MPF.

## Course Waiver

Only prerequisite courses will be subject to waiver decisions. Considering the background of the individual student, the MPF coordination committee will decide regarding waiver on the courses. However, only 50% of the tuition fees will be exempted for each waived course.

## Course Registration

A student has to register for courses before the beginning of each semester through online portal at [mpf.financedu.ac.bd](http://mpf.financedu.ac.bd)

## Course Drop & Withdrawal

A student may drop a course before the commencement of the semester. In such a case, course fees will be refunded or adjusted. Any student may choose to withdraw from any course at least 2 weeks before the final examination. In case of course withdrawal, no refund or adjustment of fees will be made. A student may also apply for withdrawal from the semester due to any unavoidable reasons. The Program Committee shall decide on these applications on a case-to-case basis. However, the student will have to pay the semester fees.

## Makeup Examination

If a student fails to attend the scheduled examination due to valid reasons, s/he has to apply for the permission for makeup examination through the respective course teacher within two (2) weeks from the date of examination. The applicant shall have to pay makeup examination fee at the predetermined rate.

**Retake**

A student earning ‘F’ grade in a course shall be required to improve the grade by retaking the course on payment of requisite fees offered in the subsequent available semesters. A student earning a grade of ‘B’ or worse may also elect to improve the grade by retaking the course when available in the next semesters on payment of retaking course fees. In order to retake a course, the student must apply to the Program Committee at least 2 weeks before the commencement of the semester. Any application for retaking a course will automatically lead to cancellation of her/his earlier grade. However, a candidate cannot retake any course after graduation. In this case the concerned student shall have to apply to the Program Committee withhold her/his graduation.

**Award of Degree**

The University of Dhaka will award the degree of “Master of Professional Finance” on the recommendation of the Departmental Academic Committee. Students who obtained ‘F’/‘I’ grade in any course shall not be eligible for the award of the degree. Students completing the required courses with a minimum CGPA of 2.50 will be eligible for the degree.

**Adoption of Unfair Means**

Students adopting unfair means in the examination shall be treated according to University rules.

**Fee Structure**

<b>Item</b>	<b>Amount (Tk.)</b>
Admission fee (one time nonrefundable)	10,000
Tuition fee/ Course fee (per credit)	5,000
Semester fee (per semester)	7,500

\*The university authority preserves the right to make any changes in these rules whenever necessary.