

NOTICE

No. NSU/C of E/20 (Convoc) V-1/151

Date: 07 August 2016

Convocation-2017: Last date of degree application by candidates completing degree in the Summer-2016

1. As per rules of North South University, a student having completed degree requirements in each semester, shall have to apply for graduation within the last date notified by the Controller of Examinations, for that semester, indicating his/her intention to join the next convocation (Convocation-2017).
2. Therefore, students having completed all requirements of their respective degrees in or before the **Summer-2016** semester and not yet applied, are advised to submit application for graduation in **prescribed form (available in the Department)**, to the respective Department **within 30 August 2016. Please note that no application will be entertained after this deadline.**
3. **Students whose 3rd digit from the last one of the ID number, is not "0" (zero) are advised to contact Registrar's office to make it zero by updating their student file.**
4. Those who have got waiver in MAT 112/MAT 116 and ENG 102 are required to attach supporting document as proof of such waiver.
5. Students who have done major/ minor in a Department other than in their own one, are required to attach supporting document in favor of such major/ minor.
6. Applicants are to enclose with their applications the following documents duly **attested by a faculty member** of the respective Department:
 - a. **Three** copies of recent passport size colored photograph (please write your name and ID# behind the photograph)
 - b. One photocopy of **SSC/ 'O' level/ equivalent certificate** (mark sheet or testimonial not acceptable.)
 - c. One photocopy of the money receipt/ proof for payment of Tk.5,000/- (five thousand) as graduation application fee.
7. Necessary clearance from the NSU Accounts Office, Library and Laboratory must be obtained by the applicant before submitting the application to the Department.
8. All Department Chair /Program Directors are, therefore, requested to kindly send all such degree applications along with courses analysis report and other relevant documents, to the Controller's Office within **08 September 2016** for onward processing for Degree Review Committee meeting.
9. Circulated for information of and necessary action by all concerned.

Colonel Shah Murtoza Ali (retd.)
Controller of Examinations
North South University