BANGLADESH UNIVERSITY OF BUSINESS AND TECHNOLOGY (BUBT)
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Notice about the Students' Code of Conduct of the Midterm Examination, Fall Semester 2026 (Tri-Semester)

This is to notify all registered students (except those in the Faculty of Law) that the Midterm Examination of the Fall Semester 2026 (Tri-Semester) will commence on **24 October, 2026**. Students are advised to comply with the following important instructions:

A. **Exam Routine:**
The Midterm Examination Routine has already been published. Students are advised to check the BUBT website and the Annex Portal for updates.

B. **Admit Card:**
Students must clear all outstanding dues and must have the required number of class % before downloading their Admit Cards from their respective Annex portals/Ids. The Admit Card will be available for download from **19 October, 2026**.

- **Student(s) who do not have a valid Admit Card will not be allowed to sit for the examination under any circumstances. All students must wear their ID cards visibly around their necks.**
- Student(s) must check course codes and sections carefully on the Admit Card.
- ***Students who have the following issues are also advised to contact Mr. Md. Ruhul Amin, Deputy Registrar (Room # B-1/211-A):***
a) Registration-related issues, b) Previous Semester Dues, c) Undergraduate students' Admit Card-related issues.

C. **Examination Code of Conduct for students:**

1. The students shall enter the Examination Halls with the **Admit Cards and ID Cards only**. They will not possess any other written or printed paper with them in the Examination Hall(s).
2. **No one shall enter the Examination Hall with a mobile phone, smartwatch, Programmable calculator, Bluetooth headphone device, or any other electronic gadget(s).**
3. **The students must enter the Examination Hall(s) 10 (ten) minutes ahead of the start of the examination and will sit in their allocated seats. Late arrivals beyond 30 minutes after the exam begins will not be permitted.**
4. **Any student found adopting any sort of unfair means in the Examination Hall, all of his/her course(s) of this semester will be cancelled.**
5. Students shall not be allowed to leave the Examination Halls for the washroom before one hour is passed from the start of the Examination and must come back within 5 (five) minutes.
6. **No student will leave the Examination Hall before the collection of the Answer Scripts from all the students at the end of the examinations.**
7. **Students must follow the instructions of the invigilators during the exams.**
8. **Students must maintain silence, discipline, and proper behavior throughout the examination period.**

Emarulhaq 17/10/26
(Md. Emarul Haq Joarder)
Controller of Examinations

Copy for Information:
1. P.S. to Vice Chancellor, 2. P.A. to Adviser, 3. Treasurer, 4. Registrar, 5. All Deans of Faculties (except Law), 6. Director, MBA/EMBA Program, 7. Proctor, 8. All Chairmen (except L &J), 9. Director, F&A, 10. CITO, IT Unit, 11. All faculty (for announcement of all classes), 12. Website upload and student annex portal, 13. Office File