



ADMISSION FORM (PGDHRM 53rd BATCH-FEMALE)

Please complete **all sections** of this form in **capital letter** and attach true copies of all **academic certificates and transcripts**. Application cannot be considered without full documentation being attached.

COURSE APPLIED FOR:	GENDER	BLOOD GROUP
<input type="checkbox"/> PGDHRM On Campus-weekend Class <input type="checkbox"/> PGDHRM Distance-No Class	<input checked="" type="checkbox"/> Female	

PERSONAL DETAILS (AS YOU WANT TO SEE IN THE CERTIFICATE)											
Full Name:											
Email:											
Date of Birth							NID #				
Mobile No:							Home/Office Phone:				

PRESENT ADDRESS		PERMANENT ADDRESS	
House:		House:	
Road		Road/Village:	
Post office:		Post office:	
Thana:		Thana:	
District:		District:	

ACADEMIC RECORDS	Qualification	Institute name and location	Passing Year	Result	Attached
	SSC/O-Level/Equivalent				
	HSC/A-Level/ Equivalent				
	Bachelor / Equivalent				
	Masters / Equivalent				

EMPLOYMENT DETAILS (Present /Most recent)			
Employer/Company		Duration	From..... to.....
Department		Designation	
Address			

DECLARATION	SIGNATURE AND DATE
I confirm that I read and agree all the terms and conditions attached with this form. I declare that all information provided in this form is true and complete. If I get admission at BiMS, I will abide by all regulations of the institute. I also understand that BiMS reserves the right to change any regulations related to my selected qualification without my consent.	

OFFICE USE ONLY					
Batch	Student ID	RECEIPT NO.	AMOUNT	DATE	Authorised by
		1)			
		2)			

FEES AND DURATION OF THE STUDY

Registration of students remains valid till 31st January 2019. Fees paid cover services until 31st January 2019.

Total fees of PGD programme is BDT 35,000 payable in two installments (BDT17,500 x 2). These fees include cost of course materials. **BiMS fees are not refundable and non-transferrable under any circumstances.**

Description	Amount	Deadline for payment
1 st Installment (At the time of Admission)	17,500	Payable at the time of admission
2 nd Installment (At the time of Exam registration)	17,500	18 th August, 2018, Saturday

If student does not make full payment before above deadline, he/she will NOT be issued any admit card and will not be able to sit for any exam.

EXAM REGISTRATION

WHEN STUDENT PAYS HIS/HER EXAM REGISTRATION FEE, HE/SHE WILL BE REGISTERED FOR THE EXAMS IN THE MAIN EXAM WINDOW AND HE/SHE WILL BE ISSUED AN ADMIT CARD WITH EXAM TIMETABLES. STUDENTS WILL NEED TO BRING THE ADMIT CARD TO ATTEND IN THE EXAM.

If student fails in the main exam attempt, he/she must attempt the final resit. However, if any student cannot pass the exam within 2nd attempt he/she has to apply for re-registration for exam by making Exam Registration Fees of BDT 17,500.

APPEAL

Most exam questions are objective assessment (for example, Short questions, MCQ,). BiMS undertakes multiple checks and controls during the marking process to ensure that all exam results are accurate. BiMS has no provision for re-marking of exam results. However, students have the right to request for an administrative review of the assessed exam script through an application by email to info@bimsedu.com. No exam scripts are handed over to students either electronically or in hard copy. BiMS owns all exam materials including scripts. As part of the review we will confirm whether or not student reached the pass standard in the exam he/she has attempted. This will take the form of Pass or Fail. The actual marks for each question will not be disclosed and examination scripts will not be returned.

CERTIFICATES

PGD certificates are issued by Innovate Awarding (UK) within six weeks after successful completion of the qualification. *Students are required to collect their PGD certificate within two months of their graduation by physically visiting Admission & Students Services Office (Sat-Fri, 9:00AM-6:00PM).*

It is student's responsibility to collect certificate well before the deadline as BiMS assumes no responsibility for subsequent destruction of the certificates. In special circumstances, authorised representative of the student may collect the certificate from BiMS on his/her behalf. For such request the student will need to email to info@bimsedu.com with specific instructions.



*We are unable to provide
parking area for our students.*

I confirm that I have read, understood and agree to the terms and conditions for PGD qualification.

Signature:

Date:

EXAM REGULATIONS

Students MUST follow the exam regulations below:

1. Student must bring the BiMS Student ID and the Admit Card to all exams. He/she must produce their admit card on admission to the examination room. Exam Officer may not allow him to enter in the exam hall without showing the Student ID.
2. Student must complete and sign the 'Signature Sheet' provided by the Invigilator.
3. Student should bring his/her own pen, pencil, eraser, sharpener, calculator as required and permitted for exam.
4. Student must be on time for all his/her examinations. Be at the exam venue 20 minutes before the start of the exam. Students will not be allowed any extra time for late entrance.
5. The use of hand held personal technology such as personal organisers, electronic dictionaries and mobile phones is not permitted. Possession of a mobile phone or other unauthorised material is considered as breaking the rules, even if he/she does not intend to use it, and he/she will be subject to penalty and possible disqualification. **Please ensure that all mobile phones must be switched off and retained in personal bags at the front of the examination room at his/her own risk.**
6. Student shall not communicate with, receive assistance from or copy from the paper of another student during an examination. Student cannot share their own materials (i.e. stationary like pen, pencil, eraser, calculator, scale etc.) with other student during the exam.
7. Student shall not leave the examination room, except with the permission of the invigilator. At the end of the exam, he/she must remain seated until the invigilator has collected his/her script booklets.
8. At the end of the examination the student must return the answer booklet and question paper(s) to the invigilator together with any other material on which student has written during the examination. Under any circumstances student should not remove question and answer booklet (used or unused) from the examination room.
9. Student must not:
 - sit an examination in the name of another student;
 - involve in any unfair or dishonest practice in any part of the examination.
 - have in his/her possession any unauthorised material or equipment which might give him an unfair advantage.
 - talk to, attempt to communicate with or disturb other students once he/she has entered the examination room.

MOST COMMON PENALTY FOR BREACHING EXAM RULES

"Deduction of marks to a '0' (zero) mark. Where a mark of '0' (zero) has been applied, the student may repeat the exam if a repeat sitting is allowed.

MISCONDUCT IN PREMISES AND MALPRACTICE

The following are examples of students' malpractice, but BiMS is vigilant to other instances of suspected malpractice and misconduct that may undermine the integrity of qualifications and the institute. Examples could include:

- Copying from another student (including using ICT to do so).
- Personation — pretending to be someone else.
- Inclusion of inappropriate, offensive, discriminatory or obscene material in assessment evidence.
- Inappropriate behaviour during the exam that causes disruption to others. This includes shouting and/or aggressive behaviour or language with any peer students, invigilator or any staff of the institute at any level.
- Behaving in a disruptive manner in the premises of the institute with any students or BiMS employees.

IMPORTANT: NOT PERMITTED IN EXAM

- ❶ Writing of any nature on one's person, e.g. on hands or arms, notes and annotations, annotations on back of calculators.
- ❶ Mobile phones: if student is carrying or using a mobile phone during the exam, he/she could be expelled.
- ❶ Do not bring valuables (including laptops) to the exam venue.

PENALTIES

If a student is found to have committed any kind of malpractice in an examination, his/her script will be **void and cancelled**, and no marks will be awarded. As a student of BiMS, everyone is liable to behave in professional and disciplined manner. Any misconduct will lead to termination of studentship without any refund of the fees.

I confirm that I have read, understood and agree to the terms and conditions for PGD qualification.

Signature:

Date:

ACADEMIC CALENDAR

Semester	Day	Time	Description	
HR Semester	Jun 30, 2018; Saturday	11: 15 AM	Orientation	
	Jul 07, 2018; Saturday	09:00 AM-12:30 PM	Lecture 1	
	Jul 14, 2018; Saturday		Lecture 2	
	Jul 21, 2018; Saturday		Lecture 3	
	Jul 28, 2018; Saturday		Lecture 4	
	Aug 04, 2018; Saturday		Lecture 5	
	Aug 11, 2018; Saturday		Lecture 6	
	Aug 18, 2018; Saturday		Last payment date of 2nd Installment	
	Aug 18, 2018; Saturday		Lecture 7	
	Sep 01, 2018; Saturday		Lecture 8	
	Sep 15, 2018; Saturday		10:00 AM-11:30 AM	Exam: HR 01
	Sep 29, 2018; Saturday	Exam: HR 02		
	Oct 26, 2018; Friday	7:00 PM	Result	
OMC Semester	Oct 06, 2018; Saturday	9:00AM –12:30PM	Lecture 1	
	Oct 13, 2018; Saturday		Lecture 2	
	Oct 27, 2018; Saturday		Lecture 3	
	Nov 03, 2018; Saturday		Lecture 4	
	Nov 10, 2018; Saturday		Lecture 5	
	Nov 17, 2018; Saturday		Lecture 6	
	Nov 24, 2018; Saturday		Lecture 7	
	Dec 01, 2018; Saturday		Lecture 8	
	Dec 15, 2018; Saturday	10:00 AM-11:30 AM	Exam: OMC 01	
	Dec 22, 2018; Saturday		Exam: OMC 02	
	Jan 04, 2019; Friday	7:00PM	Result	
	Dec 29, 2018; Saturday	10:00AM-11:30 AM	Re-sit Exam: HR 01**	**Re-sit exam only for students who fail or absent in the "main exam".
	Jan 05, 2019; Saturday		Re-sit Exam: HR 02**	
	Jan 12, 2019; Saturday		Re-sit Exam: OMC 01**	
Jan 19, 2019; Saturday	Re-sit Exam: OMC 02**			
Jan 31, 2019; Thursday	7:00 PM	Final Result		

BiMS reserves the right to cancel the classes and exams under unavoidable circumstances. In such case, alternative dates will be published. Students will be notified through SMS or email regarding cancellation of classes or exam. It is the duty of the student to provide accurate mobile number and email address to BiMS and student must check the SMS and email regularly.

I confirm that I have read, understood and agree to the terms and conditions for PGD qualification.

Signature:

Date: