



রেজিস্ট্রার অফিস
OFFICE OF THE REGISTRAR
UNIVERSITY OF CHITTAGONG
CHATTOGRAM 4331, BANGLADESH

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স্মরণ / Ref. :
Memo. No. AS-3280/13318

/Genl.

তারিখ / Date : Dated: 06-11-2025

Umma Habiba
Lecturer
Department of Law
University of Chittagong
Chattogram, Bangladesh.

**Sub: Grant of Extra Ordinary Study Leave Without Pay & Release
Order.**

Dear Sir,

With reference to your application dated 30-10-2025 on the above mentioned subject, I am directed to inform you that you have been granted Extraordinary Study Leave Without Pay for 1(one) year, with effect from 09-11-2025 for your study towards Master's (LLM) Program at the Queen Mary University of London, United Kingdom under Chevening Scholarship and that you have been released from this University with effect from 09-11-2025 for the purpose.

Further I am directed to inform you that in pursuance of the authority delegated from the office of the Hon'ble Prime Minister Government of the People's Republic of Bangladesh vide Memo. No. 03.069.025.06.00.003.2011-144(500) dated 19-06-2011 (copy enclosed), the Vice-Chancellor has been pleased to allow you to proceed to United Kingdom for the purpose.

The University of Chittagong or the Govt. of Bangladesh will have no financial responsibilities for your proposed study in United Kingdom.

In this regard, I would request you to apply along with the consents of the Surety Holders who signed in the Surety Bond at the time of your going on Study Leave, 03(three) months before expiry of the above leave, in case you need extension of your leave, that will depend upon Satisfactory Progress Report from your Course Supervisor, Opinion of the Departmental (CU) Planning Committee OR to return from abroad and join your duties at this University within 08-11-2026. You should also take prior permission from this University for any change of Course/ Field of Study or Institution along with proper documents.

Yours sincerely

(Professor Dr. Mohammed Saiful Islam)

Registrar (In-Charge)
University of Chittagong.