

POLICIES

GENERAL ACADEMIC POLICY

The following are the General Academic Policies for the University of Liberal Arts Bangladesh. Any of the rules, conditions and requirements below is subject to change at the discretion of the authorities.

Admissions Requirements:

- Minimum GPA of 2.5 both in SSC and HSC examinations or equivalent,
- Or, At least one GPA of 2.00 but aggregate GPA of 6.00 in SSC and HSC,
- Or, O'Level in 5 subjects with a minimum GPA 2.50 & A'Level in 2 subjects with a minimum GPA 2.00. (A=5, B=4, C=3, D=2, E=1)
- Or, International Baccalaureate / American High School Diploma.
- Or, Sons/daughters of freedom fighters with an aggregate GPA of 5.00 in SSC and HSC.

However:

- Transfer of credits from comparable educational institutions may be considered after admission.
- Students will have to pass an admission test to get admission at ULAB.

Note: Admission test is waived for candidates with minimum score of 1100 in SAT (Math + Critical Reading).

1. Students who have passed the HSC Examination under the mark-based grading system will be considered for admission and scholarship in ULAB on the basis of a conversion scale approved by ULAB authorities.
2. Any question or confusion relating to the degree or diploma obtained from home or abroad of any applicant for admission in the undergraduate and graduate program or for other purposes will be referred to and resolved by the Degree Equivalence Committee of ULAB.

Duration of Program

All bachelors programs at ULAB are designed to be of four years duration. Students admitted to ULAB bachelors programs must complete their degree within eight years from the date of first enrollment. All programs at the ULAB will follow a three terms per year system.

- 1st Term (Spring) - between late January and April
- 2nd Term (Summer) - between late May and August
- 3rd Term (Fall) - between late September and December

The particular dates of the terms may vary from year to year due to official holiday variables or special circumstances, but the minimum duration of each term will always be maintained. Each term will usually last three and a half months or 15 weeks and each term-long course shall typically consist of at least three hours of classroom instruction per week and often, but not always, an hour or two of laboratory or tutorial work.

Medium of Instruction and Examinations

English shall be the medium of instruction, examinations, and all forms of communication in the ULAB Campus. The compulsory GED course, Bangla Bhasha, will remain out of the purview of this clause.

Registration

Registration for New Students

1. New students get ID number from Admission Office and pay admission fees at Accounts office.
2. Students are given the first term courses from the Registrar Office as per the course flowcharts/four-year distribution in their respective departments.
3. In the following terms they will follow the procedures mentioned below to complete Pre-registration.

Pre-Registration for Existing Students

There are fixed dates of registration for each term. However, pre-registration for the following term takes place after the mid-term exam of the current term. You are advised to check the Academic Calendar or Registrar's Office for dates. Places held at pre-registration must be validated within the first two days of term registration. Otherwise, they will be vacated in favor of other students. All fees are to be paid at the time of registration and are non-refundable, except for the courses dropped/withdrawn by the time stipulated in academic calendar.

Pre-Registration Procedure:

1. All students will do **on-line self-registration** of courses on the allotted day, as per the Program guidelines and registration package.
2. Students will then visit their respective advisers for consultation and approval.
3. Advisers will confirm the registration online, print and sign the Advising Slip. Tear off the 'Student Copy' section and hand to student.
4. Retain the 'Office Copy' sent to Registrar's office at the end of the day

Note: Students registering for next term's courses for the first time will be given priority over students who are registering for a course for second or further time.

Credit Transfer

A student may apply for transfer of credits of similar course/degree earned from another university/institution only after having gained admission at ULAB subject to a maximum of half the total credits applicable for the particular course/degree at ULAB. Syllabi and Official Transcripts from all previously attended institutions/universities must be submitted at the time of application for credit transfer. Only credits of relevant courses in which s/he earned grade B or better may be transferable to ULAB. The transfer student must have a minimum CGPA of 2.0 and sit for the admission test. The head of the concerned department / program or the Admission Committee will determine equivalence of courses. The application may be referred to the Equivalence Committee, if required. Credit transfer decisions are made on a case-by-case basis where the quality and standard of the institution and/or academic program will be taken into account. For Bangladeshi institutions, transfer of credits will be considered if the institution has been approved by the UGC.

Retake Policy

A student may retake a course if he or she receives a 'B' grade or lower in that course, subject to the offering of that course and availability of seats. Students who wish to retake a course must register for the course again and will be assessed tuition and applicable fees.

Students who retake a course for whatever reason will be excluded from the award of Summa Cum Laude, but may be eligible for the award of Magna Cum Laude. This also applies to courses transferred from other universities.

Change of Degree Program

If a student wishes to change his/her degree program, s/he can apply for transfer to another program after first term results are published and within three terms with the approval of the concerned departments. The student must fill out the prescribed Change of Degree Program Form, available at the Registrar's Office or on the ULAB website.

Student's Batch Identification

ULAB's academic year begins in Spring (between late January and May) and ends in Fall (between October and January) in the following year. Tracing a particular student's batch is done on the basis of the academic year in which he or she got admitted to ULAB. For example, a student who took admission in Spring 2019 will be identified with batch 191 and Fall 2019 will have a batch identification of 193.

Internship/Project

Internship/Project is an invaluable part of ULAB's academic program that will give students an opportunity to put their academic knowledge into practice. Most of the departments/ programs have a mandatory 3- to 6-credit equivalent internship or project in their syllabi. Internship is usually done in the last term and the internship duration is usually 12 weeks. It is the student's responsibility to find an internship place with a suitable organization. Although the University will assist students in this task, the university cannot guarantee an internship placement.

In some programs, students will be required to work on an approved project at the organization and prepare a report at the end of the internship. This report will be presented before a panel of ULAB examiners and will be graded. If a student cannot find an internship placement, his/her department will assign a supervised project work. Students must abide by the rules and regulations of the organization during the period of attachment and will have to obtain an evaluation report from the organization.

Graduation Requirements

To graduate from ULAB, students must fulfill the following three requirements:

1. Complete the following course distribution with a CGPA of 2.0 or higher (except for transferred courses).

Courses	No. of Courses
GED (Core + Electives)	10 (7+3)
Major	27 to 28*
Optional/Minor	5
Internship/Project	1
Total	43 to 44

* Depending on the program of study.

2. Complete at least 43 courses. Depending on a student's academic background and admission test performance, he or she may be given exemption in up to two basic courses. In that case, s/he will have to take GED elective courses to complete the required number of courses for graduation.
3. Complete Internship / Project/Dissertation with minimum C grade.
4. Complete graduation within 8 years from the date of first enrollment.

Academic Rules

1. Course Load	<p>The normal course load per term is specified in the term-wise course distribution table in each departmental syllabus. A student may take a reduced load under extenuating circumstances only with his or her advisor's approval. Taking a reduced load in the first year is strongly discouraged. A student will be deemed to be in full-time enrollment in a term if s/he is registered for minimum of two courses. A student may take additional courses beyond the normal load only if his/her CGPA is 3.50 or above and the departmental head approves it on the recommendation of the faculty advisor. No student will be allowed to take more than five courses per term under any circumstances. If a student wishes to take an extra course beyond the normal load, s/he will be required to pay for the additional course credits.</p>
2. Course Withdrawal	<p>A student will be allowed to withdraw from course (s) by the week 11 (final) of any given term, provided all fees including outstanding dues are fully paid. In exceptional cases (e.g. serious illness of students, death of parents) students may be allowed to withdraw a course after week 11 on recommendation of their advisor and HoD.</p> <hr/> <ul style="list-style-type: none"> • Academic Withdrawal (W) is allowed but only before the deadline! <hr/>
3. Add/Drop Courses	<p>Students will be allowed to add/drop one or more courses only with valid reason and on recommendation of their advisers by week 1 of any given term. During the Add/Drop period, students will not be allowed to change course sections.</p>
4. Leave of Absence and Re-registration	<p>A student applying for a leave of absence should mention a definite term for re-registration and must register immediately after the leave period. An application for a leave of absence needs to be submitted through the head of the concerned department. A leave of absence may be granted for one to three terms, provided the student is on good academic standing (i.e. not on academic probation or subject to dismissal) and his/her fees are fully paid. Students who have not registered for three consecutive terms with approved leave of absence will be allowed to re-register without paying any additional fees.</p>
5. Re-Admission	<p>If a student does not register for three or more consecutive terms without approved leave of absence, s/he will be treated as an irregular student. He/she must pay a re-admission fee for his/her continuation.</p>
6. Late Registration	<p>Students who will not register on time as per academic calendars, must pay a late registration fee.</p>
7. Probation and Dismissal	<p>A student will be placed on probation if his/her CGPA falls below 2.0. A student will be allowed a maximum of three terms to get out of probation by raising his/her CGPA to 2.0 or above, failing which s/he will be dismissed from the University.</p> <p>Note: Dismissed students taking fresh admission will be eligible for a course waiver for the credits completed at ULAB, provided the grades for those courses were at or above a C.</p>
8. Maintenance of Scholarship	<p>Any academic scholarships or waivers offered to a student at the time of enrollment will be continued only if s/he maintains the required CGPA level. The higher the scholarship, the higher the level of required CGPA for continued support. If the student is receiving non-academic merit scholarships, s/he must contribute significantly in their relevant talent fields and maintain a minimum CGPA to continue receiving the scholarships. The required CGPA level for different scholarships or waivers may vary. Students can find the details from their Advisors or the Registrar's Office. Such support may also be reduced or fully withdrawn in cases of disciplinary failures, such as poor attendance or misconduct.</p>
9. Major and Concentration	<p>Students must major in a subject in which the University offers a Bachelors degree, and will be required to pass at least 27 to 29 courses in major subjects. Typically, 18 to 24 of these courses will be Major requirements and 6 to 10 courses are required for Concentration in a particular area within that program. These requirements may vary from department to department.</p>

10. Minor and Optional	“Each ULAB student must take five courses other than his/her own department to fulfill the graduation requirement. If a particular student completes all these five courses from a single degree-granting department (as per the guidance of that particular department), that particular student will be considered as taking a “Minor” in that area. But, if he/she chooses to pursue the five courses from different departments, that particular student will be given the status of completion of “optional courses”. Minor status is not awarded by the GED Department. However, departments have the latitude to design a program making the Minor mandatory for the students of that department.																		
11. GED Core Courses	All students must fulfill the General Education (GED) requirements by passing all of the following core courses: <ol style="list-style-type: none"> 1. Basic English and Learning Skills 2. Fundamentals of English I 3. Fundamentals of English II 4. Bangla Bhasha 5. Introduction to Computer Studies 6. History of Emergence of Independent Bangladesh 7. World Civilization <p>Advance placement for some of these courses is possible for qualified students, but usually not for History of Emergence of Independent Bangladesh and World Civilization. GED requirements may change over time, but students will be given due equivalencies if the change occurs during the period of their study.</p>																		
12. GED Electives	All students have to complete three other GED elective courses, from the list of courses. A list of courses is provided in this Handbook. Specific courses offered from this list will change from term to term.																		
13. GED Distribution	GED slots are fixed and have to be finished within first seven terms in the following order: <table border="1" data-bbox="423 982 1243 1066"> <thead> <tr> <th><i>Term</i></th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>GED course</td> <td>2</td> <td>2</td> <td>2</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>10</td> </tr> </tbody> </table>	<i>Term</i>	1	2	3	4	5	6	7	Total	GED course	2	2	2	1	1	1	1	10
<i>Term</i>	1	2	3	4	5	6	7	Total											
GED course	2	2	2	1	1	1	1	10											
14. Course Exemption	A student may fulfill the Basic English requirements by taking two or fewer courses only if (a) s/he has a sufficient previous record to be placed into higher level courses, or (b) s/he has a grade ‘B’ in O-level English Language in which case s/he will be exempted from ENG 101, or (c) s/he has a grade ‘A’ in O-level English Language in which case s/he will be exempted from both ENG 101 and ENG 102. All other students must take all the three GED English courses (namely, ENG 101, 102, 103). However, even advanced students may have to take an English course in their first year, preferably with a focus on writing. See also: L. Graduation Requirements #2.																		
15. Failing in GED English	If a student does not pass the GED English courses in three consecutive terms, s/he will not be allowed to register for any other courses until passing these GED English courses.																		
16. GED Retake	If a student fails one or more mandatory GED courses, s/he will have to retake them within two terms of enrollment. Students cannot graduate without fulfilling the GED requirements.																		
17. Lab-related Courses	In ETE and EEE, CSE programs, each lab-related course is a 1-credit course.																		
18. Unexcused Absences	Six unexcused absences in any courses may result in a failing grade (instructors or HoDs may make other recommendations). Failure to attend other mandatory University functions on time or flagrant violation of the attendance policy may be grounds for suspension or expulsion. <hr/> <ul style="list-style-type: none"> • 6 Unexcused Absences = Failure of a course! <hr/>																		
19. Punctuality	ULAB takes punctual attendance of classes and mandatory university functions with the utmost seriousness. If a student is perennially late to class, his/her grades may be reduced according to the class instructor’s discretion.																		
20. Code of Conduct	Students must be in full compliance with the University’s Code of Conduct (see page 45), during the entire period of their studies at ULAB.																		

21. Subscription Collection	Students must have the permission from proper authority (VC/ Pro-VC/Registrar) to collect money from ULAB students, faculty and staff for any purposes inside and outside the campus.
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Grading Scale

Letter Grade	Grade Point	Assessment
A+	4.0	Outstanding
A	4.0	Superlative
A-	3.8	Excellent
B+	3.3	Very Good
B	3.0	Good
B-	2.8	Average
C+	2.5	Below Average
C	2.2	Passing
D	1.5	Probationary
F	0.0	Fail
I	0.0	Incomplete
W	0.0	Withdrawn
AW	0.0	Administrative Withdrawal

Grading in any course will be based primarily on academic performance as reflected in student's class participation, tests, assignments, mid-term and final exams or papers (most courses will use all these methods of testing). Whenever appropriate, students may also be graded on tutorials, lab work, research or other special projects. The weight assigned to each form of testing may vary from department to department, and indeed course to course.

Attendance and impression/participation in the class may also constitute a serious component of the grading. However, passing all required courses is mandatory to obtain a degree from ULAB.

Explanation of 'I', 'W' and 'AW' grades

- I** Students will receive an 'I' (Incomplete) grade only if (a) s/he has a chance to get a regular grade (A+ to D) by submitting incomplete tasks, assignments, or project works assigned by the course teacher, or (b) s/he has appeared in the mid-term examination but not in the final examination (due to illness or other valid reason). Normally, a student will have to complete two-third of the course work to request for an 'I' grade. If the 'I' is not replaced with a regular grade within the following semester, it will be automatically converted into 'F' grade.
- W** Students will receive a 'W' (Withdrawn) grade if s/he has withdrawn from a course within the time stipulated in the Academic Calendar.
- AW** Students will receive an 'AW' (Administrative Withdrawal) grade if s/he has been withdrawn from the course by the university authority for academic dishonesty.

Grievance Procedure

Grading is to be done in an objective and impartial manner. If a student wishes to contest a grade, s/he should notify the Head of that Department in writing, who will evaluate the matter and issue a decision. In extreme cases, the student may apply to the next higher authority (Dean of the respective School or the Pro Vice Chancellor), who will evaluate the matter in a committee along with the Controller of Examination.

Academic Advising

Academic Advising is an integral part of ULAB's academic policy for students' overall development. At the beginning of their academic lives at ULAB, students will be assigned to a Faculty Advisor who will be their main contact for academic or other issues arising during their time at ULAB.

Students should meet their faculty advisor at least twice a term to discuss their progress at ULAB. The advisor will help to identify their educational need, course planning, and career options and also help to resolve problems that might affect academic performance. Students are required to meet their advisor on a regular basis, failing which they may be liable for disciplinary measures.

- Know your Faculty Advisors and meet them twice each term!

Student Honors Lists

Summa Cum Laude	At the time of convocation, the university may award a <i>Summa Cum Laude</i> (highest merit) to only one student of absolutely exceptional merit out of the entire graduating class. Each department will nominate one student with perfect or highest CGPA. From this list of finalists, in addition to their CGPA and any extra academic achievements, an essay and/or interview may be used to choose the number one student for this rarest of honors.
Magna Cum Laude	A number of other students, usually students with high CGPA convocation may be awarded <i>Magna Cum Laude</i> (special merit). Only a student's academic record will be taken into consideration in giving these academic awards. However, students will have to be in full compliance with all other University requirements including the Code of Conduct.
Cum Laude	A CGPA based <i>Cum Laude</i> award is generated by the system and awarded to the deserving student.
Term Honors List	There will also be an Honors List declared at the end of each term for students achieving the requisite GPA or percentile ranking within their departments or the University.

Note on Retakes: Students who retake a course for whatever reason will be excluded from the award of Summa Cum Laude, but may be eligible for the award of Magna Cum Laude. This also applies to courses transferred from other universities.



SCHOLARSHIPS AND FINANCIAL AID POLICY

The University provides a range of scholarships and aid for its undergraduate students, namely:

1. **Honors Awards:** There are currently three types of Honors Awards offered by the University to recognize special distinction by a student in academics. In case of the Named Scholarship only, leadership and excellence in a variety of non-academic areas vital to one's growth as a citizen and professional is also given due consideration. The three awards, detailed below, in descending order of magnitude, are the Named Scholarships, Vice-Chancellor's Honors List and the Dean's Honors List.
2. **Merit Scholarships:** These scholarships are also purely academic awards, based usually on one's GPA in HSC, or HSC and SSC, both at the time of admission. A student needs to maintain requisite GPA during the course of his or her study at the University and also be in good standing in all other regards to retain this award. Students performing well above their original award level are allowed to apply for a revision, and awarded advancement at the discretion of the authorized committee.
3. **Special Scholarships:**
 - a. **Freedom Fighters:** As per Private University Act 2010, the University will award full scholarship to sons/daughters of freedom fighters, subject to quota allocations assigned for Freedom Fighters children each term, maintenance of good academic standing, and university-verified evidence of status.
 - b. **Remote Areas:** Poor and meritorious students from remote area of Bangladesh will be awarded free scholarship, subject to quota allocations assigned for Remote Area Students each term and maintenance of good academic standing.
 - c. **Other:** The University also awards a number of special, non-academic scholarships, on the basis of proven and documented financial need, or due to social situations, including gender. The University also awards Special Scholarships on the basis of superlative, proven and documented excellence in athletic or cultural areas. These scholarships are usually lower in award than the Merit Scholarships, and entirely at the discretion of the scholarship committee.

All scholarships are subject to quota allocations for that award in a given term for a given department. Good academic standing is a maintenance requirement for all of them.

Further qualification and maintenance details of these scholarships are provided below. They may change from time to time, but rules are not retroactively applied to awardees.

1. Honors Awards:

a. Named Scholarships

These scholarships are endowed or gifted by a patron or friend of the institution. At this time the University is proud to offer four such scholarships. In addition to the common rules of qualification, any special condition attached by the benefactor may also apply.

A benefactor may withdraw an award from the institution or a given awardee, unless it is an endowed award, if either the University or the student fails to comply with their expected conditions and standards.

An award is usually given to a student for the normal four-year duration of his or her program. In case of awards during the course of a program, it applies only to remainder of normal duration.

Named Scholarships are not extendable beyond the normal four year or twelve term duration. Anyone requiring a longer time to graduate, (for any reason whatsoever) loses the award after the normal duration. At that time, it becomes available for a new recipient. It also may become available sooner if an awardee fails to retain it due to poor performance or standing.

Due to the nature and conditions of its award, the Named Scholarship is not available every year or term. When available, the University will notify students with minimum required qualifications to apply.

Eligibility Criteria

1. The Named Scholarship is awarded to a student of outstanding merit in both academics and co-curricular areas. He or she must also be in good standing in every respect, and demonstrate lively school spirit, including community service. A CGPA of at least 3.8 is the minimum requirement to apply for this award. A student must also take full course load in the current term. Students may apply only after completing one year of studies at the University.

- ***Named Scholarships are not just based on academic results. They are also based on demonstrated leadership and school spirit.***

2. Each recipient will receive full waiver of tuition and registration fees, effective from the term of award till graduation (not exceeding remainder of 4-year program duration). The scholarship also carries a stipend of Tk. 2,000/- (Tk. two thousand only) for the recipient during the first three months of a regular term, for a maximum of 9 months in a calendar year.
3. The scholarship does not exempt the student from Club fees, or charges or fees for special tours, trips, projects and so on.
4. Students awarded this scholarship are expected to conduct continuous study without leaves or breaks and complete their degrees in the normal four year period. In exceptional cases, a leave or break may be allowed with continuance of the scholarship, at the discretion of the authorities.
5. Each recipient will have to take full course load in a regular term. No recipients will be allowed to get W, I or F grade in any term. Receiving these grades may lead to immediate revoking of this scholarship.
6. Once awarded, all students, entering or enrolled, are expected to uphold a minimum CGPA of 3.8 per year to maintain the Named Scholarship. A student's status will be reviewed at the end of each term, and scholarship status, if required, revoked or revised at the end of the year.
7. Typically, Named Scholarship awardees are expected to demonstrate a strong co-curricular record and lively school spirit. Community service related activities are strongly recommended for Named Scholarship recipients.
8. To be in full compliance with the Code of Conduct of the university is absolutely essential, and any serious breach may lead to an immediate suspension or revoking of the scholarship.

Application Procedure:

Eligible students should follow the procedure below to apply:

1. Write an application letter addressed to the Vice Chancellor. Students should clearly state the reasons they believe they are eligible for the scholarship. Simple financial need is NOT a valid reason.
2. Submit the application letter to Registrar Office.

Students are advised to attach evidence of their academic achievements and non-academic activities at ULAB to prove their eligibility for the Scholarship, such as:

- Latest official transcript;
- Letter from the relevant Club Advisor/Coordinator of Co-curricular Activities/other relevant body verifying your participation in other co-curricular and co-curricular activities at ULAB;
- Letter from your Departmental Head, Coordinator and/or your Advisor verifying your achievement in any local/national/international competitions.

b. Vice-Chancellor's Honors List Scholarship

This award is automatically granted to only one student of the university at the end of each term for the upcoming term. This award carries the following benefits:

Full Tuition fees waiver for a particular term which include:

- a) Registration fees
- b) Examination fees or
- c) Any other fees/charges with respect to continue that particular term.

Conditions:

- a) The student must earn 'A' in all subjects with TGPA (term grade point average) 4.00 in a given term with a minimum load of 4 courses (12 credit hours)
- b) The student must take full course load in the previous term. However, this provision is not applicable to the first term student;
- c) In case of multiple eligible applicants for the same award, following tie breaker options will be applicable:
 - For tie in TGPA, the tie breaker will be highest CGPA
 - For tie in CGPA, the tie breaker will be maximum number of A+/A achieved
 - For tie in A+/A, the tie breaker will be most advanced term status

c. Deans' Honors List Scholarship

This award is automatically granted to only one student from each department at the end of each term for the upcoming term. The benefit of this award is waiver of full tuition fees for the following term but the student will have to pay other fees.

Conditions:

- a) A student who has completed at least three terms with full course load offered from the respective department.
- b) The student will have to be the top TGPA holder in the term with full course load;
- c) In case of multiple eligible applicants for the same award, following tie breaker options will be applicable:
 - For tie in TGPA, the tie breaker will be highest CGPA
 - For tie in CGPA, the tie breaker will be maximum number of A+/A achieved
 - For tie in A+/A, the tie breaker will be most advanced term status
- d) Students in their final term are not eligible for this award.

2. Merit Scholarships:

- (a) Students must maintain minimum CGPA applicable for his/her at the end of the each term as per the table below in order to retain the waiver:

Waiver in %	Minimum CGPA to Maintain
100%	3.5
75% to 99%	3.33
50% to 75%	3.0
30% to 49%	2.8
Upto 29%	2.5

- (b) If the requisite CGPA at the end of the term is not maintained, waiver will be reduced by one slab (one slab=5% of the existing waiver) continuously;
- (c) Waiver to the female students (10% of the tuition) shall not be affected;
- (d) Conditions of good standing shall apply for retaining waiver;
- (e) Siblings/spouse waiver will cease to exist after discontinuation of one;

3. Special Scholarships:

These scholarships are 'need based' usually awarded considering students' financial situation and complying with other conditions as determined by the ULAB authority.

Any falsehood or misrepresentation in securing such awards, discovered at any time, is a ground not only of withdrawal of the award, but also other disciplinary actions.

Maintenance of awards of athletic and/or cultural excellence depends on the student's active and superlative performance in those areas in the University through Clubs and/or other avenues. A student deemed to be not in compliance with such promise or expectation may lose the award at the discretion of the qualified authorities.

CGPA maintenance and other required conditions apply for the retention of such awards.



CODE OF CONDUCT & DISCIPLINARY PROCEDURES

An environment of peace and civility is a pre-condition to the pursuit of higher learning in a university, and ULAB, is determined to maintain the said enabling environment, free from indiscipline, disorder and violence.

The University makes and adopts the ‘Student Code of Conduct and Disciplinary Procedures’ for the purpose stated above.

Definitions

Unless the context otherwise requires, definitions of offenses are given below (in alphabetic order):

1. Academic Dishonesty/ Plagiarism	Cheating, presentation of someone else’s work as your own, preparing work to be used for someone’s works, knowingly furnishing false information about academic matters to an university official are acts of academic dishonesty. Plagiarism is using others’ ideas, words, concepts, images, or intellectual property in general without clearly acknowledging the source of that information. Please refer to the ULAB Plagiarism Policy.
2. Copyright Infringement	The ULAB logo, publications, audio-visual productions and other media materials are the official property of the university. All creative works of students (even in the form of raw footage) done under offered courses are also considered as university property. No one may use the logo, video, photographs and other media materials without written authorization.
3. Cyber-Crime	Misbehaviour and crimes committed through email, blogs, social networking sites, ULAB network or ULAB Web Portal, or mobile phones such as: fraud, cheating, identity theft, harassment, pornography, subversive activities, indecent behaviour, software and media piracy, web-site vandalism, release of viruses or worms, spam, advertising, spying, hacking, and cyber-bullying. Please also see the ULAB IT Policy.
4. Damage of Property	Vandalism, arson, wilful act or reckless behaviour leading to damage or destruction of University property or the property of others is damage of property.
5. Disobedience	Failure or refusal to obey University rules or someone in authority is an act of disobedience.
6. Disorder/Agitation	Riot or incitement to riot, application of force or coercion or organising meetings/procession/demonstrations intended to solicit support or obtain signatures to show support or compel any member of the University to participate in activities subversive of discipline or of functioning of University is an act of disorder or agitation.
7. Disorderly Behavior	Any breach of University rules, regulations or policies is an act of disorderly behaviour.
8. Disruption	Disruption is an act or a combination of actions by an individual or a group of individuals, who interfere with the smooth and regular functioning of the University. Authorised officers of the University have the right to restrain or prohibit such disruptive behaviour and take such other action as may be deemed fit and proper.
9. Drugs	Use, production, distribution, sale, possession or stashing of drugs in a manner prohibited under law is an offence. This includes, but is not limited to, alcohol, marijuana, stimulants, narcotics, yaba, and the misuse of prescription drugs.
10. False / Frivolous Complaints	Making a complaint to the University authority in an attempt to mislead, misuse or impede university protocols is a false or frivolous complaint.
11. Fraud/Deception	Providing false information in order to derive benefit by forging of documents, records, etc. is an act of fraud. Fraud includes, but not limited to: knowingly reporting a false emergency; misuse or falsification of university or related documents by actions such as forgery, alteration, or improper transfer; submission of information known by the submitter to be false to a university official.
12. Indecent Behavior	Any behaviour or expression intended to tease or annoy members of the opposite sex or use of otherwise improper words, gestures, clothing or acts is indecent behaviour.
13. Intolerance	All members of the University are expected to be tolerant and respectful towards others irrespective of race, religion, class, gender creed or status in the University or with the community at large. Any attitude or conduct of an individual or group of individuals failing to be so respectful and tolerant and disrespect to others is an act of intolerance.

14. Mischief	Tampering with or unauthorised use of any University equipment or other properties such as doors, locks, computers, telephones, lifts, projectors, etc. is an act of mischief.
15. Misuse of ID	A student may not voluntarily lend his or her ID to another person for any reason. Wilfully lending one's ID to another will result in disciplinary action for both the original student and the recipient.
16. Sexual Harassment/ Eve Teasing	Sexual harassment is defined as inappropriate, unwanted and unwelcome conduct or behaviour of a sexual nature perceived as harassment by the receiver, which has an adverse effect on the dignity of women and men both inside and in certain circumstances outside the University. For details please refer to ULAB Sexual Harassment Policy in the Appendices.
17. Smoking	The University is a smoke-free environment. All members of the campus community are expected to refrain from smoking. Smoking is forbidden in all indoor and outdoor locations of the University.
18. Subversive Activities	Any act or behaviour or speech which is regarded as a threat to the public, national security, or sovereignty of Bangladesh or any other country is considered a subversive activity.
19. Theft	Misappropriation or removal of University property or the property of others without any lawful authority is an act of theft.
20. Unauthorized Recording	Recording, storage, sharing, distribution of images, videos or sound by any means without consent is unauthorized recording and is strictly prohibited in the University.
21. Undesirable Behavior	A behaviour in or off the campus that tarnishes the image of the University is an act of undesirable behaviour.
22. Unlawful Obstruction	Interference or obstruction intended to prevent a person from free movement on campus is unlawful obstruction. Any intention to or prevention of a person from movement to or from any University activities is an unlawful obstruction.
23. Unseemly Conduct	Any offensive conduct, act or use of improper/vulgar expression or language in communicating with faculty members, University officials or others on campus, is an act of unseemly conduct.
24. Violence / Physical Abuse	Any act of physical violence such as beating, kicking, and unwanted physical contact by any member of the University or their agents is an act of physical abuse.
25. Weapons	Possession, use, or stashing of any kind of firearms, explosives, harmful chemicals, knives, clubs, etc. is strictly prohibited in the University.
26. Group Representation	Group representation--verbal, in writing or any other form of expression, is strictly forbidden and is considered an act of agitation. Offenders on account of agitation are liable to one or a combination of severe sanctions.
27. Ragging and Bullying	Ragging/Bullying can include: intimidation, humiliation, ridicule or offence; physical threats; exercise of power over another through negative behaviour; insulting, abusing, disparaging or intimidating behaviour or words. <i>See the Bullying Policy in the Appendices.</i> Cyber Bullying is "the use of electronic communication to bully a person." It falls under this policy if the bullying is between students, AND occurs on the university premises OR adversely affects the safety of students while in university.
28. Classroom Discipline	Students are expected to maintain respectful and decorous behaviour towards students, staff, and faculty while in the classroom and on the university premises. Ill-discipline includes: interrupting learning through talking out of place, use of mobile phones, lateness to class, or rude words or behavior, etc. It also includes loud talking or disruptive behavior in the hallways during classes and exams.

Procedures

Confidentiality

Utmost confidentiality will be maintained in dealing with all the disciplinary proceedings and investigations, from filing of a complaint by the aggrieved person to the final decision by the Committee.

Lodging a Complaint

Anyone who feels aggrieved or believes that the ULAB Code of Conduct has been violated may lodge a complaint

with the Proctor's office or to any ULAB official, including a faculty advisor, other faculty members, admin/staff members, or the Student Affairs Office. Any formal complaint must be immediately forwarded to the Proctor's Office with the consent of the aggrieved person.

All formal complaints must be written and the complainant must submit his/her name, ID and signature. *The Proctor's Office will not pursue any verbal or anonymous complaints for Disciplinary Action.*

The Proctor is the first step in the Disciplinary Process. Upon the Proctor's recommendation, a complaint will be referred to the Sexual Harassment Committee escalated to the Disciplinary Committee, as outlined above and as required by law.

Disciplinary Procedures

The following procedures are to be followed in dealing with the complaints/ offences/ cases:

1. **Charges & Hearing:** Upon referral by Proctor's Office, the Disciplinary Committee shall hear all violations of the Code that have been brought to the notice of the Chairperson. It shall inform the accused student of the charges against her/him well in advance of the hearing to afford reasonable time to prepare a defence. The Student Affairs Office will attend all hearings as an agent on behalf of the student(s) and will make recommendations to the Disciplinary Committee. The Disciplinary Committee shall aim at finding the truth and shall take evidence for that purpose. Evidence not having direct bearing on the charges shall not be admitted. The Disciplinary Committee shall arrive at clear determination whether the student is guilty or not.
2. **Referral to Sexual Harassment Complaint Committee:** The Proctor's Office will refer issues of Sexual Harassment (widely known as 'Eve Teasing') to the Sexual Harassment Complaint Committee, which will investigate and report their findings to the Disciplinary Committee. For further information, please refer to the Complaint Policy in the Appendix.
3. **Private Hearing:** The enquiry shall be held in private unless the accused student desires, in writing, to an open enquiry. The Disciplinary Committee may refuse any open enquiry in consideration of the sensitive nature of the information to be revealed about a witness, or otherwise that it might affect the right to privacy of the witness or the accused. The Chairperson or any member of the Disciplinary Committee may examine the accused or ask questions.
4. **Evidence:** The Disciplinary Committee may reject the evidence of any witness on the ground of the witness being an interested person or doubtful witness. The Disciplinary Committee shall not admit testimony of unidentified outside witnesses. When the accused student does not attend the enquiry, the Committee shall take all available evidence in support of the charges before arriving at its conclusion.
5. **Written Report:** The Committee shall prepare a written report at the end of the enquiry. The report shall become official record in the file of the student(s) and consist of the following:
 - a. Written charges and other documents
 - b. Evidences with a summary
 - c. Findings
 - d. Sanction/Recommendations
6. **Appeal Procedure:** Any student can lodge an appeal to the Vice Chancellor against the sanctions imposed on him/her for disciplinary violation, within seven days of receiving the sanction order usually issued by the Registrar of the University. The VC will form a Committee to hear the appeal.

Disciplinary Sanctions

The Disciplinary Committee has jurisdiction over all offences listed in the Code. Any violation of the Code shall follow disciplinary proceeding against the delinquent student. The adjudication system is subject to the authority of the Vice Chancellor. Depending on seriousness of the offence, the Committee will impose sanctions and take other disciplinary measures listed below.

1. **Referral to the Student Affairs Office:** The Proctor's Office or Disciplinary Committee may refer the student(s) to the Student Affairs Office for counselling in addition to or in place of any Disciplinary Sanction.
2. **Disciplinary Warning:** The Committee may impose Disciplinary Warning, which is a warning given to the delinquent student that his/her conduct is unacceptable and that future breach shall be dealt with severely. It shall in all other cases recommend to the Vice Chancellor any one or a combination of sanctions for violation of regulations. Affected student may make appeal against Disciplinary Warning.
3. **Disciplinary Probation:** Disciplinary probation is assigned for a specific period of time. The sanction of disciplinary probation does not debar a student from pursuing courses at the University but may disqualify him/her from awards, prizes or financial aids.
4. **Loss of Privilege:** Loss of privilege is withdrawal of privilege, denial of a service or participation in any activity for a specific period of time. The sanction should be consistent with the gravity of the offence committed and the need for rehabilitation of the student.
5. **Disciplinary Suspension:** Disciplinary suspension denies the student from registration, class attendance, participation in any university event and activity and use of University facilities for specified period of time. This sanction becomes record in the student's file.
6. **Disciplinary Expulsion:** Disciplinary expulsion is the withdrawal of the affected student's privilege of registration, class attendance, use of University facilities and participation in University activities and events. Disciplinary expulsion is recorded in the student's transcript.
7. **Restitution of Property:** The payment of damages to or misappropriation of University property, property of the members of the University or visitors to the University is the restitution. Restitution may be imposed in addition to other sanctions.
8. **Interim Suspension:** Interim suspension requires the student to leave the campus immediately. The departmental head or the Chairperson of the Committee may impose this sanction. This sanction is imposed on a student where there are reasonable grounds to believe that the student is an immediate threat to the safety and security of persons property or to the functioning of the University.
9. **Immediate Expulsion:** The following offences may warrant immediate expulsion of the student on the recommendation of the Chairperson without hearing of the Disciplinary Committee:
 - a. Physical abuse
 - b. Unseemly conduct
 - c. Fraud
 - d. Theft
 - e. Damage of Property
 - f. Possession of weapons
 - g. Sexual Harassment
10. **Repeat Offences:** The following repeat offences shall warrant severe punishment than was awarded for the first offence:
 - a. Academic dishonesty

- b. Fraud
- c. Providing false information on academic matters
- d. Theft
- e. Disruption

- 11. Sanction for Academic dishonesty/Plagiarism:** Depending on the degree of the infraction, various disciplinary actions may be taken at the discretion of the course faculty involved or the University authorities. Faculty may: issue a verbal warning; give a failing grade on that particular exam/ quiz/ assignment/ etc.; and/or give a failing grade for the course. In exceptional cases, the Disciplinary Committee may recommend term suspension or dismissal.
- 12. Violation of Suspension:** If any suspended student returns to the campus during the period of interim suspension, he/she becomes liable to disciplinary dismissal or disciplinary expulsion, as he/she is required to stay off the University campus and property until the Committee takes up official hearing.

Further Regulations

Following Campus Security

Security of ULAB students, faculty, staff, and physical property is of utmost importance. Students are required to follow instructions of security or administrative staff in all matters concerning security of the above. Failure to do so will be considered Disruption (above). Students may be asked to submit to a search of their person or possessions while on campus. Failure to submit will be considered Disruption or Disobedience.

Proper Use of Student IDs

Students are required to wear their own **IDs at all times when on campus**. Students may not enter campus or use any facilities for any reason without possessing and wearing their IDs. It is solely the student's responsibility to maintain possession and care of the ID at all times.

- a. **Proper way:** Students must wear the ID with the specified ribbon so that it is clearly visible. Female students must wear it on the top of the scarf or shawl and not underneath. If the ID and/or ribbon is faded, worn out or not usable, students must contact with security officer in Campus for a replacement.
- b. **Forgotten IDs:** If a student forgets an ID, he/she may be issued a temporary ID only upon payment of a fine.
- c. **Loss or Theft:** Loss or theft of an ID must be reported to Security Office, Campus A immediately. A fee must be paid to replace it. The ID will be replaced within a suitable time upon receipt of payment.
- d. **Do not Share:** Students may not lend or share IDs with other persons for any reason. Lending one's ID to another will result in disciplinary action for both the original student and the recipient.
- e. **Do not use:** If you are not a registered student of the university for a particular term or if you are barred from entering the campus for disciplinary reasons then do not use your ID card even if it works in machines at the entrances of both campuses. You have to take special permission from the authorities to enter into the university.
- f. **Consequences of not following the ID policy:**
 - i) **First time violation:** ID card will be seized temporarily. The student in violation of the policy must collect the seized card from the Campus Security Officer after giving a written pledge that he/she will not violate the policy in future.
 - ii) **Repeated violation:** Fine of Tk. 1,000 (one thousand) for each repetition.

Dress Code

At ULAB, we believe that understanding and wearing appropriate attire is an important aspect of the learning process. As a liberal university, ULAB allows a wide latitude in on-campus dress. Yet students are part of the greater community, and the way a student dresses has an impact on how s/he is perceived by the community. Students must remember that they are representatives of ULAB and should maintain a neat and modest appearance. Full details can be found in the Dress Code Policy for Students.

Students' Grievances

The University authorities shall hear any grievance of a student for possible redress. A student may represent a grievance either verbally or in writing through the Students Affairs Office (SAO). Group representation--verbal, in writing or any other form of expression, is strictly forbidden.

