STUDENT HANDBOOK
Undergraduate Program
Spring 2020

ULAB
UNIVERSITY OF LIBERAL ARTS
BANGLADESH

University of Liberal Arts Bangladesh

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PREFACE

Dear ULAB Student,

This Student Handbook contains relevant information concerning academic policies, code of conduct, co-curricular policy and the latest syllabi. It is important that you consult the Handbook closely. It will answer most of the questions that might arise during your academic life in ULAB.

If you need further clarification on any point, please consult your academic advisor, or your Department Coordinator, Program Head or the Registrar's Office.

I expect you to use the best resources made available to you from ULAB. My very sincere wishes are always with you.

Professor H.M. Jahirul Haque, PhD
Vice Chancellor

NOTICE

This Handbook contains Academic Policies, Code of Conduct, Policy on Co-curricular Activities, Departmental Syllabi and other information relevant to undergraduate students of the University of Liberal Arts Bangladesh (ULAB). A copy of this handbook has been provided to each student at the time of his or her admission or registration.

It is the responsibility of each student to be conversant with the rules, regulations and policies articulated in this Handbook during his/her stay in the University. Ignorance of rules or any provision of this Handbook will not be acceptable as a justification for any breach of or non-compliance with the rules.

The requirements contained in this Handbook apply to all undergraduate students at ULAB regardless of their department and/or areas of concentration. The requirements of each concentration and the particular offerings of each department are detailed in the respective departmental syllabi.

ULAB authorities reserve the right to make changes in the Handbook as and when needed.

UNIVERSITY FOUNDATION

Liberal Arts

Liberal arts education is about developing and disciplining the human mind – transforming it into something willful, virtuous, articulate and knowledgeable and with a thirst, passion and capacity for life-long learning. As every free citizen may endeavor to take active part in civic life and public debate, s/he should be well-versed with a broad range of subjects. In light of this, mathematics, hard sciences, human sciences, language, humanities and arts are all considered to be part of liberal arts. In this manner, every person may determine his/her own destiny and respect the diversity around him/her.

The interest of a liberal arts school, then, is how to actualize this transformation – from simply 'being' into somehow 'becoming'. 'Being' denotes a person's present (what a person is) while 'becoming' refers to a person's future (what a person will be). A person's present may be seen in his/her sense of being (composed of both temporal and spiritual dimensions) while a person's future may be viewed as having infinite possibilities (sense of becoming).

Liberal arts educational approaches should touch on various taxonomies of learning to facilitate such transformation. It should enable recall, comprehension, understanding, application, analysis, critical thinking and out of the box creation. It should likewise engage each person's cognitive, affective and behavioral dimensions.

In this sense, the theme may be encapsulated in the slogan 'Be and Become'. The present or 'be' is that the participants are ULAB graduates and as ULAB graduates, they possess liberal arts education. ULAB believes that the training they have received is the key towards a bright future for all its graduates. Since the minds of ULABians have been disciplined, the future or 'become' of ULAB graduates is now limitless.

History

ULAB's founder, Kazi Shahid Ahmed, believes in creating works that benefit the people of Bangladesh and are of service to the country. In this spirit, he created a place of learning where well-rounded students would be fully steeped in the values of their own heritage, yet trained to face the modern global workplace.

The sponsors planned for many years and the idea of the University was initiated at a public colloquium, in February of 2002, attended by leading academics, cultural figures and entrepreneurs.

Permission for the opening of ULAB was received from the University Grants Commission (UGC) of Bangladesh in November of 2003.

ULAB was formally launched at a ceremony on October 1, 2004. For its first two years, the university operated from its original campus in Mohakhali, Dhaka. The new, purpose-built campus in the heart of Dhanmondi was opened in the Fall of 2006. This brand-new, fully dedicated building has all modern facilities, laboratories, and libraries available for its students. In the summer of 2008, ULAB opened its second campus, also in Dhanmondi. The permanent Campus in Mohammadpur has started partial operation from Fall 2015.

ULAB's first-ever Convocation was held on July 20, 2010 as it established itself as a recognized educational institution, with a long-term vision to the future. 151 undergraduate and graduate students received their degrees there. The second Convocation was held on November 18, 2012 where 704 students from both undergraduate and graduate programs walked in the Convocation. The third Convocation was held on November 16, 2014 and 1080 students from both undergraduate and graduate programs received their degrees. On December 24, 2016, in the fourth Convocation. 1325 students from both undergraduate and graduate programs accepted their degrees.

Accreditation

The University of Liberal Arts Bangladesh is approved by the Ministry of Education, Government of The People's Republic of Bangladesh and its curricula are accredited by the University Grants Commission (UGC) of Bangladesh.

Vision, Mission, Values, Goals and Principles

Vision

The University of Liberal Arts Bangladesh (ULAB) will be the best university in Bangladesh and a leader in South Asia.

Mission

The University of Liberal Arts Bangladesh is an institution devoted to developing young minds to their fullest potential through free and creative pursuit of knowledge. We are firmly committed to helping young men and women to become responsible and caring citizens of their nations and the world.

We fulfill these aims by adopting an array of traditional and innovative academic and extra-curricular programs, and by bringing to our students the best that has been thought and accomplished in the arts and sciences throughout the world.

Core Values

ULAB's core values are the standards that drive our culture, guide our conduct, and set the minimum expectations for everyone at ULAB. Our graduates aspire towards:

- Love of Lifelong Learning

- The Pursuit of Excellence

- Practicing Integrity and Leadership

- Encouraging Innovation

- Promoting Tolerance

Strategic Goals

The University of Liberal Arts Bangladesh will instill students with a high capacity for analytical thought, lucid expression and a lifelong love of learning. It will collaborate across disciplines and institutions to be a center of knowledge creation. It will focus on sustainable development to create a better world.

ULAB Graduates will think critically and communicate effectively. They will be technologically sophisticated and globally aware. They will be set free to explore, to create, to challenge. Imbued deeply with the principles of freedom, creativity, and service, they will become thoughtful, productive members of society, and capable of meeting challenges of the new century.

Guiding Principles

- **Liberal Arts**: Providing a broad foundation across disciplines, in order to develop analytical abilities and flexibility of mind.

- **Sustainable Development**: Employing sustainable practices and respect for human rights, in order to become responsible leaders of the future.

- **Progressive Education**: Establishing values of tolerance, empathy and integrity, in order to become citizens of the world.

- **Active Teaching and Learning**: Striking a balance between theoretical and practical learning, in order to thrive in a fast-changing knowledge economy.

- **Research**: Supporting cross-disciplinary inquiry, in order to inform education and public policies.

- **Active Citizenship**: Building and serving civic communities, in order to create a free and equitable society.

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Member, Board of Trustees, University of Liberal Arts Bangladesh
Director, Gemcon Group

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Member, Board of Trustees, University of Liberal Arts Bangladesh
Vice Chancellor, University of Liberal Arts Bangladesh

IMRAN RAHMAN
Special Advisor to the Board of Trustees, University of Liberal Arts Bangladesh

UNIVERSITY ADMINISTRATION

VICE CHANCELLOR
Professor H.M. Jahirul Haque, PhD

PRO VICE-CHANCELLOR
Professor Shamsad Mortuza, PhD

TREASURER
Professor Milan Kumar Bhattacharjee, PhD

REGISTRAR
Professor Akhtar Ahmed

CONTROLLER OF EXAMS
Sk. Habibur Rahman

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HEAD OF ADMINISTRATION
Professor Akhtar Ahmed

DIRECTOR, CAREER SERVICES OFFICE
Abu Hena MD Rasel

ADDITIONAL DIRECTOR, ACCOUNTS
Nikhil Chandra Bhattacharyya

JOINT REGISTRAR
Sk. Habibur Rahman

JOINT LIBRARIAN
Hasan Emam

JOINT DIRECTOR, ADMINISTRATION
Mahafuzur Rahman

DEPUTY REGISTRAR, ADMISSIONS
Mohammad Zamal Uddin Bhuiyan

DEPUTY DIRECTOR, HR
Sadia Jabeen Khan

MANAGER, EXTERNAL AFFAIRS
Taufiq Aziz

MANAGER, IT
Mohammed Shahed Hasan

SENIOR DEPUTY MANAGER, COMMUNICATIONS
Ariful Hoque

DEPUTY MANAGER, PUBLIC RELATIONS
Md. Wahiduzzaman

Academic Administration
School/Department

DEAN, SCHOOL OF SCIENCE AND ENGINEERING
Professor H.M. Jahirul Haque, PhD

HEAD, ELECTRONICS AND TELECOMMUNICATION ENGINEERING
Professor Dr. M. Mofazzal Hossain

HEAD, ELECTRICAL AND ELECTRONIC ENGINEERING
Professor Samia Subrina, PhD

SCHOOL OF SCIENCE AND ENGINEERING
Professor M. Rezwan Khan, PhD
Honorary Advisor

SCHOOL OF SCIENCE AND ENGINEERING
Mohammad Shorif Uddin, PhD
Adjunct Professor and Advisor EEE & CSE

HEAD (Acting), COMPUTER SCIENCE AND ENGINEERING
Associate Professor Mohammad Shahriar Rahman, PhD

DEAN, SCHOOL OF ARTS AND HUMANITIES
Professor Kaiser Hamidul Haq, PhD

HEAD, ENGLISH AND HUMANITIES
Professor Shamsad Mortuza, PhD

HEAD, GENERAL EDUCATION PROGRAM
Professor Muhammad Ibrahim, PhD

DEAN, SCHOOL OF BUSINESS AND
HEAD OF BUSINESS ADMINISTRATION
Professor Imran Rahman

DIRECTOR, BACHELOR OF BUSINESS ADMINISTRATION
Assistant Professor Wazir A F Ahmad

DIRECTOR, MASTER OF BUSINESS ADMINISTRATION
Assistant Professor Asif Uddin Ahmed

DIRECTOR, EXECUTIVE MASTER OF BUSINESS ADMINISTRATION
Assistant Professor Sajid Amit

DEAN, SCHOOL OF SOCIAL SCIENCES AND
HEAD OF MEDIA STUDIES AND JOURNALISM
Professor Jude William R. Genilo, PhD

Centers

ADVISOR, CENTER FOR BANGLA STUDIES
National Professor Rafiqul Islam, PhD

DIRECTOR, CENTER FOR ADVANCED THEORY
Professor Salimullah Khan, PhD

DIRECTOR, DHAKA TRANSLATION CENTER
Professor Kaiser Hamidul Haq, PhD

DIRECTOR, CENTER FOR ARCHAEOLOGICAL STUDIES
Professor Shahnaj Husne Jahan, PhD

DIRECTOR, BENGAL LIGHTS BOOKS
Professor Khademul Islam

DIRECTOR, CENTER FOR ENTERPRISE AND SOCIETY
Assistant Professor Sajid Amit

ADVISOR, CENTER FOR LANGUAGE STUDIES
Professor Shaila Sultana, PhD

DIRECTOR, CENTER FOR SUSTAINABLE DEVELOPMENT
Associate Professor Samiya A Selim, PhD

DIRECTOR, OFFICE OF FACULTY RESEARCH
Professor Din M. Sumon Rahman, PhD

DIRECTOR, CENTER FOR EXCELLENCE IN TEACHING AND LEARNING
Associate Professor Mohamad Tareque Rahman

FACILITIES

City Campus
We have two 6-storied high-tech buildings dedicated exclusively for use by the University. Our main campus is at House 56, Road 4/A @ Satmasjid Road, Dhanmondi. We have modern classrooms, a resourceful library, study room, dedicated auditorium, activity areas, meeting rooms, seminar rooms, laboratories, a screening room, and cafeterias.

Permanent Campus
ULAB's Permanent Campus has begun academic activities in its approved site in Mohammadpur. In the permanent campus, ULAB is awaiting approval to build an eco-friendly campus surrounded by trees, adjacent lake, open play ground with library, auditorium, student center, cafeteria, interactive court and other necessary facilities. ULAB has well-equipped labs for CSE, ETE and EEE programs, cafeteria and other infrastructural facilities presently.

Classrooms
All classrooms are fully air-conditioned and contain all modern teaching implements, including high-resolution multimedia projectors. We have classrooms to fit all class sizes and needs.

Library
Our air-conditioned library has a rapidly expanding collection with computerized catalog access, a seminar room, and a language lab. Most Bangla and English newspapers are available, along with many important national and international journals and magazines. The library also has JSTOR access as well as other online publication portals.

See Library section for more details.

Software Labs and Computer Labs
Computer labs are available for classes and for student use. Software labs are for computer science instruction. Internet PCs are on each campus. Computer facilities include: student email, domain control, and free Wi-Fi and WiMAX internet connections.

Network Lab
The CSE Department has a dedicated Network Lab where students can practice essential networking skills using PCs, LANs, servers, and switches.

Media Lab
The Media Studies and Journalism Department has a state-of-the-art iMac Media Lab, the only such lab in any private university in Bangladesh. The lab is equipped with several non-linear editing panels running on fully-licensed iMac computers. The Lab also has multiple professional-quality HDV digital video and still cameras with peripherals, sound and lighting equipment.

Analog and Digital System Lab
The Analog-Digital System Lab has various hardware equipment available for students conducting Lab experiments relevant for Electronics courses. The lab is equipped with all necessary and modern components so that students can get the feel of the analog and digital electronics lessons in a practical setting.
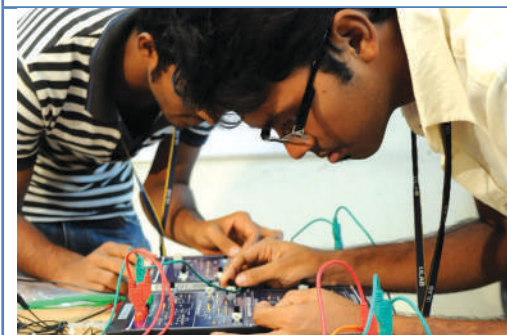
Telecommunications Lab
The Telecommunications Lab is available to students of EEE, ETE for communication related courses. Usually Data Communication, Optical Fiber Communication, Mobile Communication, and Satellite communication. Alongside this, other lab-oriented courses are also taught in this Lab.

Radio Lab
A professional Radio Lab is open for campus-wide broadcasting by ULAB 'Radio Cambuzz.' As part of the lab, students learn production management, news gathering, script writing, sound manipulation, as well as RJ skills.

Screening Room
A fully-dark screening room is available on Campus B for dedicated film screenings and film-related class instruction. The Screening Room is equipped with a large screen, a high-resolution multimedia projector, PC, DVD and VCR players, and sound equipment.

ULAB TV

A professional TV Lab is open for campus-wide broadcasting by ULAB TV and run by ULAB students. The programs are recorded, edited, and broadcasted by the students.

The English Zone

The Department of English and Humanities runs the 'English Zone' for student. It is located in Room A 205. The English Zone room is home to our Writing Lab and Conversation Hours. The English Zone helps students from all departments and levels to improve their English writing skills.

Conversation Hours are times when students come in groups to practice speaking skills with native English speakers. See Page 25 for details.
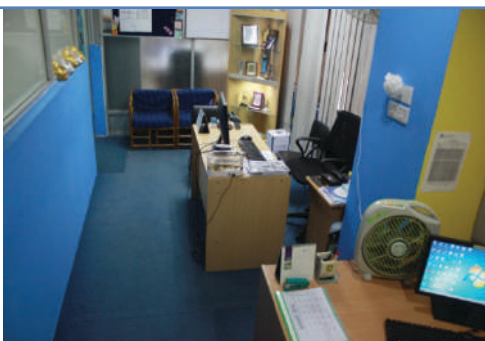
Co-curricular Office

The Co-curricular Office has been set up in Campus B, Room 201, to accommodate club activities and ensure smooth operations and communications between club members and club advisors.
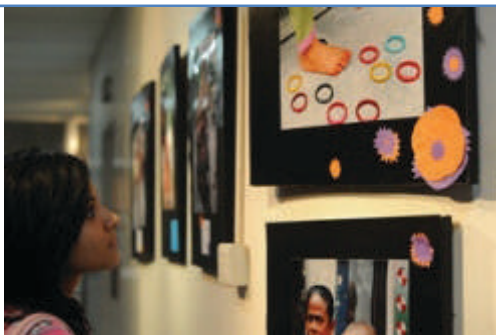
Art Space

An art space is available for photographic and artistic exhibitions in the lobby of Campus B. Additional gallery space is available in the lobby and auditorium of Campus A.

Study Room

A Study Room is available for quiet study next to the Library in Campus A and another one in level-2 of campus B.

Cafeterias and Student Lounges

Both Campus A and B have cafeterias and student lounges with fresh food for student study, relaxation, and adda.

The Permanent Campus also has a large cafeteria and caters brackfast, lunch and snacks for the students.
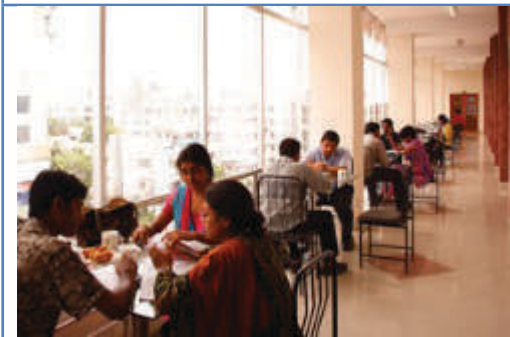
Lake-view Terrace

Campus A boasts a dramatic lake-view terrace outside the Auditorium where students can study and relax.

Multi-Purpose Spaces

ULAB has several multi-purpose spaces which can be used for television/film studio productions, seminars, conferences, exhibits, and large film screenings.

Cricket and Football Playground

ULAB has the only tournament-standard playground of any private university in Bangladesh, located in Ramchandrapur, Dhaka. Since 2006, every year ULAB has been hosting the Fair Play Cup, T-20 cricket tournament, in which other private universities participate. The ULAB cricketers have also played against Indian and Pakistani cricket teams. An annual inter-university football match is also held on the playground.

Indoor Sports

Indoor facilities are available for a variety of games including: badminton, table tennis, carom, and chess.

Counseling Room

The SAO has set up a counseling room that offers full confidentiality to students for private consultations.

Prayer Rooms: Prayer Rooms are available in Campus B.

Photocopy Services

Printing and photocopy services are available on all three campuses.

Security

Our facilities have 24-hour security and CCTV cameras. All students, faculty members and staff are required to wear a valid ID card at all times while on campus.

ULAB LIBRARY

Mission

The Library is the center to facilitate knowledge acquisition by providing books, journals, magazines, periodicals, map & atlas, audio-visual materials etc. to ULAB students and faculty members. A constant growth of Library materials is carefully maintained to serve the vibrant community of students and faculty members since its establishment.

Library Branches

Central Library: Campus A: 1st floor, House 56, Road 4/A, Satmasjid Road, Dhanmondi R/A, Dhaka-1209.

Seminar Library: Permanent Campus: 1st floor, Ramchandrapur, Mohammadpur, Dhaka-1207.

Library Time Schedule

The Central Library opening hour is from **8:30 AM** to **9:30 PM**. ULAB Library remains open 13 hours (on average) every day.

Library Resources

Library learning resources both print & e-resources are kept on the shelf and online with department, program, center according to international classification system DDC (Dewey Decimal Classification).

Print resources:

Sl. No	Resources	Total	Title
1	Book	18,691	9,600
2	Journal	23	23
3	Report	1,136	263
4	BBRI Report	1,020	361
5	Internship / Dissertation/Thesis/ Project Report	281	281
6	Magazine	7	7
7	Maps and Atlas	129	99
8	Newspaper	20	13
9	Audio Visual	1,847	1,280
	Total	23,191	11,946

E-resources/online resources/archives/database:

Book – 3,512   Journal – 4,743   Report – 559   Magazine – 16   Proceedings – 14,508

- JSTOR — http://www.jstor.org
- IEEE Xplore Digital Library — http://ieeexplore.ieee.org/Xplore/home.jsp
- ACM Digital Library — http://dl.acm.org
- Emerald e- journals — http://www.emeraldinsight.com
- AMIC — http://www.amicasia
- ICA — http://www.icahdq.org
- IAMCR — http://www.iamcr.org
- Global Alliance — http://www.globalalliancepr.org
- South Asia Journal (SAJ) — http://www.southasiajournal.net
- CFA e- book — https://online.vitalsource.com
- CSE e- book (Machine Learning) — https://www.manning.com/
- CSE e- book (Deep Learning) — https://dl4cv.pyimagesearch.com/
- National Geographic — http://www.nationalgeographic.com/magazine/plus
- The New Yorker (NY) — http://www.newyorker.com
- Business Week — http://www.zinio.com
- The Communication Initiative — http://www.comminit.com
- Economic & Political Weekly (EPW) — http://www.epw.in
- Harvard Business Review (HBR) — http://www.hbr.org
- Fortune — http://fortune.com/section/magazine/
- India Today — https://www.magzter.com/
- The Economist — https://www.economist.com/digital
- The Reader's Digest — https://www.magzter.com/
- Time — http://time.com/
- The Chronicle of Higher Education — http://www.chronicle.com
- PR Review — http://www.journals.elsevier.com/public-relations-review

E-resources are available @ **https://library.ulab.edu.bd/online-database/**

Services & Facilities

1. Lending Services

ULAB Library lending system (service) is maintained through Library Management Software.

A) Issue:

- An undergraduate student may borrow 2 (two) books at a time for a maximum of 3 (three) days and 1 (one) CD/DVD for 1 (one) day.
- Students can borrow (issue) all types of books from Library except **Text books**, **Reference books** (Dictionary, Encyclopedia etc.).
- ULAB ID/student ID should be submitted in person at the time of borrowing.
- Students will be solely responsible for the safe custody of the borrowed resources.

B) Return:

Students must return borrowed resources on time in person and make sure that the borrowed resources are returned duly by themselves. A fine of Taka 5 (five) will be imposed for a book/a resource (CD /DVD etc.) per day if they are not returned on due date.

2. *Online Public Access Catalog (OPAC)*

Library maintains database of library holdings. Users can find out print resources through Online Public Access Catalog (OPAC).

Facilities of OPAC

Book Search: **–** Key word search - Advance search - Authority search by using any of -

· Title   · Author   · Subject   · ISBN   · Series   · Call number

User Summary	: User can see own check out, check in, overdue etc.
User Fines	: User can see the own fine details/history.
Personal Details	: User can add/edit personal profile.
Change Password	: User can change own password.
Search History	: User can see own search history.
Reading History	: User can see the own reading history.
Purchase Suggestions	: User can see the purchase suggestion.
Messaging	: Shows user's messaging settings/details.
User book Lists	: Shows user's private and public lists.

Login at your account in OPAC -

User ID	: ULAB ID (Default)
Password	: ULAB ID (Changeable)

OPAC is available @ **http://opac.ulab.edu.bd**

3. *Reading Room*

ULAB library has a modern reading room for silence and tranquilly study. Students can study here peacefully.

4. *Group Study Room*

For group discussion, ULAB library has a group study room. Students can use the study room to discuss group-wise to solve study related issues.

5. *Pigeonhole Services*

ULAB Library provides pigeonhole service to its users. Users need to deposit only their bags, personal files and books to the pigeonhole before entering the library.

6. *Photocopy and Printout Facilities*

User can take photocopy and print out from photocopy section which is attached with   pigeonhole section in Library area.

7. *WiFi Facilities*

ULAB Library provides Wi-Fi facilities to its users. Library users may utilize this facility to browse   library resources both print and online from their own Laptop or Smart Phone.

8. *Internship Report Facilities*

Internship Report is very important resources for students to consult with. ULAB Library preserves A+ and A grade internship reports which are added continuously in each semester. Students can study the reports / resources from ULAB Library.

9. *BBRI Resources/DataBank*

Bangladesh Business Reference Initiative (BBRI) Databank is an analysis and visualization tool that contains collections of time series data and publications on a variety of topics related with Bangladesh. The DataBank is updated continuously, and historical information goes back as far as 1959. Sources include University of Pennsylvania, World Bank, University of Groningen, Bangladesh Bank, Dhaka Stock Exchange, Bangladesh Bureau of Statistics and other institutions. Print resources are available at BBRI corner and soft copies are available at BBRI PC at ULAB library. Library users can also browse BBRI resource index at- library.ulab.edu.bd/bbri-databank/ through library webpage.

10. Part-time Job Facilities

ULAB Library provides Part-time Job facility to the students in the BBRI (Bangladesh Business Reference Initiative) Project. Job circular is advertised in every year through ULAB library and duration of the project is 6 (six) months.

11. Affiliation & Membership:

- Alliance Francaise (France Cultural Center)
- Archer K. Blood Library (American Center, Embassy of America)
- Bangladesh Association of Librarians, Information Scientists and Documentalists (BALID)
- British Council Library
- Goethe Institute (German Cultural Center)
- Library Association of Bangladesh (LAB)
- United Nations Information Center (UNIC)
- World Bank Library

12. Remote Access to online resources:

ULAB Library provides remote/off-campus access to following online resources for the users.
- JSTOR
- ACM Digital Library
- EMERALD E-Journals
- IEEE Explore Digital Library
- Wiley E-Books

Login to remote access: **https://ulablibrary.remotexs.co/user/login**

13. Zotero (Reference Management Software/System) Training Service:

ULAB Library provides Zotero training to the students to manage bibliographic data/information which are relevant to research materials. Students can generate citations and bibliographies through Zotero. Zotero helps the students/ researchers for academic purpose as well as academic publishing.

14. Turnitin Service (Similarity Checker):

ULAB Library provides similarity / originality checking services to the users through using the Turnitin Software.

15. RemoteXs (Remote Access to Online Resources):

ULAB Library provides remote/off-campus access to the online resources for the users to publishers of JSTOR, ACM Digital Library, EMERALD E-Journals, IEEE Explore Digital Library, and Wiley E-Books through RemoteXs Service.

16. KOHA (Integrated Library Management System):

ULAB Library uses Koha (Integrated Library Management System) for processing and documenting of Library resources/ holding as well as for providing services to the users.

17. EBSCO Discovery Service (EDS) :

ULAB Library provides EBSCO Discovery Service (EDS) to the users. Users can search, and access to the ULAB subscribed E-Resources by using EBSCO Discovery Service. EDS is one stop searching and accessing tool to e-resources/electronic/ online resources.

Library General Rules

- Please enter, leave and work quietly in the library. Mobile phones must be in silent mode.
- Valid ULAB ID should be displayed while entering the library.
- Please deposit your belongings (without valuable items) in the pigeonhole before entering the library.
- Please use the library resources carefully. Any sort of damage on any item (such as, tearing up pages, underlining or highlighting texts, scratching on DVDs, etc.) shall be treated as violation of the library conduct.
- Please leave the library resources on the table after using it.
- Please proceed to the circulation desk for borrowing /returning items, and for any other assistance.
- A fine of Taka 5 (five) will be imposed for a book/resources per day if they are not returned on due date.
- A fine of Taka 100 (hundred) will be imposed for issuing a duplicated token if a pigeonhole token is lost. He/she will report/ inform it immediately to the Library Authority.

Contact – Tel : 9665686, 9661255 (Ext: 201, 202, 203), E-mail : library@ulab.edu.bd
Visit ULAB Library website at www. library.ulab.edu.bd

THE ENGLISH ZONE
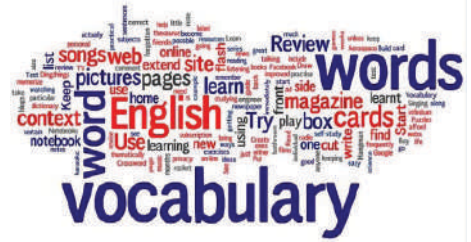
The Department of English and Humanities is home to the English Zone and Writing Lab.

The Writing Lab offers the following free services to all ULAB students:

- writing help and editing services;

- workshops and talks on writing, presentations, research;

- conversation Hours to encourage students to practice speaking skills with local and native English speakers;

Student and faculty tutors are available to assist students. You are welcome to walk-in during the scheduled hours or make an appointment with a tutor.

The Writing Lab is located on Campus A in Room 205.
Please like our Facebook page at https://www.facebook.com/groups/748805528522649/ for updates.

OFFICES

Admissions Office

Objectives

The Admissions Office works as a complete information provider to the admission seekers regarding ULAB's offered programs, curricula, faculties, facilities, future employment opportunities, etc. ULAB Admissions Office is committed to provide all necessary information to the admission seekers so that they can choose the right program for them. The Admissions Office also plays a key role in keeping the ULAB's Resource Management System (URMS) software updated by incorporating data of the newly admitted students. It focuses on enhancing ULAB brand image and build good relationship with all stakeholders in the process.

Our Services

ULAB Admissions Office is currently offering the following services to the admission seekers:

- Provide one-stop quality information to ensure positive service experience and appropriate insights amongst them
- Provide information regarding scholarships and aids, tuition fee payment system and other facilities offered by ULAB
- Provide counseling to choose ULAB
- Respond to the admission seeker's queries on first come first serve basis to maintain optimum service level
- Serve admission seekers with helping attitude and thus play a significant role in attaining optimum satisfaction
- Conduct Admission test
- Admit qualified students into the university

Contact :

Location : Room 100, Ground Floor, Campus A
Phone : 966-1255, 966-1301 (Ext. 103, 104, 105)
Mobile : 01713091936, 01730082197, 01714161613
Email : admissions@ulab.edu.bd

Admissions Team:

Mohammad Zamal Uddin Bhuiyan		
Deputy Registrar		
Head of Admissions		
Room# 100, Ground floor, Campus A		
Phone: 966-1255, 966-1301 (Ext. 102)		
Email: zamal.bhuiyan@ulab.edu.bd		
Sharmin Sultana	**Sabrina Hossain Mou**	**Fareha Tabassum**
Senior Admission Counselor	Senior Admission Counselor	Admission Counselor
Room#100, Ground Floor, Campus A	Room#100, Ground Floor, Campus A	Room#100, Ground Floor, Campus A
Phone: 966-1255, 966-1301 (Ext. 105)	Phone: 966-1255, 966-1301 (Ext. 103)	Phone: 966-1255, 966-1301 (Ext. 104)
Mobile: 01730082197	Mobile: 01714161613	Mobile: 01713091936
Email: sharmin.sultana1@ulab.edu.bd	Email: sabrina.hossain@ulab.edu.bd	Email: fareha.tabassum@ulab.edu.bd

Office of the Registrar

The Office of the Registrar is responsible to ensure accuracy, thoroughness, and security of academic records of all students.

The Office of the Registrar ensures academic integrity; protects the security of academic records; provides assistance for registration of courses; disseminates information and data reporting to students, faculty, administrative staff and external associates of the University. The Office of the Registrar is specifically responsible for:

- Formulating and executing all academic policies
- Coordinating course registration
- Scheduling classes
- Conducting examinations
- Issuing Transcripts and Certificates
- Retaining students' academic records
- Verifying enrollment and graduation
- Maintaining liaison with external partners
- Holding Convocation

Privacy Notice

Student records are confidential and maintained in strictest privacy. No private records or grades will ever be shared by telephone or email. For further details, see the General Academic Policy.

Contact

Location : Campus A, Ground floor, Room# 101
Phone : 966-1255, 966-1301, 01730 328 697
Email : registrar@ulab.edu.bd
Timing : Sunday to Thursday, 9.00 am to 5.00 pm

Registrar Office Team:

Professor Akhtar Ahmed
Registrar and Head of Administration
Room# 101, Ground floor, Campus A
Phone: 966-1255, 966-1301 (Ext. 111)
Email: akhtar.ahmed@ulab.edu.bd

Sk. Habibur Rahman
Joint Registrar
Room# 101, Ground floor, Campus A
Phone: 966-1255, 966-1301 (Ext. 112)
Email: habibur.rahman@ulab.edu.bd

Ahmed Iqbal Reza	**Md. Solaiman Ali**	**Saiful Islam**	**Nasrin Saroar**
Senior Assistant Controller of Exam	Assistant Registrar	Senior Officer	Senior Officer
Room# 202, 1st floor, Campus A	Room# 101, Ground floor, Campus A	Room# 202, 1st floor, Campus A	Room# 101, Ground floor, Campus A
Phone: 966-1255, 966-1301 (Ext. 211)	Phone: 966-1255, 966-1301 (Ext. 113)	Phone: 966-1255, 966-1301 (Ext. 211)	Phone: 966-1255, 966-1301 (Ext. 115)
Email: iqbal.reza@ulab.edu.bd	Email: solaiman.ali@ulab.edu.bd	Email: saiful.islam@ulab.edu.bd	Email: nasrin.saroar@ulab.edu.bd
Sazia Afrin	**Tanimul Islam Chowdhury**	**Tarin Reza**	
Senior Officer	Senior Officer, Records	Officer	
Room# 101, Ground floor, Campus A	Record Room, Basement, Campus A	Room# 101, Ground floor, Campus A	
Phone: 966-1255, 966-1301 (Ext. 115)	Phone: 966-1255, 966-1301 (Ext. 120)	Phone: 966-1255, 966-1301 (Ext. 114)	
Email: sazia.afrin@ulab.edu.bd	Email: tanimul.islam@ulab.edu.bd	Email: tarin.reza@ulab.edu.bd	

Working together to ensure quality education and services.

Accounts Office

Objectives

The Accounts Office is the center to provide information regarding payment systems to all students. Students must contact the Accounts department for their account details such as:

- Admission, registration, tuition fees, and all fines.
- Other relevant information such as name of fees, depository banks & branches
- Collection of appropriate payment slip, etc.

Services

ULAB Accounts Office is currently offering the following services to students:

- How to calculate tuition fees for any semester
- Payment and late fine system for any semester
- Accurate payable amount for any semester
- Statement of payment or account details
- Clarify any kinds of account related problem
- Distribute appropriate payment slip
- Provide necessary information regarding our Banker and Deposits

The student's billing related-information such as dues amount, payment details, and all transactions can be easily seen by logging in to student's account on URMS: **https://urms.ulab.edu.bd/**

Contact:

Phone	: (+88) 01709933070
Email	: accounts@ulab.edu.bd
Location	: Room 105, Ground Floor, Campus A
Timing	: Sunday to Wednesday, 9:00 am - 7:00 pm
	Thursday, 9:00 am - 5:00 pm
	Friday & Saturday, 11:00 am - 7:00 pm

Accounts Office Team:

Nikhil C Bhattacharyya
Additional Director, Finance & Accounts
Room: 104, Ground Floor, Campus A
Phone: +88 02 9665686, +88 02 9661255 (Ext.131)
Cell: (+88) 01787675628
Email: nikhil.chandra@ulab.edu.bd

Md. Roknuzzaman	**Nowab Ali Mollah**
Senior Deputy Manager	Assistant Manager
Room: 105, Ground Floor, Campus A	Room: 105, Ground Floor, Campus A
Phone: 9665686, 9661255 (Ext.132)	Phone: 9665686, 9661255 (Ext.133)
Email: md.roknuzzaman@ulab.edu.bd	Email: nowab.ali@ulab.edu.bd
Mohammad Shah Al Kawsarul Azam	**Md. Saddam Hossain Murad**
Assistant Manager	Accounts Officer
Room: 105, Ground Floor, Campus A	Room: 105, Ground Floor, Campus A
Phone: 9665686, 9661255 (Ext.133)	Phone: 9665686, 9661255 (Ext.133)
Email: kawsarul.azam@ulab.edu.bd	Email: Saddam.hossain@ulab.edu.bd

Career Services Office

ULAB Career Services Office is currently offering the following services to students:

- Internship Placement
- Career & Soft Skills Development Training
- Career Counseling
- Job Placements (this is offered on a limited scale)

1. **Internship Placements**

   Students of the undergraduate programs, in their final term at ULAB, are placed in an organization as an intern to appreciate and experience the dynamics of working in real a organization. In addition to carrying out activities required by the organization, students will have to complete a Report which will be assigned by the organization or the student internship supervisor at ULAB.

   Internship Orientation: Each term, before pre-registration, an Internship Orientation is organized to give detailed information on doing internship/Project/Dissertation. It is mandatory for all students to present doing internship in their last term.

   Criteria for doing Internship: Students who have successfully completed all courses can only register for an Internship (i.e. BUS 499, CSE 499, ENG 499, ETE 499, MSJ 498 & 499). If any course left s/he has to do Project (subject to department approval).

   Selection of Organization: The selection of internship organization will be done in Term 11, either by the students themselves (subject to ULAB approval) or with the assistance of ULAB.

   Period of Internship: The period of internship attachment will normally be 12 weeks which includes report writing.

   Defense Interview: Students are require to appear before a panel of examiners for 'Defense Interview' on their internship/project report. Career Services Office organizes 'Defense Groom Up Sessions' at the end of the internship but prior to defense.

   Copies of Report for Submission: Students are required to submit 5 (five) hard copies and 1 (one) soft copy (CD, written in PDF format) of internship report to the Career Services Office.

2. **Career Counseling**

   Career Services provides counseling and organizes seminars/workshops on the following issues:

   - Personal & Professional Development,
   - Successful Career Planning,
   - Developing Interpersonal Skills etc.

3. **Career Development Trainings and Workshops**

   Career Services Office offers specialized hands-on workshops and trainings for students to develop appropriate skills and strategies that lead to successful Career Planning, Team building, Leadership, Motivation etc. and the means for employers to access qualified, well prepared candidates to meet their specific skills sets requirements.

   Students can register for workshops at the beginning of each academic semester.

Skills4Career:

For students in Terms 4 to 6, covering the following skills:

- Career Planning
- Goal Setting
- Motivation
- Team Building

Career Vision:

For students of Term 7 & above, covering the following skills:

- Professional CV Writing
- Interview Skill
- Networking Skills
- Discovering your dream job
- Power Point Presentations
- Vocabulary Works
- Realities of the job market
- How to market yourself
- Internet Etiquette

4. **Job Placement (limited basis)**

In most cases, students of ULAB get the opportunity to join an organization right after completing their internship. Usually, most of the organization offer confirmed job opportunities to students due the skills and dedication the ULAB students possess.

However, if any student fails to join in any organization s/he have been given full guidance from ULAB Career Services Office with the help of career fair, corporate contacts, network and ULAB Alumni Association.

Graduated students are advised to keep contact with Career Services Office regularly and update their contacts (mobile no & e-mail address), so that Career Services can send new Job Posting/Professional Development opportunity to them.

Contact :

Location	: Room# 206, Level 2, Campus B
Cell	: 01711-298916
	+88 02 9115242, +88 02 9128632 (Ext. 270, 271)
E-mail	: careerservices@ulab.edu.bd
Hours	: Sunday to Thursday, 9:00 am - 5:00 pm

Career Services Office Team:

Abu Hena MD Rasel Director, Career Services Office Room# 206, Level 2, Campus B Phone: 9115242, 9128632, (Ext. 270, 271) E-mail: abu.rasel@ulab.edu.bd
Mahfuz Ahmed Senior Officer Room# 206, Level 2, Campus B Phone: 9115242, 9128632, (Ext. 270, 271) Email: mahfuz.ahmed@ulab.edu.bd

Student Affairs Office

কেমন লাগছে?

Vision

Student Affairs Office (SAO) at ULAB envisions a healthy and inclusive university environment, supported by the academic and personal well-being of its students. SAO is committed to:

- Helping students achieve their academic goals
- Promoting leadership and social responsibility
- Ensuring fair representation in dealings within the university and
- Encouraging the physical and emotional well-being of students through advising, counseling, seminars, facilities, and external resources.

Values

- Responsiveness to, and anticipation of, our students' needs
- Compassion for the welfare of students and humanity
- Collaboration of talent and resources with internal and community partners and
- Respect for all, regardless of gender, religion, class, orientation, or creed.

Services

- One-stop information center about ULAB procedures and policies
- Academic and personal advising
- Organizing educational and well-being workshops and seminars
- Coordinating with faculty advisors, administration and proctors for conflict investigation
- Representing students during disciplinary proceedings
- Planning and executing ULAB Orientation day
- Liaison with Co-curricular coordinator
- SAO has on-campus Counseling Psychologists who are available on all working days to meet with students. If you wish to book an appointment with him/her, please contact the SAO.

Contact :

Location   : Room# 210, 2nd Floor, Campus B
Phone   : +880 2 9127977 (Ext 635), +8801755532545
Email   : sao@ulab.edu.bd
Facebook   : facebook.com/ULABSAO
Timing   : Sunday to Thursday, 9:00 am - 5:00 pm and by appointment

Look for this sign!

Student Affairs Office Team:

Professor Shamsad Mortuza, PhD	
Pro vice-Chancellor and Advisor Email: shamsad.mortuza@ulab.edu.bd	
Ferdowsi Ara Senior Student Advisor Room# 210, 2nd floor, Campus B Phone: 9127977 (Ext. 635) Email: ferdowsi.ara@ulab.edu.bd	**Dr. Sabiha Sultana (MBBS)** Medical Officer Room# 210, 2nd floor, Campus B Phone: 9127977 (Ext. 635) Email: sabiha.sultana@ulab.edu.bd

Proctor's Office

The role of the Proctor is to ensure the enforcement of the rules and regulations of the university. Specific areas include:

- Ensuring the personal safety of students, teachers or employees of the university
- Maintaining and safeguard the assets of the university
- Assisting in solving non-academic disputes among the students with other students, faculty or admin
- Controlling unauthorized access to the university premises and
- Ensuring that the ULAB Code of Conduct is properly followed

The Proctor's Office is the first contact point to start disciplinary proceedings. It assesses and investigates complaints, and takes necessary steps, from counseling or issuing an official warning to referral to the Disciplinary Committee, depending on the gravity of the offences and as per the advice of the Chairperson of the Disciplinary Committee.

The Proctor's Office will refer any complaints of Sexual Harassment to the Complaint Committee, who will then investigate and make recommendations to the Disciplinary Committee. It will inform the Students' Affairs Office about all proceedings involving students.

PROCTOR

Wazir A F Ahmad
Director, BBA Program
Room: 503/A, Campus A
Email: wazir.ahmad@ulab.edu.bd

ASSISTANT PROCTORS

Mehdi Rajeb
Assistant Professor, USB
Room: 506, Campus A
Email: mehdi.rajeb@ulab.edu.bd

Dr. Abul Kalam Al Azad
Assistant Professor, CSE
Room: C 321, Permanent Campus
Email: abul.azad@ulab.edu.bd

Ms. Arzoo Ismail
Lecturer, USB
Room: 606, Campus B
Email: arzoo.ismail@ulab.edu.bd

A F M Shipu Moniruzzaman
Senior Lecturer, MSJ
Room: A (level 2), Permanent Campus
Email: afm.moniruzzaman@ulab.edu.bd

Sexual Harassment Complaint Committee

The role of the Sexual Harassment Complaint Committee is to investigate complaints of sexual harassment / assault on, or in some cases, off the university campus. More specifically;

- To receive complains of sexual harassment / assault
- To perform an investigation based on supportive evidence and interviews
- To recommend possible actions to the Disciplinary Committee.

SEXUAL HARASSMENT COMPLAINT COMMITTEE

Ms. Arzoo Ismail (Chairperson)
Lecturer, School of Business
Room: 606, Campus B
Email: arzoo.ismail@ulab.edu.bd

Prof. Golam Sarwar Chowdhury (Member)
Professor, English and Humanities
Room: 507A
Email: sarwar.chowdhury@ulab.edu.bd

Dr. Shahnaj Husne Jahan (Secretary)
Professor, General Education Department
Room: 501A
Email: shahnaj.jahan@ulab.edu.bd

Dr. Shahnaz Huda (Member)
Professor, Law Department, University of Dhaka

Dr. Sumaiya Khair (Member)
Professor, Law Department, University of Dhaka

To learn more, please read ULAB's Sexual Harassment Policy.

IT Office

The IT Division of ULAB develops software, maintains and repairs computers and networks, manages email and web accounts, and assists users of all on-campus hardware and software.

Strengths of ULAB's IT Resources

PCs and Labs

- Seven Computer Labs with high speed Internet connections
- PCs in lobbies and lounges for Internet browsing
- WiFi Internet coverage in Campus-A, Campus-B and Permanent campus
- Licensed Anti-Virus for all computers

Email, Web and Internet

- ULAB domain web mail for students with unlimited storage per user
- 24 hour free Internet access for all
- 400 Mbps duplex Internet bandwidth with redundancy connection

LAN, Server and Domain Controller

- ONLINE and OFFLINE power backup for all computers
- Each computers of all campuses are in LAN
- ULAB Domain Access for all students in the Browsing Lab
- ULAB Moodle Server (E-learning Platform) access for all students and faculties
- Central File Server access for all
- ULAB Resource Management System access for all students for online course Registration, viewing Grades, and payments, etc
- Separate power distribution room with 9 ONLINE UPS

Facilities

- One-man-one-computer for all academic & admin members
- Well-equipped classrooms with modern multimedia facilities
- ID card Management Systems
- IP-based Security Access Controller
- CCTVs for security monitoring

IT Helpdesk in Contact:

Hours: 8 am to 9 pm including Friday & Saturday
Email: ithelpdesk@ulab.edu.bd
Campus A: Ext. 301
Campus B: Ext. 350
Permanent Campus: Ext. 212
Mobile: +8801787675622
For further details, see the IT POLICY FOR STUDENTS (in this document).

Need Help?

HelpDesk

ithelpdesk@ulab.edu.bd
Campus A: ext. 301
Campus B: ext. 350

Mobile: +8801787675622

Communications Office

Mission

The Communications Office of the University of Liberal Arts Bangladesh (ULAB) facilitates the communication of ULAB's mission, values, goals, education, and facilities to ULAB's internal, external, and prospective partners. It brands ULAB among its partners as a site of quality education and facilities, educates its partners about Liberal Arts, Sustainability and Active Learning, promotes a sense of pride in being a ULABian, and assists in increasing student enrollment and recruiting/retaining quality faculty members.

What we offer

- Public Relations
- Media Relations
- Event Management
- Marketing and Outreach

- Graphic Design
- Photography/Videography
- ULAB Social Media
- Newsletter: Liberal Times

Social media links

ULAB's official Facebook pages:
www.facebook.com/ULABian
www.facebook.com/ulab.alumni

ULAB's official YouTube page:
www.youtube.com/user/ULABVideo

ULAB's official Twitter page:
http://twitter.com/ULABian

ULAB's official Instagram account:
https://www.instagram.com/ulab_tomorrow/

Contact:

Abasar Bhaban
House - 75/A (4th Floor), Road - 5/A (Satmasjid Road)
Dhanmondi, Dhaka-1209
Cell: 01730-329399. Fax: +88-02-9660610
Email: communications@ulab.edu.bd

Communications Office Team:

Arifa Ghani Rahman		
Associate Professor, DEH Advisor to Communications Office Abasar Bhaban, 4th Floor Email: arifa.rahman@ulab.edu.bd		
Ariful Hoque Sr. Deputy Manager, Communications Abasar Bhaban, 4th Floor Email: ariful.hoque@ulab.edu.bd	**Md. Wahiduzzaman** Deputy Manager, Public Relation Abasar Bhaban, 4th Floor Email: md.wahiduzzaman@ulab.edu.bd	**N M Meskatul Anowar** Brand Administrator Abasar Bhaban, 4th Floor Email: meskatul.anowar@ulab.edu.bd
Maksudul Islam Sr. Graphics Designer Abasar Bhaban, 4th Floor Email: maksudul.islam@ulab.edu.bd	**Kapil Roy** Graphics Designer Abasar Bhaban, 4th Floor Email: kapil.roy@ulab.edu.bd	**Ayesha Khanom** Officer Abasar Bhaban, 4th Floor Email: ayesha.khanom@ulab.edu.bd

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**	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.
2.	**Course Withdrawal**	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.
		• Academic Withdrawal (W) is allowed but only before the deadline!
3.	**Add/Drop Courses**	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.
4.	**Leave of Absence and Re-registration**	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.
5.	**Re-Admission**	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.
6.	**Late Registration**	Students who will not register on time as per academic calendars, must pay a late registration fee.
7.	**Probation and Dismissal**	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. **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.
8.	**Maintenance of Scholarship**	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.
9.	**Major and Concentration**	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.

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: 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 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.	
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:	

Term	*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. • 6 Unexcused Absences = Failure of a course!
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.

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 *Summa Cum Laude* (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 *Magna Cum Laude* (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 *Cum Laude* 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 consideraing 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. *See the Bullying Policy in the Appendices.* 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 confidentially 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 though the Students Affairs Office (SAO). Group representation--verbal, in writing or any other form of expression, is strictly forbidden.

IT POLICY FOR STUDENTS

Registration: Upon registration, all students are provided with the following IT facilities, free of cost:

- ULAB-domain email (@ulab.edu.bd) with unlimited storage
- ULAB-domain account for accessing computers with 100MB network space.
- URMS account for course registration, viewing grades and fee accounts.
- Access to Wi-Fi network on all campuses for single personal laptop or mobile device.
- Access to ULAB File Server.
- Access to Computer Labs.
- Access to Browsing PCs in hallways and student lounges.
- ULAB IT Helpdesk.

Non-Registration: If a student does not register in a particular term, access to the following ULAB IT services will be closed until re-registration:

- ULAB domain.
- ULAB File Server.
- Campus Wi-Fi.

Cancellation of Studentship: If studentship is cancelled, access to the following ULAB IT services will be closed:

- ULAB domain.
- ULAB File Server.
- Campus Wi-Fi.
- URMS.
- ULAB email groups.
- ULAB email.

Graduation: Upon successful completion of a student's term of study, access to the following ULAB online services will be closed:

- ULAB domain.
- ULAB File Server.
- Campus Wi-Fi.
- URMS.
- ULAB email groups.*
- ULAB email (after one year).

* ULAB-alumni group may be retained indefinitely under a graduated student's personal email.

Caveats:

1. ULAB students must not use any of the above facilities to commit any crime or break the ULAB Code of Conduct, including (but not limited to): cyber-crime, cyber-bullying, sexual harassment, threats, intimidation, theft, identity theft, phishing, hacking, piracy, spam, viruses, terrorism or pornography. (See also ULAB Code of Conduct.)

2. Students will not allow others to share their computer/network access or passwords.

3. Students will sign off from the computer/network access when leaving the desk.

4. Students using laptops or mobile devices to access campus Wi-Fi must register their devices each term with ULAB IT, upon showing a valid ULAB ID card.

5. Students will be careful in using all IT facilities including computers, turnstiles and other devices in order to obtain maximum utility.

6. ULAB authority reserves the right to block any Internet sites or allow restricted access, and amend/add/delete any provision of this policy at any time.

7. Computer Labs may not be available at all times due to pre-scheduled classroom use.

8. Undergraduate students must exit the Computer Labs by 6:00 pm.

9. Graduate students must exit the Computer Labs by 9:00 pm.

CO-CURRICULAR POLICY

Co-Curricular activities are essential to a Liberal Arts education, by building important skills that complement classroom learning, such as leadership, teamwork, and creativity. To that end, ULAB provides wide scope for Co-curricular activities within and outside the campus.

Definitions

Field Trips: A Dhaka-area trip, usually only for few hours to one day. Field trips are solely educational in purpose.

Study Tours: A stay, from few days to weeks, outside of Dhaka area for concentrated study in a given field. Study tours are characterized by interactive teaching methods. Emphasis will be given on teamwork, problem solving, and active participation.

Recreational Events: Cultural events, Club days, picnics, etc. for the purpose of fun which may be arranged by official clubs or departments of the university.

Apprenticeship Program: The MSJ Department of ULAB offers apprenticeship programs. By working with an expert in the field, the apprentice will learn the necessary techniques and theoretical knowledge to work independently in the future.

Recreational events organized by individual or groups of students, without oversight and active participation of a faculty member, are NOT recognized by the university.

Chaperones

Type	Chaperones required
Field Trips	Faculty instructor/advisor, up to 40 persons.
Overnight / out-of-Dhaka activities (including boat rides)	• At least two (2) adult chaperones, one of whom must be the advising faculty member, up to 40 students. • Up to 80 students, 3 chaperones. • Up to 120 students, 4 chaperones;
Female students on overnight or out-of-Dhaka activity	One of the chaperones must be a female.
Extreme locations or very large gatherings	Trained first-aid personnel must be available.

Accompanying faculty member will travel with the students in the same vehicles.

Consent Forms

Any out-of-town and/or overnight activity requires written consent by the students' guardians. Students who do not have guardians' consent are not allowed to attend those events. The Consent Form is provided at the end of this section.

It is the responsibility of the faculty member to ensure consent forms are collected from the students. Faculty members will turn over consent forms to the Approving Authority (see below).

Process of Approval

Who may organize ULAB activities:

• ULAB Departments

• ULAB Courses

- Official ULAB Clubs

- ULAB Administration (Pro/Vice Chancellor's Office, Registrar's Office, Communications Office, Library, Career Services Office)

All departmental, course, or club activities require the active participation of a faculty member. Active participation means planning the event, obtaining proper permissions and chaperones, and attending the event itself.

Who may not organize ULAB activities:

- Individual students or groups of students may not organize any activities on- or off-campus in the name of ULAB.

- Outside groups or non-approved clubs may not organize any activities on- or off-campus in the name of ULAB unless specific written permission has been given by the Registrar.

Approval Authority

Type	Approval Authority
Academic activities	Head of the relevant department
Club activities	Co-Curricular Coordinator
Non-academic events	Registrar or Pro/Vice Chancellor, as appropriate

Any out-of-town and/or overnight activity requires a written plan be submitted IN ADVANCE to the Registrar for approval. The plan must include: fee per student, source of funding, sponsor details, expenditure plan, duration of the trip, names of supervisors, security and risk management actions.

Fees, Charges and Budgets

Charges may accrue for co-curricular activities. In all cases payments will be made on submission of bills/voucher and only if the trip is budgeted. The university policy on compensation is as follows:

Field Trips: Day field trips within Dhaka City Corporation are expected to be self-funded, using local transport. No university compensation will be given.

Study Tours only: Students may be eligible for 50% of the transport-related costs subject to a cap of 500 BDT per student. Food and accommodation costs will be borne by students.

Recreational Events: Small fees may be charged for recreational events to cover admission fees or food. Fees may not be excessive.

Clubs: The University provides a set budget for each club each term. The budget must be submitted in advance by the club Finance Secretary and must be approved by the Co-Curricular Coordinator. Late submission of proposed budget may result in loss of budget for the next term. The University will bear the majority cost of activities of clubs that represent the institution officially in legitimate, relevant, and reputable external events, competitions or tournaments. The University reserves the right to review and approve any proposed external event before offering funds.

All other external events or intra-mural sports must be financed by the members' own funds, though donations, fees, or sponsorships.

Apprenticeship Programs

The MSJ Department offers apprenticeship programs. By definition, an apprentice is a person who learns the skills of a specific craft or trade by receiving hands-on training from someone who is already an expert. By working with an expert in the field, the apprentice will learn the necessary techniques and theoretical knowledge to work

independently in the future. The apprenticeship program covers the fields of film, photography, multimedia and journalism (print and electronic). The objectives of the program are to boost the MSJ Department's peer teaching methodology; to create core student groups that can assist the MSJ Department in its conduct of internal and external activities; to facilitate student communication within the MSJ Department and with other Departments in the university through various media tools; and to develop advanced skills of students passionate in particular media forms and channels.

The fields, expected outputs and descriptions of the apprenticeship programs are summarized as follows:

Field	Expected Output	Description
Film	Project Concepts, Scripts, Narrative Films, Documentary Films	Project concepts, scripts and/or films developed by students under the mentorship of an expert.
Photography	Project Concepts, Photo Exhibits	Project concepts and/or photographs developed by students under the mentorship of an expert.
Print Journalism	ULABian Campus Paper	Campus paper once every semester.
Radio Broadcasting	ULAB Campus Radio	Daily weekday one to two hour programs on news, opinions and entertainment.
TV Broadcasting	ULAB Campus Television	Weekly one to two hour programs on news, opinions and entertainment.

Clubs

The mainstay of co-curricular life at the university is its clubs. The clubs will maintain regular weekly activities to enhance skills and learning. The activities of clubs may include: educational field trips, workshops, seminars, games, concerts, intra- and inter-university competitions or tournaments, etc.

The Co-Curricular Office will organize all-club activities, such as Club Days, Boishakhi Melas, etc.

Policy for Club Activities

1. Clubs must be officially approved by the university. No outside group or party may start a club on campus. While students are free to belong to an outside group, they may not use the university premises or facilities for its activities; nor will they have access to university patronage.

2. Each club will be run under the guidance and supervision of a Faculty Advisor, who will directly appoint the executive committee of the club.

3. In the event a faculty advisor leaves the post, the Co-Curricular Coordinator will choose a new advisor. The executive committee may propose a faculty member, but the proposal must be approved by the Co-Curricular Coordinator.

4. Each student must become a member of a club for at least for a year, but a student may be a member of a particular club for a maximum of three years in her/his entire university life.

5. Upon formation, each club must submit its Mission Statement to the Co-Curricular Coordinator.

6. The tenure of the executive committee is one year, but the faculty advisor will monitor its performance and can make changes or dissolve the committee, if they prove to be incompetent, or act in ways contrary to the policies, purpose or the spirit of the club. Any violation of the "ULAB Code of Conduct" is an automatic disqualifier for committee position, if not club membership.

7. The executive body of the clubs will consist of minimum three and maximum six members. The committee will consist of following positions:

   a) President
   b) Vice President
   c) General Secretary
   d) Finance Secretary
   e) Organizing Secretary
   f) Publicity Secretary

8. Duties of the Executive positions:

   a) **President duties**: Preside over club meetings, participate actively in policy making, maintain liaison with the faculty advisor and perform other such duties as President of the club.

   b) **General Secretary duties**: Keep the records of membership, record the attendance at the meetings, send out notices of meetings of the club, record and preserve the minutes of such meetings and perform such other duties as usual pertain to the office of Secretary.

   c) **Finance Secretary duties**: Have custody of all funds and perform other such duties as pertain to the office of Finance Secretary.

9. The executive committee will meet at least once a month and call general meetings as needed.

10. Clubs will recruit new members in the week following Club Day each term.

11. Members active for at least 3 terms will be provided a certificate by ULAB Co-curricular Office.

List of Active Clubs (variable)

Club Name	Adviser Name	E-mail
ULAB Adventure Club	Moinak Kanungo	moinak.kanungo@ulab.edu.bd
ULAB Art and Photography Club	A. F. M. Moniruzzaman	afm.moniruzzaman@ulab.edu.bd
ULAB Business Club	Niaz Morshed Patwary	niaz.patwary@ulab.edu.bd
ULAB Computer Club	Bijan Paul	bijan.paul@ulab.edu.bd
ULAB Debating Club	Towhidul Islam Khan	towhidul.islam@ulab.edu.bd
ULAB Electronics Club	Bashirul azam Biswas	bashirul.azam@ulab.edu.bd
ULAB Field Sports Club	Taufiq Aziz	taufiq.aziz@ulab.edu.bd
ULAB Film Club	Bikash Chandra Bhowmick	bikash.bhowmick@ulab.edu.bd
ULAB Indoor Games Club	Ahmed Saad Ishtiaque	ahmed.ishtiaque@ulab.edu.bd
ULAB Language Club	Parvez Mahmud	parvez.mahmud@ulab.edu.bd
Paper Canoe: ULAB Literary Society	Anika Shah	anika.shah@ulab.edu.bd
ULAB Media Club	Tabassum Zaman	tabassum.zaman@ulab.edu.bd
ULAB Nutrition and Wellness Club	Tazrian Shainam Shahid	tazrian.shahid@ulab.edu.bd
ULAB Shangskriti Shangsad	Shajedul Alam	shajedul.alam@ulab.edu.bd
ULAB Social Welfare Club	Selima Quader Chowdhury	selima.quader@ulab.edu.bd
ULAB Sustainable Development Club	Joy Bhowmik	joy.bhowmik@ulab.edu.bd
Theatre ULAB	Md. Muntasir Mamun	muntasir.mamun@ulab.edu.bd
ULAB Triathlon Club	Lili Ping	lili.ping@ulab.edu.bd
ULAB YES	Mohammad Hasibul Hasan	hasibul.hasan@ulab.edu.bd
ULAB Rotaract Club	Md. Imran Hossain, Phd	imran.hossain1@ulab.edu.bd
ULAB Literary Society	Abritty Abdullah	abritty.abdullah@ulab.edu.bd
Chess Club	Muztaba Tawkeer Islam	muzhtaba.islam@ulab.edu.bd
ULAB MUNA	Abdul Wahid	abdul.wahid@ulab.edu.bd

Contact :
Location: Campus B, Room 201 (1st floor)
Phone: +880 2 9127977 (Ext 251)
Timing: Sunday to Thursday, 9.00 am - 5:00 pm and by appointment

Dr. Pinki Shah
Coordinator, ULAB Co-Curricular Activities
Location: Campus B, Room 201 (1st floor)
Phone: +880 2 9127977 (Ext 251)
Email: pinki.shah@ulab.edu.bd

Saad Mohammad Kamal
Co-Curricular Assistant
ULAB Co-curricular Activities
Location: Campus B, Room 201 (1st floor)
Phone: +880 1684097151, +880 1876529272
Email: saad.kamal@ulab.edu.bd

THE UNDERGRADUATE CURRICULUM

GENERAL EDUCATION PROGRAM

Introduction to the Program

The General Education Program forms the very foundation the Liberal Arts Curriculum at the University. It serves two main purposes:

1. Providing students a number of basic subjects by way of building the intellectual foundations and skills absolutely necessary for both any university level education, and especially for a Liberal Arts perspective.

2. Offering students' exposure to courses not offered by their respective departments, but courses that are vital both to a deepening and broadening their Liberal Arts perspective.

The General Education courses (GED) are offered both through the Program and also through existing departments. These courses are offered into two main types: Core and elective, and the latter also serve as "Optional" choices for advanced students.

Both GED core and elective courses are already built into every undergraduate degree program, and clearly indicated on their respective syllabi. Students following any given degree program will be automatically directed towards the required GED core and/or elective, and optional, that they must take or choose from.

The GED core courses remain fixed over extended periods of time, and are offered in a fairly fixed sequence, so students following their departmental syllabi can know which GED core to take when without reference to any other directions.

The GED electives, and optional courses, may vary quite a bit from term to term, and students are advised to consult the listings for each term to know what they must take or may choose from.

Course Listing

A. GED Core List (7 Courses/21 Credits):

Course Code	Course Title
ENG 101	Basic English & Learning Skills
ENG 102	Fundamentals of English I
ENG 103	Fundamentals of English II
GED 103	History of Emergence of Independent Bangladesh
GED 101	Bangla Bhasha
CSE 101	Introduction to Computer Studies
GED 201	World Civilization

Note: Placement in English courses will be based on diagnostic tests. Anyone placing out of courses may take an Elective and/or Optional course in lieu of the Core.

Descriptions of the GED Core Courses

ELL 099: Essential English Skills

Students who have not demonstrated the pre-requisite level of proficiency in the English section of the admissions tests will be required to take a remedial English language course. This is a non credit, integrated-skills based, elementary level English remedial course designed with the aim of equipping students with the essential reading, writing, speaking and listening skills to cope with their university courses as well as to develop basic communication skills in the English language.

ENG 101: Basic English & Learning Skills

This course aims at enabling students to improve grammar and vocabulary. Students are also expected to improve their reading skill and write fairly error-free sentences and paragraphs. The topics of the course include parts of speech, sentence pattern, subject-verb agreement, paragraph writing, letter writing (academic & formal), reading, vocabulary building, listening practice, speaking practice and a module of learning skills which includes basic learning strategies.

ENG 102: Fundamentals of English – I (Pre Requisite ENG 101)

After completing this course, students will be able to compose almost entirely error-free sentences, paragraphs and a decent five-part argumentative essay. Topics include active & passive sentences, modals, conditionals, sentence types, different types of paragraphs, argumentative essay, reading, vocabulary building, listening practice and speaking practice.

ENG 103: Fundamentals of English – II (Pre Requisite ENG 102)

This course will enable students to develop and express ideas in effective written forms and enhance ability to interpret and evaluate reading and writing more critically. Topics include summary, types of essays, response paper, letter to the editor etc., vocabulary building and various types of reading.

CSE 101: Introduction to Computer Studies

Information Technology is necessary for modern life. Computing is not limited to Computer Programmers and Engineers. This course will help the students to know the functions of computer and the capabilities of it. The students will be introduced with the components of the computer system and will also be able to see the components practically. They will also get the basic idea about the computer programming, database, Networks, maintenance of computer, brief idea about the Security and Privacy of a computer and so on. Microsoft Word, Excel, Access, PowerPoint, Internet and FrontPage will be taught in Lab.

GED 103: History of Emergence of Independent Bangladesh

This course focuses on the history and identity of Bangladesh from being a part of the British Empire as well as part of the nation of Pakistan to eventually seeking its independence in the 1970s. The course covers on the partition of Bengal and India in 1947, problems facing the new nation of Pakistan, problems of national integration between East and West Pakistan, the Language Movement in 1952, the United Front - 1954, Six-Point movement of 1966, Mass movement of 1969, Election in 1970 and Liberation War in 1971.

GED 101: Bangla Bhasha

The course is designed to give the students descriptive knowledge about Bangla phonology, morphology, syntax, semantics, and writing system. It will help them to acquire speaking, reading and writing skill of Bangla language and finally they will have a comprehensive knowledge on literary analysis. After completion of this course the students will be able to know the sounds and sounds system of Bangla, understand the word and word formation rules, get input on Bangla sentence and its meaning, and present and write papers on literary genres.

GED 201: World Civilization

In this course students will embark on a journey through time and place, gaining a deeper understanding and appreciation of the events and people that shape our world today. Topics covered will include major world religions, the renaissance, scientific revolution, colonialism, the quest for independence, African slave trade, world wars, genocide, the cold war, and globalization. The course is designed to provide the foundation necessary for academic success in all disciplines, particularly analytical thinking, persuasive communication, clear writing and critical reading.

GED Electives/Optionals (3 courses/9 credits)

Students have to choose from the course listed below (courses below in each set are a sample of the offerings and

not a complete listing; offerings will change from time to time and students have to choose from what is on offer at a given time).

If a student's 4-year distribution chart indicates that in his or her current term, he or she is required to take a "GED elective" or an "Optional," then he or she may choose a suitable course from the list below that does not conflict with his or her other required courses. There is a long list of GED Electives/ Optional from which courses are offered each term. The list is as follows:

1. Arts and Humanities

Course Code	Course Title
GED 202	History of Bangla Literature
GED 206	Introductions to Philosophy I
GED 211	Introduction to Photography
GED 212	Ethics
GED 213	Introduction to the History of Linguistic
GED 216	Introduction to Bengali Language and Literature
GED 221	Introduction to Drama
GED 222	Current and Contemporary Art Forum
GED 224	Film History
GED 225	Introduction to Archaeology
GED 226	Introduction to Museology
GED 263	Modern Bangla Literature (1)
GED 271	Art of Self Defense
GED 302	History of World Art and Architecture
GED 303	Introduction to Dance
GED 308	Introduction to Philosophy II
GED 311	Applied Bangla for Print and Electronic Media
GED 312	Aesthetics of Film
GED 322	Modern Bangla Literature (2)
GED 323	Logic
GED 339	Introduction to Music
GED 351	Literature and Human Rights
GED 401	Imagining the Global Eighteenth Century Art
GED 409	Literature of Bangladesh
GED 410	Introduction to Performing Arts
GED 411	Objectivity and Its Loss
GED 418	South Asian Art and Architecture
GED 429	The Visual Culture of South Asian Women
GED 438	Origin and Development of Bangla Language
GED 439	Science Perceptions and Reality
GED 440	Lyric Poetry in the Age of High Capitalism: Life and Works of Charles Baudelaire
GED 451	Kazi Nazrul Islam: Life and Works
GED 452	Rabindranath Tagore: Life and Works
GED 461	Religion
GED 465	History of Modern South Asia
GED 471	Women writers around the world

2. Social Sciences

Course Code	Course Title
GED 203	Evolutionary theory and Human behavior
GED 204	Cultural Heritage of Bangladesh
GED 205	Introduction to Sustainable Development
GED 207	Principles of Economics
GED 208	Introduction to Sociology
GED 210	Foreign Language: French
GED 215	Introduction to Political Thought
GED 217	Introduction to Climate Change Debate
GED 223	Global Political Economy
GED 227	Biodiversity and Nature Conservation
GED 228	Organic Farming
GED 241	Food and Food Politics
GED 242	Introduction to Psychology
GED 244	Introduction to Social Studies
GED 245	Foreign Language: German
GED 246	Foreign Language: Chinese
GED 262	Principles of Cultural Anthropology
GED 267	Introduction to Public Policy
GED 301	Development Studies
GED 304	Anthropology and Global Social Problems
GED 305	International Human Rights
GED 309	Classical Sociological Theory
GED 313	Dhaka
GED 314	Textiles in Bengal
GED 315	Gender in South Asia
GED 321	History and Theory of International Relations
GED 324	Experiencing the Past
GED 325	Economic Development and Social Change
GED 334	International Law
GED 335	Globalization and Social Conflict
GED 338	International Relations
GED 340	International Trade
GED 356	Urbanization and Ancient Cities
GED 357	Introduction to Community Development
GED 403	History of Empire
GED 404	History of Pre-Modern South Asia
GED 405	What is History?
GED 415	Entrepreneurship
GED 416	Business Ethics and Leadership
GED 417	Global Migration and Citizenship
GED 419	Ethnic Identity and Nationalism
GED 441	Globalization

Minor in Sustainable Development Studies

Introduction to the Program

Sustainability is a growing field, with job opportunities in the natural sciences, social sciences and the humanities because it is believed that 'Sustainable Development' will meet the needs of the present without compromising the ability of future generations to meet their own needs. 'Sustainable Development' is about thinking and working in a holistic and integrated way to meet the three pillars of development – social, environmental and economic. It is expected that the sustainability professionals will promote environmental protection, social responsibility, and profitability.

Since 2018, CSD is offering its up-to-date Minor in "Sustainable Development Studies" to the students of ULAB. The minor consists of 8 diverse courses led by a precise curriculum and expert faculty members. Courses on Sustainable Development, Climate Change, Biodiversity and Nature Conservation, and Organic Farming, have not only been covering taught content knowledge, but also practical orientation on action research, social development, real life skill generation and exposure to national and international organizations. The following section will guide you through all the basic information you need to acquire before you choose SDS as your minor at ULAB.

After completion of this minor program, students will be able to develop required capacities for designing development projects, improve their research and management skills, receive opportunities to expand horizons of cross-cultural and intercultural understanding, and build on entrepreneurial, innovative business and marketing skills. The academic program would help students to think critically and analytically, thereby to make well-informed contributions regarding the sustainable development issues as well as in job field.

Course Descriptions

To get a minor in SDS students need to take five courses (15 Credits), with 2 compulsory courses and they can choose 3 Elective courses out of 6. The following chart shows specific distribution of the courses that SDS Minor offers:

Compulsory

GED 205	Introduction to Sustainable Development
GED 462	Social Theory and Methods of Social Research

Any one from

GED 217	Introduction to Climate Change Debate
GED 209	Environmental Science
GED 227	Biodiversity and Nature Conservation
GED 228	Organic Farming
GED 357	Introduction to Community Development
GED 467	Seminar on Grassroots Economic Development

Eligibility

Students from any departments can do a Minor in Sustainable Development Studies. To join the courses in SDS Minor, students will have to be currently enrolled at ULAB and they have to complete 69 Credits of their bachelor degree to take minors.

GED 443	Gender and Society
GED 444	Women Studies
GED 445	Islam and Islamism: A South Asian Perspective
GED 446	Cultural Studies: Film, Media, Literature
GED 447	Introduction to Psychoanalysis: Freud and Lacan
GED 453	Living with Conflict
GED 462	Social Theory and Methods of Social Research
GED 466	Who Owns the Past?
GED 467	Seminar on Grassroots Economic Development

3. Science Literacy

Course Code	Course Title
GED 203	Evolutionary Theory and Human Behavior
GED 209	Environmental Science
GED 214	Mathematics
GED 231	History and Methods of Science
GED 233	Introduction to Science Studies
GED 234	Introduction to Mind and Behavior
GED 232	Introduction to Psychology
GED 336	Environmental Impact Assessment

NOTE: Not all courses are offered every term. The university reserves the right to add or remove courses over time and upon the approval of the UGC. The General Education Department will publish a notice before each Pre-Registration of the offered courses. It is the responsibility of students to read this notice every term to sign for their desired courses.

BACHELOR OF BUSINESS ADMINISTRATION

Introduction to the Program

The ULAB BBA program aims to empower students to learn and practice modern business and management concepts, principles, tools, techniques, models and methods, as well as help them become outstanding and effective business leaders.

ULAB's business students will hopefully not be defined only by the particular management functional area they choose as their concentration. Our aim is to strike a balance between liberal arts and business courses, realizing the relevance of each. They shall gain the highest skills in the field of business, while at the same time attaining an appreciation of the fundamentals of the broader social environment within which all business decisions are made.

In the BBA Program each student must take a total of 44 academic courses. To major in Business Administration, a student will be required to pass 29 courses in the field, including a full term internship or project work in the final term. Out of the 29 courses, 22 courses will be Core Requirements, 6 will be Major Electives, and 1 will be an internship project. As with other programs at ULAB, students will be required to take GED courses in other departments. Students will have the option of choosing a Minor (see details below).

Degree Requirements- Bachelor of Business Administration (BBA)

Course requirements for the BBA degree program are shown below. Additionally, students should read Section (J) of General Academic Policy in this Handbook for the complete set of requirements for earning a bachelor's degree.

	Courses	Credits
GED	10	30
Major Core	22	66
Major Electives (Concentration)	6	18
Minor/Optional	5	15
Project / Internship	1	4
TOTAL	**44**	**133**

Note: Tuition and graduation requirements are computed on the basis of courses rather than credits.

General Education (GED) Courses

A) GED Core Courses (7 courses / 21 credits)

Course Code	Course Title
ENG 101	Basic English & Learning Skills
ENG 102	Fundamentals of English I
ENG 103	Fundamentals of English II
GED 103	History of Emergence of Independent Bangladesh
GED 101	Bangla Bhasha
CSE 101	Introduction to Computer Studies
GED 201	World Civilization

Note: Placement in English courses will be based on diagnostic tests. Candidates achieving high marks in English diagnostic tests will be exempted from ENG 101 and ENG 102. They may take optional courses in lieu of the specified English courses.

B) GED Elective Courses (3 courses / 9 credits)

GED Elective offerings will vary from term to term. The three electives will be spread over terms 5, 6 and 7. Students will have to choose from the courses offered in a particular term. (See details in **General Education Program** section)

Major Core Courses

Major Core (22 courses / 66 credits)

Code	Long Title	Short Title	Prerequisite
BUS 101	Introduction to Business	Intro Bus	
BUS 102	Principles of Accounting	Accounting	
BUS 103	Mathematics for Business Decisions	Maths	
BUS 104	Introduction to Finance	Intro Fin	BUS 102
BUS 105	Introduction to Micro Economics	Micro Econ	BUS 103
BUS 201	Introduction to Macro Economics	MacroEcon	BUS 103
BUS 202	Business Statistics I	Stat-1	
BUS 203	Principles of Management	Management	
BUS 204	Business Statistics II	Stat-2	BUS 202
BUS 205	Business Communication	Bus Com	
BUS 206	Principles of Marketing	Marketing	
BUS 207	Financial Accounting	Fin Account	BUS 102
BUS 208	Business and Legal Environment	Law	
BUS 209	Organizational Behavior	OB	
BUS 301	Human Resource Management	HRM	BUS 209
BUS 302	Financial Management	Fin Man	BUS 104
BUS 314	Marketing Management	MktMan	BUS 206
BUS 304	Management Information System and e-Commerce	MIS	
BUS 305	Entrepreneurship	Entrep	
BUS 306	International Business	IntBus	BUS 201, BUS 207
BUS 307	Strategic Management	StratMan	All core courses
BUS 308	Research Methodology	ResMeth	BUS 204

Major Electives (Concentration)

Students are required to choose six courses from any one of following nine concentration areas. Students will be required to declare their concentration area of choice in their 7th term. ULAB will offer concentration areas based on student demand and faculty academic resources. However, no course will be offered if there are fewer than twelve registered students.

1.Accounting

Compulsory:	BUS 309	International Accounting Standard
	BUS 401	Cost Accounting
	BUS 402	Taxation
	BUS 403	Managerial Accounting

Any two from:	BUS 404	Auditing
	BUS 405	Advanced Accounting
	BUS 406	Accounting Theory
	BUS 407	Bank & Insurance Accounting
	BUS 408	Accounting Information System

2. Economics

Compulsory:	BUS 310	International Trade Theory
	BUS 411	Econometrics
	BUS 412	Bangladesh Economy
	BUS 413	Public Finance
Any two from:	BUS 414	Environmental Economics
	BUS 415	Development Economics
	BUS 416	International Finance
	BUS 417	Mathematical Economics

3. Finance

Compulsory:	BUS 311	Corporate Finance
	BUS 421	Financial Market and Institutions
	BUS 422	Security Analysis and Portfolio Management
	BUS 423	International Financial Management
Any two from:	BUS 303	Banking and Insurance
	BUS 402	Taxation
	BUS 413	Public Finance
	BUS 424	Working Capital Management
	BUS 425	Project Appraisal and Management
	BUS 426	Quantitative Techniques for Business Operations
	BUS 427	Lease Finance and Investment Banking
	BUS 428	Real Estate Finance

4. Banking and Insurance

Compulsory:	BUS 303	Banking and Insurance
	BUS 312	Banking Law
	BUS 431	Bank Management
	BUS 432	Insurance and Risk Management

Any two from:	BUS 421	Financial Market and Institutions
	BUS 433	Banks' Product Marketing
	BUS 434	Electronic Banking
	BUS 435	Merchant Banking
	BUS 407	Bank & Insurance Accounting
	BUS 436	Core Risk Management
	BUS 437	Rural Banking

5. Management

Compulsory:	BUS 313	Production and Operations Management
	BUS 441	Leadership
	BUS 425	Project Appraisal and Management
	BUS 423	International Financial Management
Any two from:	BUS 431	Bank Management
	BUS 442	Small Business Management
	BUS 443	Industrial Relations
	BUS 432	Insurance & Risk Management
	BUS 444	Total Quality Management
	BUS 445	Intercultural Aspects of Business
	BUS 446	Management Thought

6. Marketing

Compulsory:	BUS 451	Strategic Marketing
	BUS 452	Selling & Salesmanship
	BUS 453	Advertising
	BUS459	Consumer Behavior
Any two from:	BUS 454	Brand Management
	BUS 455	International Marketing
	BUS 456	Marketing Research
	BUS 457	Service Marketing
	BUS 458	Promotional Marketing

7. Management Information System and e-Business

Compulsory:	BUS 315	Applied Database Management
	BUS 461	System Analysis and Design
	BUS 462	Web Design and Management
	BUS 463	Object Oriented Programming

Any two from:	BUS 464	Information Technology
	BUS 465	Technology fundamentals of Electronic Commerce
	BUS 466	Marketing on the Internet
	BUS 467	Management of Online Business
	BUS 408	Accounting Information System

8.Human Resource Management

Compulsory:	BUS 316	Managerial Skills Development
	BUS 471	Manpower Planning and Forecasting
	BUS 443	Industrial Relations
	BUS 472	Industrial Psychology
Any two from:	BUS 473	Compensation Management
	BUS 441	Leadership
	BUS 474	Labor Economics
	BUS 475	Strategic Human Resource Management
	BUS 476	Change Management

9. Entrepreneurship

Compulsory:	BUS 317	Venture Development
	BUS 444	Total Quality Management
	BUS 442	Small Business Management
	BUS 425	Project Appraisal & Management
Any two from:	BUS 481	Business Plan Development
	BUS 441	Leadership
	BUS 482	Production Planning and Inventory Control
	BUS 483	Cases in Entrepreneurship
	BUS 451	Strategic Marketing

Double concentration: A student is allowed to do concentration in a second area but it is not mandatory and not encouraged. When registering for concentration courses, first priority would be given to regular students, second priority to senior students who have fallen behind from their regular batch, third priority to students desiring to take advanced level courses, and last priority to students for whom these courses belong to their second area of concentration. Class size will not be increased to accommodate students given third or last priority.

Since doing double concentration will require a student to do 6 extra courses, s/he might need to do two or more extra terms than his/her regular 12 terms, that would result in extra payment of fees. **Fees will be charged in accordance with existing ULAB policy, therefore the student is asked to consult the Registrar's Office** to learn about the relevant ULAB policy in action. The 6 extra courses cannot be done after internship (BUS499). A student is advised to consider the above mentioned factors seriously when deciding to do second concentration.

Minor/Optional

A) For BBA Students

BBA students have to take five courses offered by other departments. They can do this in one of two ways:

(a) do a Minor (comprised of five structured courses) in any other undergraduate program, such as Media Studies & Journalism (MSJ), English & Humanities (DEH), Computer Science & Engineering (CSE), Electronics and Telecommunication Engineering (ETE). Electrical and Electronics Engineering (EEE) or Sustainable Development Studies (SDS).

(b) #choose any five courses, subject to availability and fulfillment of prerequisite, from any department, except by the BBA department.

Students who wish to do a Minor should visit the relevant departmental section in this handbook for the list of courses to be taken. For example, if a student wishes to do a minor in English & Humanities, he/she should see the "Minor Courses" paragraph in the Bachelor of Arts in English and Humanities section.

For Students from Other Departments wishing to do a Minor in Business

Students from other departments wishing to do a Minor in Business Administration will be required to complete five courses as detailed below:

Compulsory

BUS 101	Introduction to Business
BUS 102	Principles of Accounting
BUS 205	Business Communication (A MSJ student who has done a communication course may choose any other course in lieu from the lists below)

Any one from

BUS 105	Microeconomics
BUS 201	Macroeconomics
BUS 202	Business Statistics I
BUS 203	Principles of Management
BUS 207	Financial Accounting
BUS 208	Business & Legal Environment
BUS 209	Organizational Behavior

Any one from

BUS 104	Introductions to Finance
BUS 206	Principles of Marketing
BUS 301	Human Resource Management
BUS 304	Mannagement Information System and e-Commerce

Internship/Project

In their final term at ULAB, students will be placed in an organization as an intern to appreciate and experience the dynamics of working in a real organization. In addition to carrying out activities required by the organization, students will have to complete a project which will be assigned by the organization or the students' internship supervisor at ULAB. The period of internship attachment will normally be 8 weeks, followed by 4 weeks assigned for report writing. The report will be submitted sometime in the final exam week for that particular term. Students will be required to present and defend the report before a panel of examiners. The Internship Report will be graded and will carry 6 credits.

The selection of the internship organization will be done in Term 11, either by the students themselves (subject to the ULAB approval) or with the assistance of ULAB. Students will also need to select an Internship Supervisor from amongst ULAB faculty in Term 11.

If, for any reason, an internship cannot be arranged, students will be required to undertake a term-long project work under the guidance of a supervisor. The project paper will be defended and graded in the same way as the Internship Report.

4-Year Course Distribution

	Course Code	Course Title	Credits
Term 1	BUS 101	Introduction Business	3
	CSE 101	Introduction to Computer Studies (GED-1)	3
	ENG 101	Basic English (GED-2)	3
Term 2	BUS 102	Principles of Accounting	3
	BUS 103	Math for Business Decision	3
	ENG 102	Fundamentals of English I (GED-3)	3
	GED 103	History of Emergence of Independent Bangladesh (GED-4)	3
Term 3	BUS 104	Introduction to Finance	3
	BUS 105	Introduction to Micro Economics	3
	ENG 103	Fundamentals of English II (GED-5)	3
	GED 101	Bangla Bhasha (GED-6)	3
Term 4	BUS 201	Introduction to Macro Economics	3
	BUS 202	Business Statistics I	3
	BUS 203	Principles of Management	3
	GED 201	World Civilization (GED-7)	3
Term 5	BUS 204	Business Statistics II	3
	BUS 205	Business Communication	3
	BUS 206	Principles of Marketing	3
		GED Elective – 1 (GED-8)	3
Term 6	BUS 207	Financial Accounting	3
	BUS 208	Business and Legal Environment	3
	BUS 209	Organizational Behavior	3

		GED Elective – 2 (GED-9)	3
Term 7	BUS 301	Human Resource Management	3
	BUS 302	Financial Management	3
	BUS 314	Marketing Management	3
		GED Elective – 3 (GED-10)	3
Term 8	BUS 304	MIS & e-Commerce	3
	BUS 305	Entrepreneurship	3
	BUS 306	International Business	3
		Major Elective – 1	3
Term 9	BUS 308	Research Methodology	3
		Major Elective – 2	3
		Optional/Minor – 1	3
		Optional/Minor – 2	3
Term 10		Major Elective – 3	3
		Major Elective - 4	3
		Optional/Minor – 3	3
		Optional/Minor – 4	3
Term 11	BUS 307	Strategic Management	3
		Major Elective – 5	3
		Major Elective – 6	3
		Optional/Minor – 5	3
Term 12	BUS 496/497	Project/ Internship	4

*NOTE: Not all courses will be available every term. The Business Administration Department reserves the right to add, drop or substitute individual courses, subject to review from academic authorities.

BACHELOR OF ARTS IN ENGLISH AND HUMANITIES

Introduction to the Program

The BA in English and Humanities program is designed to give students a solid foundation for building critical and cultural awareness as well as to open unfamiliar worlds and exciting new ways of thinking about humanities. As an English Major, students will also learn communication and language skills that are applicable across disciplines. The focus areas involve critical reading, critical writing and critical thinking. The department tries to develop in students not only basic communication skills, but also other key areas necessary both for intellectual and professional advancement: humanistic content, analysis, argumentation, rhetoric and stylistics. These broad offerings to all students make the department one of the major nodal points in the University's Liberal Arts curriculum.

The Department's courses are not confined to traditional disciplinary boundaries, but are open to inter- and cross-disciplinary offerings. This dynamic approach allows students to develop skills and sensibilities vitally required by modern English language and literature teachers and by people across professional fields: communications and media, business and marketing, and so on.

The syllabus is designed with utmost care and aims at simultaneously improving the language skills of the students and deepening their knowledge of literature. The courses have been selected by comparing them with similar programs offered by outstanding universities at home and abroad, and are routinely updated. The aim in doing so has always been to bring it more into line with international developments in the field. While the literature courses are mainly following an established English canon, the language and linguistics courses have been refurbished with the latest ideas, theories and practices in the field. The literature courses, however, in their turn, are given a focus that interfaces Anglo-American culture with our own. The principle behind it is to make students see the integrative as well as the disintegrative aspects of different cultures, and to find out a way to a holistic understanding of literature and language in relation to our own society.

The highlights of the program include:

- Flexibility

- Wider choices

- Holistic learning

- Marketability

The Objectives of the program are:

- To impart language skills and develop literary sensibilities so that graduates become intellectually competent and responsible citizens of the world
- To help students acquire the required professional skills and mindset that will be valuable for a wide range of careers in such fields as teaching, publishing, media, entrepreneurship, civil service, government and private sectors, as well as for higher studies.

The program comprises four aspects of study:

- Core courses in English language and literature

- General Education (GED) courses that incorporate the ethos of liberal arts

- Dissertation where students demonstrate their research skills on a language or literature related topic. Students interested in gaining first hand job experience are encouraged to do internship in a reputed institution.

- A minor/optional course of study (5 courses) from other departments; namely Business, Computer or Media Studies

Ideally, the program will prepare students for further specialization in the MA in English program.

The syllabus consists of 69 core courses from which 27 courses will have to be taken by the students in literature and language. Every course in DEH is 3 credits. [**ENG 499: Dissertation / ENG 498: Internship** is a Core Course and is mandatory for all DEH students in their Final Term].

Students of DEH will have to take 5 courses as Minor/Optional from other departments. Students from other departments choosing a Minor in English may choose 5 courses offered by the English Department.

Degree Requirements - Bachelor of Arts in English

Students in English and Humanities are enrolled in a 4-year bachelor's degree program. The program runs on a trimester basis, which means there are 12 terms to complete in 4 years. The terms are identified as Term 1 to Term 12.

- All courses are 3 credits. Students graduating will have to complete 129 credits minimum, or 43 courses in total.

- ENG 499 Dissertation/ENG 498 Internship is for 3 credits.

- Tuition fees are determined on the basis of credits.

- Total course requirements for the degree program are as follows:

Course Type	Courses	Credits
General Education Courses	10	30
Core Courses	27	81
Minor/Optional Courses	5	15
Dissertation/Internship	1	3
Total	**43**	**129**

A.GED Core Courses (7 courses / 21 credits)

Course Code	Course Title
ENG 101	Basic English & Learning Skills
ENG 102	Fundamentals of English I
ENG 103	Fundamentals of English II
GED 103	History of Emergence of Independent Bangladesh
GED 101	Bangla Bhasha
CSE 101	Introduction to Computer Studies
GED 201	World Civilization

Note: Placement in English courses will be based on diagnostic tests. Candidates achieving high marks in English diagnostic tests will be exempted from ENG 101 and ENG 102. They may take GED elective courses in lieu of the specified English courses.

A. GED Elective Courses (3 courses / 9 credits)

GED Elective offerings will vary from term to term. Students eligible to take a GED Elective must choose one of the GED electives from the courses provided in a specific term. Students are required to select one course from each of the three sets offered.

Course Listing

ENGLISH AND HUMANITIES COURSE LIST

The following list shows the Core Courses of Literature and Language in their final chronological order. Students have to choose 27+1 [ENG 499/ENG 498] = 28 courses from the following list.

Major Core Courses

Course Code	Course Title
ENG 104	Introduction to Literary Terms and Forms
ENG 105	Introduction to Linguistics
ENG 106	Introduction to Literary Genres
ENG 107	Survey of British Literature - I
ENG 108	Composition
ENG 109	Phonetics and Phonology
ENG 110	Introduction to creative writing
ENG 111	Morphology
ENG 112	Semantics
ENG 114	Pronunciation (Phonetics and Phonology)
ENG 115	Introduction to Drama
ENG 116	Introduction to Poetry
ENG 117	European History Highlights
ENG 118	English Pronunciation
ENG 189	Individual Writing Practicum
ENG 201	Advanced Reading and Writing
ENG 202	Advanced Reading Technique
ENG 203	Advanced Composition and Stylistics
ENG 204	Introduction to Literary Theory
ENG 205	Survey of American Literature – I
ENG 206	Shakespeare's Comedies
ENG 207	16th and 17th Century Literature
ENG 208	Sociolinguistics
ENG 209	Romantic Poetry – I
ENG 210	Restoration and Eighteenth Century Literature: Poetry and Drama
ENG 211	19th Century Literature: The Intellectual Milieu
ENG 212	Modern British Drama
ENG 213	Syntax
ENG 214	Restoration and Eighteenth Century Literature: Prose
ENG 215	The Experience of Literature
ENG 216	Critical Appreciation of Poetry
ENG 217	Elizabethan Drama (Excluding Shakespeare)
ENG 218	Survey of British Literature – II
ENG 222	English in Media
ENG 223	Romantic Poetry

ENG 225	Shakespeare
ENG 279	Introduction to English Literary Theory
ENG 280	Art of Speaking and Listening
ENG 301	Old and Middle English Literature (in modern English)
ENG 302	The Novel – 1
ENG 303	The Short Story
ENG 304	Critical Theory
ENG 305	Contemporary World Literature in Translation
ENG 306	Shakespeare's Tragedies
ENG 307	Jacobean Drama (Excluding Shakespeare)
ENG 308	Psycholinguistics
ENG 309	17th Century Prose and Poetry
ENG 311	Creative Writing -2
ENG 312	Modern American Drama
ENG 313	Modernism: Early 20th Century English Literature
ENG 314	Historical Linguistics
ENG 316	A History of the English Stage
ENG 318	Shakespeare's History and Roman Plays
ENG 322	English in the Workplace
ENG 323	Essayists of the Romantic Period
ENG 325	Contemporary Novels in Translation
ENG 326	Introduction to Creative Writing
ENG 327	Modern Poetry
ENG 331	Epics of World Literature
ENG 332	Greek Tragedies
ENG 333	Survey of American Literature – II
ENG 335	Literary Theory and Criticism – II
ENG 336	New Literatures in English
ENG 341	History of English Language Teaching
ENG 342	Theories of Second Language Acquisition
ENG 343	Teaching English as a Second Language
ENG 344	Materials Development
ENG 345	Syllabus Design
ENG 346	Teaching Language through Literature
ENG 379	Topics in Modern Literature
ENG 402	Victorian Literature
ENG 403	Postmodernism in Literature
ENG 404	Postcolonial Theories and Literature
ENG 405	Commonwealth Literature
ENG 406	Gender Theory and Literature
ENG 407	Methodology of Language Teaching
ENG 408	South Asian Writings in English

ENG 409	Translation Theory and Practicum
ENG 410	Diaspora Writing
ENG 411	Semantics and Pragmatics
ENG 412	Best Seller Fiction [In place of Popular Fiction]
ENG 414	Travel, Migration and Literature
ENG 415	English Literary History: from Chaucer to Milton
ENG 416	Romantic Poetry – II
ENG 417	Stylistics
ENG 422	Cinema as Literature
ENG 331	Epics of World Literature
ENG 332	Greek Tragedies
ENG 333	Survey of American Literature – II
ENG 334	The Novel – I
ENG 335	Literary Theory and Criticism – II
ENG 336	New Literatures in English
ENG 406	Gender Theory and Literature
ENG 408	South Asian Writings in English
ENG 431	Eastern Classics in Translation
ENG 432	History of Modern Thoughts
ENG 434	African Writings in English
ENG 435	Research Methodologies
ENG 436	Bangladesh Writings in English and in English Translation
ENG 437	Survey of American Literature – III
ENG 341	History of English Language Teaching
ENG 342	Theories of Second Language Acquisition
ENG 343	Teaching English as a Second Language
ENG 344	Materials Development
ENG 345	Syllabus Design
ENG 346	Teaching Language through Literature
ENG 407	Methodology of Language Teaching
ENG 441	Teaching Grammar and Composition
ENG 442	Teaching Comprehension and Reading
ENG 443	Teaching Young Learners
ENG 444	Testing and Assessment
ENG 445	Teaching Practicum
ENG 446	Critical Literacy & Technology
ENG 498	Internship
ENG 499	Dissertation

Minor/Optional Courses

1. **For DEH Students**

   DEH students have to take five courses offered by other departments. They can do this in one of two ways:

   (a) do a Minor (comprised of five structured courses) in any other undergraduate program, such as Media Studies & Journalism (MSJ), Business Administration (BBA), Computer Science & Engineering (CSE), Electronics and Telecommunication Engineering (ETE), Electrical and Electronics Engineering (EEE) or General Education(GED), or Sustainable Development Studies (SDS)

   (b) choose optional which means any five courses, subject to availability and fulfillment of prerequisite, from any department, except by DEH.

   Students who wish to do a Minor should visit the relevant departmental section in this handbook for the list of courses to be taken. For example, if a student wishes to do a minor in BBA, s/he should see the "Minor Courses" paragraph in the Bachelor of Business Administration section.

1. **For Students from Other Departments wishing to do a Minor in English**

   Students from other departments wishing to do a Minor in English will be required to complete five courses as detailed below:

Compulsory (any two)

ENG 106	Introduction to Literary Genres
ENG 115	Introduction to Drama
ENG 116	Introduction to Poetry
ENG 201	Advance Reading and Writing
ENG 215	The Experience of Literature
ENG 220	English for Academic Purposes
ENG 280	The Art of Speaking and Listening

Electives (any three)

ENG 107	Survey of British Literature - I
ENG 111	Morphology
ENG 202	Advanced Reading Techniques
ENG 203	Advanced Composition and Stylistics
ENG 204	Introduction to Literary Theory
ENG 205	Survey of American Literature
ENG 208	Sociolinguistics
ENG 213	Syntax
ENG 215	The Experience of Literature
ENG 218	Survey of British Literature - II
ENG 222	English in Media
ENG 223	Romantic Poetry
ENG 225	Shakespeare

ENG 302	The Novel - I
ENG 313	Modernism: Early 20th Century English Literature
ENG 322	English in the Workplace
ENG 332	Greek Tragedies
ENG 343	Teaching English as a Second Language
ENG 379	Topics in Modern Literature
ENG 404	Postcolonial Theories and Literature
ENG 409	Translation Theories and Practicum
ENG 410	Diaspora Writing
ENG 411	Semantics and Pragmatics
ENG 422	Cinema as Literature

NOTE: *This is a suggested list of courses. Different courses will be offered in different terms.*

Dissertation/Internship

The last course will be the Dissertation/Internship, ENG 499/ENG 498, which must be taken in the twelfth or final semester. This course is 3 credits and students may choose to focus on literature or language, depending on their area of interest that will prepare them for further specialization in the MA program.

The selection of the Dissertation topic or the internship organization will be done in Term 11 by the students. In case of Internship, the selection of organization can be made either by the students (subject to ULAB approval) or with the assistance of ULAB. Students will also need to select Dissertation/Internship Supervisor from amongst DEH faculty in Term 11 # The period of internship attachment will normally be 8 weeks, followed by 4 weeks assigned for report writing.

Both dissertation and internship students will have to present their theses/reports before a faculty panel.

4-Year Course Distribution

	Term 1	Term 2	Term 3
Year 1	3 courses	3 courses	4 courses
Year 2	4 courses	4 courses	4 courses
Year 3	4 courses	4 courses	4 courses
Year 4	4 courses	4 courses	1 course

	STANDARD SAMPLE OFFERINGS	Credits
Course Code	**Course Title**	
	YEAR – 1	
Term – 1		
ENG 106	Introduction to Literary Genres	3
CSE 101	Introduction to Computer Studies	3
ENG 101	Basic English and Learning skills	3
Term – 2		
ENG 116	Introduction to Poetry	3

Course Code	STANDARD SAMPLE OFFERINGS	Credits
	Course Title	
ENG 102	Fundamentals of English - 1	3
GED 103	History of Emergence of Independent Bangladesh	3
Term – 3		
ENG 108	Composition	**3**
ENG 114	Pronunciation (Phonetics and Phonology)	3
ENG 103	Fundamentals of English II	3
GED 101	Bangla Bhasha	3
	YEAR – 2	
Term – 4		
ENG 204	Introduction to Literary Theory	3
ENG 111/	Morphology	3
ENG 115	Introduction to Drama	3
GED 201	World Civilization	3
Term – 5		
ENG 223	Romantic Poetry	3
ENG 312	Modern American Drama	3
ENG 332	Greek Tragedies	3
	GED Elective - 1	3
Term – 6		
ENG 208	Sociolinguistics	3
ENG 210	Restoration and Eighteenth Century Literature: Poetry and Drama	3
ENG 305	Contemporary World Literature in Translation	3
	GED Elective - 2	3
	YEAR – 3	
Term – 7		
ENG 402	Victorian Literature	3
ENG 225	Shakespeare	3
ENG 302	The Novel - I	3
	GED Elective - 3	3
Term – 8		
ENG 313	Modernism: Early 20th Century English Literature	3
ENG 327	Modern Poetry	3
ENG 411	Semantics and Pragmatics	3
	Optional / Minor 1	3
Term – 9		
ENG 410	Diaspora Writing	3
	Higher Elective-1	3
	Higher Elective-2	3
	Optional / Minor 2	3
	YEAR – 4	

STANDARD SAMPLE OFFERINGS		Credits
Course Code	**Course Title**	
Term – 10		
ENG 308	Psycholinguistics	3
	Higher Elective-3	3
	Higher Elective-4	3
	Optional/Minor 3	3
Term – 11		
	Higher Elective-5	3
	Higher Elective-6	3
	Optional / Minor 4	3
	Optional / Minor 5	3
Term – 12		
ENG 499/498	Dissertation/Internship	3

NOTE: *Not all courses will be available every term. The Department of English and Humanities reserves the right to add, drop or substitute individual courses, subject to review by academic authorities.*

BACHELOR OF SOCIAL SCIENCE IN MEDIA STUDIES & JOURNALISM

Introduction to the Program

Statement of Identity

We are the flagship department of the University of Liberal Arts Bangladesh (ULAB) devoted to Cultural and Communication Studies. We put special emphasis on film, media, creative art, public relations and journalism. We believe in progressive and continuing education that is personalized, interdisciplinary, technologically updated and centered on active learning.

We uphold a curriculum that is flexible, industry specific and balanced in terms of theory and practice - a curriculum that is grounded in both global and local contexts. Our curriculum is complemented with dynamic co-curricular activities that are driven towards students' portfolio building.

We are aware of our roles as producers of knowledge, creators of leaders and drivers of social change. As such, scholarship always steers our pedagogical approach and our creative works are part and parcel of who we are. We are committed to producing professionals who are skilled, creative, knowledgeable, open minded and analytical in thinking. We strive to instill ethics and a lifelong love for learning in our students.

Vision, Mission and Goal

Vision

Decolonized minds through media education and innovation.

Mission

Nurturing creative and critical thinkers in communication and cultural studies.

Goal

To produce ethical citizens who critically explore, understand and utilize media, culture and communication.

Degree Requirements- Bachelor of Social Science (MSJ)

The course requirements for a BSS in Media Studies and Journalism with majors in Business Journalism, Digital Film and Television Production and Public Relations are as follows:

Course Type	Number	Credits
GED Courses	10	30
Communication Studies Core Courses	9	27
Media Studies Core Courses	6	18
Major Study Concentration	9	27
Minor Study Concentration	5	15
Elective/Optional MSJ Courses	2	6
Internship	2	6
Total	**43**	**129**

GED Core (7 courses / 21 credits)

Course Code	Course Title
ENG 101	Basic English & Learning Skills
ENG 102	Fundamentals of English I
ENG 103	Fundamentals of English II
GED 100	History of Emergence of Independent Bangladesh
GED 101	Bangla Bhasha
CSE 101	Introduction to Computer Studies
GED 201	World Civilization

Note: Placement in English courses will be based on diagnostic tests. Candidates achieving high marks in English diagnostic tests will be exempted from ENG 101 and ENG 102. They may take optional courses in lieu of the specified English courses.

GED Electives (3 courses / 09 credits)

Students eligible to take a GED Elective must choose one of the GED electives from the courses provided in a specific term. Students are required to select one course from each of the three sets offered.

Course Listing

Communication Studies Core Courses (9 courses / 27 credits)

Course Code	Course Title
MSJ 11101	Communication Concepts and Theories
MSJ 11102	Communication Research (prerequisite to all research courses)
MSJ 11103	Figures and Numbers for Communication Majors
MSJ 11201	English for Media
MSJ 11202	Bangla for Media
MSJ 11203	Communication and Technology
MSJ 11301	Critical Thinking and Logic
MSJ 11401	Development Communication
MSJ 11402	Ethics in Media and Communication

Media Studies Core Courses (6 courses / 18 credits)

Course Code	Course Title
MSJ 11211	Mass Communication (prerequisite to all Digital Film and TV Production Major Courses)
MSJ 11212	Introduction to Journalism (prerequisite to all Business Journalism Major Courses)
MSJ 11213	Principles of Public Relations (prerequisite to all Public Relations Major Courses)
MSJ 11214	Convergence Communication 1
MSJ 11215	Convergence Communication 2
MSJ 11411	Media and the Law

MSJ Elective/Optional Courses

MSJ students will select additional 2 MSJ courses from an alternative concentration other than the one they are studying or from MSJ elective courses shown below:

MSJ Elective/ Optional Courses (2 courses / 6 credits)

Course Code	Course Title
MSJ 11350	History of Bangladesh Media
MSJ 11351	Reading Media Text
MSJ 11352	Freedom of Information and Access
MSJ 11353	Radio Production and Management
MSJ 11354	Introduction to Community Radio
MSJ 11355	Photo Journalism
MSJ 11356	Sports Journalism
MSJ 11357	Photos and Visuals for Business Journalism
MSJ 11358	New Media and Online Publications
MSJ 11359	Introduction to Digital Culture
MSJ 11360	TV Production Skills
MSJ 11361	Events Management
MSJ 11362	Consumer Culture
MSJ 11363	E – Learning: Principles and Practice
MSJ 11364	Desktop Publishing
MSJ 11365	Audience Research
MSJ 11366	Mass Media Research
MSJ 11367	Qualitative Research Methods
MSJ 11368	Quantitative Research Methods
MSJ 11369	Research Data Analysis and Interpretation
MSJ 11370	Set Design for Film and Television
MSJ 11371	Make-Up and Costume Design
MSJ 11372	Light Design
MSJ 11373	Community Informatics
MSJ 11374	Introduction to Photography
MSJ 11375	Film History
MSJ 11376	Aesthetics of Film
MSJ 11450	Media Management
MSJ 11451	Social Context of Media
MSJ 11452	International Communication
MSJ 11453	Communication and Culture
MSJ 11454	Gender and Communication
MSJ 11455	Copy Writing
MSJ 11456	2D Animation
MSJ 11457	Global Perspectives in Journalism
MSJ 11458	Development and Environmental Journalism

MSJ 11459	Political Journalism
MSJ 11460	3D Animation: Drawing for Animation
MSJ 11461	International Business Reporting
MSJ 11462	Reporting on Technology and Energy
MSJ 11463	Advanced Multimedia Production
MSJ 11464	Advanced TV Production
MSJ 11465	International Public Relations
MSJ 11466	Integrated Marketing Communication
MSJ 11467	Crisis Communication
MSJ 11468	Visual Anthropology
MSJ 11469	Sound Design for Film and Television
MSJ 11470	Government Regulatory Agencies
MSJ 11471	Business Investigative Reporting
MSJ 11472	Computer-Assisted Reporting
MSJ 11473	Sample Stock Portfolio
MSJ 11474	Business Feature Writing
MSJ 11475	Business Journalism for Non-Journalists
MSJ 11476	Covering the Bangladesh National Budget
MSJ 11477	Media Marketing and Distribution
MSJ 11478	Acting for the Camera: News Presentation & Field Reporting

Minor

1.   For MSJ Students

MSJ students have to take five courses offered by other departments. They can do a minor in any other undergraduate program, such as Business Administration (BBA), English and Humanities (DEH), Computer Science and Engineering (CSE) and Sustainable Development Studies (SDS). They can choose any five courses, subject to availability and fulfillment of pre-requisite, from the department mentioned above.

Students who wish to do a minor should visit the relevant departmental section in this handbook for the list of courses to be taken.

2.   For students from other Department wishing to do a Minor in Media Studies and Journalism

Students from other departments wishing to do a minor in Media Studies and Journalism will be required to complete five courses. Every term Media Studies and Journalism Department offers courses as minor for other Department students. Students will have to take five courses from the offering.

MSJ 11203	Communication and Technology
MSJ 11333	Writing for Film and Television
MSJ 11341	Strategic Public Relations
MSJ 11350	History of Bangladesh Media
MSJ 11351	Reading Media Text
MSJ 11374	Introduction to Photography
MSJ 11375	Film History
MSJ 11376	Aesthetics of Film
MSJ 11401	Development Communication

MSJ 11453	Communication and Culture
MSJ 11456	Introduction to Animation
MSJ 11460	3D Animation: Drawing for Animation
MSJ 11442	Public Relations Campaign

Major Concentration

Business Journalism Major Courses (9 courses / 27 credits)

Course Code	Course Title
MSJ 11221	Journalism and the Global Economy
MSJ 11321	News Sourcing and Gathering
MSJ 11322	News Editing and Translation
MSJ 11323	Economic and Financial Reporting
MSJ 11324	Labor and Workplace Reporting
MSJ 11325	Reporting on SMEs and Non-Profits
MSJ 11326	Reporting on the Economy and Climate Change
MSJ 11421	Business Beat Reporting 1
MSJ 11422	Business Beat Reporting 2

Digital Film and TV Production Major Courses (9 courses / 27 credits)

Course Code	Course Title
MSJ 11231	Visual Communication
MSJ 11331	Cinema Studies
MSJ 11332	Media Presentation and Performance
MSJ 11333	Writing for Film and Television
MSJ 11334	Digital Cinematography
MSJ 11335	Digital Postproduction
MSJ 11336	TV Infotainment Production
MSJ 11431	Documentary Production
MSJ 11432	Fictional Narrative Production

Public Relations Major Courses (9 courses / 27 credits)

Course Code	Course Title
MSJ 11241	Interpersonal and Intercultural Communication
MSJ 11341	Strategic Public Relations
MSJ 11342	Public Relations Research
MSJ 11343	Media Relations
MSJ 11344	Internal Communication
MSJ 11345	Created Private Media
MSJ 11346	Speech Writing and Public Speaking
MSJ 11441	Advertising
MSJ 11442	Public Relations Campaign

Internship/Project

MSJ 11498 & MSJ 11499 Internship (6 Credit Points)

All students studying at the MSJ Department will undertake an internship in an area of media or communication that interests them. By their final semester of study, students are required to seek out a suitable organisation for an internship to appreciate and experience the dynamics of working in a real organisation. These may be unpaid or occasionally paid, depending on the employer. The duration of the internship is usually from 8 to 12 weeks. Students are expected to work during the employer›s requested hours. This is to be negotiated between the host institution and the students. Suitable employers include any reputable organisation in a field related to the student›s course of study at ULAB. The student internship advisor will approve the suitability of the host institution for the student. Then, a recommendation letter will be given by the Career Services Centre to the student as a potential candidate for the host institution. The student is expected to write a report detailing their internship and any lessons learned from it. This report will be presented before a panel of ULAB examiners and will be graded. ULAB students are expected to take the internship as seriously as they would take any other job and conduct themselves in a mature manner. They are expected to be able to work both independently and in a team, and be flexible, proactive and enthusiastic.

Filmmaking Project

Instead of internship, students may opt for a film-making project. A maximum of four students can work on the same project fulfilling one major role - Script, Cinematography, Editing or Direction. Students have to make 15 to 25 minutes fictional story or documentary. Each student is expected to prepare their production book detailing their project and any lessons learned from it. This production book along with the film will be presented before a panel of ULAB examiners and will be graded.

Research Project

The Research Project Internship takes advantage of the Masters in Communication (MComn). MSJ students need to make a decision on undertaking a research in lieu of a workplace internship at the end of their 11th semester. The student is required to produce the first two chapters (Introduction and Study Framework) of research project. This will be presented and defended before a panel.

Portfolio

All students studying at the MSJ Department must create a portfolio over the course of their study. By their final semester of study, students are required to have a file that will showcase the key projects of certain courses that they had taken during their undergraduate study. A student portfolio is a compilation of academic work and other forms of educational evidence assembled for the purpose of (1) evaluating coursework quality, learning progress, and academic achievement; (2) determining whether students have met learning standards or other academic requirements for courses and graduation; (3) helping students reflect on their academic goals and progress as learners; and (4) creating a lasting archive of academic work products, accomplishments, and other documentation.

4-Year Course Distribution

	Course Code	Course Title	Credits
Term 1	MSJ 11101	Communication Concepts and Theories	3
	CSE 101	Introduction to Computer Applications	3
	ENG 101	Basic English and Learning Skills	3
Term 2	MSJ 11102	Communication Research	3
	ENG 102	Fundamentals of English I	3
	GED 103	History of Emergence of Independent Bangladesh	3
Term 3	MSJ 11103	Figures and Numbers for Communication Majors	3
	ENG 103	Fundamentals of English II	3
	GED 101	Bangla Bhasha	3

			3
Term 4	MSJ 11211	Mass Communication	3
	MSJ 11212	Introduction to Journalism	3
	MSJ 11213	Principles of Public Relations	3
	GED 201	World Civilization	3
Term 5	MSJ 11214	Convergence Communication 1	3
	MSJ11201	English for Media	3
	MSJ 11203	Communication and Technology	3
	GED Elective 1		3
Term 6	MSJ 11215	Convergence Communication 2	3
	MSJ 11202	Bangla for Media	3
	Major 1		3
	GED Elective 2		3
Term 7	Major 2		3
	Major 3		3
	Minor 1		3
	GED Elective 3		3
Term 8	Major 4		3
	Major 5		3
	Minor 2		3
	MSJ 11301	Critical Thinking and Logic	3
Term 9	Major 6		3
	Major 7		3
	Minor 3		3
	MSJ Elective/Optional 1		3
Term 10	Major 8		3
	Minor 4		3
	MSJ Elective/Optional 2		3
	MSJ 11401	Development Communication	3
Term 11	Major 9		3
	Minor 5		3
	MSJ 11411	Media and the Law	3
	MSJ11402	Ethics in Media and Communication	3
Term 12	MSJ 11498	Internship	3
	MSJ 11499	Internship	3

NOTE: Not all courses will be available every term. The Media Studies and Journalism Department reserves the right to add, drop or substitute individual courses, subject to review from academic authorities.

Co-Curricular Programmes

The MSJ Department offers apprenticeship programs. By definition, an apprentice is a person who learns the skills of a specific craft or trade by receiving hands-on training from someone who is already an expert. By working with an expert in the field, the apprentice will learn the necessary techniques and theoretical knowledge to work independently in the future. The apprenticeship programme covers the fields of film, photography, journalism (print, electronic and online), public relations and animation. The objectives of the programme are to boost the MSJ Department's peer teaching methodology; to create core student groups that can assist the MSJ Department in its conduct of internal and external activities; to facilitate student communication within the MSJ Department and with other Departments in the university through various media tools; and to develop advanced skills of students passionate in particular media forms and channels. The fields, expected outputs and descriptions of the apprenticeship programmes are summarized as follows:

ULABian Print Journalism
Expected Output:
Campus Newspaper (English and Bangla Content)
Description: Campus Paper published once every semester.

CampBuzz Radio Broadcasting
Expected Output: ULAB Campus Radio
Description: Sunday - Wednesday 11:00 am - 2:00 pm live programme. Daily 2-3 Hour Programs on news, opinions and entertainment.

CinemaScope
Film Apprenticeship Program
Expected Output: Project Concepts, Film Analysis, Scripts, Narrative Films, Documentary Films
Description: Project concepts, scripts, critiques and/or films developed by students under the mentorship of an expert.

ULAB TV
Television Broadcasting
Expected Output: ULAB Campus Television
Description: Sunday - Wednesday, 2:00 pm - 3:00 pm Tuesday: New episode, Sunday, Monday and Wednesday: Repeat Weekly One Hour Programme on news, opinions and entertainment.

PR4U
Public Relations Apprenticeship Programme
Expected Output: ULAB Campus PR Practitioner Team
Description: PR campaign development, media handling, communication audit and event management.

ShutterBugs
Photography Apprenticeship Programme
Expected Output: Project Concepts, Photo
Exhibits Description: Project concepts and/or photographs developed by students under the mentorship of an expert.

Animation ULAB

Animation Apprenticeship Programme

Expected Output:

ULAB Campus Animation Studio Description: Animated TV Series, short films, workshops, film shows and seminars.

Curriculum Integration Program

The Curriculum Integration Program was established to facilitate faculty and students from various year levels and study concentrations to work together and learn from each other. It has two primary objectives. Firstly, it utilizes active learning approaches to enhance the educational experience of students. Secondly, it encourages students to look inward – to reflect on their own personalities, aspirations and identities. The Department believes that students must be comfortable and confident with themselves before they can positively contribute to others. Every semester, the MSJ Department launches an exhibit to facilitate curriculum integration. Each exhibit is based on a philosophical/sociological concept and/or theory, which is used to guide and harmonize student outputs as well as ground them in communication-related perspectives. The exhibit brings together the works of students, which includes research paper presentations, communication campaign materials, visual art, digital art, photography and film exhibitions.

Creative Time Summit

Creative Time Summit is an event that is hosted around the world but initially began in New York. Their motto is to solve problems around the world with the help of art. The University of Liberal Arts Bangladesh is the official screening site of the Creative Time Summit and is only one of the two sites of the Summit in Asia. Aside from screening a number of sessions from the summit, ULAB invites a number of guests to speak on the occasion. Mr. AFM Moniruzzaman, Senior Lecturer from the Media Studies and Journalism Department undertakes an interactive graffiti, a project where students and teachers of U LAB express themselves on a single canvas, which eventually came through as a unified form of painting. The painting depicts the summit theme.

Film Festival

Dhaka International Mobile Film Festival

Dhaka International Mobile Film Festival (DIM FF) started in 2015 as Cinemascope Mobile Film Competition (CMFC). The festival upholds and promotes the motto 'New generation, New tools, New communication'. The festival is free of entry where CMFC category remains restricted to university students (worldwide) in undergraduate or graduate levels. The only rule for this festival is about shooting the film using mobile phones (cell-phone/smart phone). There is no restriction regarding brand, model and operating system of the phone as well as post-production tools.

Fact Checking Website

FactWatch

FactWatch is a fact-checking website ran by MSJ that is focused on deciphering fraudulent statements and disinformation in Bangladesh's socio-political environment. In a bid to do that FactWatch analyses the statements made by public figures and politicians, information about health, environment and science that spread through the social media and the news items published by the mainstream media with the aim to promote awareness among the general public through our journalistic skills and in the long run help them make well-informed decisions. This project led by Dr. Sumon Rahman, received a grant by The American Center for 2017-2018.

BACHELOR OF SCIENCE IN COMPUTER SCIENCE AND ENGINEERING

Introduction to the Program

The Department of Computer Science and Engineering aims to graduate highly competent students with the potential of becoming the leaders in their field and also to impart knowledge which allows them to understand the implications of their work on both to themselves as well to the society as a whole.

ULAB CSE, since its inception, has been offering an undergraduate program in Computer Science and Engineering with focus on developing skills for ICT industries worldwide. The designed program provides students with fundamental skills needed to become an accomplished IT specialist. The program also aims at a wider knowledge of the subject, rather than a mere understanding of the existing commercial approaches. The degree is designed for a wide range of students, including those who wish to pursue a career in software engineering, computer programming or related areas, and also those who wish to move on to study for higher degrees in the computing and information technology areas, either at home or abroad.

The department believes in a philosophy of Active Learning which is reflected in our curriculum and teaching styles. The Computer Science and Engineering (CSE) curriculum has been designed with both theoretical and industry oriented courses. The department provides state of the art laboratory facilities, with guidance from the top notch faculties, to bring out the best from the students. Departmental active collaboration with local and international reputed companies is keeping both CSE students and faculty updated with industry innovations and requirements. In their last academic year, students will be able to choose a concentration area or any other elective courses to focus their career according to their interest. Furthermore, the Liberal Arts curricular framework will help the students to acquire an openness of vision to become adaptable and ever-effective professionals of this century and for the time to come. The program objectives address our goal of graduating highly competent students with a potential of becoming leaders in their careers and add value to the society.

Degree Requirements – Bachelor of Computer Science and Engineering (CSE)

Course requirements for the B Sc in CSE are shown below. Additionally, students should read General Academic Policy in this Handbook for the complete set of requirements for earning a bachelor's degree.

	Courses	Credits
General Education Courses	10	30
Major Core Courses	24	79
Major Elective Courses	04	12
Project/Thesis	01	04
Optional/Minor	05	15
Total	**44**	**140**

GED Core (7 courses / 21 credits)

Course Code	Course Title
ENG 101	Basic English
ENG 102	Fundamentals of English-I
ENG 103	Fundamentals of English-II
GED 103	History of Emergence of Independent Bangladesh
GED 101	Bangla Bhasha
CSE 101	Introduction to Computer Studies
GED 201	World Civilization

Note: Placement in English courses will be based on diagnostic tests. Candidates achieving high marks in English diagnostic tests will be exempted from ENG 101 and ENG 102. They may take optional courses in lieu of the specified English courses.

GED Elective Courses (3 courses / 09 credits)

GED Elective offerings will vary from term to term. The three electives will be spread over terms 5, 6 and 7. Students will have to choose from the courses offered in a particular term (See details in **General Education Program** section).

Course Listing

A.   Major Core Courses (24 courses / 79 credits)

Mathematics and Statistics		
Course Code	**Title**	**Credits**
MAT 101	Differential and Integral Calculus	3
MAT 102	Co-ordinate Geometry and Linear Algebra	3
MAT 201	Differential Equation and Numerical Analysis	3
MAT 203	Mathematical Methods	3
STA 206	Statistics and Probability	3

Physics and Electronics		
Course Code	**Title**	**Credits**
PHY 101	Physics I	3
ETE 202	Electronic Devices and Circuits I	3
ETE 203	Electronic Devices and Circuits I LAB	1
ETE 204	Digital Electronics	3
ETE 205	Digital Electronics LAB	1

CSE Core Courses		
Course Code	**Title**	**Credits**
CSE 103	Structured Programming	3
CSE 104	Structured Programming LAB	1
CSE 201	Object Oriented Programming - I	3
CSE 202	Object Oriented Programming - I LAB	1
CSE 203	Computer Organization and Architecture	3
CSE 204	Operating Systems	3
CSE 205	Discrete Mathematics	3
CSE 207	Data Structures	3
CSE 208	Data Structures LAB	1
CSE 303	Database Systems	3
CSE 305	Algorithms	3
CSE 306	Algorithms LAB	1
CSE 307	Microprocessor and Interfacing	3

CSE 309	Data Communication and Computer Networks	3
CSE 401	System Analysis and Design	3
CSE 404	Software Engineering	3
CSE 410	Artificial Intelligence	3
CSE 412	Programming with Java	3
CSE 413	Programming with Java LAB	1
CSE 417	Automata and Theory of Computation	3
CSE 480	Web Technology	3

A.   Major Elective Courses (Any 4 courses / 12 credits)

Course Code	Title	Credits
CSE 402	Wireless and Mobile Computing	3
CSE 403	E-Commerce	3
CSE 405	Computer Graphics	3
CSE 406	Embedded Systems Design	3
CSE 407	Database Management System-II	3
CSE 408	Computer Modeling and Simulation	3
CSE 409	Advanced Programming Languages	3
CSE 411	Compiler Design	3
CSE 414	Software Quality Assurance and Testing	3
CSE 415	Visual Programming	3
CSE 416	.NET Programming using C#	3
CSE 418	Routers and Routing Basics	3
CSE 419	Management Information System	3
CSE 421	WAN Technology	3
CSE 422	Systems Programming	3
CSE 423	Advanced Computer Architecture	3
CSE 424	Parallel Programming	3
CSE 425	Peripherals and Interfacing	3
CSE 426	Advanced Computer Networking	3
CSE 427	Multimedia Design and Development	3
CSE 428	Enterprise System Design and Development	3
CSE 429	Digital Image Processing	3
CSE 430	Neural Networks and Pattern Recognition	3
CSE 431	Computational Geometry	3
CSE 432	Introduction to Quantum Computer	3
CSE 433	Computer Security	3
CSE 434	Pattern Recognition	3
CSE 435	Bioinformatics	3
CSE 436	Introduction to Robotics	3
CSE 438	Smart Phone Application Development	3
CSE 440	Human Computer Interaction	3

CSE 447	VLSI Design	3
CSE 498	Social and Professional Issues in Computing	3
ETE 315	Digital Signal Processing	3
ETE 463	Optical Fiber Communication	3

Optional/Minor (5 course/15 credits)*

1. For CSE Students

CSE students have to take five courses offered by other departments. They can do this in one of two ways: (a) do a Minor (comprised of five structured courses) in any other undergraduate program, such as Media Studies & Journalism (MSJ), English & Humanities (DEH), Business Administration (BBA), Electronics and Telecommunication Engineering (ETE). Electrical and Electronics Engineering (EEE) or Sustainable Development Studies (SDS) or General Education (GED) (to be introduced soon), or (b) choose any five courses that is offered as a Minor/Optional course, subject to availability and fulfillment of prerequisite, from any department, except by the CSE department.

Students who wish to do a Minor should visit the relevant departmental section in this handbook for the list of courses to be taken. For example, if a student wishes to do a minor in English & Humanities, he/she should see the "Minor Courses" paragraph in the Bachelor of Arts in English and Humanities section.

2. For Students from other departments wishing to do a Minor in CSE

Students from other departments wishing to do a Minor in Computer Science and Engineering will be required to complete five courses as detailed below:

	Code	Title	Pre-requisites	Credits
Compulsory	CSE 103 & CSE104	Structured Programming & Lab		4(3+1)
Any Four	CSE 303	Database Management System		3
	CSE 311	Automated Office Management		3
	CSE 403	E-Commerce		3
	CSE 406	Embedded Systems Design	Completed **CSE 103** & **ETE 204** in previous semesters	3
	CSE 412 & CSE 413	Programming with Java & Lab	Completed **CSE 103** in previous semesters	4(3+1)
	CSE 416	.NET Programming using C#	Completed **CSE 103** in previous semesters	3
	CSE 417	Automata and Theory of Computation	Completed **CSE 103** in previous semesters	3
	CSE 419	Management Information System		3
	CSE 427	Multimedia Design and Development		3
	CSE 428	Enterprise System Design and Development		3
	CSE 429	Digital Image Processing	Completed **CSE 103** & **MAT 101** in previous semesters	3
	CSE 447	VLSI Design	Completed **ETE 204** in previous semesters	3
	CSE 480	Web Technology	Completed **CSE 103** in previous semesters	3

Project/Thesis/Internship

Students, who completed 120 credits, are allowed to register for CSE499. CSE499 serves as the core element of the undergraduate studies in CSE program. It consists of studies and research on a topic derived from the student's field of interest as well as from the perspective of the industry. The project is chosen in the final year of the study.

Research for the project work will be carried out during a student's final year of study and will be based on the identification of appropriate sources and methods under the guidance of a project supervisor who is the full-time faculty member of the department. Students will have to submit a report along with the demonstration of the project work before the project assessors on the scheduled project defense date.

Selection of Topic and Preparation

In the course of the study, a student needs to give careful thoughts to identify the area of interest for research and developments. This not only drives students towards the right selection of topic for the project but at the same time enable them to gain understanding on the inner facts of the problem that s/he may address in the project work. Research seminars and workshops help student to identify an area of research activity and guide them on the formulation of the problem area. The ICT industries will collaborate with the department to formulate ideas of research and developments in the project work.

Working on the Project

In the course of the project work, students should be able to devote a large amount of time to the progress of the work. Students will require frequent discussions with project advisor to prepare the background during the early stage of the project. The department has dedicated facilities comprising powerful workstations, digital archiving hardware, white board etc to inculcate the culture of the team work. The project team members will defend the project topic and based on the project timeline, there will be follow-up presentations to track and monitor the progress of the project work.

Presentation and Submission

Supervision and Feedback

During consultation with the supervisor, student should discuss outstanding problems and questions of revision, style and presentation. S/he should ask the supervisor to read and to comment upon a draft version of the project and on the outline of the project presentation for the defense.

Final Version of the Project

The final version of the project work should be completed incorporating ideas acquired during the discussion and during draft revision of the work with the supervisor.

Length and Format

The department provides necessary guideline on the format of the project report along with other important deadlines.

Internship

Students who choose to carry out internship in an organization will also follow the same guidelines as stated above.

4-Year Distribution of Courses

	Course Code	Course Title	Credits
Term – 1	CSE 101	Introduction to Computer Studies	3
	ENG 101	Basic English and Learning Skills	3
	MAT 101	Differential and integral Calculus	3
		Total Credits	**9**
Term – 2	CSE 103 & CSE 104	Structured Programming & LAB	3+1
	ENG 102	Fundamentals of English - I	3
	GED 103	History of Emergence of Independent Bangladesh	3
	MAT 102	Co-ordinate Geometry and Linear Algebra	3
		Total Credits	**13**
Term – 3	CSE 201 & CSE 202	Object Oriented Programming & LAB - I	3+1
	ENG 103	Fundamentals of English - II	3
	GED 101	Bangla Bhasha	3
	PHY 101	Physics I	3
		Total Credits	**13**
Term – 4	CSE 207 & CSE 208	Data Structures & LAB	3+1
	CSE 205	Discrete Mathematics	3
	ETE 202 & ETE 203	Electronic Device and circuits – I & LAB	3+1
	GED 201	World Civilization	3
		Total Credits	**14**
Term – 5	CSE 305 & CSE 306	Algorithms & LAB	3+1
	ETE 204 & ETE 205	Digital Electronics & LAB	3+1
		GED Elective 1	3
	MAT 201	Differential Equations and Numerical Analysis	3
		Total Credits	**14**
Term – 6	CSE 303	Database Management System	3
	CSE 412 & CSE 413	Programming with Java & LAB	3+1
		GED Elective 2	3
	MAT 203	Mathematical Methods	3
		Total Credits	**13**
Term – 7	CSE 203	Computer Organization and Architecture	3
	CSE 417	Automata and Theory of Computation	3
		GED Elective 3	3
	STA 206	Statistics and Probability	3
		Total Credits	**12**

Term – 8	CSE 204	Operating Systems	3
	CSE 309	Data Communication and Computer Networks	3
		Major Elective 1	3
		Optional/Minor 1	3
		Total Credits	**12**
Term – 9	CSE 307	Microprocessor and Interfacing	3
	CSE 401	System Analysis and Design	3
		Optional/Minor 2	3
		Major Elective 2	3
		Total Credits	**12**
Term – 10	CSE 404	Software Engineering	3
	CSE 410	Artificial Intelligence	3
		Optional/Minor 3	3
		Optional/Minor 4	3
		Total Credits	**12**
Term – 11	CSE 480	Web Technology	3
		Major Elective 3	3
		Optional/Minor 5	3
		Total Credits	**9**
Term – 12	Major Elective 4		3
	CSE 499	Project	4
		Total Credits	**7**

*NOTE: Not all courses will be available every term. The Computer Science and Engineering Department reserves the right to add, drop or substitute individual courses, subject to review from academic authorities.
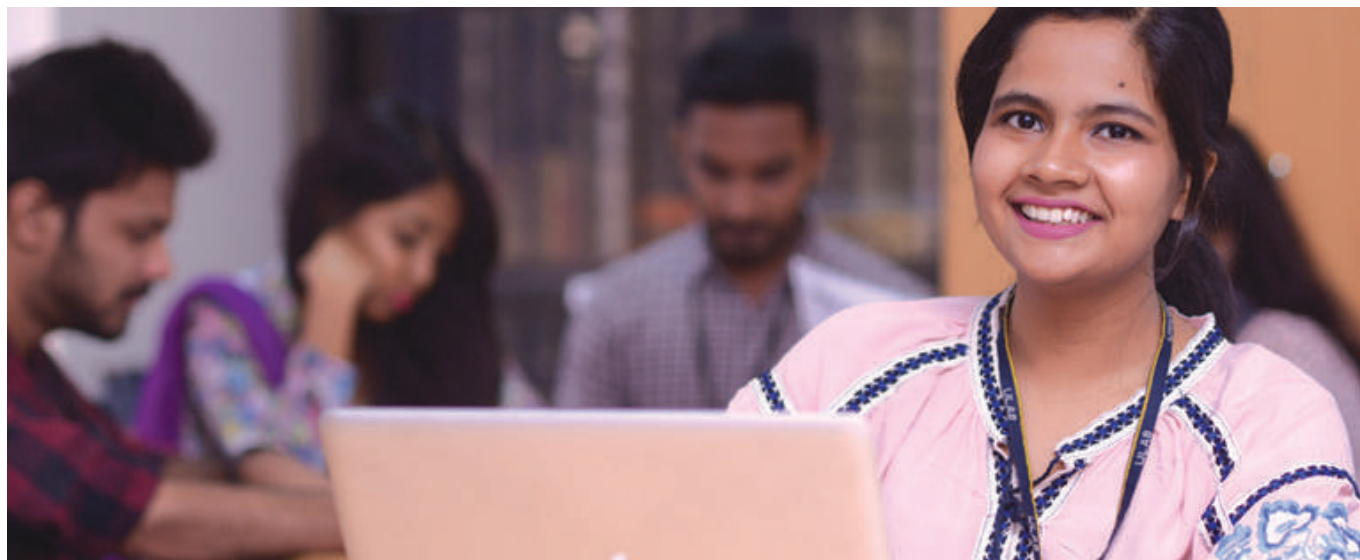
BACHELOR OF SCIENCE IN ELECTRONICS AND TELECOMMUNICATION ENGINEERING

Introduction to the Program

The aim of the Bachelor of Science in Electronics and Telecommunication Engineering (ETE) degree is to produce competent professionals, who will possess excellent skills to develop and implement their knowledge in the fields of electronics and telecommunication engineering; and who will graduate with the proficiency to compete successfully anywhere in the world.

This program is based on a solid foundation of Mathematics, Physics, Chemistry and a wide range of general education courses like English, Business and other Liberal Arts and Social Science courses. The focus of this degree is to provide excellent education in modern development of ETE. Students of this program are also given an opportunity to learn to extend their ability to analyze and solve complex problems and to design new users of technology to serve today's rapidly growing demand of the society in the context of ever faster societal changes.

Degree Requirements- Bachelor of Science in Electronics and Telecommunication Engineering (ETE)

Course requirements for the ETE degree program are shown below. Additionally, students should read Section (J) of General Academic Policy in this Handbook for the complete set of requirements for earning a bachelor's degree.

	Courses	Credits
General Education (GED) courses	10	30
Major Core	24	88
Major Electives	04	14
Optional/Minor	05	15
Thesis /Project/ Internship	01	03
Total	**44**	**150**

<u>Note</u>: *Tuition and graduation requirements are computed on the basis of courses rather than credits.*

General Education (GED) Courses

A) GED Core Courses (7 courses / 21 credits)

Course Code	Course Title
ENG 101	Basic English & Learning Skills
ENG 102	Fundamentals of English-I
ENG 103	Fundamentals of English-II
GED 103	History of Emergence of Independent Bangladesh
GED 101	Bangla Bhasha
CSE 101	Introduction to Computer Studies
GED 201	World Civilization

Note: Placement in English courses will be based on diagnostic tests. Candidates achieving high marks in English diagnostic tests will be exempted from ENG 101 and ENG 102. They may take optional courses in lieu of the specified English courses.

B) GED Electives (3 courses / 9 credits)

GED Elective offerings will vary from term to term. The three electives will be spread over terms 5, 6 and 7. Students will have to choose from the courses offered in a particular term. (See details in **General Education Program** section)

Major Core Courses

Major Core Courses (24 courses / 88 credits)

ETE#Core Courses (19 courses + 16 labs / 73 credits)

Course Code	Course Title	Credits
PHY 101	Physics (Waves and Oscillation, Optics & Thermal Physics)	3
PHY 102	Physics Laboratory	1
CHEM 101	Chemistry (Inorganic and Organic Chemistry)	3
CHEM 102	Chemistry Laboratory	1
ETE 101	Electric Circuits	3
ETE 102	Electric Circuit Lab	1
CSE 103	Structured Programming	3
CSE 104	Structured Programming Lab	1
ETE 202	Electronics Devices & Circuits I	3
ETE 203	Electronics Devices & Circuits I Lab	1
ETE 204	Digital Electronics	3
ETE 205	Digital Electronics Lab	1
ETE 206	Electronics Devices & Circuits-II	3
ETE 207	Electronics Devices & Circuits-II Lab	1
ETE 208	Analog Communication	3
ETE 209	Analog Communication Lab	1
ETE 307	Digital Communication	3
ETE 308	Digital Communication Lab	1
ETE 310	Telecommunication Switching and Networks	3
ETE 311	Control System Engineering & Robotics	3
ETE 312	Control System Engineering & Robotics Lab	1
ETE 313	Electronic Measurements and Instrumentations	3
ETE 314	Electromagnetic Fields and Waves	3
ETE 315	Digital Signal Processing	1
ETE 316	Digital Signal Processing Lab	1
CSE 309	Data Communication and Computer Networks	3
CSE 310	Data Communication and Computer Networks Lab	1
ETE 317	Microwave and Radar Engineering	3
ETE 318	Microwave and Radar Engineering Lab	1
ETE 319	Computer Architecture & Microprocessor Interfacing	3
ETE 320	Computer Architecture & Microprocessor Interfacing Lab	1
ETE 415	Wireless and Cellular Mobile Communication	3
ETE 416	Wireless and Cellular Mobile Communication Lab	1
ETE 445	Industrial and Power Electronics	3
ETE 446	Industrial and Power Electronics Lab	1
	Total	**73**

 # Mathematics and Statistics Core Courses (5 courses /15 credits)

Course Code	Course Title	Credits
MAT 101	Differential and Integral Calculus	3
MAT 102	Co-ordinate Geometry and Linear Algebra	3
MAT 201	Differential Equations and Numerical Analysis	3
MAT 203	Mathematical Methods	3
STA 206	Statistics and Probability	3
	Total	15

Major Elective Courses

Major Elective Courses (4 courses / 14 credits)
A student has to take 2 courses from each group. Out of 4 courses two must have laboratory components.
Option 1

Course Code	Course Title	Credits
ETE 431	Semiconductor Device Theory	3
ETE 432	Electronic Materials & Nanoelectronics	3
ETE 433	Biomedical Electronics	3
ETE 434	Advanced Robotics	3
ETE 441	Optoelectronics	3
ETE 442	Optoelectronics Lab	1
ETE 443	Renewable Energy Technology	3
ETE 447	VLSI Design	3
ETE 448	VLSI Design Lab	1

Option 2

Course Code	Course Title	Credits
MAT 205	Discrete Mathematics and Numerical Analysis	3
ETE 451	Information Theory and Coding Technique	3
ETE 452	Satellite Communication	3
ETE 453	Digital Image Processing	3
ETE 454	Optical Fiber Network	3
ETE 461	Antenna and Radio Wave Propagation	3
ETE 462	Antenna and Radio Wave Propagation Lab	1
ETE 463	Optical Fiber Communications	3
ETE 464	Optical Fiber Communications Lab	1
ETE 465	Telecommunication ICs	3
ETE 467	Internet & Multimedia Communications	3
ETE 468	Internet & Multimedia Communications Lab	1

Minor/Optional Courses

1.   For ETE Students
ETE students have to take five courses offered by other departments. They can do this in one of two ways:
(a) Do a Minor (comprised of five structured courses) in any other undergraduate program, such as Media Studies

& Journalism (MSJ), English & Humanities (DEH), Computer Science & Engineering (CSE), Business Administration (BBA), Electrical and Electronics Engineering (EEE) or General Education (GED), or Sustainable Development Studies (SDS). (b) Choose any five courses, subject to availability and fulfillment of prerequisite, from any department, except by the ETE department. Students who wish to do a Minor should visit the relevant departmental section in this handbook for the list of courses to be taken. For example, if a student wishes to do a minor in English & Humanities, s/he should see the 'Minor Courses' paragraph in the Bachelor of Arts in English and Humanities section.

2.   For Students from Other Departments wishing to do a Minor in ETE

Students from other departments wishing to do a Minor in Electronics and Telecommunication Engineering will be required to complete five courses from the table below:

Course Code	Course Title	Credits
ETE 101	Electric Circuits	3
ETE 102	Electric Circuit Lab	1
ETE 202	Electronics Devices & Circuits I	3
ETE 203	Electronics Devices & Circuits I Lab	1
ETE 204	Digital Electronics	3
ETE 205	Digital Electronics Lab	1
ETE 208	Analog Communication	3
ETE 209	Analog Communication Lab	1
ETE 307	Digital Communication	3
ETE 308	Digital Communication Lab	1
ETE 310	Telecommunication Switching and Networks	3
ETE 313	Electronic Measurements and Instrumentations	3
ETE 314	Electromagnetic Fields and Waves	3
ETE 443	Renewable Energy Technology	3
ETE 447	VLSI Design	3
ETE 448	VLSI Design Lab	1
ETE 451	Information Theory and Coding Technique	3
ETE 463	Optical Fiber Communications	3
ETE 464	Optical Fiber Communications Lab	1

NOTE: 1. Not all courses will be available every term. The Electronics and Telecommunication Engineering Department reserves the right to add, drop or substitute individual courses, subject to review from academic authorities. 2. Students from Electrical and Electronic Engineering department cannot do Minor in ETE. 3. Students from CSE department are required to take courses which are not included as their Core courses.

Thesis/Internship/Project

In their final term at ULAB, ETE students have to do Thesis or Internship or Project to complete their B.Sc degree. Students who are willing to do Internship are usually placed in reputed organizations. Thesis/Projects students can conduct their thesis/project work in the department or they might be placed in a reputed research organization as well. The period of internship attachment will normally be 8 weeks, followed by 4 weeks assigned for report writing. The report will be submitted sometime in the final exam week for that particular term. Students will be required to present and defend the report before a panel of examiners. The Thesis/Internship/Project will be graded and will carry 3 credits.

The selection of the internship organization will be done in Term 11, either by the students themselves (subject to the ULAB approval) or with the assistance of ULAB. Students will also need to select an Internship Supervisor from amongst ULAB faculty in Term 11.

All courses have to be completed before taking the Thesis or Internship or Project. The thesis/internship/project supervisor has to be a full time faculty member of ULAB. In case of thesis/Internship/Project conducted in the outside of the department, one external supervisor also needed to be assigned.

The Thesis Project and Internship are designated as **ETE 497, ETE 498** and **ETE 499** respectively.

4-Year Course Distribution

	Course Code	Course Title	Credits
Term 1	MAT 101	Differential and Integral Calculus	3
	CSE 101	Introduction to Computer Studies + Lab	3
	ENG 101	Basic English and Learning Skills	3
Term 2	MAT 102	Co-ordinate Geometry and Linear Algebra	3
	PHY 101	Physics (Waves and Oscillation, Optics & Thermal Physics)	3
	PHY 102	Physics Laboratory	1
	ENG 102	Fundamentals of English-I	3
	GED 103	History of Emergence of Independent Bangladesh	3
Term 3	ETE 101	Electric Circuits	3
	ETE 102	Electric Circuits Lab	1
	ENG 103	Fundamentals of English-II	3
	CHEM 101	Chemistry (Inorganic and Organic Chemistry)	3
	CHEM 102	Chemistry Laboratory	1
	GED 101	Bangla Bhasha	3
Term 4	MAT 201	Differential Equations and Numerical Analysis	3
	ETE 202	Electronic Devices and Circuits-I	3
	ETE 203	Electronic Devices and Circuits-I Lab	1
	CSE 103	Structured Programming	3
	CSE 104	Structured Programming Lab	1
	GED 201	World Civilization	3
Term 5	MAT 203	Mathematical Methods	3
	ETE 204	Digital Electronics	3
	ETE 205	Digital Electronics Lab	1
	ETE 206	Electronic Devices and Circuits-II	3
	ETE 207	Electronic Devices and Circuits-II Lab	1
		GED Elective– 1	3
Term 6	STA 206	Statistics and Probability	3
	ETE 208	Analog Communication	3
	ETE 209	Analog Communication Lab	1

	ETE 314	Electromagnetic Fields and Waves	3
		GED Elective – 2	3
Term 7	ETE 307	Digital Communication	3
	ETE 308	Digital Communication Lab	1
	ETE 310	Telecommunication Switching and Networks	3
	ETE 315	Digital Signal Processing	3
	ETE 316	Digital Signal Processing Lab	1
		GED Elective – 3	3
Term 8	ETE 311	Control System Engineering & Robotics	3
	ETE 312	Control System Engineering & Robotics Lab	1
	ETE 319	Computer Architecture & Microprocessor interfacing	3
	ETE 320	Computer Architecture & Microprocessor interfacing lab	1
	CSE 309	Data Communication and Computer Networks	3
	CSE 310	Data Communication and Computer Networks Lab	1
		Optional/ Minor – 1	3
Term 9	ETE 415	Wireless and Cellular Mobile Communication	3
	ETE 416	Wireless and Cellular Mobile Communication Lab	1
	ETE 445	Industrial and Power Electronics	3
	ETE 446	Industrial and Power Electronics Lab	1
	ETE 313	Electronics Measurement and Instrumentations	3
		Major Elective – 1	3
Term 10	ETE 317	Microwave and radar Engineering	3
	ETE 318	Microwave and radar Engineering Lab	1
		Major Elective – 2	3
		Major Elective – 2 Laboratory	1
		Major Elective – 3	3
		Optional/Minor – 2	3
Term 11		Major Elective – 4	3
		Optional/Minor – 3	3
		Major Elective – 4 Laboratory	1
		Optional/Minor – 4	3
		Optional/Minor – 5	3
Term 12	ETE497 ETE 498 ETE 499	Thesis/Project/ Internship	3

Not all courses will be available every term. The Electronics and Telecommunication Engineering Department reserves the right to add, drop or substitute individual courses, subject to review from academic authorities.

BACHELOR OF SCIENCE IN ELECTRICAL AND ELECTRONIC ENGINEERING

Introduction to the Program

The aim of the Bachelor of Science in Electrical and Electronic Engineering (EEE) degree is to produce competent professionals in all areas of electrical engineering. The graduates of EEE program will possess excellent skills and relevant knowledge in the field of power system engineering, electronic devices and circuits, signal processing, telecommunication networks and computer architecture in general. The proficiency of graduates will be at such level that they can compete successfully in anywhere of this world.

The program is designed to develop all rounded professionals with excellent engineering and social skills. The wide range of engineering courses that are built on a solid foundation of mathematics, physics, chemistry, engineering theories and experimental works are complemented with a number of courses from diverse areas such as social sciences, psychology, arts, language and business.

Degree Requirements for Bachelor of Science in EEE

To obtain the B.Sc. degree in EEE, students will have to successfully complete a total of 43 theory courses, the related laboratory courses, and a thesis/project/internship equivalent to one course. The theory courses comprise 17 core EEE courses (mandatory), a concentration group of four EEE courses (elective), five optional/minor courses, seven foundation courses in PHY/CHEM/MAT/STA, and10 general education/interdisciplinary courses. The program also includes a two term long Thesis/Project or a one term long Internship program worth 3 credits. There are 15 mandatory and two elective lab courses, each worth 1 credit. Course requirement for the EEE degree program is shown in the table below. Additionally, students should read Section (J) of General Academic Policy in this Handbook for the complete set of requirements for earning a bachelor's degree.

	Courses	Credits
General Education Courses	10	30
Major Core Courses	24	88
Major Elective Courses	04	14
Project/Thesis/Internship	01	03
Optional/Minor	05	15
Total	**44**	**150**

List of Courses

A. EEE/CSE/PHY/CHEM/MAT/STA core courses – 24 theory and 16 lab courses (88 credits)

Course Code	Course Title	Credits
Physics		
PHY 101	Physics (Waves and Oscillation, Optics & Thermal Physics)	3
PHY 102	Physics Laboratory	1
CHEM 101	Chemistry (Inorganic and Organic Chemistry)	3
CHEM 102	Chemistry Laboratory	1
Mathematics & Statistics		
MAT 101	Math-I (Differential & Integral Calculus)	3
MAT 102	Math-II (Coordinate Geometry and Linear Algebra)	3
MAT 201	Math-III (Differential Equations and Numerical Analysis)	3
MAT 203	Math-IV (Complex Variables and Mathematical Methods)	3
STA 206	Probability and Statistics	3
CSE		
CSE 103	Structured Programming	3
CSE 104	Structured Programming Laboratory	1
EEE		
EEE 101	Electrical Circuit I	3
EEE 102	Electrical Circuit I Laboratory	1
EEE 103	Electrical Circuit II	3
EEE 104	Electrical Circuit II Laboratory	1
EEE 201	Electronic Devices and Circuits I	3
EEE 202	Electronic Circuit Simulation Laboratory	1
EEE 203	Electronic Devices and Circuits II	3
EEE 204	Electronic Devices and Circuits Laboratory	1
EEE 205	Electrical Machines I	3
EEE 209	Electrical Machines II	3
EEE 210	Electrical Machines Laboratory	1
EEE 211	Electronic Measurement and Instrumentation	3
EEE 212	Electronic Measurement and Instrumentations Laboratory	1
EEE 301	Digital Electronics	3
EEE 302	Digital Electronics Laboratory	1
EEE 303	Digital Signal Processing	3
EEE 304	Digital Signal Processing Laboratory	1
EEE 305	Electrical Properties of Materials	3
EEE 307	Power System I	3
EEE 308	Power System I Lab	1
EEE 309	Communication Systems	3
EEE 310	Communication Systems Lab	1
EEE 311	Microprocessors and Embedded Systems	3
EEE 312	Microprocessors and Embedded Systems Laboratory	1
EEE 313	Electromagnetic Fields and Waves	3
EEE 316	Electrical Service Design Laboratory	1
EEE 401	Solid State Devices	3
EEE 403	Control System I	3
EEE 404	Control System I Laboratory	1
	Total credits	**88**

B. EEE Concentration Group – 4 theory and 2 lab courses (14 credits)

The students will choose a concentration group consisting of four elective courses. These groups are designed to provide undergraduate specialization in specific topics. The offered groups are -

I. Electronics Group
II. Communication and Signal Processing Group
III. PowerGroup
IV. Computer Group

EEE concentration group courses can be taken in one of two ways – (i) Students will have to take four elective courses from any one of the concentration groups. Among the four courses, at least two should have corresponding lab courses. (ii) Students can take four elective courses from any two concentration groups, whereas two courses should be selected from each group with at least one course from each group having a corresponding lab course. If a student chooses elective courses such that more than two courses have corresponding lab courses, the total credits to be completed for the degree will increase accordingly.

I. Electronics Group

Course Code	Course Title	Credits
EEE 421	Analog Integrated Circuits	3
EEE 423	Processing and Fabrication Technology	3
EEE 425	VLSI I	3
EEE 426	VLSI I Laboratory	1
EEE 427	VLSI II	3
EEE 428	VLSI II Laboratory	1
EEE 429	Compound Semiconductor and Hetero-Junction Devices	3
EEE 430	Optoelectronics	3
EEE 431	Biomedical Instrumentation	3
EEE 432	Biomedical Instrumentation Laboratory	1
EEE 433	Power Electronics	3
EEE 434	Power Electronics Laboratory	1
EEE 435	Semiconductor Physics	3

II: Communication and Signal Processing Group

Course Code	Course Title	Credits
EEE 441	Random Signals and Processes	3
EEE 443	Information and Coding Theory	3
EEE 445	Microwave Engineering	3
EEE 446	Microwave Engineering Laboratory	1
EEE 447	Digital Communication	3
EEE 448	Digital Communication Laboratory	1
EEE 449	Optical Fiber Communication	3

EEE 450	Optical Fiber Communication Laboratory	1
EEE 451	Wireless and Cellular Communication	3
EEE 453	Radar and Satellite Communication	3

III: Power Group

Course Code	Course Title	Credits
EEE 461	Power System II	3
EEE 463	Electrical Machines III	3
EEE 465	Power Plant Engineering	3
EEE 467	Power System Protection	3
EEE 468	Power System Protection Laboratory	1
EEE 469	Power System Reliability	3
EEE 471	Power System Operation and Control	3
EEE 473	High Voltage Engineering	3
EEE 474	High Voltage Engineering Laboratory	1
EEE 475	Control System II	3
EEE 476	Control System II Laboratory	1
EEE 477	Renewable Energy Systems	3

IV: Computer Group

Course Code	Course Title	Credits
EEE 481	Microprocessor System Design	3
EEE 482	Microprocessor System Design Laboratory	1
EEE 483	Computer Networks	3
EEE 484	Computer Networks Laboratory	1
EEE 485	Numerical Methods	3
EEE 486	Numerical Methods Laboratory	1
EEE 487	Computer Architecture	3
EEE 489	Real Time Computer System	3
EEE 491	Multimedia Communication	3

C. Optional/Minor – 5 courses (15 credits)

Students of the B.Sc. program in EEE will have to take five elective courses as Optional or Minor. Optional courses are taken from any department other than EEE and ETE. Minor courses are taken from only one discipline available in the university, e.g., CSE, BBA, MSJ, Sustainable Development Studies (SDS) etc. The list of courses from which Minor electives can be chosen is published by the respective department and approved by the department before each term. The offered courses may vary from term to term. Please see the relevant sections for the respective departments in the handbook for further details.

Students of other departments wishing to take Optional courses or Minor in EEE can choose from courses listed in the table below. Note that, there are two mandatory courses for Minor. Students who already have taken the mandatory courses will have to take elective courses instead, keeping the total number of courses to five.

Course Code	Course Title	Credits
Mandatory Minor Courses for Students from Engineering Program (Minimum 3 Courses)		
EEE 101	Electrical Circuit I	3
EEE 102	Electrical Circuit I Laboratory	1
EEE 103	Electrical Circuit II	3
EEE 104	Electrical Circuit II Laboratory	1
EEE 205	Electrical Machines I	3
EEE 209	Electrical Machine II	3
EEE 210	Electrical Machines Laboratory	1
EEE 307	Power System I	3
EEE 308	Power System I Laboratory	1

Complete List of Minor Courses		
EEE 101	Electrical Circuit I	3
EEE 102	Electrical Circuit I Laboratory	1
EEE 103	Electrical Circuit II	3
EEE 104	Electrical Circuit II Laboratory	1
CHEM 101	Chemistry (Inorganic and Organic Chemistry)	3
CHEM 101	Chemistry Laboratory	1
EEE 201	Electronic Devices and Circuits I	3
EEE 202	Electronic Circuit Simulation Laboratory	1
EEE 203	Electronic Devices and Circuits II	3
EEE 204	Electronic Devices and Circuits Laboratory	1
EEE 205	Electrical Machines I	3
EEE 209	Electrical Machine II	3
EEE 210	Electrical Machines Laboratory	1
EEE 211	Electronic Measurement and Instrumentation	3
EEE 212	Electronic Measurement and Instrumentations Laboratory	1
EEE 301	Digital Electronics	3
EEE 302	Digital Electronics Laboratory	1
EEE 303	Digital Signals Processing	3
EEE 304	Digital Signals Processing Laboratory	1
EEE 307	Power System I	3
EEE 308	Power System I Laboratory	1
EEE 309	Communication Systems	3
EEE 310	Communication Systems Laboratory	1
EEE 403	Control System I	3
EEE 404	Control System I Laboratory	1
EEE 425	VLSI I	3
EEE 426	VLSI I Laboratory	1
EEE 477	Renewable Energy Systems	3

D. GED / Interdisciplinary – 7 core and 3 elective courses (30 credits)

GED / Interdisciplinary core courses are listed in the table below:

Course Code	Course Title
ENG 101*	Basic English and Learning Skills
ENG 102*	Fundamentals of English I
ENG 103	Fundamentals of English II
GED 103	History of Emergence of Independent Bangladesh
GED 101	Bangla Bhasha
GED 201	World Civilization
CSE 101	Introduction to Computer Studies

* Placement in English courses will be based on diagnostic tests. Candidates achieving high marks in English diagnostic tests will be exempted from ENG 101 and ENG 102. They may take optional courses in lieu of the specified English courses.

GED/Interdisciplinary Electives

Students will have to choose three courses from non-engineering disciplines such as humanities, basic sciences, etc. offered at the university. Elective courses offered will depend on the department offering the courses and may vary from term to term. See the section for the respective departments for further details.

Thesis/Project/Internship

Students will take an engineering thesis/projector internship for the completion of the B.Sc. degree program in EEE. To take the engineering thesis/project, students have to achieve good academic standing (e.g., CGPA 3.5 or above). A student wishing to undertake a thesis will have to take the course EEE 497 in Term 11 after finding a supervisor from among the faculty members and have the thesis/project proposal approved by the department at the beginning of Term 11. The student will have to submit a thesis/project report and present their findings before a panel of examiners by the end of Term 12. Grading will be done based on the report, presentation, and continuous assessment.

Students wishing to do an internship program will have to take the course EEE 499 in Term 12, preferably after the completion of all theory courses. The students will have to select an organization and a job description that is relevant to the study program and a supervisor at that organization under whom the internship will be performed. The organization selection should can be done by the students themselves (subject to approval of the department) or through the assistance of the university and should be completed during Term 11. The period of the internship program will normally be 8 weeks, followed by 4 weeks assigned for report writing. The report will have to be submitted during the final exam week of the term. Students will be required to present their work before a panel of examiners. Grading will be done based on the report, presentation, and continuous assessment.

The Thesis, Project and Internship are designated as **EEE 497, EEE 498** and **EEE 499** respectively.

4-Year Course Distribution

Term	Course Code	Course Title	Credits
Term 1	EEE 101	Electrical Circuit I	3
	EEE 102	Electrical Circuit I Laboratory	1
	ENG 101	Basic English and Learning Skills	3
	MAT 101	Math-I (Differential & Integral Calculus)	3
	CSE 101	Introduction to Computer Studies& Lab	3
Term 2	EEE 103	Electrical Circuit II	3
	EEE 104	Electrical Circuit II Laboratory	1
	ENG 102	Fundamentals of English – I	3
	GED 103	History of Emergence of Independent Bangladesh	3
	PHY 101	Physics (Waves and Oscillation, Optics & Thermal Physics)	3
	PHY 102	Physics Laboratory	1
Term 3	EEE 201	Electronic Devices and Circuits I	3
	EEE 202	Electronic Circuit Simulation Laboratory	1
	CHEM 101	Chemistry (Inorganic and Organic Chemistry)	3
	CHEM 102	Chemistry Laboratory	1
	GED 101	Bangla Bhasha	3
	ENG 103	Fundamentals of English – II	3
Term 4	EEE 203	Electronic Devices and Circuits II	3
	EEE 204	Electronic Devices and Circuits Laboratory	1
	GED 201	World Civilization	3
	MAT 102	Math – II (Coordinate Geometry and Linear Algebra)	3
	STA 206	Statistics and Probability	3
Term 5	EEE 205	Electrical Machines I	3
	CSE 103	Structured Programming	3
	CSE 104	Structured Programming Laboratory	1
	--- ---	GED/Interdisciplinary Elective #1	3
	MAT 201	Math-III (Differential Equations and Numerical Analysis)	3
Term 6	EEE 209	Electrical Machines II	3
	EEE 210	Electrical Machines Laboratory	1
	EEE 211	Electronic Measurements and Instrumentations	3
	EEE 212	Electronic Measurements and Instrumentations Laboratory	1
	MAT 203	Math-IV (Complex Variables and Mathematical Methods)	3
	--- ---	GED/Interdisciplinary Elective #2	3
Term 7	EEE 301	Digital Electronics	3
	EEE 302	Digital Electronics Laboratory	1
	EEE 303	Digital Signal Processing	3
	EEE 304	Digital Signal Processing Laboratory	1
	--- ---	GED/Interdisciplinary Elective #3	3
	--- ---	Optional/Minor #1	3
Term 8	EEE 305	Electrical Properties of Materials	3
	EEE 307	Power System I	3
	EEE 308	Power System I Lab	1
	EEE 309	Communication Systems	3
	EEE 310	Communication Systems Laboratory	1

		Optional/Minor #2	3
Term 9	EEE 311	Microprocessor and Embedded Systems	3
	EEE 312	Microprocessor and Embedded Systems Laboratory	1
	EEE 313	Electromagnetic Fields and Waves	3
	EEE 316	Electrical Service Design Lab	1
	EEE 401	Solid State Devices	3
	--- ---	Optional/Minor #3	3
Term 10	EEE 403	Control System I	3
	EEE 404	Control System I Lab	1
	EEE 4--	EEE Concentration Elective #1	3
	EEE 4--	EEE Concentration Elective #1 Lab	1
	EEE 4--	EEE Concentration Elective #2	3
	--- ---	Optional/Minor #4	3
Term 11	EEE 4--	EEE Concentration Elective #3	3
	EEE 4--	EEE Concentration Elective #3 Lab	1
	EEE 4--	EEE Concentration Elective #4	3
	EEE 497	Thesis*	1
	--- ---	Optional/Minor #5	3
Term 12	EEE 497	Thesis*	2
	EEE 498	Project	3
	EEE 499	Internship	3

All courses may not be available every term. The Department of Electrical and Electronic Engineering reserves the right to add, drop or substitute individual courses, subject to review from academic authorities.

*NOTE: One Credit will have to completed in the term in which the course is registered. Remaining two credits will be completed in the following term.

**Electrical &
Electronic
Engineering
(EEE)**

■ Power
■ Telecommunication
■ Electronics
■ Computer
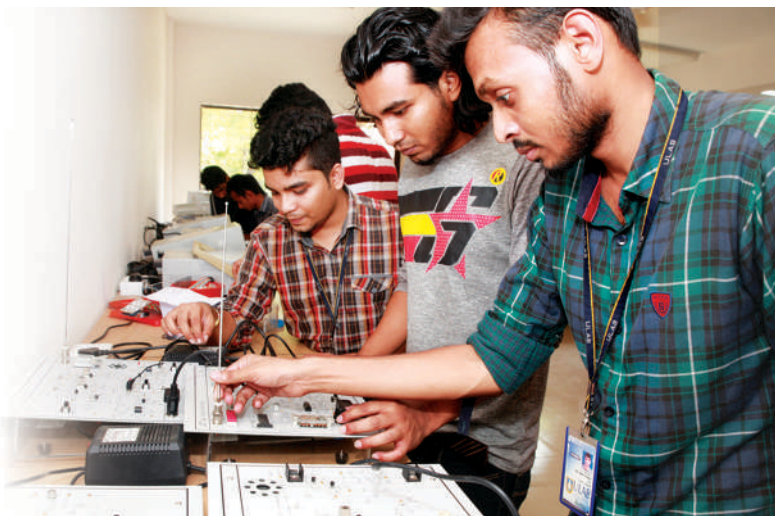
ULAB RESEARCH CENTERS

Center For Sustainable Development

Operational from February 2006, CSD is the oldest of the eight renowned research centers of ULAB. CSD's cutting edge research has a vast circumference covering local and global agendas of natural and social science issues such as climate change, sustainable agriculture, biodiversity, natural resource management and urban sustainability. The center's research practices contribute rigorously in strengthening the university's Liberal Arts teaching and attaining the United Nations Sustainable Development Goals (SDGs) in Bangladesh. Over and above, teaching remains CSD's core concern as a part of distributing knowledge.

Activities of Center for Sustainable Development (CSD)

• **Teaching (Minor in Sustainable Development Studies):** CSD offers courses (Minor program) on Sustainable Development Studies (SDS) to the students of ULAB. Through SDS Minors, CSD offers students a thorough experience of academic research. Learners will be taught interdisciplinary methods of natural science and social science research. Practical experience in action research is designed to be provided, by involving the learners in developing contextual research ideas, tools, analyzing and writing reports.

• **Academic Research**: The Center for Sustainable Development (CSD) of the University of Liberal Arts Bangladesh (ULAB) is dedicated to interdisciplinary research centrally focusing on exploring, documenting and disseminating knowledge and practices of Sustainable Development.

CSD's core research themes: Urban Sustainability, Ecosystem Based Adaptation to Climate Change, Disaster Management, Attaining SDG Goals in Bangladesh, Land Administration and Rights-based Development Poverty Alleviation, Climate Change Related Loss and Damage, and Coastal Zone Management.

• **Co-curricular Development**: CSD manages the Sustainable Development (SD) Club and runs ULAB internal sustainability program called Greening ULAB. Moderated by CSD Faculty Members, the SD Club gives the learners a unique set of skills of organizing events, public speeches, running independent research and much more. The Greening ULAB initiative involves the learners in building a green and sustainable campus. These participations help the learners build a strong network among other clubs and organizations within and outside ULAB.

• **International Conference:** CSD organizes International Conference on Sustainable Development annually. The 3rd Annual Conference on Sustainable Development was held at ULAB on 20-21 October 2018. For details please visit www.ulab.edu.bd/ic-csd

• **Visiting Researchers Program:** CSD offers opportunities for local and international students (post graduate) and young researchers (post-doctoral) to gain unique, on-the-ground insights into 'sustainable development' and interdisciplinary research. This program promotes the exchange of knowledge & ideas between Bangladeshi and foreign research scholars, mutual enrichment, and linkages between research and education.

Students of ULAB are invited to stay updated with upcoming opportunities. For further information:
1. http://www.ulab.edu.bd/CSD/center-for-sustainable-development/
2. https://www.facebook.com/pages/Center-for-Sustainable-Development-CSD/119051621512968

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Center for Enterprise and Society

Created in 2012, the University of Liberal Arts Bangladesh's Center for Enterprise and Society (CES) Bangladesh's first university-based research center dedicated to conducting research on entrepreneurship and business with a view towards ethical, environmental and social sustainability. The mission of CES is to produce high-quality research and knowledge in order to bridge the theoretical and empirical interface between enterprises and society. Its vision is to enable an entrepreneurial society in Bangladesh, built on ethical foundations. The Center was launched by Dr. Daniel M. Sabet, a former Fulbright Fellow who earned his Ph.D. from Indiana University under the direction of Nobel Laureate Elinor Ostrom.

The Center is currently headed by Mr. Sajid Amit, an alumnus of Dartmouth College, SOAS University of London, and Columbia University, who has over 13 years of experience in academic and non-academic research. Mr. Amit is a former Vivian Allen Foundation Scholar and a Richard B. Hofstadter Fellow who has also won several research awards from Columbia University, Dartmouth College, KPMG, Morgan Stanley and Black Rock Advisory UK.

The Center's activities include:

- **Current Event Analysis Series (CEA)**: Short reports analyzing current issues of pressing importance. Previous CEA reports have covered Food Prices, the National Budget, Financial Inclusion through Mobile Banking, Women Employment, Monetary Policy, and so forth.

- **Thought Leadership Article Series:** Extended research reports that posit an original perspective on a sector or a theme. Previous TLA reports have covered Social Enterprises, Hartal Economy, Mobile Money, etc.

- **Sector Report Series:** Some of our popular sector reports include survey-based study of e-commerce in Bangladesh and analysis of Bangladesh Capital Markets.

- **Market and Social Research Surveys:** We have conducted large-scale surveys including surveys on Overcoming Business Challenges in Bangladesh (OBCS) in which 525 business leaders were interviewed. We have also conducted a large-scale e-commerce survey.

- **Skills Development Training Programs:** Our training programs include Technical Analysis training for Stock brokers as well as Training for Research Professionals on App Development using Comm Care.

- **Leadership Talk Series:** Organized every quarter, our Leadership Talk Series program brings Industry Leaders, CEOs, High-profile journalists and Civil Society Members to deliver talks on themes pertaining to leadership in their lives and industries.

In addition, the Center conducts regular surveys of ULAB Graduates and Alumni using sophisticated data collection tools and data analysis techniques.

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Center for Bangla Studies

The aims and objects of the Center for Bangla Studies* (CBS) are to undertake research and publication of various aspects of the Bengali Language and Literature. The following three projects have been completed and published:

1.   Rabindranath Tagore's "Gitanjali" edited by Dr. Rafiqul Islam.

2.   A manual of standard colloquial Bengali by Dr. Begum Jahan Ara.

3.   Bangla dialect variations, documentations and analysis by Dr. Tapati Rani Sarkar.

4.   Bangali Language and Literature of the millennium. A documentation of the Bengali Language and Literature of the last millennium edited by Dr. Rafiqul Islam and Dr. Tapati Rani Sarkar.

5.   "Bangla Bhasha and Shahittyo" published in 2018 by UGC.

And the following projects have been undertaken:

•   An anthology of essays on Bengali Language by Dr. Tapat Rani Sarkar. This anthology will be published in 2019.

The Adviser of the Center for Bangla Studies is Prof. Rafiqul Islam, Professor Rafiqul Islam, National Professor.

The Center for Bangla Studies (as the Center for Bangla Language and Literature) was inaugurated by Prof. A K M Azad Chowdhury, Former Chairman, University Grants Commission, Bangladesh on 10th of October, 2012. Mr. Kazi Shahid Ahmed, Chairman, Board of Trustee, ULAB and Prof. Imran Rahman. Former Vice Chancellor, ULAB along with the senior faculty members were present.

Note: The center's original name was Center for Bangla Language and Literature. It was shortened to Center for Bangla Studies in April 2013.

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Center for Archaeological Studies

Center for Archaeological Studies (CAS) undertakes various research projects in the field of art and archaeology for understanding the political, social, economic and cultural history of Bangladesh. ULAB is the only university in Bangladesh that supports archaeological research by allocating university funds.

Main objectives

- Create awareness for preserving archaeological heritage.
- Promote archaeological research through community initiatives.
- Promote sustainable tourism.
- Strengthen archaeology and heritage education at ULAB.

ULAB is the only educational institution in South Asia that offers various courses of archaeology under the General Education Department since 2009 for the students of other disciplines such as BBA, CSE, DEH, EEE, ETE and MSJ. Center also supports the excavation by allowing students to participate via an archaeology course titled "Experiencing the Past," under the General Education Department.

Center organizes regular lecture, training and workshop to provide the basic know-how of the most recent methodologies applied to archaeological research and cultural heritage management as well as offer training in various branches of archaeology through direct research experiences.

Center's ongoing project titled archaeological investigation at Bhitargarh in Panchagarh district by Professor Shahnaj Husne Jahan is the most important discovery in the region that expected to shed significant light on the past cultural landscapes of Bangladesh in particular and South Asia in general.

In addition to archaeological excavation and research, the Center has successfully employed various strategies at Bhitargarh to create awareness among the local inhabitants in order to stimulate public interest in heritage preservation and community development through sustainable tourism by organizing regular seminars, workshops, discussion forums and training programs.

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Center for Language Studies

The Center for Language Studies (CLS), which began its operations in September of 2014, aims to advance understanding of the opportunities and challenges in improving the quality of English language learning and teaching at the University of Liberal Arts Bangladesh.

The Centre's primary goal is to provide effective English language teaching to all students of ULAB through courses which will focus on the needs of learners and on processes which will best help students to become sufficiently proficient in English, not only to meet their academic requirements, but also the requirements of potential employers. An additional function of the CLS is to provide services to address the professional language needs of the staff and faculty.

The Center for Language Studies (CLS) exemplifies the University's commitment to international standard of education and promoting cross-cultural awareness among students by providing quality courses on English and other foreign languages. The Center also aims to further contribute to the academic mission of the university by creating a platform for generating and disseminating new knowledge in the field of foreign language learning.

Though the Center for Language Studies has been in operation for a little over two years, it has the distinction of hosting the first ever national conference on the role of graphic novels and comics in academia (2015). The CLS also co-hosted in 2014 the largest international English Language Teaching (ELT) conference by any Bangladeshi university.

The CLS's future plans include, the establishment of a Self-Access Center for ULAB students which will promote independent learning, offering courses specifically designed for professionals from various sectors (such as English for Hospitality and tourism, English for Call Centers etc.) as well as other foreign language courses.

The Center for Language Studies is currently staffed by eight full-time faculty members.

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Dhaka Translation Center

The Dhaka Translation Center (DTC) at ULAB celebrates the rich Bangladeshi literary tradition by encouraging a greater exchange with contemporary world literature. As a first-of-its-kind establishment in Bangladesh, the center answers a long-felt need in our cultural arena for an institution dedicated to the development of the culture and practice of translation.

The DTC's primary function is educational, spearheaded by its translation workshops, with complementary fellowship programs, event series, and publishing partnerships.

The center commissions the translation of works of literary merit from Bengali into English, and into Bengali from English and other languages. Through partnerships with BLB and other publishers, DTC ensures subsequent publishing and appropriate distribution of the translated titles.

DTC also provides fellowships to established local and international translators, who in turn support the center to organize translation projects and workshops that generate interest in the field of translation and build the capacity of potential translators.

In its initial phase the Dhaka Translation Center is concentrating on four goals:

1. Establishment of regular translation workshops
2. Selection and appointment of fellowships
3. Selection and commissioning of titles for publishing
4. Identification and establishment of partnerships with authors, publishers and other likeminded organizations at home and abroad

In 2015, DTC launched the landmark "Library of Bangladesh" series to make works by leading Bangladeshi writers accessible in high-quality English translations. The inaugural batch of books under the series – by Syed Shamsul Haq and Hasan Azizul Huq – was published for the 2015 Dhaka Lit Fest. To date, a total of seven books in the series have been published and the center is working on translating and publishing more titles each year. The translations for the series have been commissioned by DTC and are being published by Bengal Lights Books in Bangladesh, as well as partners abroad. Arunava Sinha, the award-winning translator from India, is the series editor.

In the future, DTC plans to sponsor a number of prizes for translation with both global reach and local attention.

For more information, please visit **http://dtc.ulab.edu.bd/**

Contact :
Director   : **Professor Kaiser Hamidul Haq, PhD**
Address   : Bengal Lights Books, Green Aksha Plaza (3rd Floor)
               House: 59, Road: 2/A (Satmosjid Road), Dhanmondi, Dhaka-1209
Landline   : 9672505
Email   : dtc@ulab.edu.bd

Bengal Lights Books

Bengal Lights Books (BLB) is a publishing house that seeks expressions in fiction, poetry and creative non-fiction that feel utterly fresh, urgent and relevant across borders. It is looking to uncover new Bangladeshi talent and work with them to lead their creative ideas towards publication. It aims to also serve the need for publishing quality translations of Bengali – and other languages too – into English, and therefore works closely with ULAB's Dhaka Translation Center (DTC). Its partnerships with like-minded publishers abroad – such as the US-based Unnamed Press and Phoneme Media – help Bangladeshi writers find a global audience.

No genre or topic is off-limits for its annual literary journal, *bengal lights*, which welcomes contributions from all writers, whether established or new. The journal is also looking for new genres and forms of narrative, particularly nonfiction and memoirs. Through the journal, BLB seeks to forge literary connections between Bangladesh and the wider world and introduce fascinating new voices from abroad to the local readership.

For more information please visit **bengallights.com**.

Contact :

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Email   : books@bengallights.com
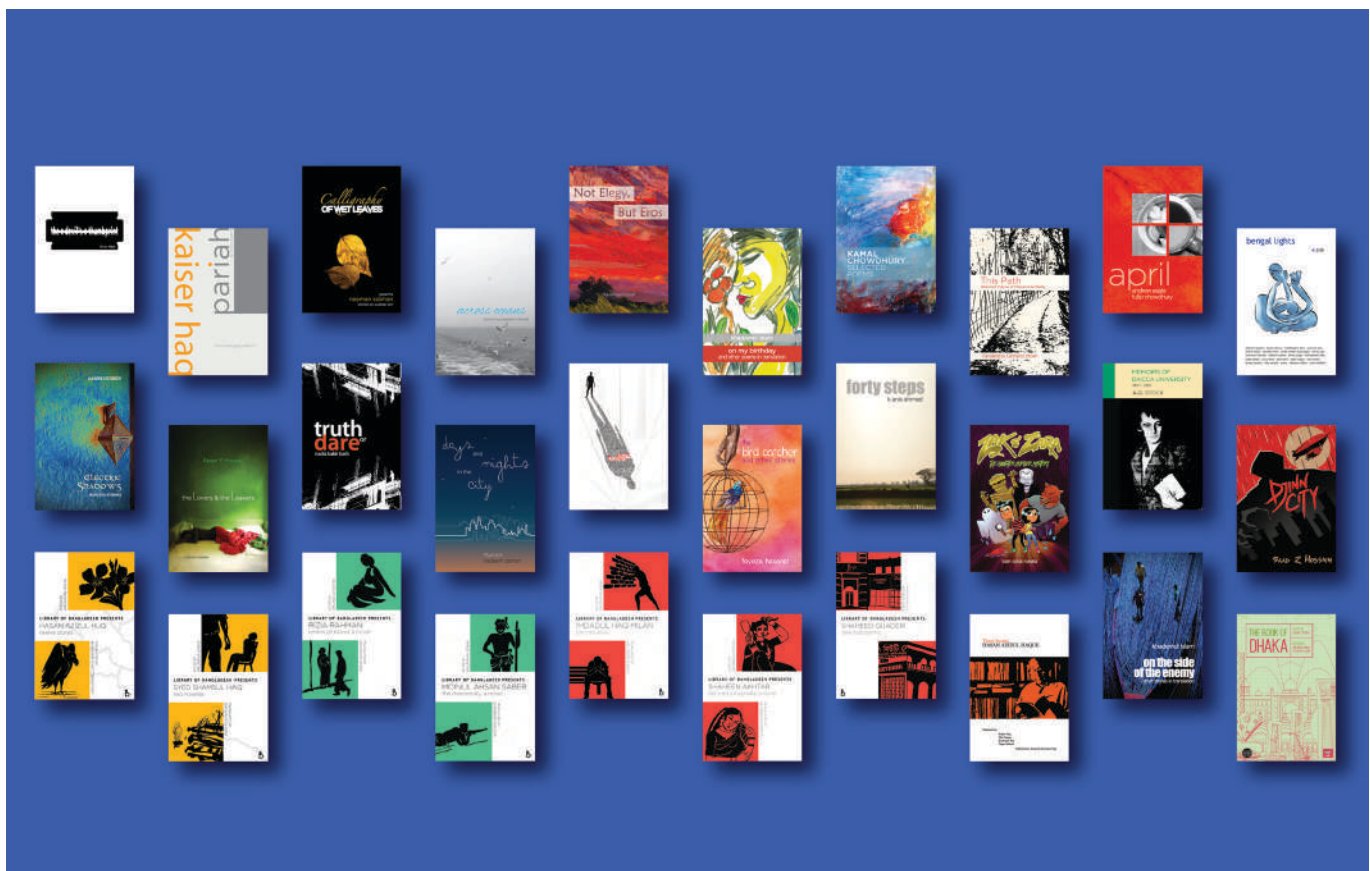
Center for Advanced Theory

The Center for Advanced Theory, one of the newest centers at ULAB, was launched in January 2016. An idea, or rather article of faith, that launched this endeavor without apology is that theory is primary or constitutive of any discourse whatsoever, not least in the sciences of man. Theory, literally speaking, stands closer to our own 'darshana' or seeing. Our endeavor has focused so far on theories of discourse and on topics in systems of thought.

The Center offers seminars on seminal topics in a number of fields and organizes public lectures on issues of contemporary interest. Our accent has been on fields including psychoanalysis and language studies, studies in history and civil society, and theories of media, technology and communication. We stress exchanging research and writing experience in social and historical research with special reference to South Asia, especially Bangladesh. We focus on critiques of ideology and ideological apparatuses. The Center has offered a good many seminars so far on thinkers like Antonio Gramsci (1891-1937), Walter Benjamin (1892-1940), Jacques Lacan (1901-1981) and Frantz Fanon (1925-1961).

We launched, in April 2016, a specialist periodical called Occasional Papers in Theory and another periodical named APOSTROPHE: Working Papers of the Center for Advanced Theory was launched in September 2017. We envisage organizing workshops on research method in theory as well as offering courses on problems of contemporary history in addition to being a home for many topical seminars and public lectures.

Contact :

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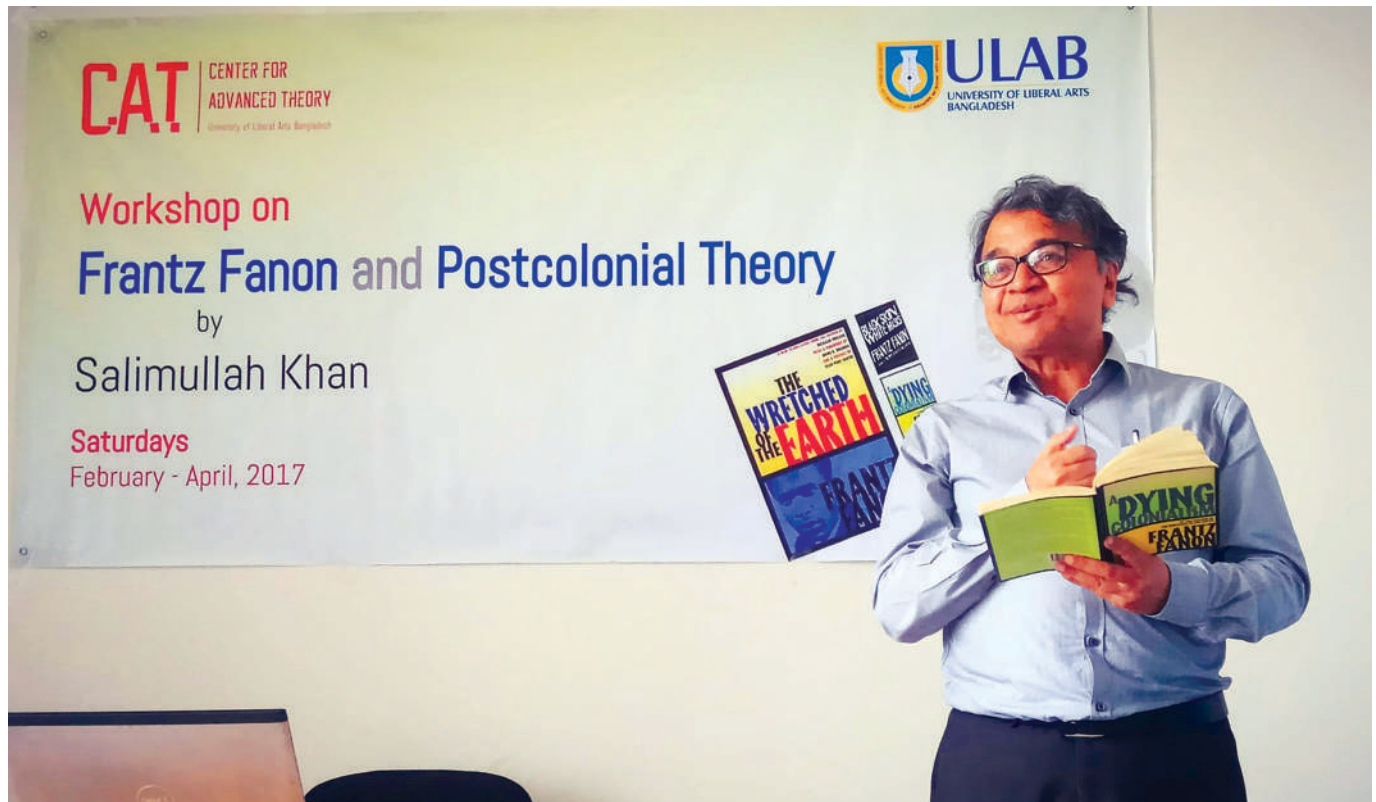
Center for Excellence in Teaching and Learning

The Center for Teaching and Learning (CETL) began its journey on Dec 1st, 2016, as the youngest research center. It is a fully functioning research center responsible for developing and implementing quality teaching practices for the faculty and staff at ULAB. Professor Dr. Brian Shoesmith, Dean, Academic Affairs spear-headed the steering committee to establish a center that would build capacity for ULAB faculty to meet the standards of teaching practice required for a leader in Liberal Arts. In order to enhance the core competencies of our faculty and staff, CETL plays an instrumental role in creating an environment conducive for the pursuance of life-long learning and innovation. Following are some of the center's primary goals:

- Promote excellence in teaching and learning throughout ULAB

- Explore innovative and cutting edge approaches to teaching and learning

- Implement active, collaborative and engaging teaching strategies and learning techniques with necessary tools

- Integrate technology in the classroom to enhance the quality of teaching and learning

- Create a platform where faculty can exchange information regarding best practices in teaching and learning

- Engage in scholarly activities to contribute to the field of teaching, learning and research

CETL has some regular activities such as orientation programs to its new faculty. Plans are underway to develop a blend of online tools, workshops and individual consultations all year round to enhance the capability of our faculty in teaching, learning and research, all aspects of their practice. The center has already established partnership with British Council through their INSPIRE program to connect with other centers with similar objectives both at home and abroad. The center has also formed strong relationship with the Foundation of Learning, Teaching and Research (fLTR), a collective initiative of VCs of nine private universities to design a curriculum for its faculty leading to a certificate/diploma program that hopefully would be accredited by a body authorized by University Grants Commission.

Contact :
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Office of Faculty Research

Vision, Mission and Objectives of the Office:

Office of Faculty Research (OFR) is the designated office at ULAB which is committed to develop the scholarship of faculty through research. In doing so, OFR is envisioned to develop an enabling and sustainable research infrastructure at ULAB which is at the core of ULAB's mission, vision and guiding principle. The main objective of the OFR is to mentor faculty across disciplines on the rigors of writing research proposals, collecting and processing data, writing of research report and publishable research articles in refereed journals from the research projects they undertake with financial support from within and outside of the University. The center is also mandated to offer opportunity and encourage faculty in all academic units to participate in collaborative and interdisciplinary research projects, locally and internationally.

Remarkable features:

- Administering ULAB Faculty Research Grant
- Capacity developing through workshops on proposal writing and research methodology
- Guiding the faculty in the process of proposal writing, report writing and fund hunting
- Enhancing the quality of faculty publications (indexing databases)
- Predatory journal alert
- Establishing Research Clusters
- Ensuring the originality of knowledge (management of Turnitin Originality Checker)
- Notifying faculty about funding opportunities by developing a grants database
- Reward scheme for quality publications and research grants
- Interdisciplinary Seminar Series
- Young Researcher's Pool
- Developing and regularly updating a database on faculty areas of specialization in research and publications

Contact :

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APPENDICES

Appendix 1: ULAB Sexual Harassment Policy

The University of Liberal Arts Bangladesh (ULAB) strives to provide a place of work and study free of sexual harassment. There is a zero tolerance approach to sexual harassment of any kind. Whenever a case of sexual harassment is reported or observed, ULAB will take all measures possible to stop the harassment with immediate effect, and take necessary disciplinary and legal actions against the offender.

Sexual harassment breaches the core values of ULAB and is a violation of human and workers' rights. Anyone may be subject to this behavior irrespective of age, sex, marital status, education or profession. Therefore, this policy aims to protect every individual at ULAB irrespective of religion, caste, sex, sexual orientation, and ethnic group.

This policy is designed to:

• Provide a mechanism for the protection of persons suffering from sexual harassment
• Create awareness of ULAB's zero tolerance to sexual harassment
• Define procedures for making a complaint, investigation, and disciplinary measures
• Ensure implementation of the policy and related code of conduct.

What is sexual harassment?

Sexual harassment is defined as inappropriate, unwanted and unwelcome conduct or behavior 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. Any unwelcome sexual advances, requests for sexual favors and any unseemly sexual conduct could also be construed as sexual harassment.

Sexual harassment occurs when any behavior creates an intimidating, hostile or offensive environment, even if offence is not intended. Sometimes what is perceived as sexual harassment by one person may not seem so to another person. The defining features, however, are that the behavior is offensive to and unwanted by the recipient and would be regarded as sexual harassment by any reasonable person.

Sexual harassment is best not limited to, any direct or indirect form of the following behaviors:

- Unwanted physical contact or conduct
- Verbal abuse of a sexual nature
- Demeaning, insulting, intimidating or sexually aggressive comments
- Threats or implication that refusal of sexual advances will have an adverse effect on academic or employment conditions
- Demeaning comments or psychological pressure for refusing sexual advances
- Any demand or request to establish a sexual relationship
- Sending sexually explicit or implicit letters, emails, SMS, images, video, social media, etc.
- Displaying pornographic materials or indecent pictures or drawing
- Taking any form of photographs or video recording for blackmailing or defaming someone
- Spreading rumors about sexual issues to humiliate or disgrace someone socially
- Discriminating anyone on grounds of gender or sexual-orientation.

Making a complaint

Personal measures

There are several options for students and staff members to follow in addressing a complaint:

• Informing the harasser that the advances are unwelcome and asking him/her to desist.

• Documenting the experience.

• Informing an official, supervisor, Advisor, Proctor or Student Affairs Office.

Role of management

The official, supervisor, Advisor, Proctor or Student Affairs Office is responsible for taking immediate action in dealing with harassment once a formal, written complaint is made. Confidentiality will be maintained in line with the ULAB Confidentiality Policy.

Investigation Procedures

Steps of the complaint process

1. A formal, written complaint should be filed as soon as possible after the incident.

2. The Proctor's Office will forward the complaint to the Sexual Harassment Committee.

    •   One member of the Proctor's Office will sit on the Sexual Harassment Committee.

    •   At least two members of the Sexual Harassment Committee should be women.

3. The Sexual Harassment Committee will investigate and refer their findings to the Disciplinary Committee.

4. The Disciplinary Committee will initiate a hearing and may seek legal advice as necessary.

5. The Student Affairs Office will maintain a liaison with the ULAB student(s) involved, and sit with the student(s) during Disciplinary Committee hearings. Investigation Guidelines would be the following:

    •   In minor incidents, the Proctor's Office can dispose of the matter summarily with the consent of both parties;

    •   In all other cases the Sexual Harassment Committee will investigate the matter;

    •   The Committee will first discuss/analyze the written complaint;

    •   The Committee can call the complainant for meeting for clarification/ further evidence;

    •   The offender can be called by the Committee for a hearing and record his version of the incident/allegation;

    •   The Committee can seek legal advice if and when required;

    •   The Committee will take decision on the basis of the views of majority;

    •   The Committee can refer the matter to the Disciplinary Committee at any point of the investigation;

    •   In case of any false or frivolous complaint, the Committee can recommend disciplinary action/measures against the complainant.

Malicious, false or frivolous accusations

An accuser whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action.

Retaliation

No student, employee, applicant for employment, or member of the public shall be subject to restraint, interference, coercion or reprisal for action taken in good faith to seek advice concerning a sexual harassment/assault, to file a sexual harassment/assault grievance, or to serve as a witness or a panel member in the investigation of a sexual harassment/assault grievance.

Resolving a complaint

The investigation committee will complete the investigation within 2 (two) weeks of receiving the complaint, and will communicate the outcome to the complainant and the accused.

If there is insufficient evidence to substantiate the complaint, there will be no further action, but the staff or student will be supported by the University to report any future incidences of harassment or retaliation.

If the allegations are substantiated, disciplinary measures will be taken. Further support and advice, if acceded, will be made available to the complainant and harasser once the investigation is complete.

Disciplinary measures

On completion of disciplinary processes, depending on the seriousness of the incident the disciplinary measures may include:

- Written warning
- Demotion
- Transfer
- Suspension
- Dismissal
- Expulsion
- Referral to external legal authorities

The complaint and the results of the investigation will be recorded in the personal files of the complainant and the alleged harasser.

The ULAB Commitment

ULAB strives to ensure a campus culture that is free from sexual harassment. We will continue our commitment to prevent any form of sexual harassment by implementing four general principles:

1. Notifying individuals of conduct that is prohibited
2. Ensuring that all faculty, staff and students are aware of their rights
3. Informing officials about the proper way to address complaints of violations of this policy
4. Helping educate the faculty, staff and students about the problems this policy addresses

Training and Education

The Sexual Harassment Policy will be introduced during student, staff, and faculty orientations. Sexual harassment/ sexual assault prevention training, workshops, and professional development seminars will be made available at no cost to all staff and students.

Information Dissemination

Copies of the Sexual Harassment Policy will be available in the Student Affairs Office, Proctor's Office, the Registrar's Office and on the ULAB Website. Students have the right to view the policy upon request.

Appendix 2: ULAB Bullying Policy

Introduction

ULAB will not tolerate bullying by or of any ULAB employee or student. The purpose of this document is to promote the development of a working and learning environment where bullying is unacceptable; individuals have a reassurance that their complaints will be handled as confidentially as practicable. ULAB will deal with such complaints fairly and systematically.

Commitment

ULAB welcomes diversity and believes that every student has a right to work and study in an environment which encourages harmonious relationships.

Allegations of bullying will be treated very seriously by ULAB and could result in disciplinary action. ULAB will ensure that any student raising a concern under this policy will not be victimized as a result.

What is bullying?

Bullying can include but is not limited to the following list of behavior:
*   Repeatedly ignoring a colleague or subjecting them to unwelcome attention intimidation, humiliation, ridicule or offence.
*   Physical threats or violence
*   Exercise of power over another person through negative acts or behavior that undermine him/her personally and/or academically.
*   Threatening, insulting, abusing, disparaging or intimidating behavior which places inappropriate pressure on the victim or has the effect of isolating or excluding them.
*   Shouting, sarcasm, derogatory remarks concerning academic performance or constant criticism.

Cyber Bullying

Cyber Bullying is "the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature." It falls under this policy if the bullying is between students, and occurs on the ULAB premises OR adversely affect the safety and well-being of student while in university.

Bullying is to be distinguished from vigorous academic debate or the actions of a teacher or supervisor making reasonable, but perhaps unpopular, requests of his/her students.

Bullying may not always be intentional but is not acceptable, whether intentional or not.

Making a complaint

Any ULAB employee or student who considers themselves to have been the subject of bullying has the right to be listened to and to be given informed advice on how the matter may be resolved.

Any ULAB employee or student who feels that they are the subject of bullying should try to make a note of incidents, dates, times and any witnesses, for future reference.

A written complaint must be filed within 15 (fifteen) days of the event.

Should bullying occur in a group situation, all members of the group are responsible for the bullying.

There are several options for a ULAB employee or student to follow in addressing a complaint:
*   Informing the harasser that the advances are unwelcome and asking him/her to stop.

- Documenting the experience.
- Informing a staff member, supervisor, advisor or proctor or student affairs office.

Confidentiality will be maintained in line with the ULAB Confidentiality Policy.

Investigating a formal complaint

If the incident is minor in nature the matter will be dealt with by the proctors. In all other cases ULAB proctors will investigate the complaint and then refer the complaint to the disciplinary committee.

The proctors will:
- Refer both the offender and complainant to the student affairs office
- Discuss/analyze the written complaint
- Call upon the complainant for meeting for clarification/further evidence
- Call the offenders to record his/her version of the incident/allegation
- take decisions whether or not the matter needs to go to the disciplinary committee

The disciplinary committee will:
- Review the evidence
- Take decision on the basis of the views of majority
- In case of any false complaint, recommend disciplinary action/measures against the complainant

ULAB employees and students have the right to request representation in any meeting or disciplinary hearing. The Student Affairs Office is responsible for ensuring this support available for students. The representation is optional throughout the investigation, but compulsory in disciplinary hearings.

Malicious and false accusations

A grievant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action which may include, but is not limited to:
- Written warning
- Suspension
- Expulsion

Resolving a complaint

The investigation committee will complete the investigation within 1 (one) month of receiving the complaint, and will communicate the outcome to the complainant and the accused. If the allegations are substantiated, disciplinary measures will be taken.

Further support and advice will be made available to the complainant and harasser once the investigation is complete. Information can be found at: http://www.ulab.edu.bd/Student-Affairs/home/

Disciplinary measures

On completion of disciplinary processes, depending on the seriousness of the incident, the disciplinary measures may include:
- Written warning
- Suspension
- Expulsion

The complaint and the results of the investigation will be recorded in the personal files of the complainant and the alleged harasser.

Appendix 3: Understanding and Avoiding Plagiarism

By: Daniel Sabet

Plagiarism is often defined as, 'The act of passing off as one's own the ideas or writings of another.' [emphasis added][1] Unfortunately, plagiarism is common in Bangladeshi institutions of higher learning. Not only are students 'stealing' the ideas and words of others, but perhaps more importantly, they are failing to develop their own ideas and improve their own writing abilities.

1. *What is plagiarism?*

Consider the following original text taken from: Shariful Islam. 2011. 'Steps taken not to follow through.' The Daily Star: April 19.

> At least 10 steps taken by the government in the last two and a half years to improve the capital's traffic situation and road safety had fizzled out within a few days. The measures came to nothing because they were ill-conceived in the first place. The slackness of the implementing agencies too did not help things either, experts observe. The same people who follow traffic rules in Dhaka cantonment area do the opposite elsewhere in the city. It is because the cantonment authorities strictly enforce the rules while traffic police take little action against the lawbreakers for fear of backlash from influential people or for bribe, point out the experts.

Students asked to write a paper on the traffic situation in Dhaka might be tempted to simply copy and paste such statements into their papers. This is the clearest example of plagiarism; however, many students believe that if they *cite the source* and *alter the wording* of the text they will have avoided plagiarism. This is incorrect. The following paragraph is *also* an example of plagiarism.

> Over the last few days, at least 10 steps taken by the government in the last two and a half years to improve the capital's traffic situation and road safety have fizzled out. Because they were poorly conceived, the measures came to little. Experts observe that the slackness of the implementing agencies has not helped things either. Why do the same people who follow traffic rules in Dhaka cantonment area do the opposite elsewhere in the city? The reason is because the cantonment authorities strictly enforce the rules while traffic police in the rest of the city take little action against the lawbreakers for fear of backlash from influential people or for bribe, point out the experts (Islam 2011).

By adding the citation, the student writer is now giving credit to the original author for the *ideas* contained in the paragraph, but the student writer is still misappropriating the original author's *words*. The solution to this problem is to 'paraphrase,' or re-write the author's ideas in the student's own words. The following would be an acceptable paraphrase:

> According to Shariful Islam (2011), a number of recent governmental initiatives designed to reduce Dhaka's traffic problems have not been successfully implemented. Much of the problem appears to be one of enforcement. Islam (2011) argues that this is evident when we compare the far more orderly traffic situation in the military cantonment with the chaos found in the rest of the city.

Here the writer has both paraphrased and cited the original work. Another option would be to 'quote' the original author. It would, however, be inappropriate to simply place the original paragraph in quotation marks. Quotes should be used selectively and are best used when paraphrasing is not an option or to provide support to a student writer's argument. The following would be an acceptable use of quotes.

> A number of recent governmental initiatives designed to reduce Dhaka's traffic problems have not been successfully implemented (Islam 2011). There are many reasons why these measures failed to reduce traffic congestion. First, in many cases the policies were poorly designed. As Islam (2011) argues, 'The measures came to nothing because they were ill-conceived in the first place.'

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[1]   Georgetown University Honor Pledge: http://www12.georgetown.edu/undergrad/bulletin/regulations6.html#council

2. *The Honor Pledge*

This term, freshers signed an Honor Pledge committing themselves to academic integrity. By itself, such a pledge risks being mere words; however, if taken seriously by faculty, it can be an important tool to address problems of plagiarism and academic misconduct. The text is as follows:

Honor pledge[2]
In pursuit of the high ideals and rigorous standards of academic life, I _____
commit myself to be honest in every academic endeavor, to conduct myself honorably, and to not engage in cheating, plagiarism, or the use of false data. I understand the meaning of this pledge and I recognize that failing to uphold the pledge will result in a failing grade.

Signature: _____   Date: _____

Definitions
- **Cheating** is defined as: 'The use or attempted use of unauthorized materials, information, study aids, or unauthorized collaboration on in-class examinations, take-home examinations, or other academic exercises.'
- **Plagiarism** is defined as: 'The act of passing off as one's own the ideas or writings of another.'
- **False data** are 'data that have been fabricated, altered or contrived in such a way as to be deliberately misleading.'

3. *ULAB policy*

The student handbook states the following:
Cheating, presentation of somebody else's work as own, preparing work to be used for some body's works, knowingly furnishing false information about academic matters to an university official are an act of academic dishonesty.

In the case of academic dishonesty, the faculty member or the Chairperson, if the faculty member refers the case to him, shall adjudicate the matter in an informal hearing of the student. If the student accepts responsibility, failing grade (F) may be assigned for the assignment, exam, quiz, etc., or course for which or in connection with which violation occurred. If the student does not accept responsibility for the violation, the case should be referred with a written complaint to the Committee [Disciplinary Committee]. The faculty member may also directly make the written complaint to the Chairperson of the Committee. The latter may impose other sanctions in addition to the Failing Grade (F).3

2   Wording and definitions taken from the Georgetown University Honor Pledge: http://www12.georgetown.edu/undergrad/bulletin/regulations6.html#council

3   "Code of Conduct for Students." 2012. *Student Handbook: Undergraduate Program*. University of Liberal Arts Bangladesh. Spring: Section 2.S, 3.G, pgs. 28-29.

Appendix 4: Confidentiality Policy

The ULAB Confidentiality Policy is meant to safeguard confidential and proprietary information of students and staff collected and maintained by ULAB.

Information Collection, Storage and Use

ULAB will only collect and maintain personal information about a student or staff for administrative purposes and will store all information with utmost sensitivity, care and caution.

All information stored virtually and on paper will be stored with strict security, protected by locks and passwords accessible only by the Registrar's Office, Proctor's Office, and Student Affairs Office (for student information) or the HR office (staff information). Individual students' data will also be accessible by their faculty advisors.

ULAB will use personal information only:
- for the purpose for which the information was collected or compiled or for a use consistent with that purpose
- with the written consent of the individual (student or staff)

Access and disclosure of information

- Only the Registrar's Office, Proctor's Office, Student Affairs Office, Faculty Advisor, and the student him/herself are authorized to access a student's records.
- Only the Registrar's Office and the student him/herself are authorized to release a student's records.
- The HR's office is the only office authorized to release employees information when and where needed, unless a signed document exists that says otherwise.
- In case of a deceased student/staff, information will be disclosed only to the person mentioned as emergency contact in their file.
- Student/staff information will be disclosed to government and law enforcement officials if and when needed.

Disposal of information

Student/staff personal information that is disposed of will follow the best practices for confidential shredding and/or electronic data deletion.

Student Advising and Counseling Confidentiality

The advising and counseling service at the ULAB Student Affairs Office (SAO) is a **confidential** service and is guided by an ethical framework. The advising and counseling staffs is required to maintain strict adherence to our confidentiality and ethical framework. Staff will not discuss details of the advising and counseling sessions without the express written and verbal permission of the student.

In exceptional circumstances we may have to disclose information but we would make every effort to do this with the student's knowledge and agreement.These exceptions are:
- Where there is risk of harm to yourself or others;
- If the adviser and/or counsellor is subpoenaed or summoned as a witness in a Court of Law.

The factual data you give to the counsellor/SAO and the dates on which you attend for counseling are stored anonymously in order to compile statistics on the use of the service. This is in order for us to evaluate the services we are providing for our students.

The adviser and/or counsellor may also keep notes on meetings to help him/her in their work with each individual. These are kept completely separate from the university student record system, and are stored in a secure facility. **Students will be assigned an anonymous number which is not associated with their Student ID**. Advisers and counsellors adhere to strict principles of anonymity in their record keeping.
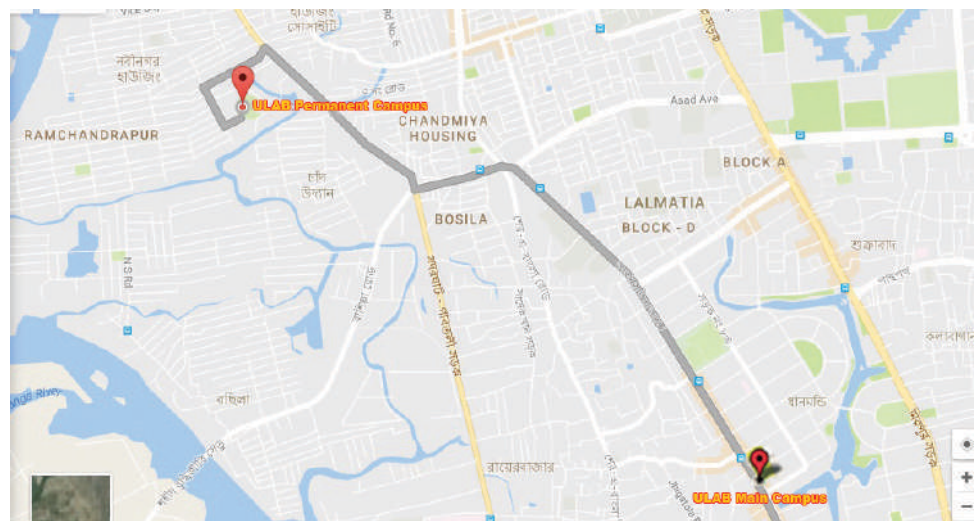
LOCATION

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