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ULAB
UNIVERSITY OF LIBERAL ARTS
BANGLADESH

STUDENT HANDBOOK

Undergraduate Program | Summer 2024

TABLE OF CONTENTS

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 read through the Handbook closely. You will find answers to most of the questions that might arise during your academic life at 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 Imran Rahman
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 the rules or any provision in 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 to the Handbook as and when needed.

This Handbook is effective from Summer 2024 term.

HOW TO NAVIGATE THE HANDBOOK

The handbook has seven sections namely 'About ULAB', 'Student Life', 'Services and Resources', 'Academic', 'Research Centers', 'Campus Directory', and 'FAQ'. Each section has been further divided into several subsections which contain detailed information. To make the most of this handbook, the following points need to be noted.

- Go through the **Table of Contents** to find the relevant information.
- The **Student Life** section contains information about co-curricular and extra-curricular activities, various facilities and on-campus job opportunities that the ULAB offers to its students.
- **Services and Resources** section is about available services and resources at the ULAB. Students can find contact information for various offices such as the Registrar's Office, Accounts Office, Student Affairs Office, etc.
- **Academic** section is divided into some important sections that will be very useful during the academic life of a student. For instance, in the 'Degrees offered by ULAB', a student will find information about his/her general foundation, core, and concentration courses. **Essential Skills (ESK)** related information is available in this section. It is expected that a student will diligently go through each subsection to have a thorough understanding of the required courses in every term and for successful completion of the degree.
- **Campus Directory and Frequently Asked Questions (FAQ)** are available at the end of this handbook.
- The Appendix contains website links for significant policies that a student must adhere to during his/her academic journey at the University.

UNIVERSITY FOUNDATION

Liberal Arts

Originally, a liberal arts education was the body of knowledge considered essential for a free human being. A modern liberal arts education thus gives students the opportunity to explore many areas of knowledge. In the modern world this range of exploration is essential. The essence of liberal arts is that it focuses on breadth of knowledge as well as depth. It stresses communication skills and emphasizes analysis rather than repetition.

ULAB combines a core curriculum with optional courses through which students build a foundation for further education and pursue a wide base of knowledge.

Through the rigorous pursuit of varied topics, therefore, a liberal arts education does not answer that ancient question of what knowledge is required for a free human being. Instead, a liberal arts education gives every student the opportunity to answer that question to his or her own satisfaction.

Guided by the principles of liberal arts, progressive education, sustainable development, active teaching and learning, research, and engaged citizenship, ULAB is, therefore, devoted to developing young minds and firmly committed to helping young people become responsible and caring citizens of their nations and the world.
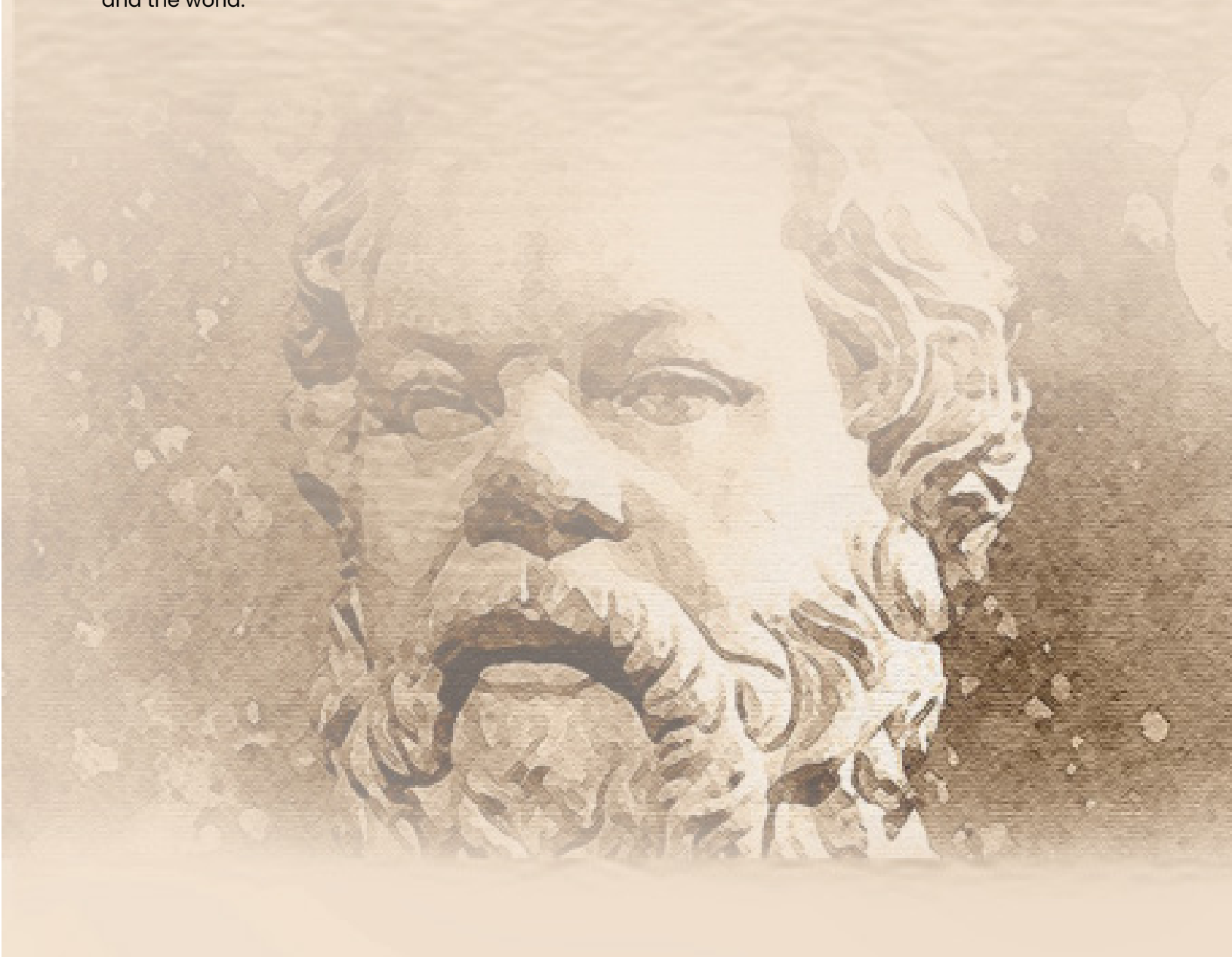
HISTORY

The University of Liberal Arts Bangladesh (ULAB) is a private university in Bangladesh based exclusively on the Liberal Arts educational model. ULAB was formally inaugurated on October 1, 2004.

ULAB's founder, Kazi Shahid Ahmed, believes in creating works that benefit the people of Bangladesh and are of service to the country. He thus created a place of learning where well-rounded students would be steeped in the values of their own heritage, yet trained to face the modern global workplace. Beginning with just 52 students, ULAB now has about 5500 students in its undergraduate and graduate programs.

The purpose-built campus in the heart of Dhanmondi was opened in the Fall of 2006 and the green Main Campus, located in Mohammadpur, Dhaka, became operational in 2019.

ACCREDITATION

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

MISSION, VALUES, AND GUIDING PRINCIPLES

Mission

The University of Liberal Arts Bangladesh is an institution devoted to developing young minds to their fullest potential through the 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.

Values

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

- Love of Lifelong Learning
- Practicing Integrity and Leadership
- Encouraging Innovation
- Promoting Tolerance
- The Pursuit of Excellence

Guiding Principles

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

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

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

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

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

6. Engaged Citizenship: Building and serving civic communities, in order to create a free and equitable society.

BOARD OF TRUSTEES

GENERAL ADMINISTRATION

CHANCELLOR
His Excellency Mohammed Shahabuddin
Hon'ble President of the People's Republic of
Bangladesh

VICE CHANCELLOR
Professor Imran Rahman

PRO-VICE CHANCELLOR
Professor Jude William R. Genilo, PhD

TREASURER
Professor Milan Kumar Bhattacharjee, PhD

REGISTRAR & HEAD OF ADMINISTRATION
Lt Col Md. Foyzul Islam (Retd)

CONTROLLER OF EXAMS
Sk. Habibur Rahman

DIRECTOR, HR
Musa Mohammad Arif Billah

DIRECTOR, IT
Mirza Sadrul Alam

DIRECTOR, ADMINISTRATION
H. M. Badruddin

DIRECTOR, CAREER SERVICES & ALUMNI AFFAIRS OFFICE

DIRECTOR, INTERNATIONAL AFFAIRS OFFICE

JOINT REGISTRAR, ADMISSIONS
Mohammad Zamal Uddin Bhuiyan

JOINT LIBRARIAN & LIBRARIAN (In-Charge)
K M Hasan Emam

DEPUTY DIRECTOR, STUDENT AFFAIRS & CO-CURRICULAR, CLUBS
Moinak Kanungo

DEPUTY DIRECTOR, COMMUNICATIONS OFFICE
Asifur Rahman Khan

Sr. MANAGER, EXTERNAL AFFAIRS
Md. Taufiq Aziz

Sr. MANAGER, ACCOUNTS OFFICE
Md. Rokunuzzaman

UNIVERSITY ADMINISTRATION

VICE CHANCELLOR
Professor Imran Rahman

PRO-VICE CHANCELLOR
Professor Jude William R. Genilo, PhD

TREASURER
Professor Milan Kumar Bhattacharjee, PhD

REGISTRAR
Lt Col Md. Foyzul Islam (Retd)

CONTROLLER OF EXAMS
Sk. Habibur Rahman

PROCTOR
Arzoo Ismail

ACADEMIC ADMINISTRATION

School/Department

DEAN, SCHOOL OF BUSINESS
HEAD, BUSINESS ADMINISTRATION

Professor Sarwar Uddin Ahmed, PhD

DEAN, SCHOOL OF SOCIAL SCIENCES
HEAD, MEDIA STUDIES & JOURNALISM

Professor Jude William R. Genilo, PhD

DEAN, SCHOOL OF ARTS & HUMANITIES

Professor Kaiser Hamidul Haq, PhD

DEAN, SCHOOL OF SCIENCE & ENGINEERING
HEAD, ELECTRICAL & ELECTRONIC ENGINEERING

Professor Mahbubur Rahman, PhD

HEAD, COMPUTER SCIENCE & ENGINEERING

Professor Muhammad Golam Kibria, PhD, SMIEEE

HEAD, ENGLISH AND HUMANITIES

Arifa Ghani Rahman
Associate Professor

HEAD, GENERAL EDUCATION DEPARTMENT

Professor Shahnaj Husne Jahan, PhD

DIRECTOR, BACHELOR OF BUSINESS ADMINISTRATION

Muhammad Faisol Chowdhury, PhD
Associate Professor

DIRECTOR, MASTER OF BUSINESS ADMINISTRATION

Asif Uddin Ahmed
Assistant Professor
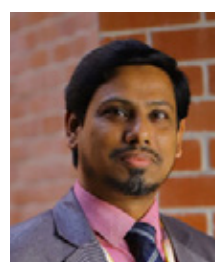
DIRECTOR, EXECUTIVE MASTER OF BUSINESS ADMINISTRATION

Dr. Shamsuddin Ahamad
Assistant Professor

RESEARCH CENTERS

	CENTER FOR ADVANCED THEORY **Director:** Professor Salimullah Khan, PhD		CENTER FOR LANGUAGE STUDIES **Director:** Faheem Hasan Shahed, PhD
	CENTER FOR ARCHAEOLOGICAL STUDIES **Director:** Professor Shahnaj Husne Jahan, PhD		CENTER FOR CRITICAL AND QUALITATIVE STUDIES **Director:** Professor Din M. Sumon Rahman, PhD
	CENTER FOR BANGLA STUDIES		CENTER FOR SUSTAINABLE DEVELOPMENT **Director:** Dr Salim Momtaz
	DHAKA TRANSLATION CENTER **Director:** Professor Kaiser Hamidul Haq, PhD		OFFICE OF FACULTY RESEARCH **Director:** Professor Din M. Sumon Rahman, PhD
	CENTER FOR ENTERPRISE AND SOCIETY **Director:** Sajid Amit		CENTER FOR HEALTH, POPULATION AND DEVELOPMENT
	CENTER FOR EXCELLENCE IN TEACHING AND LEARNING **Director:** Mohammad Shazzad Hossain, PhD		ULAB PRESS

FACILITIES

ULAB Campus

ULAB boasts a lush green campus in Mohammadpur, Dhaka. The site is the university's main campus. The expansive field, the new red brick building, the indoor and outdoor sports facilities, the fresh, clean air in the midst of a busy city all provide a congenial environment for a buzzing campus life.

Classrooms

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

Library

ULAB's libraries have a rapidly expanding collection with computerized catalog access, a Group Study Room, and a Reading Room. Most Bangla and English newspapers are available, along with many important national and international journals and magazines. The libraries also have JSTOR access as well as other online publication portals.

See Library section for more details.
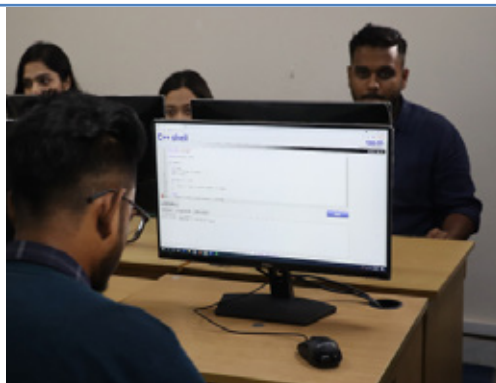
Software Labs and Computer Labs

Computer labs are available for classes and for student use. Software labs are for computer science instruction. Internet PCs are available 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.

Internet Things (IoT) lab

As part of the World Bank Project, IoT Lab has been installed at ULAB at the cost of around BDT 4 Crore and implemented by the Bangladesh Hi-Tech Park Authority of ICT Division. ULAB is the First Private University in Bangladesh where this kind of specialized Lab has been implemented. The Lab is well furnished with advanced IoT related equipment. International companies who want to operate in Bangladesh can train local employees using the Lab's e-Learning system.
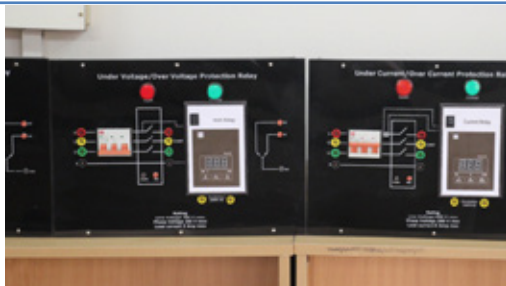
NLP and Machine Learning Research Lab

The lab is intended to be used for Bangla computational linguistic research and machine learning - a much-needed facility for a Digital Bangladesh. The lab is open to students and teachers.
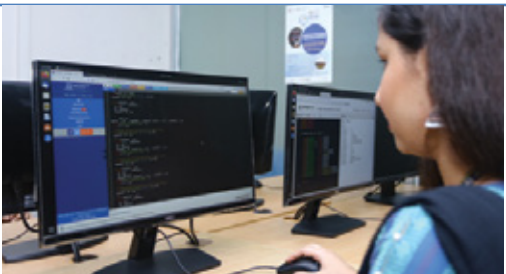
ACM Competitive Programming Lab

The lab will empower students and teachers to solve problems and conduct programming contests. Students can use this facility to participate in regional and national programming contests.

Media Lab

The iMac Media 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.

A fully-dark screening room is available 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.

Analog and Digital System Lab

The Analog-Digital System Lab has various types of 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.

Electrical and Electronic Engineering Labs

The Electrical and Electronic Engineering Labs are available to students for electronics, power system, and telecommunication engineering related courses. Physics Lab, Electrical and Electronic Circuits Lab, Electrical Machines Lab, Power System Lab, Switchgear and Protection Lab, Control System Lab, Computer Simulation and VLSI Lab, Digital Systems Lab, Data Communication, Optical Fiber Communication Lab, Wireless and Mobile Communication Lab and Microwave Communication Lab are well equipped with state of the art apparatus and software tools.

Radio Lab

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

MOODLE

Students and highly trained faculty members use the online learning management system MOODLE as a supplement to their courses and for online learning. Course materials are shared, assignments are submitted, or quizzes are taken using MOODLE.

Google Classroom, Google Meet, and Zoom are also used to facilitate online teaching and learning.

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 broadcast by the students.

The English Zone

The Department of English and Humanities runs the 'English Zone' for students. The English Zone is home to the Writing Lab and Conversation Hours. The English Zone helps students from all departments and levels to improve their English writing and speaking skills.

Conversation Hours are times when students come in groups to practice speaking skills with native English speakers.

See The English Zone page for details.
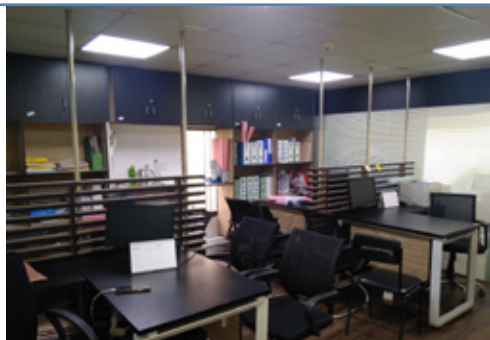
Co-curricular Office

The Co-curricular Office accommodates club activities and ensures smooth operation and communication between club members and club advisors.

Cafeteria and Student Lounge

The Main Campus has a cafeteria and student lounge with fresh food for students' study, relaxation, and adda. The cafeteria has a mezzanine floor and wide glass windows allowing in natural sunlight and offering unparalleled views overlooking the lush green fields beyond.

Cricket and Football Playground

ULAB has the only tournament-standard sports field of any private university in Bangladesh, located in Mohammadpur, Dhaka. Since 2006, every year, ULAB has been hosting the Fair Play Cup T-20 Cricket Tournament, where 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 facilities are available for a variety of games including table tennis, carom, and chess.

Shuttle Buses

Students can shuttle between the Research Building in Dhanmondi and the Main Campus in Mohammadpur using ULAB's shuttle bus service with a minimum fee. Now we have a route from Mirpur 10 to Mohammadpur. The services are available at regular intervals throughout the day. Currently, Longer route plan is under consideration.

Counseling Room

The Student Affairs Office (SAO) has counseling facilities that offers full confidentiality to students for private consultations.

Health & Wellness Center: The ULAB Health & Wellness Center of Student Affairs Office (SAO) is located at Room PC-110 of ULAB Permanent Campus. A full-time qualified Medical Officer is engaged from 10:00 am – 4:00 pm from Sunday to Thursday to provide medical facilities to the students, faculty and administration.

Prayer Rooms: Prayer Rooms are available at the Main Campus.

Photocopy Services: Printing and photocopy services are available on Main Campus.

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

Contact: Main Campus
Email: library@ulab.edu.bd
Hours: 9.00 am to 5.00 pm
Website: https://library.ulab.edu.bd/

The Library is the center of the University of Liberal Arts Bangladesh (ULAB). It has been growing with the university and constantly serving the vibrant community of students, faculty, admin, alumni and community members since its establishment.

Mission
The ULAB Library aims to foster dynamic and responsive services to all its users, by projecting better professional practices and nurturing quality, creativity, and effectiveness through its collections and services.

Resources
Library resources, both print and e-resources, are kept on the shelf and on online databases according to department, program and center.

Special Corner:
- Bangabandhu
- Map-Atlas Corner
- International Languages
- ULAB Publications
- United Nations Corner
- Daily Newspaper Corner
- Audio-Visual Corner
- Photo Archive Corner
- Liberation War Conner

Services & Facilities

Lending: Library lending system/service is maintained through integrated Library Management system KOHA.

Database Search (OPAC): Users can access print resources both on- and off-campus through OPAC.

Trainings & Workshops: ULAB Library provides regular training on Reference Management Software (Zotero), Library Management System (KOHA), Institutional Repository (DSpace), etc. The Library also organizes different types of seminars for the professional development of library personnel.

Remote Access through RemoteXs: ULAB Library provides facilities to the users to access (both on-campus & remote/ off-campus) to its online resources. If you need access to Online Resources remotely, please contact ULAB Library for Remote Access Account.

Institutional Memberships: Alliance Francaise, Goethe Institute, American Center, British Council, UNIC, World Bank Library, BALID, LAB.

Plagiarism Check via Turnitin: Turnitin is an anti-plagiarism tool that is used to detect plagiarism in student's work. ULAB Library assists faculty members and students to check submitted papers for plagiarism.

Theses, Dissertation and Internship Reports: ULAB Library preserves A+ and A grade theses and internship reports which are added continuously each semester.

Article Request: Library provides article service to the users and researchers based on request from subscribed, registered, open source resources as well as directly from author and publisher.

Scanning Request: Library provides scanning service to users from the resources available in library stock. We process the request of the users only for a chapter or 10% of any books or an article.

Live Chat: Response to the real-time query of the users in the live chat and email. Send your query using the live chat option from the library website through messenger

Video Consultancy: You can contact us if you need visual solution to your problem or you can receive virtual training through the Google Meet Platform.

Part-time Jobs: ULAB Library provides part-time jobs to students in the BBRI (Bangladesh Business Reference Initiative) Project.

BBRI Resources & Business Data: Bangladesh Business Reference Initiative (BBRI) is an effort to collect business related publications of Bangladesh. User can get annual reports of DSE listed companies and their business data.

Reading Room: ULAB Library has a modern reading room for silent and tranquil study.

Group Study Room: For group discussions, ULAB Library has a group study room for students.

Pigeonhole Service: ULAB Library provides pigeonhole service to its users.

THE ENGLISH ZONE

Contact: Main Campus
Hours: Sunday to Wednesday, 10.00 am to 4.00 pm

The Department of English and Humanities is proud to host the English Zone. Located in ULAB Main Campus, this room provides a special space for students from all departments to come and practice their English skills.

Peer tutors volunteer their time to help students with their writing, reading, and presentation assignments.

Conversation Hours with native speakers are held for students to interact and overcome their shyness in speaking. Peer tutors also provide a congenial atmosphere for students to practice their speaking skills through the use of board games or conversation games.

The English Zone also holds regular workshops on important academic writing skills or specific problem areas in writing or speaking. The atmosphere is fun and relaxed and students can come and go whenever they have time.

Join the Facebook page @ULABEnglishZone to remain updated on what's happening at the EZ.

OFFICES

Contact: Main Campus
PABX: +88-02-223328001-6 (Ext. 113, 114, 115), **Mobile:** 01730 328 697
Email: registrar@ulab.edu.bd,
Hours: Sunday to Thursday, 9.00 am to 5.00 pm

Office of the Registrar

The Office of the Registrar is responsible for ensuring 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 the 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.

Registrar's Office Team:

Lt Col Md. Foyzul Islam (Retd)
Registrar and Head of Administration
Email: foyzul.islam@ulab.edu.bd

Sk. Habibur Rahman
Joint Registrar
Email: habibur.rahman@ulab.edu.bd

Syed Solaiman Ali	**Joyanti Bardhan**	**Md. Faruk Hossain**	**Tanimul Islam Chowdhury**
Senior Assistant Registrar	Assistant Registrar	Assistant Controller of Examinations	Junior Assistant Registrar, Records
Email: solaiman.ali@ulab.edu.bd	Email: joyanti.bardhan@ulab.edu.bd	Email: faruk.hossain@ulab.edu.bd	Email: tanimul.islam@ulab.edu.bd
	Nasrin Saroar	**Marium Masoom**	
	Senior Officer	Senior Officer Controller of Examinations	
	Email: nasrin.saroar@ulab.edu.bd	Email: marium.masoom@ulab.edu.bd	

Accounts Office

Contact: Main Campus
Mobile: 01709933070
Email: accounts@ulab.edu.bd
Hours: Sunday to Thursday, 9.00 am to 7.00 pm

Objectives

The Accounts Office provides information regarding payment systems to all students. Students must contact the Accounts office 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 the student's account on URMS: https://urms.ulab.edu.bd/

Accounts Office Team:

Md. Roknuzzaman
Senior Manager
Email: md.roknuzzaman@ulab.edu.bd

Nowab Ali Molla
Senior Assistant Manager
Email: nowab.ali@ulab.edu.bd

Mohammad Shah Al Kawsarul Azam
Senior Assistant Manager
Email: kawsarul.azam@ulab.edu.bd

Md. Saddam Hossain Murad
Senior Accounts Officer
Email: saddam.hossain@ulab.edu.bd

Student Affairs Office

ULAB's Student Affairs Office is the one-stop comprehensive support centre for answers and assistance on a wide range of academic and non-academic issues, as we are committed to YOUR success.

Commitment- We commit to responding to queries within 24 hours except for weekends or public holidays.

1. Well-being Advice, Guidance & Resource
The SAO will cater to the needs of students through referrals and information on where they can get help. The Student Advisors are the SAO are trained and equipped to handle the day to day cases and, when needed refer students to the support they need by connecting them to the organisation that can provide relevant services.

2. Academic Support
The SAO is there to help students who are having difficulty keeping up with their academic endeavours at the University of Liberal Arts, Bangladesh.

a. Peer Mentor Pairing
The peer mentor pairing is a service that SAO provides to help students in need of academic support. This service pairs students with other student peers who can help with assignments, homework or regular class lectures. SAO offers an extensive program of student Advising for all undergraduate students during the first two terms of their first year. The Peer Mentors provide an opportunity to meet (returning) fellow students who also offer transitional, social support, and guide new students to various resources and opportunities that are available on campus. The Mentors can also provide a point of contact and support in those areas of student and campus life where students prefer to seek information and suggestions from fellow students.

b. Academic Guidance for Students on Probationary
Students who are put on probation due to poor academic performance can visit the SAO to be guided through the process of what they need to do to get out of probation and avoid expulsion from the university.

Students are expected to maintain a minimum CGPA 2.0 out of 4.0. If a student on probation fails to raise their CGPA to 2.0 in three consecutive terms, s/he will be dismissed from the university. SAP provides support to the students who need both subject based and general academic advice.

3. Scholarship Advice and Guidance
The SAO has all the information you need to understand how the financial aid and scholarship process work and help students apply for financial assistance.

4. Counselling Service
The SAO offers a professional and confidential student counselling service. The service is set up to support students with any personal issue(s) affecting their academic abilities.

5. Mental Health Advisory Service
Mental health issues can appear at any point in time and although the underlying reasons are different from person to person and affect their ability to engage with their education and academic performance at the university.

6. In a crisis now
a. Victim of Sexual harassment
If you have faced harassment/violence of a sexual nature or know of anyone facing it, please reach out to the SAO or file a complaint with the Sexual Harassment Complain Committee (Email: tabassum.zaman@ulab.edu.bd).

b. Victim of Bullying
If you are being bullied by a peer or faculty or any other member of ULAB please reach out to the SAO or file a complaint with the Proctor's Office.

c. Academic Distress
If you are facing any academic distress and can't reach your faculty or TA, please get in touch with the SAO and we will do our best to put you in touch with someone who can help you study for a test, finish an assignment or put together your presentation. SAO offers tutorial support to all ULAB students, especially the freshmen and at-risk students – those on academic probation and those retaking specific courses. However, departments have built-in programs where students at risk are identified by their course instructors and assigned specific times for consultations.

d. Emotional Distress
If you are upset about something and need to talk, or you are confused about various events taking place in your

life that affect your studies, please get in touch with the Counsellor or the SAO.

e. Physically Unwell
ULAB has a certified doctor on campus and has an infirmary equipped with first aid equipment to cater to injuries before being transferred to a hospital when/if needed.

The ULAB Health & Wellness Center of Student Affairs Office (SAO) is located at Room PC-110 of ULAB Main Campus.

Services:

- Provide emergency and first aid treatment within ULAB Campus.
- Provide routine medical consultations to the stakeholders.
- Help to verify the medical documents of the stakeholders.
- Refer patients to specialised doctors, if necessary.
- Help to evacuate and escort an emergency patient to the nearest hospital(s).
- Conduct a timely health and wellness awareness campaign week on campus.

7. Drop-In
SAO is open five days a week from 9 AM to 5 PM. In addition, the office is available for any student to drop in and get assistance. SAO Location- Room # PC202, 2nd Floor, Building-C, ULAB Main Campus.

8. Representation at Disciplinary Cases
The students faced with disciplinary hearings will be appointed a representative during the hearings. The SAO representative will help the student through the disciplinary hearing process and provide any extra support the student might need.

9. Campus Support
The SAO has Student Advisors fully equipped with any information the students might need regarding where the office, labs and classroom are. In addition, students can get in touch with the office at any time, physically or via email or phone and get the answers they seek.

10. SAO Events
Events and workshops will be conducted and hosted by the SAO for students throughout their time at ULAB. Stress Management, Time Management, Drug Abuse, Everyday Law and Rights related are some topics that the SAO has focused on in the past.

11. Guardian Relations
Every term SAO arranges a Parents' Meeting for the freshers' parents of ULAB. During the program, parents are informed about the student services and campus resources that support student development at ULAB. The Vice-Chancellor, the Pro-Vice-Chancellor, the Heads of the Departments, and representatives of various offices also respond to the parents' queries. SAO also organises pre-mid and pre-final meetings with the parents of the freshers to create awareness so that students can develop positive study habits and maintain good academic standing. Also, parents of the students who are on probation get opportunities to meet SAO for academic counselling.

Student Affairs Office Team:

Moinak Kanungo
Deputy Director
Phone: +88017 1226 7565
E-mail: moinak.kanungo@ulab.edu.bd

Ferdowsi Ara
Assistant Manager
Phone: +880175 5532545
E-mail: ferdowsi.ara@ulab.edu.bd

Shammi Akhter	**Dr. Afshana Islam**	**Hiba Shehrin Binte Mahmud**
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Career Services Office

ULAB has a dedicated Career Services Office (CSO), which helps students develop soft skills needed for the job market. The Office offers specialized courses and trainings on topics like Career Planning, Leadership, Motivation, Business Communication, and Corporate Grooming, while assisting with internship and job placements. CSO organizes on campus recruitment sessions regularly. It also arranges career fairs that help to bring together industry and students to facilitate the job-search process. At a glance, the CSO is a comprehensive service center designed to meet the career planning, career exploration, job hunting, and post-graduation needs of every ULAB student.

The Office also offers training programs and resources for students to develop appropriate skills and strategies that lead to successful careers, and the means for employers to access qualified, well-prepared candidates to meet their specific skill set requirements.

Service Process

Internship Orientation and Placement: Each term, before pre-registration, an Internship Orientation is organized to provide detailed information on Internships/Projects/Dissertations, and attended mandatorily by all 11th semester students. These students are then placed in organizations as interns to experience the dynamics of a real-world working life where they need to apply their academic knowledge. In addition to carrying out activities required by the organization, students need to complete a Report according to an internal supervisor's guidance. Job Placement: In most cases, students of ULAB get the opportunity to join an organization right after completing their internship. The jobs are offered primarily because of the skills demonstrated by the students and the seamless processing on ULAB's part.

However, any student, who does not receive a job offer, is given guidance and support from the CSO through career fairs, corporate contacts, network, ULAB Alumni, and other possible avenues.

Graduates are advised to keep in touch with the CSO regularly and update their contact information (mobile number and e-mail address), so that the Office can send them new Job Offers or information on Professional Development opportunities.

Career Development Workshops

The CSO offers specialized hands-on workshops to develop skills and strategies that lead to successful placements.

Skills for Career (For students in Terms 4 to 6)
- CV and Cover Letter Writing
- Business Communication and Presentation Skills
- Corporate Grooming (attire, manner, etiquette, etc.)
- Preparing for Interviews, with Mock Interviews

Career Vision (For students of Term 7 and above)
- Academic Education/Job/Dream Job/Career
- Myth: Academic vs. World of Work
- Networking and Interpersonal Skills
- Assessing Own Self (SWOT Analysis: Rediscovering Ourselves) and How to Make Yourself
- Vocabulary Work
- Realities of the Job Market
- How to Market Yourself
- Cyber Etiquette and Plagiarism
- Daily Time Management
- The Importance of Being Socially Responsible and Ethical Human Resources to Contribute in the Sustainable Nation Building Process

Essential Skills Program

The Essential Skills program started at ULAB from 2020. The impetus for starting the program came from feedback from our stakeholders – employers, parents and the students themselves - that our society needs holistic individuals, not just academic experts.   In order to function productively for their society, students need to develop some essential skills alongside academic knowledge. It has been found by researchers that soft skills like "people skills" or the ability to get along with others can make or break careers. The Essential Skills program also focuses on the individual and his/ her mental health and wellbeing, which is of crucial importance to survive in this fast-paced world.

Under the "Essential Skills (ESK)" programme, there are four modules - Study Skills (ESK 1110), Healthy Life Skills (ESK 1111), Social Skills (ESK 1112) and Professional Skills (ESK 1113). Each module consists of 6 topics and in total there are 24 topics. These topics cover a broad range of areas starting from Time Management to Mindfulness; from Anger Management to Money Management. In short, these sessions aim to mold the student into a balanced and well-rounded human being, someone who is well prepared to take on the challenges of this modern world.

Each of these mandatory sessions are 80 minutes long. The experienced instructors devise interactive activities for the students At the end of the session, the students are provided with more reference material to increase their proficiency in that area.

All four modules of the "Essential Skills" course are mandatory for students to attend in full and must be completed to fulfill their graduation requirements. If ever there is a missed attendance, CSO should be contacted in writing by the student and request to be allotted to the next available session for that topic.

Career Services Office Team:

Director

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Senior Officer
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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 safeguarding 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 according to 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 Student Affairs Office about all proceedings involving students.

PROCTOR

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ASSISTANT PROCTORS

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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

Professor Shahnaj Husne Jahan, PhD

Chairperson

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Barrister Syed Hasib M Rahman

Member

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Professor Shahnaj Huda

Member

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Professor Sumaiya Khair, PhD

Member

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Tazrian Shainam Shahid

Member

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Nadia Rahman

Member Secretary

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IT Office

PCs and Labs
- IoT Lab
- Nine Computer Labs with high-speed Internet connections
- Browsing PCs in lobbies and lounges for students

Email and Internet
- ULAB Domain email for students with 25 GB per user
- Grades/results published online
- 24-hour free Internet access for all with 700 Mbps duplex Internet bandwidth with redundancy connection

Other Facilities
- Multimedia and Internet facilities in all classrooms
- ID Card Management System
- IT Helpdesk facilities for students, faculty members and admin/staff
- IT-based Security Access Controller
- CCTVs for security monitoring

High-speed Internet, Wi-Fi
ULAB uses two ISPs to deliver 700 Mbps dedicated bandwidth to students and faculty members as well as admin/staff members. ULAB offers secure Wi-fi access on all campuses for use with laptops, Smartphones, and other devices by students and faculty members.

Software and Computer Labs
Dedicated software labs on all campuses allow Science and Engineering students to study and practice programming and engineering design skills. All students can avail the computer labs where Office 365, Visual Studio, Android Studio, NetBeans, Eclipse, Code::Blocks, SPSS Statistics, MATLAB, PCB Artist, Model Sim, Cisco Packet Tracer, SQL Server, MYSQL, etc. are installed. All computers on ULAB's campuses have fully-licensed Anti-Virus software.

iMac Editing Suite
ULAB has an iMac-editing suite for digital film production courses. Twelve iMacs, with fully licensed Final Cut Pro, Adobe Premiere Pro and Adobe After Effects allow students to learn non-linear editing and create digital films on professional-quality equipment.

G Suite
ULAB subscribes to the dynamic and multi-functional G Suite that gives full Gmail functionality (storage and spam blockers) using the ulab.edu.bd domain. These email addresses are available to all students, staff, and faculty members. G Suite also allows access to useful tools like Google Drive, Google Classroom, and Google Meet.

Online Registration
ULAB student course pre-registration takes place using an online registration system. Students can also view their results and payment status online from the system.

Online Payment System
Current students can pay their fees through the online payment system.

ULAB Website
ULAB has a fully dynamic website with up to date information. Through the ULAB website, students can get notices, news, and information on events.

IT Office Team:

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Communications Office

Contact: Main Campus
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Mission

The Communications Office of the University of Liberal Arts Bangladesh (ULAB) (henceforth referred to as University) will facilitate the communication of the University's mission, values, goals, education, and facilities to its internal, external, and prospective partners. It will brand the University among its partners as a site of quality education and facilities, educate its partners about Liberal Arts, Sustainability and Active Learning; promote a sense of pride in being a ULABian; and assist in increasing student enrollment.

The Communications Office Offers:

Public Relations
Event Management
Marketing and Outreach

Graphic Design
ULAB Social Media
Newsletter: Liberal Times

Social media links

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

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

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

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

Communications Office Team:

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Maksudul Islam
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Imam Hossain Moon
Asst. Officer, Digital Static Creator
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Office of International Affairs (OIA)

The Office of International Affairs (OIA) oversees and manages all international activities and serves as a central support and information center. The office is responsible for developing, expanding, and managing international exchange agreements along with participation in international forums and other joint-cooperation with partners all around the world. The OIA also collaborates with international partners to promote and facilitate international academic programs and initiatives, celebrate diversity, and create opportunities for all stakeholders.

The OIA advises and takes care of international students and visiting scholars. In addition, the office offers support to students and academics at ULAB who are in the process of planning and preparing for study/internships abroad.

Functions of the OIA

- Development of international relations
- Recruitment of international students
- Research and academic partnerships
- Students, staff and scholars exchange programs, and
- Joint research and scholarly collaboration

Office of International Affairs

Director

Admissions Office

Objectives

The Admissions Office works as a complete information provider to the admission seekers regarding ULAB's offered programs, curricula, faculty members, facilities, future employment opportunities, etc. ULAB Admissions Office is committed to providing 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's brand image and building good relationships with all stakeholders in the process.

Our Services

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

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

Admissions Team:

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Alumni Affairs Office

The Alumni Affairs Office collaborates with the ULAB Alumni Association to help and share value adding strategic planning. The Alumni Association organizes social events, publishes newsletters, helps with sharing internship and job placement opportunities, and raises funds for their alma mater. The Alumni Association offers a variety of benefits and services that help alumni maintain connections to their educational institution and fellow graduates. The AAO supports new alumni and provides a forum to form new friendships and business relationships with people of similar background.

Objectives
- Establish fellowship among ULAB graduates
- Maintain links with alumni after graduation
- Facilitate networking among ULAB graduates
- Hold periodic meetings with the Alumni Association to enhance the support system

Alumni Affairs Office Team:

Director

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POLICIES
GENERAL ACADEMIC POLICIES

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.

Duration of Programs

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 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 at ULAB. The ULAB Core Course (UCC), Bangla Bhasha O Sahitya, will remain out of the purview of this clause.

Registration
Registration for New Students

1. New students receive an ID number from the Admissions Office and pay the admission fees at the Accounts Office.
2. Students are registered for the first term courses by the Registrar's Office according to the course flowcharts/ four-year distribution of 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 the Academic Calendar.

Pre-Registration Procedure:
1. All students will do on-line self-registration of courses on the allotted day, as per the Program.
2. Students will then visit their respective advisors for consultation and approval.
3. Advisors will confirm the registration through online or print and sign the Advising Slip. Students will receive the 'Student Copy' section for their records.
4. The 'Office Copy' will be retained by the advisor and sent to the 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 a 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. In that case students previous attempted credit will be coming to the following program.

Student's Batch Identification

ULAB's academic year begins in Spring (between late January and May), continues in Summer (between May and September) 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 and term in which he or she got admitted to ULAB. For example, a student who took admission in Spring 2021 will be identified with batch 211 and Fall 2021 will have a batch identification of 213. So in general the format of ULAB ID number will consist of first 2 digits for Year, next 1 digit for Term, next 3 digits for Program and next 3 digits for Student Serial Number.

Program Codes of ULAB

Serial	Name of the Program	Program Code
	Undergraduate Programs	
1	Bachelor of Business Administration (BBA)	011
2	Bachelor of Social Science in Media Studies and Journalism (MSJ)	012
3	Bachelor of Arts in English (BA in English)	013
4	Bachelor of Science in Computer Science and Engineering (CSE)	014
5	Bachelor of Science in Electrical and Electronic Engineering (EEE)	016
6	Bachelor of Arts in Bangla (BA in Bangla)	017
	Graduate Programs	
1	Master of Business Administration (MBA)	051
2	Executive Master of Business Administration (EMBA)	052
3	Master of Social Science in Media Studies and Journalism	053
4	Masters in Communication (MComn)	054
5	Master of Arts in English 1 Year (MA in English)	055
6	Master of Arts in English 2 Years (MA in English)	056

Term Codes of ULAB:

Term Name	Code
Spring	1
Summer	2
Fall	3

Format of ULAB ID numbers:

First 2	digits for year
Next 1	digit for term
Next 3	digits for program
Next 3	digits for student serial number

Sample ID number of BBA student of Fall 2020 term:
- 203011001

Internship/Project

Internship/Project is an invaluable part of ULAB's academic program that gives 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 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).
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 extra 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.

Courses	No. of Courses
General Education Foundation Courses (GEF)	2
ULAB Core Courses (UCC)	3
General Education (GED) Elective Courses	3
Essential Skills (ESK)	4
Major (CSE 30, EEE 28, MSJ 20, ENG 26, BBA 26)	20 to 30*
Optional/Minor	5
Internship/Project/Thesis/Dissertation/Non-thesis	1-2
Total	38 to 49

* Depending on the program of study

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 advisors 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 to the Registrar through the concerned head of the department. A leave of absence may be granted for one to three terms, provided the student is in good academic standing (i.e. not on academic probation or subject to dismissal) and his/her fees are fully paid. Students, with approved leave of absence, who have not registered for three consecutive terms 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 do 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 38 to 49 courses in major subjects. Typically, 20 to 30 of these courses will be Major requirements and 4-9 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 5 courses from any other department 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 same number of courses from different departments, that particular student will be given the status of completion of "optional courses". However, departments have the latitude to design a program making the Minor mandatory for the students of that department.
11.	General Education Foundation (GEF) Courses	All students must fulfill the General Education Foundation (GEF) Courses requirements by passing all of the following courses: 1. Academic English I 2. Academic English II
12.	Essential Skills (ESK)	All students must fulfill the Essential Skills (ESK) requirements by passing all of the following skills: 1. Computer Skills 2. Healthy Life Skills 3. Social Skills 4. Professional Skills
13.	ULAB Core Courses (UCC)	All students must fulfill the ULAB Core Courses (UCC) requirements by passing all of the following courses: 1. Bangla Bhasha O Sahitya 2. History of the Emergence of Independent Bangladesh 3. Ethics/Professional Ethics for SSE Students
14.	General Education (GED) Elective/ Optional Courses	All students have to complete three GED elective courses (one from each tier): Tier I: Arts and Humanities Tier II: Social Sciences Tier III: Natural Sciences A list of courses is provided in this Handbook. Specific courses offered from the list will change from term to term.

15.	GED Course Distribution	GED slots are fixed in each department . Hence please see your departmental Course Breakdown Section.
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 EEE and CSE programs, each lab-related course is a 1-credit course.
18.	Class Attendance Policy	Six or more unexcused absences in a course may result in a failing grade, at the discretion of the course teacher.
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
A+	4.0
A	4.0
A-	3.8
B+	3.3
B	3.0
B-	2.8
C+	2.5
C	2.2
D	1.5
F	0.0
I	0.0
W	0.0
AW	0.0

Grading in any course will be based primarily on academic performance as reflected in a 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.

Grade Review Policy

Grading is to be done in an objective and impartial manner. However, if a student wishes to have a grade reviewed, s/he should follow the following procedure:

1. Request the concerned course teacher for the grade to be recalculated. The request must be made in writing within seven days after the publication of results.

2. If the outcome of the above is not satisfactory, apply to the respective Head of the Department, who will review the grade based on student submissions. The student will be informed about the decision in writing.

3. If the outcome is still not satisfactory, submit a formal application in the prescribed form to the Controller of Exams to review the grade. At this stage, students will be required to deposit the required fee for grade review.

The fee will be refunded to the respective student account in case the original grade is improved. This review process will be as follows:

    i. Upon receipt of the complete application, the Controller of Exams will forward the relevant documents to the respective Dean.

    ii. The concerned Dean will form a grade review committee comprising one of the Professors/Associate Professors from the department, Controller of Examinations, and another faculty member who usually teaches the course or is adequately prepared to teach/familiar with the course contents.

    iii. The committee will review the application with all the relevant course materials and documents as applicable and inform the final decision in writing to the Dean within fifteen days.

    iv. The Controller's Office will communicate the final decision in writing to the student and file/upgrade the record accordingly.

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

Selection of Gold Medalists, Summa Cum Laude, Magna Cum Laude and Cum Laude

Honors Category	Criteria (CGPA Ranges)
Gold Medal	Highest CGPA amongst undergrads and Highest CGPA amongst grads
Summa Cum Laude	3.95 to 4.00
Magna Cum Laude	3.85 to 3.94
Cum Laude	3.75 to 3.84

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. Merit-based scholarships range from 10% to 100%, with special scholarships available for all females, and extra scholarships for females going into science and engineering fields. Scholarships are also given to students from Science background who want to do BBA as well as students who have completed A- Levels.

1. Honors Awards: There are currently three types of Honors Awards offered by the University to recognize special distinction by a student in academics.

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.

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 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 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.

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.

Currently, 65% of all ULAB students are receiving scholarships. Additional information on different criteria for scholarships and other details are available at the Registrar's office. All enrolled students are provided copies of a Student Handbook which provides further information on scholarships.

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 (Scholarship names should be mention)

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 term 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 term.
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:
1. Latest official transcript;
2. Update CV with a recent assport photograph;
3. 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;
4. 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 from each department 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.
d) Student will not get any cash benefit if he is not registered student for upcoming term or completed his/her graduation.

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) Student must be the top TGPA holder in the term with a minimum load of 3 courses (9 credit hours)
b) Student must complete at least three terms with a minimum load of 3 courses (9 credit hours)
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.
e) Students having I (incomplete) Grade (CSE & EEE) 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%	3.3
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 for 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**	Misbehavior 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 behavior, software and media piracy, website 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 behavior 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 organizing 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 behavior.
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. Authorized officers of the University have the right to restrain or prohibit such disruptive behavior 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 is 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 behavior 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 unauthorized 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 Harass-ment/Eve Teasing**	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. 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 behavior 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**	Any behavior on or off the campus that tarnishes the image of the University is an act of undesirable behavior.
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 behavior; insulting, abusing, disparaging or intimidating behavior 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 the University.
28.	**Classroom Discipline**	Students are expected to maintain respectful and decorous behavior 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 (as needed) 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 the 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 proceedings against the delinquent student. The adjudication system is subject to the authority of the Vice Chancellor. Depending on the seriousness of the offence, the Committee will impose sanctions and take other disciplinary measures as 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 a 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. The affected student may make an appeal against the 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 is recorded 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 or 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.

1. **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 the 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 their scarf or shawl and not underneath. If the ID and/or ribbon is faded, worn out or not usable, students must contact the security officer on 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.

Student 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 to build important skills that complement classroom learning, such as leadership, teamwork, and creativity. ULAB Co-Curricular activities are designed to engage students in activities that are immensely important and capable of maximizing the potential of students. Furthermore, ULAB believes in active learning, therefore ULAB provides students with opportunities to apply classroom learning in the real world through co-curricular activities. Students engage in active learning by getting involved in different real life scenarios. ULAB has introduced significant co-curricular components that are rarely practiced in the South Asian region.

Vision
Develop students as global citizens.

Mission
ULAB considers co-curricular activities as a major platform for student learning. The Co-curricular Office has a mission to provide an all-round experience to each student. The Co-Curricular Office promises to provide a co-curricular environment so that students can develop their own identity, individuality, and diversity.

Next Generation Skills: The Co-Curricular Office supports students in achieving a global competitive edge. As we believe a major portion of active learning occurs outside the classroom, the Co-curricular Office focuses on improving certain skills among ULAB students. The skills emphasized are:

- Leadership
- Social and Interpersonal Skills
- Communication Skills
- Management Skills
- Critical Thinking
- Mental and Physical Wellbeing
- Specialized Skills

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, cultural programs, intra- and inter-university competitions or tournaments, etc.

The Co-Curricular Office will organize all-club activities such as Club Day, Baishakhi Mela, etc.

To enable students to test and generate these next generation skills, ULAB has 23 clubs with a variety of activities:

Club	President	Email
ULAB Adventure Club	Noshin Farzana	noshin.farzana.msj@ulab.edu.bd
ULAB Art and Photography Club	Aroup Kumar Dey	aroup.kumar.msj@ulab.edu.bd
ULAB Business Club	Rakib Hasan	rakib.hasan3.bba@ulab.edu.bd
ULAB Computer and Programming Society	Rana Adnan Mishal	rana.adnan.cse@ulab.edu.bd
ULAB Chess Club	Najib Alam	najib.alam.bba@ulab.edu.bd
ULAB Debating Club	Zareen Anika Islam	anika.islam.msj@ulab.edu.bd
ULAB Electronics and Robotics Club	Sanjid Hasan	sanjid.hasan.ete@ulab.edu.bd
ULAB Field Sports Club	Mahbubur Rahman	mahbubur.rahman.cse@ulab.edu.bd
ULAB Film Club	Mohammed Farhad Hossain Fahad	farhad.hossain.msj@ulab.edu.bd
ULAB Indoor Games Club	Abir Kumar Kundu	abir.kumar.bba@ulab.edu.bd
ULAB Language Club	Shifat Shariar	Shifat.Shariar.deh@ulab.edu.bd
ULAB Literary Society	Md. Sahedul Islam Hira	sahedul.islam.deh@ulab.edu.bd
ULAB Media Club	Nazmus Sakib	nazmus.sakib.msj@ulab.edu.bd
ULAB Model United Nation	Kazi Raihanul Bari	kazi.raihanul.bba@ulab.edu.bd

ULAB Nutrition and Wellness Club	Shafiul Amin Muhammad Muyeed	muhammad.muyeed.bba@ulab.edu.bd
ULAB Shangskriti Shangshad	Emdadul Haque Emon	emdadul.haque1.bba@ulab.edu.bd
ULAB Social Welfare Club	Noshin Farzana	noshin.farzana.bba@ulab.edu.bd
ULAB Sustainable Development Club	Ashim Khandker	ashim.khandker.bba@ulab.edu.bd
Theatre ULAB	Alfi Shahrin	alfi.shahrin.msj@ulab.edu.bd
ULAB Digital Marketing Club	Samiul Shahid Joy	samiul.Shahid.bba@ulab.edu.bd
ULAB Rotaract Club	Shuvojit Saha	shuvojit.saha.bba@ulab.edu.bd
ULAB YES	Raquibe Al Jabed	raquibe.jabed.msj@ulab.edu.bd
ULAB 1971 History Club	Tanushree Biswas	tanusree.biswas.deh@ulab.edu.bd

Notable Events:
- ULAB MUN Conference • ULAB Devangers • Adventure Camp • NWC Food Carnival
- ULAB Co-Curricular Fest • ULAB VOX • ULAB Biz Wizards

ULAB Co-Curricular Module

In the process of ensuring co-curricular learning, the Co-Curricular Office has introduced a Co-curricular Module for students join from Spring 2020 Semester. Under the Co-curricular Module, every student at ULAB will be required to complete certain co-curricular activities.

Co-Curricular Modules

The Co-curricular Module requires students to complete certain activities over their 4-year study period at ULAB. The module has been introduced in Spring 2020 semester and required for students who joined ULAB in Spring 2020 semester or later.

Co-Curricular Module Requirements

Students have to participate in an introductory class and do several other activities to complete the co-curricular module requirement. At the end of the study period, every student will receive a co-curricular transcript containing students' achievements. Every activity mentioned in the module will be assessed through respective assessment authorities.

To complete all the requirements in the module, students need to achieve the following co-curricular units during their study at ULAB:

Co-curricular Programs/ Courses	Number of Required Units	Module requirements
Life Skills	2	Complete and Pass CCC100 course. Passing mark 50%.
Service and Achievements	4	Complete any one/ two activities listed in co-curricular module.
Community Engagement	4	Need to participate in any club for two semesters.
Total	10	Remark: At least 10 co-curricular units are required for you to complete the module but do more to achieve more co-curricular units. Your achievements will be reflected in the co-curricular transcript.

List of Programs/Courses in Co-curricular Modules

Course Code	Course Name	Unit weight	Requirement Level
CCC 100	Student Life Management (Enrollment through URMS is required; this is a 3-hour long class on a designated day of the semester)	2	Required
Services and Achievements (Required unit :4; Enrollment through URMS is not required; Claim your achievements directly at the Co-Curricular Office (PC 106) using 'CCO service and achievements form')			

CCC 202	Duke of Edinburgh Award (Silver/ Direct Silver)*	2	Optional
CCC 203	Duke of Edinburgh Award (Gold/ Direct Gold)*	4	Optional
CCC 205	Social and Community Services (60 hours / 3 social service events)	2	Optional
CCC 206	Event Volunteering Services (60 hours/ 3 events volunteering experiences)	2	Optional
CCC 207	Awards achieved in any national level/ international level competition.	4	Optional
CCC 208	Specialized and Professional Skill (Notable Achievements/ Certified programs)	2	Optional
CCC 209	Foreign Language other than English (At least basic level with certification)	2	Optional
CCC 210	Significant leadership trait: Achieved position in Executive body of any ULAB club	2	Optional

Community Engagement

Required unit: 4; Please join ULAB clubs for at least two semesters. Enroll through URMS during pre-registration period, each club is represented as a course in URMS. You can join maximum of two clubs each semester. You have to participate actively in all club programs.

Course Code	Course Name	Unit weight/ semester	Requirement Level
CCC 301	ULAB Adventure Club	2	Optional
CCC 302	ULAB Art and Photography Club	2	Optional
CCC 303	ULAB Business Club	2	Optional
CCC 304	ULAB Computer and programming Society Club (updated from Sum 21)	2	Optional
CCC 305	ULAB Chess Club	2	Optional
CCC 306	ULAB Debating Club	2	Optional
CCC 307	ULAB Electronics and Robotics Club (updated from Sum 21)	2	Optional
CCC 308	ULAB Field Sports Club	2	Optional
CCC 309	ULAB Film Club	2	Optional
CCC 310	ULAB Indoor Games Club	2	Optional
CCC 311	ULAB Language Club	2	Optional
CCC 312	Paper Canoe - ULAB Literary Society	2	Optional
CCC 313	ULAB Media Club	2	Optional
CCC 314	ULAB Model United Nation	2	Optional
CCC 315	ULAB Nutrition and Wellness Club	2	Optional
CCC 316	ULAB Shangskriti Shangshad	2	Optional
CCC 317	ULAB Social Welfare Club	2	Optional
CCC 318	ULAB Sustainable Development Club	2	Optional
CCC 319	Theatre ULAB	2	Optional
CCC 320	ULAB Rotaract Club	2	Optional

CCC 321	ULAB YES	2	Optional
CCC 322	ULAB 1971 History Club	2	Optional
CCC 323	ULAB Digital Marketing Club	2	Optional

*Every semester/ year designated offices will call for international award enrollments. You will be notified by emails.

Policy for Club Activities

- 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.

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

- 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 Director.

- Contradicts earlier statement that a student must join for at least 2 semesters, but a student may be a member of a particular club for a maximum of three years in her/his entire university life.

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

- 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" will be an automatic disqualifier for committee position, if not club membership.

- The executive body of the clubs will consist of minimum three and maximum six members. The committee will consist of following positions:
  - ✓ President
  - ✓ Vice President
  - ✓ General Secretary
  - ✓ Organizing Secretary
  - ✓ Finance Secretary
  - ✓ Publication Secretary

Duties of the Executive Positions

President: 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.

General Secretary: 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 usually pertains to the office of Secretary.

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

- *The executive committee will meet at least once a month and call general meetings as required.*
- *Clubs will recruit new members in the week following Club Day each semester.*
- *Members active for at least 3 semesters will be provided with a certificate by ULAB Co-Curricular Office.*

Moinak Kanungo

Deputy Director, Clubs

Lecturer, ULAB School of Business
Email: moinak.kanungo@ulab.edu.bd

THE UNDERGRADUATE CURRICULUM

GENERAL EDUCATION PROGRAM

Introduction to the Program

The General Education (GED) program forms the very foundation of the liberal arts curriculum at the University. It serves two main purposes:

1. Provide students a number of basic subjects by way of building the intellectual foundations and skills absolutely necessary for both any tertiary level education, and especially for a liberal arts perspective.

2. Offer 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 (GED) Courses are offered both through the Program and also through existing departments. These courses are offered into three categories: General Education Foundation (GEF) Courses, ULAB Core Courses (UCC) and General Education Elective (GED) Courses. The latter also serve as "Optional" choices for advanced students.

All the courses listed under the above-mentioned categories 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 GEF, UCC and GED elective/optional and Minor, that they must take or choose from.

The GEF and UCC 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 courses to take when without reference to any other directions.

The GED elective, and/or 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. General Education Foundation Courses (GEF) (2 courses/6 credits)

Course Code	Course Title	Credits
GEF 1101	Academic English I	3
GEF 1201	Academic English II	3
GEF 1202	Advanced English Writing Skills (for MSJ only)	3
GEF 1203	Advanced Bangla Writing Skills (for MSJ only)	3
GEF 2101	Introduction to Data and Statistics (for MSJ only)	3

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 ULAB Core Courses.

B. ULAB Core Courses (UCC) (3 courses/9 credits)

Course Code	Course Title	Credits
UCC 1101	Bangla Bhasha O Sahitya	3
UCC 1201	History of the Emergence of Independent Bangladesh	3
UCC 1202	Ethics	3
GED 2159	Professional Ethics (for the students of the School of Science and Engineering)	3

C. GED Electives/Optional (3 courses/9 credits)

Students have to choose any three courses (one from each tier) from the Elective and/or Optional courses listed below (courses below in each set are a sample of the offerings and not a complete listing; offerings will be changed 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/her current term, s/he is required to take a "GED Elective" or an "Optional," then s/he may choose a suitable course from the list below that does not conflict with his/her other required courses.

Tier 1: Arts and Humanities

Course Code	Course Title	Credits
HUM2101	Art of Self Defense	3
HUM2102	Foreign Language: German	3
HUM2103	Foreign Language: Chinese	3
HUM2104	Cultural Heritage of Bangladesh	3
HUM2105	Bangladesh Studies	3
HUM2106	History of Bangla Literature	3
HUM2107	History of Pre-Modern South Asia	3
HUM2108	Introduction to Dance	3
HUM2109	Introduction to Drama	3
HUM2110	Introduction to Music	3
HUM2111	Introduction to Philosophy I	3
HUM2112	Introduction to Photography	3
HUM2113	Introduction to the History of Linguistics	3
HUM2114	World Art and Architecture	3
HUM2115	World Civilization	3
HUM2116	Current and Contemporary Art Forum	3
HUM2117	Foreign Language: France	3
HUM2118	Introduction to Bangla Language and Literature	3
HUM2201	Film History	3
HUM2202	Folklore Studies	3
HUM2203	History of Empire	3
HUM2204	History of Modern South Asia	3
HUM2205	Introduction to Performing Arts	3
HUM2206	Introduction to Philosophy II	3
HUM2207	Islamic Art and Architecture	3
HUM2208	Literature and Human Rights	3
HUM2209	Literature of Bangladesh	3
HUM2210	Logic	3
HUM2211	Modern Bangla Literature I	3
HUM2212	Origin and Development of Bangla Language	3
HUM2213	Peoples, Culture and Language	3

HUM2214	Qazi Nazrul Islam: Life and Works	3
HUM2215	Rabindranath Tagore: Life and Works	3
HUM3101	Aesthetics of Film	3
HUM3102	Bestseller Fiction	3
HUM3103	Capitalism and Lyric Poetry: Charles Baudelaire	3
HUM3104	Comparative Literature: Bangladesh and West Bengal	3
HUM3105	Eastern Philosophy and Religion	3
HUM3201	Education and Knowledge: South Asian Perspectives	3
HUM3202	Ethics from Aristotle to Alain Badiou	3
HUM3203	History, Memory and Amnesia	3
HUM3204	Imagining the Global Eighteenth Century Art	3
HUM3205	Introduction to Psychoanalysis: Freud and Lacan	3
HUM3206	South Asian Art and Architecture	3
HUM3207	Bangla for Print Media	3
HUM3208	Bangla for Electronic Media	3
HUM4101	Jacques Lacan: Ethics of Psychoanalysis	3
HUM4102	Modern Bangla Literature II	3
HUM4103	Objectivity and its Loss	3
HUM4104	Origin and Development of Bangla Prose	3
HUM4105	Tragedy and Trauerspiel: Theater after Walter Benjamin	3
HUM4106	Writing History: Approaches and Methods	3
HUM4107	The Visual Culture of South Asian Women	3

Tier 2: Social Sciences

Course Code	Course Title	Credits
SSC2141	Anthropology and Global Social Problems	3
SSC2142	Development Studies	3
SSC2143	Economic Development and Social Change	3
SSC2144	Environmental Policy and Law	3
SSC2145	Global Political Economy	3
SSC2146	Globalization	3
SSC2147	International Law	3
SSC2148	International Trade	3
SSC2149	Introduction to Anthropology	3
SSC2150	Introduction to Archaeology	3
SSC2151	Introduction to Climate Change	3
SSC2152	Introduction to Community Development	3
SSC2153	Introduction to Museology	3
SSC2154	Introduction to Political Thought	3
SSC2155	Introduction to Public Policy and Governance	3

SSC2156	Introduction to Sociology	3
SSC2157	Introduction to Sustainable Development	3
SSC2158	Principles of Economics	3
SSC2160	Urbanization and Ancient Cities	3
SSC2241	Community Archaeology	3
SSC2242	Development of Social and Political Theories	3
SSC2243	Environment and Sustainability (for the students of School of Science and Engineering)	3
SSC2244	Ethnoarchaeology	3
SSC2245	Experiencing the Past	3
SSC2246	Health and Society	3
SSC2247	Human Dimensions in Environmental Management	3
SSC2249	International Human Rights and Justice	3
SSC2250	International Relations	3
SSC2251	Introduction to Social Studies	3
SSC2252	Living with Conflict	3
SSC2253	Movements of Indigenous Community	3
SSC2254	Natural Hazards and Disaster Management	3
SSC2255	Population Sciences and Demography	3
SSC2256	Principles of Cultural Anthropology	3
SSC2257	Principles of Economics I (Micro)	3
SSC2258	Science, Perceptions and Reality	3
SSC2259	Social Impact Assessment	3
SSC2260	Who Owns the Past	3
SSC3141	Body, Society and Culture	3
SSC3142	Cultural Resource Management	3
SSC3143	Cultural Studies: Film, Media, Literature	3
SSC3144	Cyberspace and Crime	3
SSC3145	Education, Society and Development	3
SSC3146	Environmental Impact Assessment	3
SSC3147	Environmental Information System	3
SSC3148	Gender and Society	3
SSC3149	Globalization and Social Conflict	3
SSC3150	Grassroots, Community and Development	3
SSC3151	History and Theory of International Relations	3
SSC3152	Mind, Emotions and Self	3
SSC3153	Political Ecology	3
SSC3154	Power, Politics and State	3
SSC3155	Terrorism and Security	3

SSC3156	Underwater Archaeology	3
SSC3157	Principles of Economics II (Macro)	3
SSC3241	Archaeological Ethics and Practice	3
SSC3242	Business Ethics and Leadership	3
SSC3243	Corporate Sustainability Management	3
SSC3244	Crime and Criminology	3
SSC3245	Entrepreneurship	3
SSC3246	Ethnic Identity and Nationalism	3
SSC3247	Islam and Islamism: A South Asian Perspective	3
SSC3248	Marx and the Critique of Political Economy	3
SSC3249	Social Inequality and Diversity	3
SSC3250	World Geography	3
SSC3251	Classical Sociological Theory	3
SSC4141	Frantz Fanon and Colonial Psychiatry	3
SSC4142	Methods of Social Research	3
SSC4143	Global Migration and Citizenship	3
SSC4144	Religion	3
SSC4145	Sexual Difference: Feminism and Psychoanalysis	3
SSC4146	Women Studies	3

Tier 3: Natural Sciences

Course Code	Course Title	Credits
NSC2181	Evolutionary Theory and Human Behavior	3
NSC2182	Food and Nutrition	3
NSC2183	Introduction to Psychology	3
NSC2184	Renewable Energy	3
NSC2185	Sustainable Agriculture	3
NSC2248	Industrial Management (for the students of School of Science and Engineering)	3
NSC2281	Archaeological Sciences	3
NSC2282	Biodiversity and Nature Conservation	3
NSC2283	Environmental Science	3
NSC2284	History and Methods of Science	3
NSC2285	Human Biology: Anatomy and Physiology	3
NSC3181	Archaeological Geophysics	3
NSC3182	Introduction to Science Studies	3
NSC3183	Philosophy of Science	3
NSC3184	Science of Climate Change	3
NSC3185	Technology and Development	3

NSC3281	Remote Sensing in Archaeology	3
NSC3282	Public Health and Epidemiology	3
NSC3283	Introduction to Mind and Behavior	3
NSC4181	Genetics	3
NSC4182	Mathematics	3

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.

Minor in Sustainable Development Studies

Introduction

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 3 Elective courses out of 6. The following chart shows specific distribution of the courses that SDS Minor offers:

Compulsory

SSC 2157	Introduction to Sustainable Development
SSC 4142	Methods of Social Research

Any three from

SSC 2151	Introduction to Climate Change
NSC 2185	Sustainable Agriculture
NSC 2282	Biodiversity and Nature Conservation
NSC 2283	Environmental Science
SSC 3150	Grassroots, Community and Development

Eligibility

Students from any department can do a Minor in Sustainable Development. 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.

BACHELOR OF BUSINESS ADMINISTRATION

Introduction to the Program

The BBA program inspires students to learn and practice the concepts, principles, and methods of contemporary business to become industry leaders. Our aim is to strike a balance between liberal arts and business courses, realizing the relevance of each. ULAB's BBA students are distinguished by their in-depth knowledge of the discipline, cutting edge soft and hard skills, and a wider perspective towards the world that is enabled by our liberal arts foundation. As 21st century global citizens, they achieve the highest skills in the field of business, while at the same time, they attain an appreciation of the fundamentals of the social environment within which all business decisions are made.

Vision

We will set the standard for business education in Bangladesh in terms of quality, employability, and social impact of graduates. We will also be at the forefront of knowledge generation on business in the Bangladesh context creating a positive impact on industry and society.

Mission

Our mission is to ensure continuous growth of our students by imparting the highest standard of business education, critical thinking, leadership skills, and a commitment to excellence. We will continuously create and disseminate new knowledge through research and education that develops the practice of business in Bangladesh and enhances its relationship with society.

Program Education Objective (PEO)

PEO 1: To provide a strong foundation in the arts and sciences through which students gain an appreciation and understanding of the humanities, behavioral sciences, social sciences, fine arts and natural sciences.

PEO 2: To offer the fundamental concepts and theory of business practice and specialized study in business discipline.

PEO 3: To develop effective oral and written communication skills.

PEO 4: To instigate the ability to think critically, analyze problems quantitatively, and use computer technology to solve business problems.

PEO 5: To grow an awareness and comprehending of the global context in which business operates.

PEO 6: To advance understanding of the ethical and social issues that is a concern to the business community.

PEO 7: To prepare students to become responsible and contributing members of the community at large.

In the BBA Program each student must take a total of 40 academic courses and four Essential Skills modules to fulfil the graduation requirements. The total 120 credits required are distributed in coursework, essential skill modules, and an internship at the end. Of the 27 courses to major in Business Administration, a student needs to complete 20 Core courses, 6 Major Elective (Study Concentration) courses, and a full term of internship or project work. Apart from the business courses, all students are required to take 10 General Education and 5 elective courses from the chosen minor area (see details below).

Degree Requirements for 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.

Categories	No. of Courses	Credits
General Education Foundation (GEF) Courses	2	3 × 2 = 6
ULAB Core Courses (UCC)	3	3 x 3 = 9
Essential Skills (ESK)	4	Non-Credit
General Education (GED) Elective Courses	3	3 × 3 = 9
Major Core Courses	20	3 × 20 = 60
Major Elective (Concentration) Courses	6	3 × 6 = 18
Minor/Optional Courses	5	3 × 5 = 15
Project / Internship	1	3 × 1 = 3
TOTAL	**44**	**120**

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

General Education (GED) Courses

Course Category	No of Courses	Course Code	Course Title	Credits
General Education Foundation Courses (GEF)	2	GEF 1101	Academic English I	3x2 = 6
		GEF 1201	Academic English II	
Essential Skills (ESK)	4	ESK 1110	Study Skills	Non-Credit
		ESK 1111	Healthy Life Skills	
		ESK 1112	Social Skills	
		ESK 1113	Professional Skills	
ULAB Core Courses (UCC)	3	UCC 1101	Bangla Bhasha O Sahitya	3X3 = 9
		UCC 1201	History of the Emergence of Independent Bangladesh	
		UCC 1202	Ethics	
General Education (GED) Elective/Optional Courses (GED) one from each tier (Tier I, Tier II and Tier III)	3	Tier I	Arts and Humanities	3x3 = 9
		Tier II	Social Sciences	
		Tier III	Natural Sciences	

GED Elective offerings (Tier I, Tier II and Tier III) will vary from term to term. The three electives will be spread over terms 4, 5 and 6. Students will have to choose from the courses offered in a particular term. (See details in General Education Program section)

Course Catalogue

Major Core Courses Major Core (20 courses / 60 credits)

Course Code	Course Title	Prerequisite
BUS 1101	Introduction to Business	None
BUS 1201	Business Mathematics	Remedial Math (if applicable)
BUS 1301	Financial Accounting	Remedial Math (if applicable)
BUS 1302	Micro Economics	Business Mathematics
BUS 2101	Macro Economics	Micro Economics
BUS 2102	Business Statistics	Remedial Math (if applicable)
BUS 2103	Principles of Management	Introduction to Business
BUS 2201	Quantitative Analysis for Business	Business Statistics
BUS 2202	Business Communication	Remedial English (if applicable)
BUS 2203	Legal Environment of Business	Introduction to Business
BUS 2301	Marketing Management	None
BUS 2302	Organizational Behavior	Principles of Management
BUS 2303	Financial Management	Financial Accounting
BUS 3101	Human Resource Management	Organizational Behavior
BUS 3102	Entrepreneurship	None
BUS 3103	International Business	Macro Economics, Financial Accounting
BUS 3104	Managerial Accounting	Financial Accounting
BUS 3201	Research Methodology	Quantitative Analysis for Business

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.

Accounting

Type	Course Code	Course Title
Compulsory	BUS 4111	Cost Accounting
	BUS 4112	Accounting Information System
	BUS 4113	Intermediate Accounting I
	BUS 4114	Intermediate Accounting II
Any Two from	BUS 4121	Assurance and Auditing
	BUS 4122	Bank & Insurance Accounting
	BUS 4123	Taxation
	BUS 4124	International Financial Reporting Standards

Finance

Type	Course Code	Course Title
Compulsory	BUS 4131	Corporate Finance
	BUS 4132	Financial Market and institutions
	BUS 4133	Security Analysis and Portfolio Management
	BUS 4134	International Financial Management
Any Two from	BUS 4141	Bank Management
	BUS 4142	Project Finance
	BUS 4143	Lease Finance
	BUS 4144	Financial Derivatives
	BUS 4145	Venture Capital Management

Human Resource Management

Type	Course Code	Course Title
Compulsory	BUS 4151	Managerial Skills Development
	BUS 4152	Industrial and Employee Relations
	BUS 4153	Human Resource Planning
	BUS 4154	Training and Development
Any Two from	BUS 4161	Industrial Psychology
	BUS 4162	Strategic Human Resource Management
	BUS 4163	Change Management
	BUS 4164	Compensation Management

Marketing

Type	Course Code	Course Title
Compulsory	BUS 4171	Consumer Behavior
	BUS 4172	Service Marketing
	BUS 4173	Integrated Marketing Communication
	BUS 4174	Digital Marketing
Any Two from	BUS 4181	Strategic Marketing
	BUS 4182	Marketing Research
	BUS 4183	Brand Management
	BUS 4184	Personal Selling & Sales Force Management
	BUS 4185	Supply Chain Management

Supply Chain Management

Type	Course Code	Course Title
Compulsory	SCM4501	Principles of SCM (prerequisite BUS2201)
	SCM4502	Logistics Management (prerequisite SCM4501)
	SCM4503	Procurement Management (prerequisite SCM4502)
	SCM4504	Project Management (prerequisite SCM4503)
Any Two from	SCM4505	Sustainable SCM (prerequisite SCM4501)
	SCM4506	Accounting and Financial SCM (prerequisite SCM4501)
	SCM4507	Global SCM
	SCM4508	TQM and Process Improvement
	SCM4509	Supply Chain Analytics
	SCM4510	Maritime Logistics

Banking and Insurance

Type	Course Code	Course Title
Compulsory	BUS 4191	Banking and Insurance
	BUS 4192	Banking Law
	BUS 4193	Bank Management
	BUS 4194	Insurance and Risk Management
Any Two from	BUS 4196	Financial Market and Institutions
	BUS 4197	Banks' Product Marketing
	BUS 4198	Electronic Banking
	BUS 4199	Merchant Banking
	BUS 4200	Bank & Insurance Accounting
	BUS 4201	Core Risk Management
	BUS 4202	Rural Banking

Economics

Type	Course Code	Course Title
Compulsory	BUS 4211	International Trade Theory
	BUS 4212	Development Economics
	BUS 4213	Bangladesh Economy
	BUS 4214	Environmental Economics
Any Two from	BUS 4221	Public Finance
	BUS 4222	Econometrics
	BUS 4223	International Finance
	BUS 4224	Mathematical Economics

Management

Type	Course Code	Course Title
Compulsory	BUS 4230	Production and Operations Management
	BUS 4231	Leadership
	BUS 4232	Project Appraisal and Management
	BUS 4233	International Financial Management
Any Two from	BUS 4234	Bank Management
	BUS 4235	Small Business Management
	BUS 4236	Industrial Relations
	BUS 4237	Insurance & Risk Management
	BUS 4238	Total Quality Management
	BUS 4239	Intercultural Aspects of Business
	BUS 4240	Management Thought

Entrepreneurship

Type	Course Code	Course Title
Compulsory	BUS 4245	Venture Development
	BUS 4246	Total Quality Management
	BUS 4247	Small Business Management
	BUS 4248	Project Appraisal & Management
Any Two from	BUS 4249	Business Plan Development
	BUS 4250	Leadership
	BUS 4251	Production Planning and Inventory Control
	BUS 4252	Cases in Entrepreneurship
	BUS 4253	Strategic Marketing

Management Information System and e-Business

Type	Course Code	Course Title
Compulsory	BUS 4260	System Analysis and Design
	BUS 4261	Applied Database Management
	BUS 4262	Web Design and Management
	BUS 4263	Object Oriented Programming
Any Two from	BUS 4264	Information Technology
	BUS 4265	Technology fundamentals of Electronic Commerce
	BUS 4266	Marketing on the Internet
	BUS 4267	Personal Selling & Sales Force Management
	BUS 4268	Management of Online Business
	BUS 4123	Accounting Information System

Minor in Business (For students of other departments) [5 Courses = 15 Credits]

Type	Code	Existing Title
Compulsory	BUS 1101	Introduction to Business
	BUS 2103	Principles of Management
	BUS 2204	Financial Accounting
Any One from	BUS 2102	Business Statistics
	BUS 1203	Micro Economics
	BUS 2203	Organizational Behavior
Any One from	BUS 2104	Marketing Management
	BUS 2201	Legal Environment of Business
	BUS 3101	Human Resource Management

Minor in Economics (To be offered by USB) [5 Courses = 15 Credits]

For BBA Major Students

Type	Code	Existing Title
Compulsory	BUS4211 / GED2148	Theory International Trade / International Trade
	BUS4212 / GED2143	Development Economics / Economic Development and Social Change
	BUS 4214	Environmental Economics
Any Two from	BUS 4221	Public Finance
	BUS4227 / GED2145	Global Political Economy
	BUS4222 / GED2155	Introduction to Public Policy / Introduction to Public Policy and Governance
	BUS 4222	Econometrics
	BUS 4225	Health Economy
	BUS 4226	History of Economic Thoughts

For MSJ/DEH/CSE/EEE Major Students

Type	Code	Existing Title
Compulsory	BUS 1203	Micro Economics*
	BUS 2101	Macro Economics
	BUS4211 / GED2148	Theory International Trade / International Trade
Elective (Any Two)	BUS4212 / GED2143	Development Economics / Economic Development and Social Change
	BUS 4221	Public Finance
	BUS4227 / GED2145	Global Political Economy
	BUS4222 / GED2155	Introduction to Public Policy / Introduction to Public Policy and Governance
	BUS 4214	Environmental Economics
	BUS 4222	Econometrics
	BUS 4225	Health Economy
	BUS 4226	History of Economic Thoughts

*Will be waived 'Principles of Economics' course was taken

Term (4 months) wise 4-Year Course Distribution

Term	Course Code	Course Title	Credits
Term 1	BUS 1101	Introduction Business	3
	GEF 1101	Academic English I	3
	UCC 1101	Bangla Bhasha O Shahitya	3
	ESK 1110	Study Skills	
Term 2	GEF 1201	Academic English II	3
	UCC 1201	History of the Emergence of Independent Bangladesh	3
	BUS 1201	Business Mathematics	3
	ESK 1111	Healthy Life Skills	
Term 3	BUS 1301	Financial Accounting	3
	BUS 1302	Micro Economics	3
	UCC 1202	Ethics	3
	ESK 1112	Social Skills	
Term 4	BUS 2101	Macro Economics	3
	BUS 2102	Business Statistics	3
	BUS 2103	Principles of Management	3
	–	GED Tier 1 Course (Arts and Humanities)	3
	ESK 1113	Professional Skills	
Term 5	BUS 2201	Quantitative Analysis for Business	3
	BUS 2202	Business Communication	3
	BUS 2203	Legal Environment of Business	3
	–	GED Tier 2 Course (Social Sciences)	3

Term 6	BUS 2301	Marketing Management	3
	BUS 2302	Organizational Behavior	3
	BUS 2303	Financial Management	3
	–	GED Tier 3 Course (Natural Sciences)	3
Term 7	BUS 3101	Human Resource Management	3
	BUS 3102	Entrepreneurship	3
	BUS 3103	International Business	3
	BUS 3104	Managerial Accounting	3
Term 8	BUS 3202	Operations Management	3
	–	Major Elective-1	3
	–	Optional/Minor-1	3
	–	Optional/Minor-2	3
Term 9	BUS 3201	Research Methodology	3
	–	Major Elective-2	3
	–	Optional/Minor-3	3
	–	Optional/Minor-4	3
Term 10	–	Major Elective-3	3
	–	Major Elective - 4	3
	–	Optional/Minor-5	3
Term 11	–	Major Elective-5	3
	–	Major Elective-6	3
	BUS 4999	Strategic Management	3
Term 12	BUS 4399/ BUS 4398	Project / Internship	3

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

Why Study at DEH

Students of the Department of English and Humanities revel in reading and writing about language, literature and Culture. They learn to participate in life with a deeper understanding of how language operates in various formats. The interdisciplinary nature of the program allows DEH students to pair English courses with those from Sustainable Development, Media and Journalism, Business, Computer Science or General Education with focus on psychology, international relations and so on.

DEH is more than a knowledge base. It prepares you for life after your graduation; you acquire a set of applicable skills while attending various extra-curricular activities and study modules.

Vision

To become one of the leading English departments of the region by broadening knowledge and by instilling the required skill set in students using a humanist and liberal arts approach.

Mission

Consistent with the University's commitment to liberal arts, the Department of English and Humanities (DEH) seeks to:

- Employ an interdisciplinary approach to foster lifelong learning and critical thinking to make students knowledgeable and ethically engaged citizens, enabling them to respond creatively and flexibly to the challenges of a diverse and changing world. It equips students with the communicative and analytical skills needed for employment in both public and private sectors or for higher studies;

- Offer courses that survey different literary periods and genres through theoretical, philosophical, cultural, and pedagogical lenses to understand language, linguistic, and literary texts. The courses also focus on developing theoretical, philosophical, and intellectual abilities. There is an overall emphasis on pursuing new avenues of research.

Objectives of the Program
- 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.
- To provide appropriate academic and infrastructural support (class size, classrooms, resources, and technology) for better student retention, progress, and academic success
- To expose students to real-life work environments through apprenticeships/internships, in-house jobs, and mentorship programs
- To offer avenues for publication through the student magazine, MUSE, and the department's peer-reviewed journal, *Crossings*
- To support and facilitate faculty research and professional development, and encourage greater participation in professional activities

Degree Requirements for Bachelor of Arts in English

Students in English and Humanities are enrolled in a 4-year bachelor's degree program.

- All courses are 3 credits. To graduate, students will have to complete 120 credits, or 41 courses in total.
- All students are required to complete 26 core courses from the list of courses.
- In addition to 26 courses, students must complete ENG 4297: Project/ENG 4298: Internship/ENG 4299: Dissertation/ENG 4208: Advanced Composition and Stylistics a 3credits course, as their last course.
- Tuition fees are determined on the basis of credits.

Course requirements for the BA in English 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.

Categories	No. of Courses	Credits
General Education Foundation (GEF) Courses	2	3 × 2 = 6
ULAB Core Courses (UCC)	3	3 x 3 = 9
Essential Skills (ESK)	4	Non-Credit
General Education (GED) Elective Courses	3	3 × 3 = 9
Major Core Courses	21	3 × 21 = 63
Major Elective (Concentration) Courses	5	3 × 5 = 15
Minor/Optional Courses	5	3 × 5 = 15
Dissertation/Internship/Project/Non-thesis Course	1	3 × 1 = 3
TOTAL	**44**	**120**

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

Course Category	No of Courses	Course Code	Course Title	Credits
Pre-Uni (based on admission test performance)	2	ELL 0099	Remedial English	Non-credit
General Education Foundation Courses (GEF)	2	GEF 1101	Academic English I	3x2 = 6
		GEF 1201	Academic English II	
Essential Skills (ESK)	4	ESK 1110	Study Skills	Non-Credit
		ESK 1111	Healthy Life Skills	
		ESK 1112	Social Skills	
		ESK 1113	Professional Skills	

ULAB Core Courses (UCC)	3	UCC 1101	Bangla Bhasha O Sahitya	3X3 = 9
		UCC 1201	History of the Emergence of Independent Bangladesh	
		UCC 1202	Ethics	
Elective/ Optional Courses (GED) one from each tier (Tier I, Tier II and Tier III)	3	Tier I	Arts and Humanities	3x3 = 9
		Tier II	Social Sciences	
		Tier III	Natural Sciences	

Course Catalogue

The following list shows both the Core Courses and Electives (i.e., Concentration Courses: i. Literature and Cultural Studies; ii. Applied Linguistics and TESOL; iii. Translation Studies; and iv. Creative Writing).

Major Core Courses (21 courses / 63 credits)

Course Code	Course Title	Credits
ENG 1101	Introduction to Literary Genres	3
ENG 1201	Introduction to Poetry and Drama	3
ENG 1202	Introduction to Fiction and Non-fiction	3
ENG 1203	Pronunciation: Phonetics and Phonology	3
ENG 1301	Introduction to Linguistics	3
ENG 1303	Old and Middle English Literature (Beowulf/Anglo-Saxon Poems/ Chaucer)	3
ENG 2101	Elizabethan and Jacobean Drama (Excluding Shakespeare)	3
ENG 2102	Writing about Literature	3
ENG 2103	Morphology and Syntax	3
ENG 2107	16th and 17th Century English Literature	3
ENG 2108	Shakespeare	3
ENG 2201	Sociolinguistics	3
ENG 2202	Restoration and Eighteenth Century Literature	3
ENG 2203	Literary Criticism (Sidney to Leavis)	3
ENG 2204	Romantic Poetry	3
ENG 2205	Semantics and Pragmatics	3
ENG 2206	American Literature I	3
ENG 2301	Language Development and Acquisition	3
ENG 3101	Victorian Literature	3
ENG 3102	Psycholinguistics	3
ENG 3103	Ancient Greek Literature	3
ENG 3104	Modern British Drama	3
ENG 3201	American Literature II	3
ENG 3202	Modernism in Literature	3
ENG 3203	Theories of Language Acquisition	3
ENG 3204	Critical Theory	3

ENG 3218	Stylistics	3
ENG 4101	Research Methodology	3
ENG 4103	Digital Humanities	3
ENG 4218	Transnational Literature	3

LIST OF ELECTIVE (CONCENTRATION) COURSES (5 Courses / 15 CREDITS)

Students can choose any five of the following courses from their field of concentration. These courses should be taken in the final two terms of their studies.

I. ELECTIVES FOR CONCENTRATION IN LITERATURE AND CULTURAL STUDIES

Course Code	Course Title	Credits
ENG 3108	Cinema and Literature	3
ENG 3205	Postcolonial Theories and Literature	3
ENG 3206	African Writings in English	3
ENG 3207	Culture and Representations	3
ENG 3208	Epics of World Literature	3
ENG 3209	Studies in Popular Culture	3
ENG 3210	Modern Continental Literature	3
ENG 3304	South Asian Literature	3
ENG 4104	Introduction to Cultural Studies	3
ENG 4105	Ecocriticism	3
ENG 4106	Contemporary Literatures in English	3
ENG 4111	Eastern Classics in Translation	3
ENG 4201	Gender Theory and Literature	3
ENG 4202	Bangladeshi Writing in English and in English Translation	3
ENG 4203	World Literature in Translation - I (Non-European)	3
ENG 4204	World Literature in Translation - II (European)	3

II. ELECTIVES FOR CONCENTRATION IN APPLIED LINGUISTICS AND TESOL

Course Code	Course Title	Credits
ENG 3212	Methodology of Language Teaching	3
ENG 3213	English in the Workplace	3
ENG 3211	Critical Language Awareness	3
ENG 3215	Classroom Techniques	3
ENG 3216	Teaching Reading and Writing	3
ENG 3217	Teaching Listening and Speaking	3
ENG 4107	Syllabus Design and Materials Development	3
ENG 4108	Critical Literacy and Technology	3
ENG 4109	Teaching Language through Literature	3
ENG 4110	Historical Linguistics	3
ENG 4117	Teaching Young Learners	3
ENG 4206	Teaching Practicum	3

ENG 4207	Critical Pedagogy	3
ENG 4209	Testing and Assessment	3

III. ELECTIVES FOR CONCENTRATION IN CREATIVE WRITING

Course Code	Course Title	Credits
ENG 4102	Introduction to Creative Writing	3
ENG 4211	Creative Writing: Fiction	3
ENG 4315	Creative Writing: Poetry	3
ENG 4316	Creative Writing: Dialogue and Scriptwriting	3
ENG 4317	Creative Writing: Non-fiction	3
ENG 4318	Film Adaptations	3
ENG 4319	Animation	3

IV. ELECTIVES FOR CONCENTRATION IN TRANSLATION STUDIES

Course Code	Course Title	Credits
ENG 3390	Introduction to Translation Theory	3
ENG 4205	Classics of Translation	3
ENG 4291	Literary Translation: Bengali to English	3
ENG 4292	Literary Translation: English to Bengali	3
ENG 4293	Translating in a Professional Context	3
ENG 4420	Translation Project	3

Minor/Optional Courses

For DEH Students

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

1. 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), or Sustainable Development Studies (SDS), OR

2. choose "Optional," which means doing any five courses, subject to availability and fulfillment of any prerequisite, from any department, except 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.

Minor in English (For students of other departments)

The Department of English and Humanities offers Minor courses in two areas for students of other departments. The courses listed below are sample courses. It should be noted that different courses will be offered in different terms. Some courses from the DEH core course list may be offered here too.

Compulsory: (2 courses / 6 credits)

Course Code	Course Title	Credits
ENG 1101	Introduction to Literary Genres	3
ENG 1301	Introduction to Linguistics	3
ENG 2810	Art of Speaking and Listening	3
ENG 2820	English for Professional Purposes	3
ENG 2850	The Experience of Literature -I	3

ENG 2860	Advanced Reading and Writing	3

Electives: (3 courses / 9 credits)

Course Code	Course Title	Credits
ENG 1202	Introduction to Fiction and Non-Fiction	3
ENG 2821	English for Academic Purposes	3
ENG 2822	English in Media	3
ENG 2851	The Experience of Literature - II	3
ENG 2880	Advanced Reading Technique	3
ENG 4102	Introduction to Creative Writing	3

Dissertation/Internship

The final course will be the Project/Dissertation/Internship/Non-thesis course, which must be taken in the twelfth or final semester. Students enrolled in Dissertation 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 10 by the students in their ENG 4101 (Research Methodology) course. In case of Internship, the selection of organization can be made either by the students (subject to ULAB approval) or with the assistance of the ULAB Career Services Office. Students will also need to select a Dissertation/Internship Supervisor from amongst DEH faculty in Term 11. The period of internship attachment may be 8-12 weeks, during which students will work and research a topic connecting their area of concentration with their workplace.

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

Students with a lower grade than B (plain) in ENG 4101 (Research Methodology) will automatically be registered in the non-thesis course in their final term.

Project/Internship/Dissertation/Non-thesis course: (1 course / 3 credits)

Course Code	Course Title	Credits
ENG 4297	Project	3
ENG 4298	Internship	3
ENG 4299	Dissertation	3
ENG 4208	Advanced Composition and Stylistics	3

4-Year Course Distribution

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

Sample 4-year Course Distribution

1st Year

Term 1			
ENG 1101	3	Introduction to Literary Genres	
GEF 1101	3	Academic English I	
UCC 1101	3	Bangla Bhasha O Sahitya	
ESK 1110	0	Study Skills	

Term 2		
ENG 1201	3	Introduction to Poetry and Drama
GEF 1201	3	Academic English II
UCC 1201	3	History of the Emergence of Independent Bangladesh
ESK 1111	0	Healthy Life Skills

Term 3		
ENG 1202	3	Introduction to Fiction and Non-fiction
ENG 1203	3	Pronunciation (Phonetics and Phonology)
UCC 1202	3	Ethics
ESK 1112	0	Social Skills

2nd Year

Term 4		
ENG 2101	3	Elizabethan and Jacobean Drama (Excluding Shakespeare)
ENG 2102	3	Writing about Literature
ENG 2103	3	Morphology & Syntax
GED Elec -Tier 1	3	Arts and Humanities
ESK 1113	0	Professional Skills

Term 5		
ENG 2201	3	Sociolinguistics
ENG 2202	3	Restoration and Eighteenth Century Literature
ENG 2203	3	Literary Criticism (Sidney to Leavis)
GED Elec -Tier 2	3	Social Sciences

Term 6		
ENG 2204	3	Romantic Poetry
ENG 2205	3	Semantics and Pragmatics
ENG 2206	3	American Literature I
GED Elec -Tier 3	3	Natural Sciences

3rd Year

Term 7		
ENG 3101	3	Victorian Literature
ENG 3102	3	Psycholinguistics
ENG 3103	3	Ancient Greek Literature
Op/Minor-1	3	

Term 8		
ENG 3201	3	American Literature II
ENG 3202	3	Modernism in Literature
ENG 3203	3	Theories of Language Acquisition
Op/Minor-2	3	

Term 9		
ENG 3204	3	Critical Theory
ENG 3205		Postcolonial Theories and Literature (Concentration)
ENG 3206		African Writings in English (Concentration)
ENG 3207		Culture and Representations (Concentration)
ENG 3208		Epics of World Literature (Concentration)
ENG 3209	6	Studies in Popular Culture (Concentration)
ENG 3210		Modern Continental Literature (Concentration)
ENG 3211		Critical Language Awareness (Concentration)
ENG 3212		Methodology of Language Teaching (Concentration)
ENG 3213		English in the Workplace (Concentration)
Op/Minor-3	3	

4th Year

Term 10		
ENG 4101	3	Research Methodology
ENG 4102		Introduction to Creative Writing (Concentration)
ENG 4103		Digital Humanities (Concentration)
ENG 4104	6	Introduction to Cultural Studies (Concentration)
ENG 4105		Ecocroticism (Concentration)
ENG 4106		Contemporary Literatures in English (Concentration)
ENG 4107		Syllabus Design and Material Development (Concentration)
ENG 4108		Critical Literacy and Technology (Concentration)
ENG 4109		Teaching Language Through Literature (Concentration)
ENG 4110		Historical Linguistics (Concentration)
Op/Minor-4	3	

Term 11		
ENG 4201		Gender Theory and Literature (Concentration)
ENG 4202		Bangladeshi Writing in English and in English Translation
ENG 4203		World Literature in Translation I (Non-European) (Concentration)
ENG 4204		World Literature in Translation II (European) (Concentration)
ENG 4205	3	Classics of Translation (Concentration)
ENG 4206		Teaching Practicum (Concentration)
ENG 4207		Critical Pedagogy (Concentration)
ENG 4209		Testing and Assessment (Concentration)
Op/Minor- 5	3	

Term 12		
ENG 4297		Project or
ENG 4298	3	Internship or
ENG 4299		Dissertation or
ENG 4208		Advanced Composition and Stylistics

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.*

Student Support Services
Advising
DEH students are assigned to a DEH faculty advisor who help them to identify their educational needs, plan for courses, discuss career options, and also resolve problems that might affect their academic performance.

The Writing Center
Named as the English Zone, the writing center is an academic English learning center for all ULAB students. Students can get writing help, editing service, workshops on grammar, presentations and research as well as opportunities to practice speaking in English through conversation hours.

Teaching Assistants and Peer Mentors
DEH hires advanced students as Teaching Assistants and trains them in leadership skills, written, and oral communications. They are also assigned to help the weaker students. SAO also recruits advanced students of DEH to become peer mentors and help other students in their academic life

Career Counseling
DEH regularly arranges workshops on soft skills, editing, translation, and other topics. It also posts recruitment notices as well as whenever there are opportunities to do internship and trainings.

Student Magazine
Mouthpiece of ULAB Students of English (MUSE) is the creative space run by the students of DEH. The magazine, available both online and in print version, publishes department news, features, columns, literary pieces, book/ movie reviews, experimental artworks, and photographs. It gives students hands-on training in editing and publication skills too.

Literary Club
Paper Canoe is a literary club under the Department of English and Humanities which aims at ensuring students' participation in activities such as debates, declamations, group discussions, poetry writing and recitation, short story writing, quiz contests, interactive lecture/review sessions, etc. Through these activities, the club reaches out to language and literature lovers and tries to create a space for them.

Student Research

Students demonstrate interdisciplinary research skills in studying language and literature in different contexts in student dissertations that reflect general understanding of various critical and theoretical frameworks of English Studies.

The department's annual Inter-university Student Conference and Cultural Competition gives students an opportunity to do research and compete with participants from major public and private universities of the country. The cultural competition allows them to explore and experiment on topics both national and international relevance using multiple artistic modes of expression.

Curriculum Integration Program

The experimental and multidisciplinary Curriculum Integration program held every term on a specific theme allows students to demonstrate their skills in application of critical theories to understand and interpret their immediate social world thereby making them more informed citizens.

Scholars Program

The Scholars Program is designed to provide a platform for those high-achieving students who strive for academic excellence and are ready to explore extensive educational opportunities not covered by the standard curriculum.

BACHELOR OF SOCIAL SCIENCE IN MEDIA STUDIES & JOURNALISM

Introduction to the Program

ULAB's FLAGSHIP department is the Media Studies and Journalism department, which has grown to become the largest and most prominent media, communication and journalism school in the country. As of December 2020, it has around 900 undergraduate and graduate students and 31 faculty, instructors and teaching assistants. Established in 2004, it was first headed by Dhaka University Professor Sakhawat Ali Khan. In 2006, Prof. Brian Shoesmith (from Edith Cowan University, Australia) became the department head. He was succeeded in 2009 by Prof. Jude William Genilo (from the Philippines).

The undergraduate curriculum has study concentrations in Digital Journalism, Digital Film and Television Production, Public Relations and Communication for Development. Its Masters in Communication program focuses on communication research and policy, corporation communication and development management.

ULAB ranked In 2020, ULAB ranked 46th among the top 50 universities under the Industrial Applications category in the **World's Universities with Real Impact (WURI) Ranking**. The thesis program of the Masters in Communication program was ULAB's entry in the said ranking. Media Studies and Journalism received in 2021 program accreditation by Global Alliance for Public Relations and Communication Management (GA), Switzerland. In 2022 ULAB ranked under top 96 in WURI ranking with the features of Digital Journalism, Curriculum Integration Program, ULAB TV and Dhaka Internationational Mobile Film Festival. In 2023 ULAB ranked 75 in global top 100 innovative universities in WURI with the same features.

The department is affiliated with the following: Asian Media Information and Communication Centre (AMIC), International Communication Association (ICA), Global Alliance on Public Relations and Communication Management (GA), Communication Initiative Network, and International Association of Media and Communication Research (IAMCR). Professor Jude William Genilo is the current Ambassador for IAMCR in Bangladesh.

Given the university's research thrust, the department has pursued publications. It has produced the most comprehensive anthology on Bangladesh's Changing Mediascape: From State Control to Market Forces (Editors: Brian Shoesmith and Jude William Genilo; Intellect UK Publisher), which is the basic text for anyone in the country taking a media and journalism degree. It contributed towards the understanding of the 1971 Liberation War through two photography books - Price of Freedom (Raghu Rai) and Revisiting Anwar Hossain's '71 (Editors: Jude William Genilo and Md. Abdul Kader). The department's research agenda includes C4D, Development Communication, Mass Communication, Journalism Studies and Public Relations.

Aside from its research work, the department has very strong co-curricular programs. In order to give students a taste of the real world and help them gain some work experience before they jump into the media industry, several apprenticeship programs are offered - Radio Campbuzz, ULAB TV, Cinemascope (film), PR4U (Public Relations), ULABian Student Newspaper and Shutterbugs (photography). It regularly organizes and hosts public events such as Meet the Editor, Reporter's Diary, Meet the Director and Meet the Artist. Under its Curriculum Integration Program, it holds a film and visual exhibition of student works three times a year at the prestigious Shilpakala Academy (National Gallery).

To improve the employability prospects of its students, the department requires a portfolio before graduation. The portfolio consists of 16 media projects from their foundation and specialized courses. The department has a few outreach projects - Dhaka International Mobile Film Festival and Axis MIL (Media and Information Literacy).

Vision

Decolonized minds through media education and innovation.

Mission

Nurturing creative and critical thinkers in communication and cultural studies.

Objective of the Program

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 Digital Journalism, Digital Film and Television Production, Public Relations and Communication for Development are as follows:

Course Type	Number	Credits
Essential Skills	4	0
General Education Foundation (GEF) Courses	5	15
ULAB Core Courses (UCC)	3	9
General Education (GED) Elective Tier 1 Courses	4	12
General Education (GED) Elective Tier 2 Courses	4	12
General Education (GED) Elective Tier 3 Courses	4	12
Communication Foundation Courses	7	21
Major Study Concentration	9	27
Minor Study Concentration	5	15
Internship and Portfolio	2	6
Total	**47**	**129**

Course Catalogue

General Education (GED) Courses

Course Category	No. of Courses	Course Code	Course Title	Credits
Pre-Uni (based on admission test performance)	2	ELL 0099	Remedial English	Non-credit
General Education Foundation (GEF)		GEF 1101	Academic English I	5X3=15 credits
		GEF 1201	Academic English II	
		GEF 1202*	Advanced English Writing Skills	
		GEF 1203*	Advanced Bangla Writing Skills	
		GEF 2101*	Introduction to Data and Statistics	
ULAB Core Courses (UCC)		UCC 1101	Bangla Bhasha O Sahitya	3X3=9 credits
		UCC 1201	History of the Emergence of Independent Bangladesh	
		UCC 1202	Ethics	
		GED Tier I	Arts and Humanities	4x3= 12 credits
		GED Tier II	Social Sciences	4x3= 12 credits
		GED Tier III	Natural Sciences	4x3=12 credits
Essential Skills		ESK 1110	Study Skills	0 credits
		ESK 1111	Healthy Life Skills	
		ESK 1112	Social Skills	
		ESK 1113	Professional Skills	

*Courses mandatory only for MSJ

General Education (GED) Elective Tier 1: Social Science (4 Courses/ 12 Credits)
General Education (GED) Elective Tier 2: Arts and Humanities (4 Courses/ 12 Credits)
General Education (GED) Elective Tier 3: Natural Science (4 Courses/ 12 Credits)

Communication Foundation Courses (7 courses / 21 credits)

Course Code	Course Title	Credits
MSJ 1101	Communication Concepts and Theories	3
MSJ 1201	Communication Research	3
MSJ 2101	Communication and Technology	3
MSJ 2201	Mass Communication	3
MSJ 2102	Convergence Communication 1	3
MSJ 2202	Convergence Communication 2	3
MSJ 4101	Media and the Law	3

Major Study Concentrations

Major 1: Digital Journalism (9 courses / 27 credits)

Course Code	Course Title	Credits
MSJ 2251	Journalism and Society	3
MSJ 2252	Digital Audience	3
MSJ 3151	News Sourcing and Gathering	3
MSJ 3152	Online Journalism	3
MSJ 3251	Mobile Journalism	3
MSJ 3252	News Editing and Translation	3
MSJ 3253	Data Journalism	3
MSJ 4151	Investigative Journalism-I	3
MSJ 4152	Investigative Journalism-II	3

Major 2: Digital Film and TV Production (9 courses / 27 credits)

Course Code	Course Title	Credits
MSJ 2231	Visual Communication	3
MSJ 2232	Cinema Studies	3
MSJ 3131	Media Presentation and Performance	3
MSJ 3132	Writing for Film and Television	3
MSJ 3231	Digital Cinematography	3
MSJ 3232	Digital Postproduction	3
MSJ 3233	TV Infotainment Production	3
MSJ 4131	Documentary Production	3
MSJ 4132	Fictional Narrative Production	3

Major 3: Public Relations (9 courses / 27 credits)

Course Code	Course Title	Credits
MSJ 2241	Interpersonal and Intercultural Communication	3
MSJ 2242	Strategic Public Relations	3
MSJ 3141	Public Relations Research	3
MSJ 3142	Media Relations	3

MSJ 3241	Internal Communication	3
MSJ 3242	Created Private Media	3
MSJ 3243	Speech Writing and Public Speaking	3
MSJ 4141	Advertising	3
MSJ 4142	Public Relations Campaign	3

Major 4: Communication for Development (9 courses / 27 credits)

Course Code	Course Title	Credits
MSJ 2261	Communication Theories and Applications to C4D	3
MSJ 2262	C4D Planning and Process	3
MSJ 3161	Participatory Research	3
MSJ 3162	Communication Approaches for C4D	3
MSJ 3261	ICT for Development	3
MSJ 3262	Health Communication	3
MSJ 3263	Emergency Communication	3
MSJ 4161	Entertainment Education Communication	3
MSJ 4162	Environmental Communication	3

Internship and Portfolio (2 courses / 6 credits)

Course Code	Course Title
MSJ 4298	Internship
MSJ 4299	Portfolio

Minor Courses

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.

Minor in MSJ (For students of other departments)

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 offerings:

Course Code	Course Title	Credits
MSJ 2101	Communication and Technology	3
MSJ 2251	Journalism and Society	3
MSJ 2252	Digital Audience	3
MSJ 2231	Visual Communication	3
MSJ 2232	Cinema Studies	3
MSJ 2241	Interpersonal and Intercultural Communication	3
MSJ 2242	Strategic Public Relations	3
MSJ 2261	Communication Theories and Applications to C4D	3

MSJ 2262	C4D Planning and Process	3
GED 2112	Introduction to Photography	3
GED 2201	Film History	3
GED 3101	Aesthetics of Film	3

Internship/Project

MSJ 4298 Internship (3 Credits / 1 Course)

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 organization for an internship to appreciate and experience the dynamics of working in a real organization. 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.

Projects

Filmmaking Project

Instead of an 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 a 15 to 25 minute video of a fictional story or a 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.

Study Tour and Project Internship

ULAB MSJ organizes a two-week (or more) media and communications course with a foreign institution in Bangkok, Thailand, Delhi, India, and Moscow, Russian Federation. The program is then integrated with the internship program. It is divided into two phases as follows:

- The first phase of the internship will take place abroad and will last at least two weeks. Students will need to go through a series of Academic, Experiential, and Cultural Programs.

- The second phase of the internship will begin once the students return to the University of Liberal Arts Bangladesh. Most of the activities in the second phase will be directly related to the two-week course work abroad. Finally, the students will have to produce an Internship Report and present their work during the Internship Presentation at the end of the term.

Research Project

The Research Project Internship takes advantage of the Masters in Communication (MComn). MSJ students need to make a decision on undertaking 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 a research project. This will be presented and defended before a panel.

Portfolio

MSJ 4299 Portfolio (3 Credits / 1 Course)

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.

Sample 4-Year Course Distribution

	Course Code	Course Title	Credits
Term 1	MSJ 1101	Communication Concepts and Theories	3
	GEF 1101	Academic English I	3
	UCC 1101	Bangla Bhasha O Sahitya	3
	ESK 1110	Study Skills	0
Term 2	MSJ 1201	Communication Research	3
	GEF 1201	Academic English II	
	UCC 1201	History of the Emergence of Independent Bangladesh	3
	ESK 1111	Healthy Life Skills	0
Term 3	GEF 1202	Advanced English Writing Skills	3
	GEF 1203	Advanced Bangla Writing Skills	3
	UCC 1202	Ethics	3
	ESK 1112	Social Skills	0
Term 4	MSJ 2101	Communication and Technology	3
	GED Elective	Social Science 1	3
	GED Elective	Arts and Humanities 1	3
	GED Elective	Natural Science 1	3
	ESK 1113	Professional Skills	0
Term 5	GEF 2101	Introduction to Data and Statistics	3
	MSJ 2102	Convergence Communication 1	3
	GED Elective	Social Science 2	3
	GED Elective	Arts and Humanities 2	3
Term 6	MSJ 2201	Mass Communication	3
	MSJ 2202	Convergence Communication 2	3
	Major 1		3
	GED Elective	Natural Science 2	3
Term 7	Major 2		3
	Major 3		3
	Minor 1		3
	GED Elective:	Social Science 3	3
Term 8	Major 4		3
	Major 5		3
	Minor 2		3
	GED Elective	Arts and Humanities 3	3
Term 9	Major 6		3
	Major 7		3
	Minor 3		3

	GED Elective		Natural Science 3
Term 10	Major 8		3
	Minor 4		3
	GED Elective	Social Science 4	3
	GED Elective	Arts and Humanities 4	3
Term 11	Major 9		3
	Minor 5		3
	MSJ 4101	Media and the Law	3
	GED Elective	Natural Science 4	3
Term 12	MSJ 4298	Internship	3
	MSJ 4299	Portfolio	3

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, journalism (print, electronic and online), public relations and animation. 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 program are summarized as follows:

ULABian: Print Journalism *Expected Output*: Campus Newspaper (English and Bangla Content) Description: Campus Paper published 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, 2:00-3:00 pm Tuesday: New episode Sunday, Monday and Wednesday: Repeat Weekly One Hour Program on news, opinions, and entertainment.

PR4U: Public Relations Apprenticeship Program

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

ShutterBugs: Photography Apprenticeship Program

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 Program

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

Outreach Programs

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. ULAB 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, Media Studies and Journalism Department, undertakes an interactive graffiti, a project where students and teachers of ULAB express themselves on a single canvas, which eventually comes through as a unified form of painting. The painting depicts the summit theme.

Dhaka International Mobile Film Festival
Dhaka International Mobile Film Festival (DIMFF) 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 for students. Screening Category is open for all but the Competition category is restricted to university students at Undergraduate or Graduate level and One Minute Film category is limited to Grade 1-12 students. Films for this festival must be shot on a mobile phone (cellphone/smartphone). However, there is no restriction regarding the brand, model, and operating system of the phone or post-production tools. DIMFF's purpose is not only to inspire and spark creativity in people of all ages with limited income or resources but also to encourage filmmakers to harness their dreams and to recognize the immense possibilities to accomplish them.

Axis MIL

Axis MIL is an outreach program of the Department of Media Studies and Journalism that promotes Media and Information Literacy (MIL) as a lifelong learning skill among students, educators, journalists, advocates, and practitioners in a knowledge-based and media-saturated Bangladeshi society. AxisMIL is the coordinator for South Asia for the Global Alliance for Partnerships on Media and Information Literacy (GAPMIL), a joint initiative of UNESCO and other key stakeholders, to promote international cooperation to ensure that all citizens have access to media and information competencies. It facilitates networking and research on Media Information Literacy (MIL) through GAPMIL and other networks. The program extends alliances and collaborations with local and international researchers and organizations which include NGOs, education institutions, and media organizations.

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. First, it utilizes active learning approaches to enhance the educational experience of students. Second, 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.

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 a focus on developing skills for ICT industries worldwide. The designed program provides students with the 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 the potential of becoming leaders in their careers and add value to society.

Vision

To produce highly competent graduates who will become leaders in Computer Science and Engineering.

Mission

- To prepare our students to meet high standards of excellence for professional career advancement.
- To create and disseminate new knowledge through basic and applied research in the field of Computer Science and Engineering.
- To build strong relationships between industry and academia, eliminating the gap.

Objectives of the Program

The program objectives, as derived from the departmental mission statement, address our goal of graduating highly competent students with the potential of becoming leaders in the field of their careers and understanding the implications of their work on both to themselves and to society as a whole. The program objectives are:

Foundation: To provide graduates with a solid foundation in the principles and practices of computer science, including mathematics, physical sciences, and basic engineering. This foundation is necessary to succeed in more advanced Computer Science and Engineering coursework where students will apply these principles and practices to a variety of complex problems, and which will further develop their analytical and creative problem-solving skills and enable them to work successfully on multidisciplinary teams, in both classroom and laboratory settings.

Breadth: To provide graduates with sufficient breadth in computer science and related technical disciplines. This breadth is required not only to understand engineering trade-offs that cross disciplines (for example, hardware and software boundaries), but also to participate effectively in multidisciplinary teams. To also provide students with breadth in the liberal arts and social sciences to develop their awareness of societal issues; to develop effective oral and written communication skills; and to develop an understanding of professional and ethical issues related to computing.

Depth: To provide our graduates with advanced training in focused areas of their choice. This depth is necessary to solve complex real-world engineering problems and prepare them to contribute to a specific discipline within computer science and possibly pursue advanced study or research.

Degree Requirements for Bachelor of Science in CSE

To obtain the BSc degree in CSE, students will have to successfully complete minimum 140 credits. The credit and course requirement for the CSE degree program is shown in the table below.

Categories	Credits	Remarks
General Education Courses (GED)	24	6 Major + 3 Elective
Major Core Courses	67	Includes 4 credit Capstone Project, 1 credit Internship
Essential Skills (ESK)	4	Non-Credit
Major Elective Courses	13	4 Theory + 1 Lab
Other Engineering	8	2 Theory + 2 Lab from EEE
Optional/Minor*	9	3 Theory
Basic Science	7	2 Theory + 1 Lab
Mathematics	12	4 Theory
TOTAL	140	

*Students willing to minor must take a total of 5 courses (15 credits).

General Education (GED) Courses

Course Category	No of Courses	Course Code	Course Title	Credits
General Education Foundation Courses (GEF)	2	GEF 1101	Academic English I	3x2 = 6
		GEF 1201	Academic English II	
Essential Skills (ESK)	4	ESK 1110	Study Skills	Non-Credit
		ESK 1111	Healthy Life Skills	
		ESK 1112	Social Skills	
		ESK 1113	Professional Skills	
ULAB Core Courses (UCC)	3	UCC 1101	Bangla Bhasha O Sahitya	3X3 = 9
		UCC 1201	History of the Emergence of Independent Bangladesh	
		GED 2159	Professional Ethics	
General Education (GED) Elective/Optional Courses (GED) one from each tier (Tier I, Tier II and Tier III)	3	Tier I	Arts and Humanities	3x3 = 9
		Tier II	Social Sciences	
		Tier III	Natural Sciences	

Note: Placement in Pre-Uni course, ELL 099: Remedial English, will be based on the admission test.
Note: ** GEF 2159 for students from CSE department

GED Electives (3 courses / 9 credits)

GED Electives course offerings will vary from term to term. Students will choose a Arts and Humanities course from a list of courses and the other two courses, GED 2243 and GED 2248, must be taken by the students of the CSE department.

Course Code	Course Title	Credit
GED Tier 1	Arts and Humanities	3
GED Tier 2	GED 2243: Environment and Sustainability (Social Science)	3
GED Tier 3	GED 2248: Industrial Management (Natural Science)	3

Course Catalogue

Mathematics and Statistics Courses (4 courses /12 credits)

Course Code	Course Title	Credit
MAT 1101	Differential and Integral Calculus	3
MAT 1201	Co-ordinate Geometry and Linear Algebra	3
MAT 2101	Differential Equations and Numerical Analysis	3
STA 2101	Probability and Statistics	3

Basic Science Courses (2 Theory + 1 Lab /7 credits)

Course Code	Course Title	Credit
PHY 1101	Physics I	3
PHY 1102	Physics I LAB	1
PHY 1301	Physics II	3

Other Engineering Courses (2 Theory + 2 Labs / 8 credits)

Course Code	Course Title	Credit
EEE 1101	Electrical Circuit 1	3
EEE 1102	Electrical Circuit 1 LAB	1
EEE 1301	Electronic Device and Circuits 1	3
EEE 1302	Electronic Device and Circuits 1 LAB	1

Major Core Courses (16 Theory + 14 Lab + Capstone Project + Internship / 67 credits)

Course Code	Course Title	Credits
CSE 1102	Introduction to Programming	1
CSE 1201	Structured Programming	3
CSE 1202	Structured Programming LAB	1
CSE 1203	Discrete Mathematics	3
CSE 1301	Data Structures	3
CSE 1302	Data Structures LAB	1
CSE 2101	Digital Logic Design	3
CSE 2102	Digital Logic Design Lab	1
CSE 2103	Object Oriented Programming	3
CSE 2104	Object Oriented Programming LAB	1

CSE 2201	Algorithms	3
CSE 2202	Algorithms LAB	1
CSE 2203	Computer Organization and Architecture	3
CSE 2200	Design Project-I	1
CSE 2301	Database Management System	3
CSE 2302	Database Management System Lab	1
CSE 2303	Automata and Theory of Computation	3
CSE 2305	Operating Systems	3
CSE 2306	Operating Systems Lab	1
CSE 3101	Microprocessor and Microcontroller	3
CSE 3102	Microprocessor and Microcontroller Lab	1
CSE 3103	System Analysis and Design	3
CSE 3120	Web Programming	1
CSE 3201	Artificial Intelligence & Machine Learning	3
CSE 3202	Artificial Intelligence & Machine Learning Lab	1
CSE 3203	Software Engineering	3
CSE 3200	Design Project-II	1
CSE 3205	Computer Networks	3
CSE 3206	Computer Networks Lab	1
CSE3 301	Cyber Security	3
CSE 4098A	Capstone Project 1	1
CSE 4098B	Capstone Project 2	1
CSE 4098C	Capstone Project 3	2
CSE 4099	Internship / Thesis	1

Concentration Group (4 theory + 1 lab /13 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. Computational Theory
II. Network and Communications
III. Security
IV. Systems
V. Data Science
VI. Software Engineering
VII. Hardware
VIII. Information and Communication Technology

CSE concentration group courses can be taken in one of two ways:

1. Students will have to take three elective courses from any one of the concentration groups and one elective course from any other group. Among the three courses, at least one should have a corresponding lab course.

2. Students can take four elective courses from any two concentration groups, whereby at least one course should have a corresponding lab course. If a student chooses elective courses such that more than one course have corresponding lab courses, the total credits to be completed for the degree will increase accordingly.

Computational Theory Group

Course Code	Course Title	Credits
CSE 4401	Computer Graphics	3
CSE 4402	Computer Graphics Lab	1
CSE 4403	Advanced Algorithm	3
CSE 4405	Compiler Design	3
CSE 4406	Compiler Design Lab	1
CSE 4407	Basic Graph Theory	3
CSE 4409	Mathematical Analysis for Computer Science	3
CSE 4411	Computational Geometry	3
CSE 4413	Topics of Current Interest	3

Network and Communications Group

Course Code	Course Title	Credits
CSE 4415	Data Communication	3
CSE 4416	Data Communication Lab	1
CSE 4417	Internet of Things	3
CSE 4418	Internet of Things Lab	1
CSE 4419	Network Security	3
CSE 4420	Network Security Lab	1
CSE 4421	Wireless and Cellular Communication	3
CSE 4423	Digital Signal Processing	3
CSE 4425	Advanced Network Services and Management	3
CSE 4427	Topics of Current Interest	3

Security Group

Course Code	Course Title	Credits
CSE 4419	Network Security	3
CSE 4420	Network Security Lab	1
CSE 4429	Software Security	3
CSE 4430	Software Security Lab	1
CSE 4431	Blockchain	3
CSE 4433	Cryptography	3
CSE 4435	ICT Law, Policy and Ethics	3
CSE 4437	Digital Forensics and Incident Response	3
CSE 4439	Topics of Current Interest	3

Computer Systems Group

Course Code	Course Title	Credits
CSE 4441	Real-time Embedded Systems	3
CSE 4442	Real-time Embedded Systems Lab	1

CSE 4443	Distributed Systems	3
CSE 4445	Simulation and Modeling	3
CSE 4446	Simulation and Modeling Lab	1
CSE 4447	Introduction to Robotics	3
CSE 4449	Cloud Computing	3
CSE 4451	Advanced Database Management Systems	3
CSE 4453	Topics of Current Interest	3

Data Science Group

Course Code	Course Title	Credits
CSE 4455	Data Mining	3
CSE 4457	Data Science	3
CSE 4458	Data Science Lab	1
CSE 4459	Big Data Analytics	3
CSE 4460	Big Data Analytics Lab	1
CSE 4461	Digital Image Processing	3
CSE 4462	Digital Image Processing Lab	1
CSE 4463	Introduction to Bioinformatics	3
CSE 4465	Natural Language Processing	3
CSE 4467	Topics of Current Interest	3

Software Engineering Group

Course Code	Course Title	Credits
CSE 4469	Software Requirements Specification and Analysis	3
CSE 4471	Design Patterns	3
CSE 4473	Software Testing and Quality Assurance	3
CSE 4474	Software Testing and Quality Assurance Lab	1
CSE 4475	Mobile Application Development	3
CSE 4477	Advanced Programming	3
CSE 4478	Advanced Programming Lab	1
CSE 4479	Human Computer Interaction	3
CSE 4481	Topics of Current Interest	3

Information and Communication Technology Group

Course Code	Course Title	Credits
CSE 4483	Enterprise Systems: Concepts and Practice	3
CSE 4484	Enterprise Systems: Concepts and Practice Lab	1
CSE 4485	Electronic Business	3
CSE 4473	Software Testing and Quality Assurance	3
CSE 4474	Software Testing and Quality Assurance Lab	1
CSE 4475	Mobile Application Development	3

CSE4487	UI: Concepts and Design	3
CSE4489	IT Audit: Concepts and Practice	3
CSE4449	Cloud Computing	3
CSE4491	ICT for Development	3
CSE4493	Topics of Current Interest	3

Minor/Optional

For CSE Students

CSE students , choosing the Optional, have to complete three courses offered by any department other than CSE as an optional courses.

Students choosing a Minor must take a total of 5 courses from any of the undergraduate programs. The courses must be chosen from that program's specified courses for Minor.

Minor in CSE (For Students of other departments)

Students of other departments wishing to do a Minor in CSE can choose from courses listed in the table below.

Course Code	Course Title	Credits
CSE 1301 & 1302	Data Structure & Lab	3+1
CSE 2103 & 2104	Object Oriented Programming & Lab	3+1
CSE 2009	Database Management System	3
CSE 4449	Cloud Computing	3
CSE 4701	E-Commerce	3
CSE 4703	Management Information System	3
CSE 4705	Multimedia Design and Development	3
CSE 4483	Enterprise Systems: Concepts and Practice	3
CSE 4707	Web Application Design	3
CSE 3003	System Analysis and Design	3
CSE 4709	Social and Professional Issues in Computing	3
CSE 4711	AI & ML for Social Good	3
CSE 4493	ICT for Development	3
CSE 4713	Tech Startup	3
CSE 4715	Data Analytics	3
CSE 4417	Internet of Things	3
CSE 3301	Cyber Security	3
CSE 4487	UI: Concepts and Design	3
CSE 4719	IT Project Management	3
CSE 4721	AR/VR	3

*Students who want to take CSE 1301 or CSE 2103 must take the corresponding Lab courses.

Capstone Project

The Department of CSE requires each graduating student of BSc in CSE program to complete a three-term long capstone project (4 credits). The term-wise credit distribution will be 1+1+2 = 4. To enroll in the Capstone Project, students must complete at least 105 credits including all the major core courses, math and science courses, Ethics, Language and Communication-related courses. Students must register for the Capstone Project in Term 9 and complete the project in Term 11. Students will have to submit a project report and present their project work before a panel of examiners by the end of Term 11.

Grading will be done based on the report, presentation, continuous assessment, and other assessment methods as decided by the department through 3 semesters. This project is intended to provide a culminating experience that allows a student to demonstrate proficiency in several of the learning outcomes that are stated by his or her degree program. In the Capstone Project, students will apply and cumulate the knowledge and skills that they gathered through theory and lab courses in their program. For this reason, each approved Capstone Project should include and properly address the following components:

- Problem Analysis
- Design and Development of Solutions
- Investigation
- Project Management
- Teamwork
- Requirements Analysis
- Design and Implementation
- Ethics
- Societal and Environmental Impacts
- Communication
- Lifelong Learning
- Modern Tools Usage and Contemporary Issues

Sample 4-Year Distribution of Courses

Term	Course Code	Course Title	Credits
Term – 1	CSE 1102	Introduction to Programming	1
	GEF 1101	Academic English I	3
	MAT 1101	Differential and Integral Calculus	3
	ESK 1110	Study Skills	0
	PHY 1101 & PHY 1102	Physics I & LAB	3+1
		Total Credits	11
Term – 2	CSE 1201 & CSE 1202	Structured Programming & LAB	3+1
	CSE 1203	Discrete Mathematics	3
	UCC 1101	Bangla Bhasha O Sahitya	3
	MAT 1201	Co-ordinate Geometry and Linear Algebra	3
	ESK 1111	Healthy Life Skills	0
		Total Credits	13

Term – 3	PHY 1301	Physics II	3
	CSE 1301 & CSE 1302	Data Structures & LAB	3+1
	EEE 1101 & EEE 1102	Electrical Circuit 1 & LAB	3+1
	UCC 1201 (ULAB Core Course)	History of the Emergence of Independent Bangladesh	3
	ESK 1112	Social Skills	0
		Total Credits	14
Term – 4	MAT 2101	Differential Equations and Numerical Analysis	3
	GEF 1201	Academic English II	3
	CSE 2101 & CSE 2102	Digital Logic Design & Lab	3+1
	CSE 2103 & CSE 2104	Object Oriented Programming & LAB	3+1
	ESK 1113	Professional Skills	0
		Total Credits	14
Term – 5	CSE 2201 & CSE 2202	Algorithms & LAB	3+1
	CSE 2203	Computer Organization and Architecture	3
	STA 2101	Statistics and Probability	3
	EEE 1301 & EEE 1302	Electronic Device and circuits 1 & LAB	3+1
	CSE 2200	Design Project-I	1
		Total Credits	15
Term – 6	CSE 2301 & CSE 2302	Database Management System & Lab	3+1
	CSE 2303	Automata and Theory of Computation	3
	CSE 2305 & CSE 2306	Operating Systems & Lab	3+1
	GED 2159	Professional Ethics (GED 5)	3
		Total Credits	14
Term – 7	CSE 3101 & CSE 3102	Microprocessor and Microcontroller & Lab	3+1
	GED XXXX	GED Elective 3	3
	CSE 3103	System Analysis and Design	3
	GED 2243	Environment and Sustainability (GED 7)	3
	CSE3120	Web Programming	1
		Total Credits	14

Term – 8	CSE 3201 & CSE 3202	Artificial Intelligence & Machine Learning & Lab	3+1
	CSE 3203	Software Engineering	3
	CSE 3200	Design Project-II	1
	CSE3205 & CSE3206	Computer Networks & Lab	3+1
	GED 2248	Industrial Management (GED 6)	3
		Total Credits	15
Term – 9	CSE XXXX	Major Elective 1	3
	CSE 3301	Cyber Security	3
		Optional/Minor 1	3
	CSE4098A	Capstone Project 1	1
		Total Credits	10
Term – 10	CSE XXXX & CSE XXXX	Major Elective 2 + Lab	3+1
	CSE XXXX	Major Elective 3	3
		Optional/Minor 2	3
	CSE 4098B	Capstone Project 2	1
		Total Credits	11
Term – 11	CSE XXXX	Major Elective 4	3
		Optional/Minor 3	3
	CSE 4098C	Capstone Project 3	2
		Total Credits	8
Term – 12	CSE 4099	Internship / Thesis	1
		Total Credits	1

*NOTE: All courses may not 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 ELECTRICAL AND ELECTRONIC ENGINEERING

Introduction to the Program

The Department of Electrical and Electronic Engineering is focused on producing high-quality graduates with a broad spectrum of innovative and sustainable engineering knowledge and skills motivated by liberal arts aspects such that they become globally competent both in industry and academia. To achieve this goal, the undergraduate EEE program is designed to develop well-rounded professionals with excellent engineering and analytical skills as well as social and ethical values to access a diverse range of engineering professions at local and global arena.

By offering high-quality education through an updated curriculum, the undergraduate EEE program aims to provide the students with the core principles of Electrical and Electronic Engineering built on a solid foundation of mathematics and natural sciences, as well as help students to develop necessary skills on specific topics of interest on major areas including Power, Electronics, Communication and Computer.

The graduates develop proficiency not only to manage, implement, and deploy engineering technologies, but also to develop and invent new technologies to handle real-life challenges and to become enthusiastic for life-long learning. Besides classroom teaching, students are encouraged to gain hand-on experience by conducting experimental work in state-of-the-art laboratories, solving real-life problems in projects, participating in seminar and workshop, going on study tour and through industry attachments.

The engineering knowledge and skills are complemented with several courses from diverse areas like social sciences, psychology, arts, language, business, and sustainable development through the liberal arts curriculum. These allow our graduates to contribute to the engineering profession as well as to devote to the welfare of society by adopting an array of contemporary and innovative service activities through liberal arts perspective.

Vision

The Department of Electrical and Electronic Engineering is focused on producing high-quality graduates and researchers with excellent analytical skills and social values to become globally competitive.

Mission

The Department of Electrical and Electronic Engineering at ULAB will offer high-quality education through updated curriculum and state-of-the-art laboratory facilities in Electrical and Electronic Engineering on major areas including Electronics, Power, Communication and Computer with a view to producing competent graduates for both industry and academia.

Contribute to the engineering profession and devote to the welfare of society by adopting an array of contemporary and innovative service activities through liberal arts perspective.

Goal of the Program

The goal of the Department of Electrical and Electronic Engineering is to produce graduates with a broad spectrum of innovative and sustainable technical knowledge motivated by liberal arts aspects such that they become competent both in industry and academia to handle real-life challenges and to become enthusiastic for life-long learning.

Degree Requirements for Bachelor of Science in EEE

To obtain the BSc degree in EEE, students will have to successfully complete minimum 140 credits. The credit and 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.

General Education (GED) Courses

Categories	Courses	Credits
General Education Courses (GED)	8	24
Essential Skills (ESK)	4	0
Major Core Courses	16	63
Basic Science	3	11
Mathematics and Statistics	5	15
Major Concentration	4	14
Optional/Minor*	3	9
Final Year Capstone Project	1	4
TOTAL	44	140

*Students willing to minor must take a total of 5 courses (15 credits).

General Education (GED) Courses

Course Category	No of Courses	Course Code	Course Title	Credits
General Education Foundation Courses (GEF)	2	GEF 1101	Academic English I	3x2 = 6
		GEF 1201	Academic English II	
Essential Skills (ESK)	4	ESK 1110	Study Skills	Non-Credit
		ESK 1111	Healthy Life Skills	
		ESK 1112	Social Skills	
		ESK 1113	Professional Skills	
ULAB Core Courses (UCC)	3	UCC 1101	Bangla Bhasha O Sahitya	3X3 = 9
		UCC 1201	History of the Emergence of Independent Bangladesh	
		GED 2159	Professional Ethics	
General Education (GED) Elective/Optional Courses (GED) one from each tier (Tier I, Tier II and Tier III)	3	Tier I	Arts and Humanities	3x3 = 9
		Tier II	Social Sciences	
		Tier III	Natural Sciences	

GED Electives (3 courses / 9 credits)

GED Electives course offerings will vary from term to term. Students will choose a Arts and Humanities course from a list of courses and the other two courses, GED 2243 and GED 2248, must be taken by the students of the EEE department.

Course Code	Course Title	Credits
Complete List of Minor Courses		
Tier 1	Arts and Humanities	3
Tier 2	GED 2243: Environment and Sustainability (Social Science)	3
Tier 3	GED 2248: Industrial Management (Natural Science)	3

Essential Skills

Course Code	Course Title	Credits
Complete List of Minor Courses		
ESK 1110	Study Skills	Non-credit
ESK 1111	Healthy Life Skills	Non-credit
ESK 1112	Social Skills	Non-credit
ESK 1113	Professional Skills	Non-credit

Course Catalogue

Basic Science, Mathematics and Statistics, and Program Core Courses (24 theory + 17 lab + Final Year Capstone Project / 93 credits)

Course Code	Course Title	Credits	Prerequisite
Basic Science: Physics and Chemistry (3 Theory and 2 Lab / 11 Credits)			
PHY 1101	Physics	3	
PHY 1102	Physics Lab	1	
PHY 1301	Physics II	3	
CHEM 1301	Chemistry	3	
CHEM 1302	Chemistry Lab	1	
Mathematics and Statistics (5 courses / 15 credits)			
MAT 1101	Differential and Integral Calculus	3	
MAT 1201	Co-ordinate Geometry and Linear Algebra	3	MAT 1101
MAT 2101	Differential Equations and Numerical Analysis	3	MAT 1201
MAT 2203	Complex Variable and Mathematical Methods	3	MAT 2101
STA 2101	Probability and Statistics	3	MAT 1201
Program Core Courses (16 Theory + 15 Lab + Final Year Capstone Project / 67 Credits)			
EEE 1101	Electrical Circuits I	3	
EEE 1102	Electrical Circuits I Lab	1	
EEE 1203	Electrical Circuits II	3	EEE1101
EEE 1204	Electrical Circuits II Lab	1	
CSE 1201	Structured Programming	3	
CSE 1202	Structured Programming Lab	1	
EEE 1301	Electronic Circuits I	3	EEE 1101
EEE 1302	Electronic Circuits I Lab	1	
EEE 2103	Electronic Circuits II	3	
EEE 2104	Electronic Circuits II Lab	1	EEE 1301
EEE 2205	Electrical Machines I	3	EEE 1203
EEE 2309	Electrical Machines II	3	EEE 2205
EEE 2310	Electrical Machines Lab	1	
EEE 2313	Signals and Systems	3	MAT 2101
EEE 2216	Numerical Techniques Simulation Lab	1	MAT 2101
EEE 2301	Digital Electronics	3	EEE 1301

EEE 2302	Digital Electronics Lab	1	
EEE 3103	Digital Signal Processing	3	EEE 2313
EEE 3104	Digital Signal Processing Lab	1	
EEE 3105	Electrical Properties of Materials	3	PHY1101, CHEM1301
EEE 3109	Communication Systems	3	EEE 2313
EEE 3110	Communication Systems Lab	1	
EEE 3207	Power System I	3	EEE 1203
EEE 3208	Power System I Lab	1	
CSE 3209	Data Communication and Computer Networks	3	EEE 3109
CSE 3210	Data Communication and Computer Networks Lab	1	
EEE 3311	Microprocessors and Embedded Systems	3	CSE 1201, EEE 2301
EEE 3312	Microprocessors and Embedded Systems Lab	1	
EEE 3316	Electrical Service Design Lab	1	EEE 1203
EEE 4103	Control System I	3	EEE 2313
EEE 4104	Control System I Lab	1	
EEE 4196	Final Year Capstone Project	4	All 3rd year level courses
Total credits		**93**	

EEE Concentration Group – 4 theory and 2 lab courses (14 credits)
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 Concentration
- II. Communication and Signal Processing Concentration
- III. Power Concentration
- IV. Computer Concentration

EEE concentration group courses can be taken in one of two ways:

1. 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. 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.

2. If any student takes thesis or internship, it will be equivalent to a three (3) credit course without lab course from any concentration group. EEE 4497 – Thesis will be two-semesters long (1+2 credits).

Electronics **Group**

Course Code	Course Title		Prerequisite
EEE 4401	Solid State Devices	3	EEE 1301
EEE 4421	Analog Integrated Circuits	3	EEE 2103
EEE 4423	Processing and Fabrication Technology	3	EEE 3105
EEE 4425	VLSI I	3	EEE 2301
EEE 4426	VLSI I Lab	1	
EEE 4427	VLSI II	3	EEE 4425
EEE 4428	VLSI II Lab	1	

EEE 4429	Compound Semiconductor and Hetero-Junction Devices	3	EEE 3105
EEE 4430	Optoelectronics	3	EEE 3105
EEE 4431	Biomedical Instrumentation	3	EEE 3103
EEE 4432	Biomedical Instrumentation Lab	1	
EEE 4433	Power Electronics	3	EEE 2103
EEE 4434	Power Electronics Lab	1	
EEE 4435	Semiconductor Physics	3	EEE 3105
EEE 4437	Introduction to Nanotechnology	3	EEE 3105

Communication and Signal Processing Group

Course Code	Course Title	Credits	Prerequisite
EEE 4441	Random Signals and Processes	3	STA 2101, EEE 2313
EEE 4443	Information and Coding Theory	3	EEE 3109
EEE 4445	Microwave Engineering	3	EEE 3313
EEE 4446	Microwave Engineering Lab	1	
EEE 4447	Digital Communication	3	EEE 3109
EEE 4448	Digital Communication Lab	1	
EEE 4449	Optical Fiber Communication	3	EEE 3109
EEE 4450	Optical Fiber Communication Lab	1	
EEE 4451	Wireless and Cellular Communication	3	EEE 3109
EEE 4452	Wireless and Cellular Communication Lab	1	
EEE 4453	Satellite Communication	3	EEE 3109
EEE 4455	Digital Image Processing	3	EEE 3103

Power Group

Course Code	Course Title	Credits	Prerequisite
EEE 4461	Power System II	3	EEE 3207
EEE 4463	Electrical Machines III	3	EEE 2309
EEE 4465	Power Plant Engineering	3	EEE 3207
EEE 4467	Power System Protection	3	EEE 3207
EEE 4468	Power System Protection Lab	1	
EEE 4469	Power System Reliability	3	
EEE 4471	Power System Operation and Control	3	EEE 3207
EEE 4473	High Voltage Engineering	3	EEE 3207
EEE 4474	High Voltage Engineering Lab	1	
EEE 4475	Control System II	3	EEE 4103
EEE 4476	Control System II Lab	1	
EEE 4477	Renewable Energy Technology	3	EEE 1301, EEE 2309
EEE 4478	Basic Mechanical Engineering	3	

Computer Group

Course Code	Course Title	Credits	Prerequisite
EEE 4479	Data Structure and Algorithm	3	CSE 1201
EEE 4480	Data Structure and Algorithm Lab	1	
EEE 4481	Artificial Intelligence	3	EEE 4479
EEE 4483	Internet of Things	3	EEE 3311
EEE 4484	Internet of Things Lab	1	
EEE 4485	Numerical Methods	3	MAT 2101
EEE 4486	Numerical Methods Lab	1	
EEE 4487	Computer Architecture	3	EEE 3311
EEE 4489	Cloud Computing	3	CSE 1201
EEE 4491	Multimedia Communication	3	EEE 3207
EEE 4492	Network Programming	3	CSE 3109
EEE 4493	Neural Networks and Applications	3	EEE 3103
EEE 4495	Object Oriented Programming	3	CSE 1201
EEE 4490	Big Data Analytics	3	CSE 1201

Thesis / Internship

Course Code	Course Title	Credits	Prerequisite
EEE 4497	Thesis	3	Completed 120 credits
EEE 4499	Internship	3	Completed 130 credits

Optional/Minor

For EEE Students

EEE students have to complete three (3) courses offered by any departments other than EEE as elective/optional course. If students from EEE want to do minor, then they have to take five (5) courses from a single degree-granting department of the University (as per the guidance of that particular department).

Minor in EEE (For students of other departments)

Students of other departments wishing to take Optional courses or Minor in EEE can choose from courses listed in the table below. EEE 1101 and EEE 1102 are mandatory for students who do not complete fundamental electrical course(s).

Course Code	Course Title	Credits
Complete List of Minor Courses		
EEE 1101	Electrical Circuits I	3
EEE 1102	Electrical Circuits I Lab	1
EEE 1301	Electronic Circuits I	3
EEE 2103	Electronic Circuits II	3
EEE 2205	Electrical Machines I	3
EEE 2309	Electrical Machine II	3
EEE 2313	Signals and Systems	3
EEE 2301	Digital Electronics	3

EEE 3207	Power System I	3
EEE 3109	Communication Systems	3
CSE 3209	Data Communication and Computer Networks	3
EEE 3103	Digital Signal Processing	3
EEE 4103	Control System I	3
EEE 4421	Analog Integrated Circuits	3
EEE 4425	VLSI I	3
EEE 4430	Optoelectronics	3
EEE 4433	Power Electronics	3
EEE 4437	Introduction to Nanotechnology	3
EEE 4445	Microwave Engineering	3
EEE 4449	Optical Fiber Communication	3
EEE 4451	Wireless and Cellular Communication	3
EEE 4453	Satellite Communication	3
EEE 4455	Digital Image Processing	3
EEE 4477	Renewable Energy Technology	3

Final Year Capstone Project

The Department of EEE requires that each graduating student of BSc in EEE program completes EEE 4196, a three-semester-long final year capstone project (4 credits). Students must register for the Capstone Project in Term 10 and complete the project in Term 12. The distribution of credits will be 1+1+2 = 4.

Students will have to submit a project report and present their project work before a panel of examiners by the end of Term 12. Grading will be done based on the report, presentation, and continuous assessment through 3 semesters. This project is intended to provide a culminating experience that allows students to demonstrate proficiency in several of the learning outcomes that are stated by their degree program.

In the Capstone Project, students will apply and cumulate the knowledge and skills that they gathered through theory and lab courses in his/her program. For this reason, each approved Capstone Project should include and properly address the following components:

Teamwork, Requirements Analysis, Design and Implementation, Ethics, Societal Impact, Communication, Lifelong, Learning, Modern Tools Usage and Contemporary Issues.

Sample 4-Year Course Distribution

Term	Course Code	Course Title	Credits
Term 1	EEE 1101	Electrical Circuits I	3
	EEE 1102	Electrical Circuits I Lab	1
	MAT 1101	Differential & Integral Calculus	3
	GEF 1101	Academic English I	3
	ESK 1110	Study Skills	0

Term 2	EEE 1203	Electrical Circuits II	3
	EEE 1204	Electrical Circuits II Lab	1
	PHY 1101	Physics	3
	PHY 1102	Physics Lab	1
	GEF 1201	Academic English II	3
	ESK 1111	Healthy Life Skills	0
Term 3	EEE 1301	Electronic Circuits I	3
	EEE 1302	Electronic Circuits I Lab	1
	CHEM 1301	Chemistry	3
	CHEM 1302	Chemistry Lab	1
	UCC 1101	Bangla Bhasha O Sahitya	3
	MAT 1201	Coordinate Geometry and Linear Algebra	3
	ESK 1112	Social Skills	0
Term 4	EEE 2103	Electronic Circuits II	3
	EEE 2104	Electronic Circuits II Lab	1
	STA 2101	Statistics and Probability	3
	UCC 1201	History of the Emergence of Independent Bangladesh	3
	MAT 2101	Differential Equations and Numerical Analysis	3
	ESK 1113	Professional Skills	0
Term 5	EEE 2205	Electrical Machines I	3
	CSE 1201	Structured Programming	3
	CSE 1202	Structured Programming Lab	1
	EEE 2216	Numerical Techniques Simulation Lab	1
	MAT 2203	Complex Variables and Mathematical Methods	3
	GED 2159	Professional Ethics	3
Term 6	EEE 2309	Electrical Machines II	3
	EEE 2310	Electrical Machines Lab	1
	EEE 2313	Signals and Systems	3
	EEE 2301	Digital Electronics	3
	EEE 2302	Digital Electronics Lab	1
	GED Tier 1	One course from Social Science	3
Term 7	EEE 3103	Digital Signal Processing	3
	EEE 3104	Digital Signal Processing Lab	1
	EEE 3105	Electrical Properties of Materials	3
	EEE 3109	Communication Systems	3
	EEE 3110	Communication Systems Lab	1

Term 8	EEE 3207	Power System I	3
	EEE 3208	Power System I Lab	1
	CSE 3209	Data Communication and Computer Networks	3
	CSE 3210	Data Communication and Computer Networks Lab	1
	GED 2248	Industrial Management	3
	----------	Optional/Minor #1	3
Term 9	EEE 3311	Microprocessor and Embedded Systems	3
	EEE 3312	Microprocessor and Embedded Systems Lab	1
	PHY 1301	Physics II	3
	EEE 3316	Electrical Service Design Lab	1
	GED 2243	Environment and Sustainability	3
	------	Optional/Minor #2	3
Term 10	EEE 4103	Control System I	3
	EEE 4104	Control System I Lab	1
	EEE 4196	Final Year Capstone Project	1
	EEE 4--	EEE Concentration Elective #1	3
	EEE 4--	EEE Concentration Elective #1 Lab	1
	------	Optional/Minor #3	3
Term 11	EEE 4--	EEE Concentration Elective #2	3
	EEE 4--	EEE Concentration Elective #3	3
	EEE 4--	EEE Concentration Elective #3 Lab	1
	EEE 4196	Final Year Capstone Project	1
Term 12	EEE 4--	EEE Concentration Elective #4	3
	EEE 4196	Final Year Capstone Project	2

*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 by academic authorities.

বাংলা ভাষা ও সাহিত্য বিভাগ

বিভাগ সম্পর্কে

জ্ঞান ও দক্ষতার সমন্বয়ে পেশাগত মান উন্নয়ন ঘটানোই আমাদের লক্ষ্য। মনন ও সৃজন চর্চার মাধ্যমে টেকসই পৃথিবীর যোগ্য নাগরিক হিসেবে শিক্ষার্থীদের তৈরি করা। সামাজিক দায়বোধ ও নেতৃত্ব দানের ক্ষেত্রে সময়োপযোগী পাঠদানে অগ্রাধিকার। শুধু বাংলা সাহিত্যের সামগ্রিক জ্ঞান অর্জনই নয় বিশ্বসাহিত্য, অনুবাদচর্চা, ক্ষুদ্র– নৃজাতিগোষ্ঠীর সাহিত্য ও সংস্কৃতি পাঠ বাধ্যতামূলক। বাংলা সাহিত্যের গল্প, উপন্যাস থেকে চলচ্চিত্র দর্শন এবং তুলনামূলক পাঠ যেমন আছে তেমনি ইংরেজি সাহিত্য, সাংবাদিকতা, প্রকৌশলবিদ্যা ঐচ্ছিক বিষয় হিসেবে পড়ার অনন্য সুযোগ বাংলাদেশে একমাত্র ইউল্যাবেই।

লক্ষ্য

মাতৃভাষা বাংলা চর্চার মাধ্যমে কাজ ও দক্ষতার সমন্বয়ে বিশ্ব নাগরিক তৈরি করা।

উদ্দেশ্য

সৃজনশীল ও মননশীল সাহিত্য চর্চার মাধ্যমে সামাজিক দায়বোধ ও নেতৃত্বদান সম্পন্ন দেশপ্রেমিক মানুষ তৈরিতে সাহায্য করা।

কেন বাংলা পড়া প্রয়োজন / Program Education Objective (PEO)

PEO1: বাংলা ভাষায় পেশাগত দক্ষতা অর্জন

PEO2: সাংবাদিকতায় শুদ্ধ বাংলা লেখা, সম্পাদনা ও প্রকাশনা হাতে কলমে প্রশিক্ষণ

PEO3: দেশীয় ঐতিহ্য ও সংস্কৃতি সম্পর্কে পাঠ

PEO4: অনুবাদের মাধ্যমে বিশ্ব সাহিত্যের সঙ্গে সম্পর্ক

PEO5: ক্ষুদ্র নৃগোষ্ঠীর সাহিত্য– সংস্কৃতি পাঠ ও গবেষণা

PEO6: তথ্য প্রযুক্তিতে মাতৃভাষার প্রয়োগ

PEO7: চিত্রনাট্য, নাটক, বিজ্ঞাপন ও মিডিয়ায় বাংলার ব্যবহার

–বাংলা ভাষা ও সাহিত্যের শিক্ষার্থীরা ৪-বছরের স্নাতক ডিগ্রি প্রোগ্রামে ভর্তি/নথিভুক্ত হয়।

–প্রত্যেক কোর্স ৩ ক্রেডিট। স্নাতক ডিগ্রি অর্জনের জন্য একজন শিক্ষার্থীকে মোট ১২৯ ক্রেডিট, অথবা ৪৩ টি কোর্স সম্পূর্ণ করতে হবে।

–সব কোর্সের মধ্যে শিক্ষার্থীদেরকে ২৮ টি আবশ্যকীয় কোর্স সম্পূর্ণ করতে হবে।।

– বাংলা বিভাগের আবশ্যকীয় কোর্স ছাড়াও শিক্ষার্থীদের ৮ টি জেনারেল এডুকেশন কোর্স এবং ৫ টি মাইনর কোর্স সম্পূর্ণ করতে হবে।

–টিউশন ফি ক্রেডিট ভিত্তিতে নির্ধারিত হয়।

বাংলা ভাষা ও সাহিত্যে স্নাতক ডিগ্রির জন্য প্রয়োজনীয়তা:

বাংলা ভাষা ও সাহিত্যে ৪-বছরের স্নাতক ডিগ্রীর অর্জনের জন্য প্রয়োজনীয় কোর্সের তালিকা নিচে ছকে দেখানো হয়েছে। তাছাড়া অনান্য প্রয়োজনীয় তথ্যের জন্য শিক্ষার্থীদের হ্যান্ডবুকের সাধারণ নীতিমালা বিষয়ক সেকশন (J) পড়ে নিতে হবে।

কোর্স বিভাজন	কোর্স	ক্রেডিট
আবশ্যিক কোর্স	২৮	২৮ × ৩ = ৮৪
জেনারেল এডুকেশন ফাউন্ডেশন কোর্স	২	২ × ৩ = ৬
ইউল্যাব কোর কোর্স	৩	৩ × ৩ = ৯
এসেনশিয়াল স্কিল	৪	নন ক্রেডিট
জেনারেল এডুকেশন ইলেকট্রিভ কোর্স	৩	৩ × ৩ = ৯
মাইনর/ অপশনাল	৫	৫ × ৩ = ১৫
থিসিস	২	২ × ৩ = ৬
মোট	৪৭	৪৩ × ৩ = ১২৯

নোট: টিউশন ও স্নাতকের প্রয়োজনীয়তাগুলো ক্রেডিটের পরিবর্তে কোর্সের ভিত্তিতে গণনা করা হয়

কোর্স ক্যাটালগ:

নিম্নলিখিত তালিকায় আবশ্যিক ও ঐচ্ছিক উভয় কোর্সের তথ্য দেখানো আছে।

আবশ্যিক কোর্সের তালিকা:

আবশ্যিক কোর্স

বিবিএস ১১০১	বাংলার সমাজ-সংস্কৃতি ও সাহিত্যের ইতিহাস : প্রাচীন ও মধ্যযুগ
বিবিএস ১২০১	বাংলা সাহিত্য : প্রবেশক পাঠ
বিবিএস ১২০২	চলচ্চিত্রে মিল-অমিল : কবিতা, গল্প, নাটক ও উপন্যাস
বিবিএস ১৩০১	সাহিত্যের রূপতত্ত্ব : প্রাচ্য ও প্রতীচ্য
বিবিএস ১৩০২	অনুবাদ সাহিত্য : পারস্য, আরবি ও ভারতীয় সাহিত্য
বিবিএস ২১০১	বাংলা কবিতা : চর্যা থেকে চণ্ডীমঙ্গল
বিবিএস ২১০২	বাংলা ভাষা উপস্থাপন ও লেখার কৌশল: পরিচয় ও প্রয়োগবিধি
বিবিএস ২১০৩	বাংলা সাহিত্যের ইতিহাস: উপনিবেশ ও ঔপনিবেশিক উত্তর যুগ
বিবিএস ২২০১	বাংলা উপন্যাস :ঔপনিবেশিক পর্যায়
বিবিএস ২২০২	বাংলা ছোটগল্প :ঔপনিবেশিক পর্যায় থেকে মুক্তিযুদ্ধ উত্তর
বিবিএস ২৩০১	বাংলা নাটক : মধ্যযুগ থেকে বর্তমান যুগ
বিবিএস ২৩০২	বাংলা প্রবন্ধ : উদ্ভব ও বিকাশ
বিবিএস ২৩০৩	ক্ষুদ্র-জাতিগোষ্ঠীর ভাষা- সাহিত্য-সংস্কৃতি
বিবিএস ৩১০১	ভূমিজ সংস্কৃতি ও সাহিত্য
বিবিএস ৩১০২	বাংলা কবিতা : ঔপনিবেশিক ও মুক্তিযুদ্ধ পরবর্তী
বিবিএস ৩১০৩	মহাকাব্য : লৌকিক ও সাহিত্যিক
বিবিএস ৩২০১	বাংলা উপন্যাস : দেশভাগ পরবর্তী পর্যায়
বিবিএস ৩২০২	প্রায়োগিক ভাষাবিজ্ঞান
বিবিএস ৩৩০১	ভাষা ও স্বাধিকার আন্দোলন, মুক্তি সংগ্রাম ও বাংলাদেশের সাহিত্য
বিবিএস ৩৩০২	সমালোচনা সাহিত্য
বিবিএস ৩৩০৩	বিশ্বসাহিত্য: লাতিন আমেরিকা, ইউরোপ ও আফ্রিকার উপন্যাস
বিবিএস ৪১০১	ছোটগল্প : বিশ্বসাহিত্যের তুলনামূলক পাঠ
বিবিএস ৪১০২	বিশ্ব নাটক
বিবিএস ৪১০৩	সৃজনকর্ম, প্রায়োগিক চিন্তা, সম্পাদনা ও প্রকাশনা
বিবিএস ৪২০১	মধ্যযুগ থেকে বর্তমান যুগ: নারীর আলেখ্য
বিবিএস ৪২০২	অভিবাসী সাহিত্য : বাংলা ও বিশ্ব
বিবিএস ৪২০৩	গবেষণারীতি ও পদ্ধতি এবং পাণ্ডুলিপি অধ্যয়ন
বিবিএস ৪৩০১	তত্ত্বীয় ও প্রায়োগিক অধ্যয়ন : দূরদর্শন, চলচ্চিত্র

থিসিস

বিবিএস ৪৩০২	অভিসন্দর্ভ/ শিক্ষানবিশ/ প্রকল্প/নন-থিসিস
বিবিএস ৪৩০৩	অভিসন্দর্ভ/ শিক্ষানবিশ/ প্রকল্প/নন-থিসিস

৪ বছরের কোর্স বিভাজন:

1. Year/ Level/ Semester/ Term wise distribution of courses
a. First Year/ Level/ Semester/ Term courses

Semester 1.1		Credit hour
Course Code	**Course Title**	**Credit**
বিবিএস ১১০১	বাংলার সমাজ-সংস্কৃতি ও সাহিত্যের ইতিহাস : প্রাচীন ও মধ্যযুগ	3.0
GEF 1101	Academic English - I	3.0
UCC 1101	Bangla Bhasha O Shahitya	3.0
ESK 1110	Study Skills	0.0
	Total	**9.0**

Semester 1.2		Credit hour
Course Code	**Course Title**	**Credit**
বিবিএস ১২০১	বাংলা সাহিত্য : প্রবেশক পাঠ	3.0
বিবিএস ১২০১	চলচ্চিত্রে মিল-অমিল : কবিতা, গল্প, নাটক ও উপন্যাস	3.0
GEF 1101	Academic English- II	3.0
UCC 1201	History of the Emergence of Independent Bangladesh	3.0
ESK 1111	Healthy life Skills	0.0
	Total	**12.0**

Semester 1.3		Credit hour
Course Code	**Course Title**	**Credit**
বিবিএস ১৩০১	সাহিত্যের রূপতত্ত্ব : প্রাচ্য ও প্রতীচ্য	3.0
বিবিএস ১৩০২	অনুবাদ সাহিত্য : পারস্য, আরবি ও ভারতীয় সাহিত্য	3.0
GED Tier Course1	Arts & Humanities	3.0
UCC1202	Ethics	3.0
ESK1112	Social Skills	0.0
	Total	**9.0**

b. Second Year/ Level/ Semester/ Term courses

Semester 2.1		Credit hour
Course Code	**Course Title**	**Credit**
বিবিএস ২১০১	বাংলা কবিতা : চর্যা থেকে চণ্ডীমঙ্গল	3.0
বিবিএস ২১০২	বাংলা ভাষা উপস্থাপন ও লেখার কৌশল: পরিচয় ও প্রয়োগবিধি	3.0

বিবিএস ২১০৩	বাংলা সাহিত্যের ইতিহাস: উপনিবেশ ও ঔপনিবেশিক উত্তরযুগ	3.0
ESK 1113	Professional Skills	0.0
	Total	**৯.০**

Semester 2.2		Credit hour
Course Code	**Course Title**	**Credit**
বিবিএস ২২০১	বাংলা উপন্যাস : ঔপনিবেশিক পর্যায়	3.0
বিবিএস ২২০২	বাংলা ছোটগল্প : ঔপনিবেশিক পর্যায় থেকে মুক্তিযুদ্ধ উত্তর	3.0
GED Tier Course II	Social Sciences	3.0
	Total	**9.0**

Semester 2.3		Credit hour
Course Code	**Course Title**	**Credit**
বিবিএস ২৩০১	বাংলা নাটক : মধ্যযুগ থেকে বর্তমান যুগ	3.0
বিবিএস ২৩০২	বাংলা প্রবন্ধ : উদ্ভব ও বিকাশ	3.0
বিবিএস ২৩০৩	ক্ষুদ্র জাতি-গোষ্ঠীর ভাষা- সাহিত্য সংস্কৃতি	3.0
GED Tier Course 3	Natural Sciences	3.0
	Total	**12.0**

c) Third Year/ Level/ Semester/ Term courses

Semester 3.1		Credit hour
Course Code	**Course Title**	**Credit**
বিবিএস ৩১০১	ভূমিজ সংস্কৃতি ও সাহিত্য	3.0
বিবিএস ৩১০২	বাংলা কবিতা : উপনিবেশিক ও মুক্তিযুদ্ধ উত্তর	3.0
বিবিএস ৩১০৩	মহাকাব্য: লৌকিক ও সাহিত্যিক	3.0
	Total	**9.0**

Semester 3.2		Credit hour
Course Code	**Course Title**	**Credit**
বিবিএস ৩২০১	বাংলা উপন্যাস : দেশভাগ পরবর্তী পর্যায়	3.0
বিবিএস ৩২০২	প্রায়োগিক ভাষাবিজ্ঞান	3.0
Optional/Minor -1		3.0
	Total	**9.0**

Semester 3.3		Semester 3.3
Course Code	**Course Title**	**Credit**
বিবিএস ৩৩০১	ভাষা ও স্বাধিকার আন্দোলন, মুক্তি সংগ্রাম ও বাংলাদেশের সাহিত্য	3.0
বিবিএস ৩৩০২	সমালোচনা সাহিত্য	3.0
বিবিএস ৩৩০৩	বিশ্বসাহিত্য: লাতিন আমেরিকা, ইউরোপ ও আফ্রিকার উপন্যাস	3.0
Optional/ Minor -2		3.0
	Total	**12.0**

d) Fourth Year/ Level/ Semester/ Term courses

Semester 3.3		Semester 3.3
Course Code	**Course Title**	**Credit**
বিবিএস ৪১০১	ছোটগল্প : বিশ্বসাহিত্যের তুলনামূলক পাঠ	3.0
বিবিএস ৪১০২	বিশ্ব নাটক	3.0
বিবিএস ৪১০৩	সৃজনকর্ম, প্রায়োগিক চিন্তা, সম্পাদনা ও প্রকাশনা	3.0
Optional/Minor -3		3.0
	Total	**12.0**

Semester 4.2		Credit hour
Course Code	**Course Title**	**Credit**
বিবিএস ৪২০১	মধ্যযুগ থেকে বর্তমান যুগ: নারীর আলেখ্য	3.0
বিবিএস ৪২০২	অভিবাসী সাহিত্য : বাংলা ও বিশ্ব	3.0
বিবিএস ৪২০৩	গবেষণা রীতি-পদ্ধতি এবং পাণ্ডুলিপি অধ্যয়ন	3.0
Optional/ Minor -4		3.0
	Total	**12.0**

Semester 4.3		Credit hour
Course Code	**Course Title**	**Credit**
বিবিএস ৪৩০১	তত্ত্বীয় ও প্রায়োগিক অধ্যয়ন : দূরদর্শন, চলচ্চিত্র	3.0
বিবিএস ৪৩০২	অভিসন্দর্ভ/ শিক্ষানবিশ/ প্রকল্প/নন-থিসিস	3.0
বিবিএস ৪৩০৩	অভিসন্দর্ভ/ শিক্ষানবিশ/ প্রকল্প/নন-থিসিস	3.0
Optional/Minor -5		3.0
	Total	**12.0**
	Grand Total	**129 Credits**

মাইনর কোর্সের তালিকা

বাংলা ভাষা ও সাহিত্যে মাইনর কোর্সের তালিকা (অন্য বিভাগের জন্য)
বিশ্ববিদ্যালয়ের অন্য বিভাগের কোন শিক্ষার্থী বাংলা ভাষা ও সাহিত্যে মাইনর করতে চাইলে তাকে নিম্নোক্ত পাঁচটি কোর্স সম্পূর্ণ করতে হবে। প্রত্যেক কোর্সের ক্রেডিট সংখ্যা ৩ ।

Minor Courses-

Course Code	Course Title	Credit
BBS1202	Literature in Film	3.0
BBS 2102	Presentation & Application of Bangla Writing	3.0
BBS 2303	Ethnic Language & Literature	3.0
BBS 4102	World Drama	3.0
BBS 4103	Professional Bangla: (Creative, Critical Thinking, Editing and Prof Reading and Publishing.)	3.0

সৃজনশীল ও সহ-শিক্ষাক্রম

সেন্টার ফর বাংলা স্টাডিজ, সৃজনী সংঘ, বিতর্ক সংসদ, অনুবাদ সংসদ, চলচ্চিত্র সংসদ ও বাংলা থিয়েটারসহ বিভিন্ন কর্মকাণ্ডের মধ্য দিয়ে সৃজনশীল ও সহ-শিক্ষাক্রম পরিচালনা। সেমিনার, ওয়েবিনার, কর্মশালা, সাহিত্য ও সংস্কৃতি সপ্তাহ, নবান্ন উৎসব, পহেলা বৈশাখ, বনভোজনসহ বিভিন্ন ঐতিহাসিক ও দর্শনীয় স্থান পরিদর্শন। আন্তর্জাতিক সাহিত্য উৎসব (উযধষধ খরঃ ঋবংঃ)-এর সঙ্গে প্রত্যক্ষ-পরোক্ষভাবে সংযুক্ত হওয়া। দেশীয় ও আন্তর্জাতিক পরিসরে স্বনামধন্য লেখক, অনুবাদক, সম্পাদক, সাংবাদিক, পরিচালক, নির্দেশক বিভাগের সঙ্গে সম্পৃক্ত আছেন।

ULAB RESEARCH CENTERS

Center for Advanced Theory

Director: Professor Salimullah Khan, PhD

The Center for Advanced Theory offers seminars on seminal topics in a number of fields and organizes public lectures on issues of contemporary interest. The Center's accent has been on fields including psychoanalysis and language studies, studies in history and civil society, and theories of media, technology and communication. The Center stresses the exchange of research and writing experience in social and historical research with special reference to South Asia, especially Bangladesh. The focus is on critiques of ideology and ideological apparatuses.

Center for Archaeological Studies

Director: Professor Shahnaj Husne Jahan, PhD

The Center for Archaeological Studies (CAS) undertakes various research projects in the field of art, architecture 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.

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.

Center for Bangla Studies

Director:

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.

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

Dhaka Translation Center

Director: Professor Kaiser Hamidul Haq, PhD

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.

Center for Enterprise and Society

Director: Sajid Amit

The Center for Enterprise and Society (CES) is 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.

Center for Excellence in Teaching and Learning

Director: Mohammad Shazzad Hossain, PhD

The Center for Teaching and Learning (CETL) is a research center responsible for developing and implementing quality teaching practices for the faculty and staff at ULAB. The Center aims to build capacity for ULAB faculty to meet the standards of teaching practices 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.

Center for Language Studies

Director: Faheem Hasan Shahed, PhD

The Center for Language Studies (CLS) 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 Center'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 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.

Center for Critical and Qualitative Studies

Director: Professor Din M. Sumon Rahman, PhD

Center for Critical and Qualitative Studies (CQS) is a research center jointly operated by University of Liberal Arts Bangladesh and University of Sussex, UK, based at the University of Liberal Arts Bangladesh which offers an interdisciplinary platform for various knowledge disciplines to collaborate, ensure effective knowledge transfer and develop innovative qualitative research tools and communications methods for undertaking a wide range of research and programs leading to high-quality knowledge production. The main objective of this center is to facilitate the development and use of critical thinking in research design and the use of qualitative research methods across a wide variety of academic disciplines.

Center for Sustainable Development

Director: Samiya A Selim, PhD

The Center for Sustainale Development'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.

Office of Faculty Research

Director: Professor Din M. Sumon Rahman, PhD

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

Center for Health, Population and Development

Director:

CHPD is a national, regional, and international center of excellence. It is a space for collaborative research activities involving national and international research bodies and universities on topical health and development issues. It plans to hold regular seminar series that publicize the work of prominent academics and policymakers. It also intends to organize training workshops, a journal club for junior scholars and students, a working paper series, peer-reviewed publications, student internships for foreign students, and short courses on research methodology, data analysis, leadership for women in development, etc.

ULAB Press

ULAB Press, formerly known as Bengal Lights Books (BLB), is the publishing imprint of the university that aims to publish the highest quality academic and educational resources by faculty and students while engaging with Bangladeshi creative writers. We welcome contributions from both established and upcoming writers.

We also aim to serve the need for publishing world-class translations of works of literary merit from Bengali into English, and into Bengali from English and other languages. We work closely with ULAB's Dhaka Translation Center (DTC) to build literary connections between Bangladesh and the wider world. Our partnerships with like-minded publishers abroad help Bangladeshi writers find a global readership.
ULAB Press officially began its journey in August 2021 by launching the book *Commemorating Sheikh Mujib: The Greatest Bengali of the Millennium* in bilingual editions.

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:

- Notifying individuals of conduct that is prohibited
- Ensuring that all faculty, staff and students are aware of their rights
- Informing officials about the proper way to address complaints of violations of this policy
- 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: https://sao.ulab.edu.bd/

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

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.'

1.Georgetown University Honor Pledge: https://bulletin.georgetown.edu/regulations/honor/

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]

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2 Wording and definitions taken from the Georgetown University Honor Pledge: https://bulletin.georgetown.edu/regulations/honor/

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 advisor 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 advisor 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**. Advisors and counsellors adhere to strict principles of anonymity in their record keeping.

Appendix 5: Social Media Policy for Students

Introduction

The University of Liberal Arts Bangladesh (ULAB) aims to offer a safe and secure environment for students, staff, and guests visiting its physical and online facilities and services without causing any harm or interference to the safety, freedom, and dignity of others. This pledge will be applicable to all platforms, including social media.

Objectives

The objectives of this policy are as follows:

- To provide advice and guidance to ULAB students who are currently using or considering to use social media in the future
- To help students understand the implications of engaging in online communications from a reputational, legal, and ethical standpoint
- To understand the consequences of misusing social media
- To safeguard students' wellbeing, personal security, current/future career prospects and the reputation of ULAB.

Scope of the Policy

As far as this policy is concerned, the term 'Social Media' is used to describe interactions through dynamic and socially interactive platforms, networked information, and communication. Some examples of sites include, but are not limited to:

- Multimedia and social networking sites, such as Facebook, LinkedIn, Instagram and YouTube
- Internal or external blogs and micro-blogs including Twitter
- Community discussion forums such as Yahoo! Groups and Google Groups
- Review or ratings forums such as TripAdvisor, BBC Have Your Say and MoneySavingExpert
- Wikis, such as Wikipedia
- Any sites where you can post text, photos and video, such as Pinterest, Flickr, Google+, Tumblr

ULAB maintains a number of official accounts on sites such as Facebook, Instagram, Twitter, and YouTube, where the opinions expressed and information shared reflect the views of the university. Any student (either on an individual basis or as a group) seeking to set up a formal ULAB social media account must seek prior permission from the Communication Office.

Policy Guidelines

4.1 General responsibilities

- It is the responsibility of students to:
  - read and act in accordance with these guidelines, and any additional guidelines published by your School/Department
  - read and act in accordance with the rules and guidelines set out by individual Social Media, Social Networking and Website Hosting companies and providers
  - Consult with your School/Department and where relevant seek ethical approval before posting, as part of your studies / research, pictures, videos or comments through social media that could be viewed as offensive or as bringing the University into disrepute.
- It is the responsibility of the University to:
  - ensure these guidelines are highlighted to students during Online Enrolment
  - ensure these guidelines are highlighted at student induction sessions
  - ensure these guidelines are published on the University website
  - monitor ULAB social networking sites and remove inappropriate content

4.2 Responsibilities of students in official University online/social media presence

- Remember that you are representing the University at all times when posting comments or responding to those made by others.

- Social media sites should not be used for raising and escalating concerns relating to your course, the University or any members of the University. Seek advice from your School/Department if you have any concerns.
- Ensure that you do not reveal confidential information about the University or its staff, students, partner organizations or clients.
- Comply with relevant professional codes when using social media as part a research study or project.
- Ensure you do not use your site or pages in any way that may compromise your current or future fitness to practice or employability.
- Obtain permission from the ULAB Communication Office before using the University's brand.
- Consult the ULAB Communication Office if there is any media interest resulting from your online activity.

4.3 Responsibilities of students in personal online/social media presence

- Be aware that third parties including the media, employers and Police can access profiles and view personal information. This includes pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the student and the University and can have a negative impact on a student's future prospects.
- Communications made in a personal capacity through social media must not:
    - be unlawful – i.e. breach any Bangladeshi criminal and/or civil legislation,
    - include anything that could be considered discriminatory against, or bullying or harassment of, any individual. This includes:
        - making offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion or belief or age
        - using social media to bully another individual or
        - posting images that are discriminatory/offensive or links to such content
    - include defamatory comments about individuals or other groups
    - bring disrepute upon the University e.g. posting images or links to content likely to bring the University into disrepute. This includes:
        - Pictures, videos or comments that are of a sexual nature including links to websites of a pornographic nature and other inappropriate material
        - Pictures, videos or comments that promote or encourage drunkenness or drug-related activity. This includes but is not limited to images that portray the personal use of drugs and drug paraphernalia.
        - Pictures, videos or comments that depict or encourage unacceptable, violent, illegal or dangerous activities e.g. sexual harassment or assault, fighting, vandalism, academic dishonesty, drunkenness, drug use etc
        - breach copyright e.g. using someone else's images or content without permission; failing to give acknowledgment where permission has been given to reproduce something;
        - breach confidentiality, e.g., revealing confidential information owned by the University; giving away confidential information about an individual or organization.
        - use the University's logo on personal social media sites

You also need to be aware of a number of other relevant policies and guidelines:

- [Code of Conduct and Disciplinary Procedures for Students](#)
- [ULAB Sexual Harassment Prevention Policy](#)

Misuse of Social Media

- The University has the right to request the removal of content from an official social media account and from a personal account if it is deemed that the account or its submissions pose a risk to the reputation of the University or to that of one of its members.
- Students who post views, opinions or images online in breach of these Guidelines may be subject to disciplinary action. Your actions may also be subjected to prosecution under Bangladesh criminal and civil legislation
- Prospective employers may trawl social media sites as part of their selection process and the social

media posts that you make could undermine your future employment prospects.

Staying Safe Online

- Only post what you would be happy for your parents, lecturers and prospective employers to see/read
- Remember that everything your post online is public, even with the strictest privacy settings. Once something is posted online, it can be copied and redistributed, and it is easy to lose control of it. Presume that everything posted online will be permanent and will be shared
- Think before you send. Avoid posting anything when you are feeling angry – you may regret it the next day but it could be viral by then
- Remember that what is a 'joke' to one person may feel like bullying and harassment to someone else. ULAB doesn't tolerate bullying and harassment. If you feel bullied on-line, seek advice from a Proctor's Office.
- Be aware that posting 'jokes' has lead some people to be prosecuted and even imprisoned. Don't post things that may be considered offensive or make 'joke' threats.
- Ensure that you protect your personal information and that of others that could be misused (e.g. home address, telephone number, date of birth)
- Think about who you want to be able to see your information and set privacy settings accordingly. Remember that even with strict privacy settings, others can share your posts so you have no control over who sees them
- Don't say or write anything that could have a negative impact on the reputation of anyone or any company. Any statement which could have a negative impact on a person (or business') reputation could lead to accusations of libel / defamation and lawsuits
- Be very cautious about arranging to meet someone you only know on-line. They may not be who they say they are. Arrange to meet during the day in a public place and take a friend or tell friends where you are going

Avoid being Addicted

Did you know?........

- Negative mood, depression, attention deficit and hyperactivity disorder, as well as social isolation, low self-esteem and psychosis are all associated with internet addiction
- Smartphone users check their phones 150 times a day on average
- Phone addicts are often easily distracted, suffer disrupted sleep and are tempted to lie about their phone use
- Overuse of a smartphone can lead to a range of physical and psychological disorders

So what can you do?...........

- Schedule your internet time and keep parts of the day 'internet free'
- Don't use the internet in bed just before you sleep or during meals
- Go for walks and don't take your phone – if you want to take photos, take a camera
- When you're relaxing, read a book rather than surfing the internet
- Spend face to face time with friends and switch your phone off so you can give them your full attention
- Join clubs and societies so you can get out and be active
- Accept that you don't have to answer every email/text message immediately
- Disable unnecessary notifications
- Take regular breaks
- Make the internet work for you, don't become a slave to it

Further Information

The following links have useful information on keeping safe and other issues:

- The Information Commissioner's Office's social networking guidance
- The National Cyber Security Alliance's Stay Safe Online website
- Get Safe Online
- Wikipedia's cyberstalking page
- Twitter users: A guide to the law

Relevant External Legislation

- The Cyber Security Act 2023 (previously known as The Digital Security Act 2018)

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