

CODE OF CONDUCT & DISCIPLINARY PROCEDURES SUMMER 2015

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

Now therefore, the University makes and adopts “Student Code of Conduct and Disciplinary Procedures” for the purpose stated above.

Definitions

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

1. Academic Dishonesty/ Plagiarism	Cheating, presentation of someone else's work as your own, preparing work to be used for someone's works, knowingly furnishing false information about academic matters to an university official are acts of academic dishonesty. Plagiarism is using others' ideas, words, concepts, images, or intellectual property in general without clearly acknowledging the source of that information. Please refer to the ULAB Plagiarism Policy.
2. Copyright Infringement	The ULAB logo, publications, audio-visual productions and other media materials are the official property of the university. All creative works of students (even in the form of raw footage) done under offered courses are also considered as university property. No one may use the logo, video, photographs and other media materials without written authorization.
3. Cyber-Crime	Misbehaviour and crimes committed through email, blogs, social networking sites, ULAB network or ULAB Web Portal, or mobile phones such as: fraud, cheating, identity theft, harassment, pornography, subversive activities, indecent behaviour, software and media piracy, web-site vandalism, release of viruses or worms, spam, advertising, spying, hacking, and cyber-bullying. Please also see the ULAB IT Policy.
4. Damage of Property	Vandalism, arson, wilful act or reckless behaviour leading to damage or destruction of University property or the property of others is damage of property.
5. Disobedience	Failure or refusal to obey University rules or someone in authority is an act of disobedience.
6. Disorder/Agitation	Riot or incitement to riot, application of force or coercion or organising meetings/procession/demonstrations intended to solicit support or obtain signatures to show support or compel any member of the University to participate in activities subversive of discipline or of functioning of University is an act of disorder or agitation.
7. Disorderly Behavior	Any breach of University rules, regulations or policies is an act of disorderly behaviour.

8. Disruption	Disruption is an act or a combination of actions by an individual or a group of individuals, who interfere with the smooth and regular functioning of the University. Authorised officers of the University have the right to restrain or prohibit such disruptive behaviour and take such other action as may be deemed fit and proper.
9. Drugs	Use, production, distribution, sale, possession or stashing of drugs in a manner prohibited under law is an offence. This includes, but is not limited to, alcohol, marijuana, stimulants, narcotics, yaba, and the misuse of prescription drugs.
10. False / Frivolous Complaints	Making a complaint to the University authority in an attempt to mislead, misuse or impede university protocols is a false or frivolous complaint.
11. Fraud/Deception	Providing false information in order to derive benefit by forging of documents, records, etc. is an act of fraud. Fraud includes, but not limited to: knowingly reporting a false emergency; misuse or falsification of university or related documents by actions such as forgery, alteration, or improper transfer; submission of information known by the submitter to be false to a university official.
12. Indecent Behavior	Any behaviour or expression intended to tease or annoy members of the opposite sex or use of otherwise improper words, gestures, clothing or acts is indecent behaviour.
13. Intolerance	All members of the University are expected to be tolerant and respectful towards others irrespective of race, religion, class, gender creed or status in the University or with the community at large. Any attitude or conduct of an individual or group of individuals failing to be so respectful and tolerant and disrespect to others is an act of intolerance.
14. Mischief	Tampering with or unauthorised use of any University equipment or other properties such as doors, locks, computers, telephones, lifts, projectors, etc. is an act of mischief.
15. Misuse of ID	A student may not voluntarily lend his or her ID to another person for any reason. Wilfully lending one's ID to another will result in disciplinary action for both the original student and the recipient.
16. Sexual Harassment/ "Eve Teasing"	Sexual harassment is defined as inappropriate, unwanted and unwelcome conduct or behaviour of a sexual nature perceived as harassment by the receiver, which has an adverse effect on the dignity of women and men both inside and in certain circumstances outside the University. For details please refer to ULAB Sexual Harassment Policy in the Appendices.
17. Smoking	The University is a smoke-free environment. All members of the campus community are expected to refrain from smoking. Smoking is forbidden in all indoor and outdoor locations of the University.
18. Subversive Activities	Any act or behaviour or speech which is regarded as a threat to the public, national security, or sovereignty of Bangladesh or any other country is considered a subversive activity.
19. Theft	Misappropriation or removal of University property or the property of others without any lawful authority is an act of theft.
20. Unauthorized Recording	Recording, storage, sharing, distribution of images, videos or sound by any means without consent is unauthorized recording and is strictly prohibited in the University.

21. Undesirable Behavior	A behaviour in or off the campus that tarnishes the image of the University is an act of undesirable behaviour.
22. Unlawful Obstruction	Interference or obstruction intended to prevent a person from free movement on campus is unlawful obstruction. Any intention to or prevention of a person from movement to or from any University activities is an unlawful obstruction.
23. Unseemly Conduct	Any offensive conduct, act or use of improper/vulgar expression or language in communicating with faculty members, University officials or others on campus, is an act of unseemly conduct.
24. Violence / Physical Abuse	Any act of physical violence such as beating, kicking, and unwanted physical contact by any member of the University or their agents is an act of physical abuse.
25. Weapons	Possession, use, or stashing of any kind of firearms, explosives, harmful chemicals, knives, clubs, etc. is strictly prohibited in the University.
26. Group Representation	Group representation--verbal, in writing or any other form of expression, is strictly forbidden and is considered an act of agitation. Offenders on account of agitation are liable to one or a combination of severe sanctions.
27. Ragging and Bullying	<p>Ragging/Bullying can include: intimidation, humiliation, ridicule or offence; physical threats; exercise of power over another through negative behaviour; insulting, abusing, disparaging or intimidating behaviour or words. <i>See the Bullying Policy in the Appendices.</i></p> <p>Cyber Bullying is "the use of electronic communication to bully a person." It falls under this policy if the bullying is between students, AND occurs on the university premises OR adversely affects the safety of students while in university.</p>
28. Classroom Discipline	Students are expected to maintain respectful and decorous behaviour towards students, staff, and faculty while in the classroom and on the university premises. Ill-discipline includes: interrupting learning through talking out of place, use of mobile phones, lateness to class, or rude words or behavior, etc. It also includes loud talking or disruptive behavior in the hallways during classes and exams.

Procedures

Confidentiality

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

Lodging a Complaint

Anyone who feels aggrieved or believes that the ULAB Code of Conduct has been violated may lodge a complaint with the Proctor's office or to any ULAB official, including a faculty advisor, other faculty members, admin/staff members, or the Student Affairs Office. Any formal complaint must be immediately forwarded to the Proctor's Office with the consent of the aggrieved person.

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

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

Disciplinary Procedures

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

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

Disciplinary Sanctions

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

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

10. **Repeat Offences:** The following repeat offences shall warrant severe punishment than was awarded for the first offence:
 - a. Academic dishonesty
 - b. Fraud
 - c. Providing false information on academic matters
 - d. Theft
 - e. Disruption

11. **Sanction for Academic dishonesty/Plagiarism:** Depending on the degree of the infraction, various disciplinary actions may be taken at the discretion of the course faculty involved or the University authorities. Faculty may: issue a verbal warning; give a failing grade on that particular exam/ quiz/ assignment/ etc.; and/or give a failing grade for the course. In exceptional cases, the Disciplinary Committee may recommend term suspension or dismissal.

12. **Violation of Suspension:** If any suspended student returns to the campus during the period of interim suspension, he/she becomes liable to disciplinary dismissal or disciplinary expulsion, as he/she is required to stay off the University campus and property until the Committee takes up official hearing.

Further Regulations

Following Campus Security

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

Proper Use of Student IDs

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

- a. **Loss or Theft:** Loss or theft of an ID must be reported to Administration immediately. A fee must be paid to replace it. The ID will be replaced within a suitable time upon receipt of payment.
- b. **Forgotten IDs:** If a student forgets an ID, he/she may be issued a temporary ID only upon payment of a fine.
- c. **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.
- d. **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.

Students' Grievances

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

STUDENT AFFAIRS OFFICE

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Vision

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

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

Values

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

Services

- One-stop information center about ULAB procedures and policies;
- Academic and personal advising;
- Organizing educational and well-being workshops and seminars;
- Coordinating with faculty advisors, administration and proctors for conflict investigation;
- Representing students during disciplinary proceedings;
- Planning and executing ULAB orientation day;
- Liaison with co-curricular coordinator;
- SAO has an on-campus trained psycho-social counselor who comes in every week to meet with students. If you wish to book an appointment with her, please contact the SAO.

Contact the Student Affairs Office

Location: Campus B, 2nd Floor, Room 210
Phone: +880 2 9127977 ext 635, +8801755532545
Email: sao@ulab.edu.bd
Timing: Sunday to Thursday, 8:30am - 5:30pm and by appointment



Look for this sign!

PROCTORS OFFICE

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

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

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

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

Sexual Harassment Committee

The role of the Sexual Harassment 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.

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APPENDICES

APPENDIX 1: ULAB SEXUAL HARASSMENT POLICY

The University of Liberal Arts Bangladesh (ULAB) strives to provide a place of work and study free of sexual harassment. There is a zero tolerance approach to sexual harassment of any kind. Whenever a case of sexual harassment is reported or observed, ULAB will take all measures possible to stop the harassment with immediate effect, and take the necessary disciplinary and legal action 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 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 complaints 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.
1. The Sexual Harassment Committee will investigate and refer their findings to the Disciplinary Committee.
2. The Disciplinary Committee will initiate a hearing and may seek legal advice as necessary.
3. 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
 - 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 restraints, 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 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 will be made available to the complainant and harasser once the investigation is complete.

Disciplinary measures

The full range of disciplinary processes is possible. Depending on the seriousness of the incident the disciplinary measures may include:

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

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

The ULAB Commitment

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

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

Training and Education

The Sexual Harassment Policy will be introduced during all 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 be 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.

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 others, e.g., staff member, supervisor, advisor or proctor or student affairs office.

A written complaint must be filed within 7 days of the event. The location of the filing:

- Students -> the Proctor's Office
- Administrative employees -> Head of Administration / Registrar
- Faculty members -> Pro Vice Chancellor

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 is 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 three weeks of receiving the complaint, and will communicate the outcome to the complainant and the accused. If the allegations are substantiated, disciplinary measures will be taken.

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

Disciplinary measures

The full ranges of disciplinary processes at ULAB are possible outcomes of the investigation. Depending on the seriousness of the incident the disciplinary measures may include:

- Written warning
- Suspension
- Expulsion

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

APPENDIX 3: UNDERSTANDING AND AVOIDING PLAGIARISM

By: Daniel Sabet

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

1. What is plagiarism?

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

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

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

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

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

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

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

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

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

2. The Honor Pledge

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

Honor pledge²

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

Signature: _____

Date: _____

Definitions

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

3. ULAB policy

The student handbook states the following:

Cheating, presentation of somebody else’s work as own, preparing work to be used for some body’s works, knowingly furnishing false information about academic matters to an university official are an act of academic dishonesty.

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

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

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

APPENDIX 4: CONFIDENTIALITY POLICY

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

Information Collection, Storage and Use

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

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

ULAB will use personal information only:

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

Access and disclosure of information

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

Disposal of information

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

Student Advising and Counselling Confidentiality

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

In exceptional circumstances we may have to disclose information but we would make every effort to do this with the student's knowledge and agreement. These exceptions are:

- Where there is risk of harm to yourself or others;
- If the adviser and/or counsellor is subpoenaed or summoned as a witness in a Court of Law.

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

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