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ULAB
UNIVERSITY OF LIBERAL ARTS
BANGLADESH

STUDENT HANDBOOK

Graduate Program



PREFACE

Dear ULAB Student,

This Student Handbook contains relevant information concerning student life, services and resources, academic policies, Code of Conduct, co-curricular, 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 the ULAB.

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

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

Professor Imran Rahman

Vice Chancellor



NOTICE

This Handbook contains student life, services and resources, academic policies, Code of Conduct, co-curricular activities, departmental syllabi, and other information relevant to undergraduate students at the University of Liberal Arts Bangladesh (ULAB). A copy of this Handbook will be 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 the ULAB regardless of their department and/or areas of concentration. The requirements of each undergraduate degree can be found in the 'Academic' section.

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

This Handbook is effective from the Spring 2025 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.

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UNIVERSITY FOUNDATION

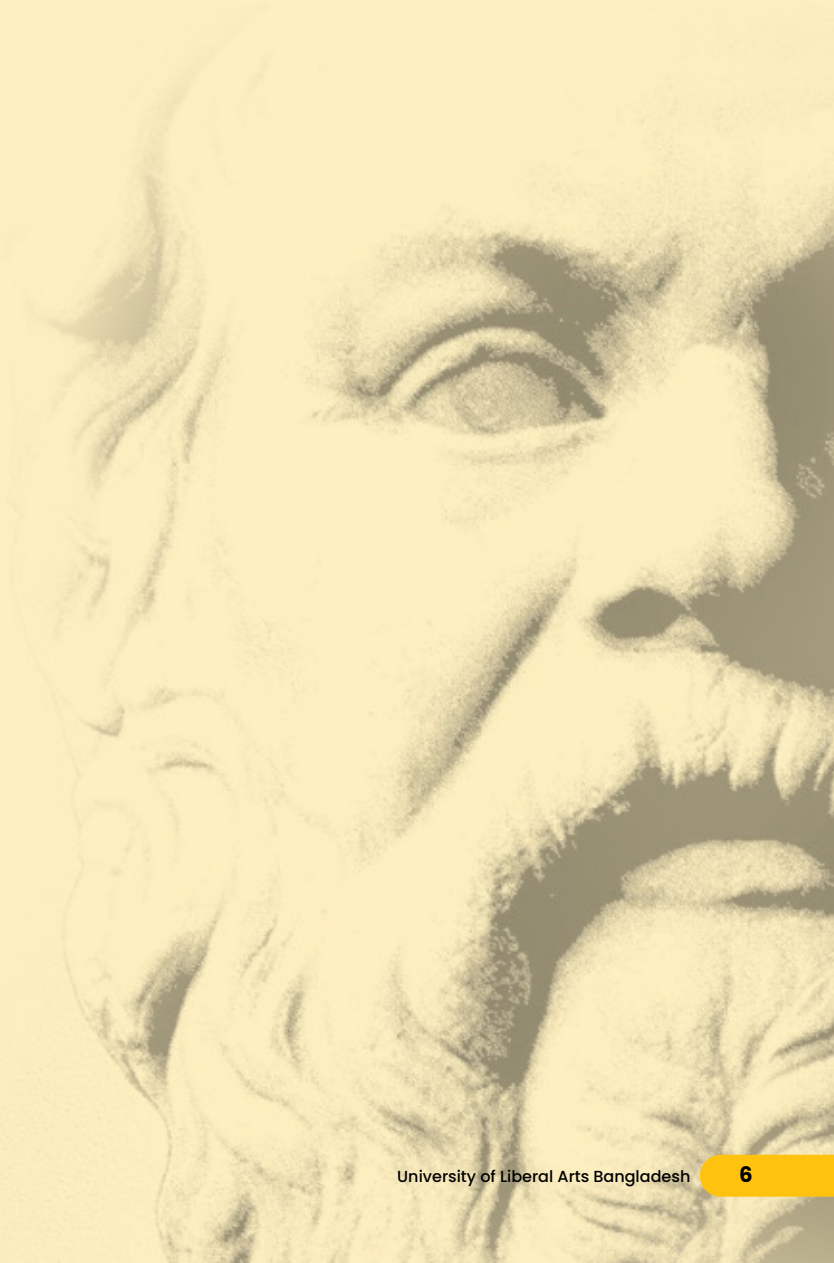
Liberal Arts

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, 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.



Sustainable Development

While placing a strong emphasis on delivering quality education, the University of Liberal Arts Bangladesh (ULAB) has consistently upheld 'Sustainable Development' as one of its six fundamental principles since its establishment. This commitment is encapsulated in the principle of "Employing sustainable practices and respect for human rights, to become responsible leaders of the future." ULAB's other five guiding principles encompass Liberal Arts, Progressive Education, Active Teaching and Learning, Research, and Engaged Citizenship. The ULAB's Strategic Plan for 2017–2023 elaborates on its pursuit of sustainability. This includes seeking international accreditation for its sustainability programs, which integrate sustainable development into all aspects of teaching, learning, research, and administrative practices. Additionally, the university aims to create a state-of-the-art green and sustainable campus that incorporates the latest environmental, communication, and educational technologies through the implementation of the "Green Plan" and "Sustainability Plan."

Established in 2006, the Center for Sustainable Development (CSD) at ULAB is a pioneering institution in Bangladesh dedicated to teaching and researching sustainable development.

Diversity Statement

The University of Liberal Arts Bangladesh is dedicated to fostering a diverse and inclusive community where all individuals are valued, respected, and empowered to thrive. Central to our commitment to diversity is the recognition that every person brings unique perspectives, experiences, and talents to our university.

We recognize that promoting diversity and inclusivity is essential for building a sustainable future. By fostering a culture of inclusivity, we create spaces where individuals from all backgrounds feel welcome and empowered to contribute to sustainability efforts. We believe that diversity sparks creativity and innovation, leading to more effective and equitable solutions to socio-political, economic, and environmental challenges.

In pursuit of our mission to educate future leaders who are committed to positive social change, we are dedicated to fostering a culture of inclusivity, diversity, and sustainability at the university. Through our collective efforts, we aim to create a more just, equitable, and sustainable world for current and future generations.

Outcome Based Education (OBE)

All ULAB's graduate and undergraduate programs adhere to the OBE curriculum. The University Grant Commission (UGC) and the curriculum committees of the relevant programs review these curricula. The four-day training that the Quality Assurance Unit of UGC with Higher Education Quality Enhancement Project (HEQEP) offered in 2017 marked the beginning of ULAB's transition to the OBE curriculum. Subsequently, ULAB and Board of Accreditation for Engineering and Technical Education (BAETE) collaborated to introduce OBE curriculum in the CSE, EEE, and ETE engineering programs. The corresponding programs established separate curriculum committees in accordance with the directive to submit the revised curriculum to UGC for approval. The committees rewrote the curriculum based on constructive alignment between the three areas: teaching and learning activities, learning outcomes, and designing and implementing assessments. To ensure a seamless transition to the OBE, a series of trainings involving national and international resource persons were given to the educators organized by IQAC and Center for Teaching and Learning (CETL). Recently ULAB has procured the IonCUDOS software for the Outcome Attainment Calculation which is under implementation starting with the engineering programs. Gradually all the other programs will be using this software for better management of the OBE curriculum.

ABOUT ULAB

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, late Kazi Shahid Ahmed, believed 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 6,000 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.

The Electrical and Electronic Engineering (EEE) department of ULAB has been accredited by the Board of Accreditation for Engineering and Technical Education (BAETE) under Institute of Engineers Bangladesh (IEB). The Media Studies and Journalism (MSJ) department of ULAB received program accreditation by Global Alliance for Public Relations and Communication Management (GA), Switzerland.

Vision

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

Mission

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

- Liberal Arts: Providing a broad foundation across disciplines in order to develop analytical abilities and flexibility of mind.
- Progressive Education: Establishing values of tolerance, empathy and integrity, in order to become citizens of the world.
- Sustainable Development: Employing sustainable practices and respect for human rights, in order to become responsible leaders of the future.
- Active Teaching and Learning: Striking a balance between theoretical and practical learning, in order to thrive in a fast-changing knowledge economy.
- Research: Supporting cross-disciplinary inquiry, in order to inform education and public policies.
- Engaged Citizenship: Building and serving civic communities, in order to create a free and equitable society.

Strategic Plan

ULAB adopted a strategic plan 2017-2023 that sets out the directions for the university to become the highest ranked private university in Bangladesh. According to the strategic plan, the university adopted a three-part strategy for development and growth – a. teaching and learning, b. research, and c. engagement. Under these branches a university-wide plan was devised, which governed the future directions of ULAB, which in turn was translated into action plans developed by the key units within the university – the academic departments, the research centers, and the core administrative units. ULAB is currently working on its next strategic plan.



STUDENT LIFE

The permanent campus of the ULAB is located at the center of Dhaka city. Its proximity to the Dhanmondi, Lalmatia, and Mohammadpur areas allows ULAB students to enjoy exciting cultural places and programs, delicious food options, and other facilities. A brief visual of significant places in the nearby areas can be found below.



Co-Curricular and Extra Curricular Activities

Students can take part in various types of co-curricular and extra-curricular activities at the University. The ULAB believes that co-curricular activities are essential to a Liberal Arts education that helps students develop the important skills that complement classroom learning, such as leadership, teamwork, and creativity. The ULAB thus provides a wide scope for co-curricular activities within and outside the campus. The activities of clubs include educational field trips, workshops, seminars, games, concerts, intra- and inter-university competitions, tournaments, etc. The university has a dedicated Co-Curricular Office which organizes all-club activities and ensures dynamic coordination to achieve greater purposes of co-curricular and extra-curricular initiatives of the university.

Website: <https://cocurricular.ulab.edu.bd/>

Adventure Club

The ULAB adventure club is one the most reputed adventure clubs in Bangladesh. It provides a platform for ULAB communities to get together and engage themselves in challenging activities and instill skills among themselves for their personal and professional life. The club arranges adventure tours, adventure film festivals, photo exhibitions, etc.

Art and Photography Club

The ULAB Art and Photography Club arranges art workshops, art talks, seminars, creative works such as Alpana for Pohela Boishakh, art exhibitions at the ULAB, inter-University art exhibitions, competitions, etc.

Business Club

The ULAB Business Club creates a platform to provide support and guidance to ULAB students in various aspects. It promotes the students of ULAB School of Business and the ULAB in general to prepare them for the business world by arranging professional development seminars, workshops and conferences, and also by providing them opportunities for continuous business education and access to best business practices.

Computer and Programming Society Club

The ULAB Computer Society is a club for IT-savvy ULABians. It arranges various workshops, training sessions, and seminars based on digital technology. Those workshops and seminars focus on new technologies and their impacts. These activities enable the members to remain updated and prepare them for future responsibilities. They organize programming contests, gaming contests, math Olympiad, etc.

Chess Club

The ULAB Chess Club was formed to create a platform for the students who are enthusiastic about chess. The club regularly arranges intra-university chess tournaments and chess workshops for the students.

Debating Club

The ULAB Debating Club aims to enhance the intellectual capacity of the ULAB students. The club arranges training, workshops, and various inter and intra-competitions for students. Through these activities, students can improve logical thinking and critical reasoning as well as sharpen their skills of presentation and communication.

Digital Marketing Club

The ULAB digital marketing club aims to acknowledge the members and participants of the changing world of digital marketing through effective seminars, lectures, and workshops. It believes that the implementation of both hard and soft skills is what will eventually drive the members to explore a variety of marketing techniques.

Electronics and Robotics Club

The mission of the club is to expose students to the challenges awaiting them in the field of circuit design and hardware analysis. With this aim, it conducts lecture series, workshops, and assigns projects to students.

Film Club

The ULAB Film Club is devoted to developing a true cinematic culture at the university premise. It provides a platform for the ULABians to learn how to understand film and sometimes the crafts of filmmaking. It also provides students with an opportunity to exhibit their own films. The club seeks to promote dialogue between/among film practitioners and scholars.

Indoor Games Club

The ULAB Indoor Games Club arranges all types of indoor games at the ULAB: Table Tennis, Carom, Ludo, Chess, Checkers, Computer Gaming, Basketball, Volleyball, Badminton, Uno, Monopoly, Skipping, Indoor Football, Indoor Cricket, etc. It also organizes regular intra-university and inter-university indoor games competitions.

Language Club

The mission of the Language Club is to foster the learning of the English language and its culture through its semester-wise scheduled language program. The aim is to enrich the lives of the students learning English in a unique environment and develop students' learning skills.

Media Club

The ULAB Media Club provides a platform where students interested in mass media can experience and learn about the fascinating world of media. It aims to stimulate student interest in mass media or mass communication and to provide students with opportunities to develop their leadership skills.

Nutrition and Wellness Club

The ULAB Nutrition and Wellness Club intends to serve national, regional, and local communities through knowledge sharing and awareness building about nutrition in which foods and their bioactive components contribute to human health and the prevention of disease, and through effective application of nutrition knowledge to improve health and wellness.

Shangskriti Sangshad

The ULAB Shangskriti Sangshad provides a learning opportunity for classical vocal music, traditional music and contemporary vocal music, and instruments like Tabla, Keyboard, Guitar, Flute, Violin, Sitar, Kajon, Drums etc. as well as an environment for leaning and practicing classical and contemporary dance forms. It organizes and arranges cultural programs, dance drama, concerts, and competitions.

Social Welfare Club

The ULAB Social Welfare Club has been established to work for the people, society, and environment. The club works on the belief that "Social Work is Not Only about Charity, It's Our Responsibility". The club activities include blood donation, winter clothes distribution, charity shows to collect funds for needy people, tree plantation, medical camping, environment cleaning program, visiting old homes and blind centers, seminars, and quiz competitions.

Theater Club

The ULAB Theater Club envisions building a strong and dedicated theater team: to experiment with different types of theater techniques; to promote the culture of Bangladeshi theater; and to create social awareness about different social and critical issues.

Sustainable Development Club

The ULAB Sustainable Development Club intends to see the interconnected nature of the 'sustainability challenge' as central to its work. The club attempts, through various projects, seminars, field trips and ongoing working groups, to better understand the connections between environment, economic prosperity, and social justice. The club aims to prepare the ULAB students to be responsible citizens who make a difference by helping build and support sustainable communities, and educate them about the importance of sustainable development for a society as well as a nation.

Field Sports Club

The ULAB Field Sports Club is comprised mainly of the Cricket and Football teams. It is formed by students who are motivated by a common interest and desire to participate in field-based sports activities. The main activities are the formation of football and cricket teams, as well as women's sports teams, conduct coach-supervised practice, and hold intra- and inter-university sporting events at the university's sports ground.

Literary Society

The ULAB Literary Society has been formed to encourage the exploration of different literary and cultural practices across different genres, mediums of expression, and branches of knowledge. It envisions creating a shared space for people enthusiastic about engaging in creative expressions.

Rotaract Club

The ULAB Rotaract Club aims to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the needs and concerns of the community and world, to emphasize respect for the rights of others, and to promote ethical standards and the dignity of all occupations.

Yes Club

The ULAB Yes Club provides a platform for the youth to practice morals and stand against corruption. It arranges various programs in collaboration with the Transparency International Bangladesh.

1971 History Club

The ULAB 1971 History Club aims to inspire the students to know and inform others about the true history of the Liberation War through history walks, workshops, oral history collections, various seminars, and exhibitions.

Kaleidoscope Club

The ULAB Kaleidoscope Club, an initiative of the Center for Enterprise and Society (CES) is a student-led club dedicated to promoting cultural diversity, fostering inclusivity, and breaking barriers within the University of Liberal Arts Bangladesh (ULAB) community. Through various events and initiatives, the club aims to create a safe and inclusive space where students can learn from one another, celebrate differences, and contribute to a harmonious society.

The Duke of Edinburgh's Award

The ULAB is an active participant in the prestigious Duke of Edinburgh's Awards Program. The award is given for completing a program of activities by anyone between 14 to 24 years of age. These programs can take 1 to 4 years to complete and the participants must commit to completing their program by age 27. The ULAB provides a platform for students to take part in these activities. This international Award reinforces the core values of a liberal arts education. There are three progressive levels which, when completed successfully, lead to Bronze, Silver, and Gold Duke of Edinburgh's Awards. The Award is given to students in recognition of their contribution to society and their self-development.

ULAB Model United Nations Association

The ULAB Model United Nations Association creates a platform where the students of the ULAB will represent the country and the university at an international dais where they as intellects will discuss global issues. It's mission is to develop leadership and communication skills for all ULABians inclusively and to provide an enabling environment to collaborate and accommodate students from diversified backgrounds in the university.

Hult Prize

The Hult Prize is a year-long global competition that promotes and guides young entrepreneurs to solve, through social ventures, the world's most pressing social issues related to the Sustainable Development Goals (SDGs). The Hult Prize OnCampus Program at the University of Liberal Arts Bangladesh (ULAB) was first held in 2020. Over the years, ULAB students wholeheartedly embraced the challenge, channeling their creativity and passion toward addressing pressing global issues. As the ULAB continues to champion sustainability and innovation, the Hult Prize remains a cornerstone of the university's efforts to empower students to become catalysts for sustainable progress.

On Campus Job Opportunities

On-campus job opportunities are available for students who want to gain work experience. They can work with the ULAB library, English Zone, Student Affairs Office, Communications Office, etc. Students have the option to work as research assistants in various centers such as the Center for Sustainable Development (CSD), Center for Enterprise and Society (CES), and Center for Critical and Qualitative Studies (CQS). Teaching assistant jobs are also available in various departments at the ULAB.

Sports Facilities

The ULAB has a beautiful playground on its permanent campus. It organizes inter-university cricket tournaments regularly on the cricket ground. Students can play football and other outdoor sports such as basketball and badminton on the permanent campus. There is a dedicated recreational space for the students where they can play carrom and table tennis.

Medical Facilities

ULAB provides both physical and mental health related medical facilities to its students. 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. Please refer to the 'Students Affairs Office' for detailed information.

Transport Facility

A shuttle bus facility is offered to undergraduate students from Sunday to Thursday, transporting them between the Research Building and the Permanent Campus, and vice versa. To utilize this service, individuals must acquire a Bus Pass. Before utilizing the bus service, individuals must obtain a pass from the Accounts Office. The pass fee will be combined with their semester fees. Bus fares in cash will not be accepted by the drivers, and individuals without a ULAB Bus Pass will not be allowed to board the bus.

Canteen Facility

ULAB has a cafeteria and student lounge with fresh food for study and relaxation. The cafeteria caters to breakfast, lunch, and snacks for the students. ULAB students also have access to a food court inside the campus, where they can find street food and a coffee shop. Students can enjoy these food options at subsidized prices.

Code of Conduct and Disciplinary Procedure

An environment of peace and civility is a precondition 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. The students at ULAB must abide by the following policies.

Definitions

Unless the context otherwise requires, definitions of offenses are given below:

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 in the Appendices section.
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, willful 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. Any breach of University rules, regulations or policies is an act of disorderly behavior.

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. Willfully 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 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. <i>See the Bullying Policy in the Appendices.</i> Cyber Bullying is "the use of electronic communication to bully a person." It falls under this policy if the bullying is between students, and occurs on the university premises OR adversely affects the safety of students while in 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.
29. AI Generated Work	AI-generated assignments will be considered 'copied' or 'plagiarized' and will result in an 'F' (Fail) grade in that assessment. Any work submitted by students that is deemed to be AI-generated will be verified and validated, failure to which will be treated as plagiarism and result in an F (Fail) in the work or at the course and further disciplinary actions.

Disciplinary Procedures

Confidentiality

The 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 (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:
 - Written charges and other documents
 - Evidences with a summary
 - Findings
 - 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.

For **Disciplinary Sanctions** and **Further Regulations**, please check the 'Appendices' section of this handbook.

SERVICES AND RESOURCES

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 needs, course planning, and career options and also help to resolve problems that might affect academic performance. Students are required to meet their advisor regularly, failing which they may be liable for disciplinary measures.

Know your Faculty Advisors and meet them twice each term!

URMS - Integrated Software

Back in 2010, ULAB's management decided to deploy the University Resource Management System (URMS) to catalyze efficiency in student service, transparency, and compliance in processes and among different sections as well as departments. Over the years, new features have been added to the URMS with an objective to enhance user experience. This integrated software 'URMS' provides the students with online access to many options such as Pre-Registration, Advising, Billing, Grade Results, etc.

Registrar's Office

The Office of the Registrar is responsible for ensuring the accuracy, thoroughness, and security of the academic records of all students. It ensures academic integrity; protects the security of academic records; aids students with registration of courses; and 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
- Retaining students' academic records
- Verifying enrollment and graduation
- Maintaining liaison with external partners

Email: registrar@ulab.edu.bd

Website: <https://registrar.ulab.edu.bd>

Office of the Controller of Examinations

The Office of the Controller of Examinations is responsible for all matters related to the conduct of examinations and such other duties as may be prescribed by the Statutes and the University Ordinances. The office works under the direct supervision of the Controller of Examinations at the University and the examination team makes necessary arrangements for conducting exams at the ULAB. The Office of the Controller is specifically responsible for:

- Scheduling and conducting examinations
- Result processing, publication, and archiving
- Processing of grade change requests
- Preservation of exam scripts

- Issuing transcripts and certificates
- Student's grade verification
- Archiving photocopy of certificate and transcript
- Certificate & transcript verification for external offices/organizations
- Holding the Convocation

Email: controller@ulab.edu.bd

Website: <https://examcontroller.ulab.edu.bd/>

Accounts Office

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.

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

- Calculation of 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
- Clarification of any account related issue
- 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/>

Email: accounts@ulab.edu.bd

Website: <https://ulab.edu.bd/home-accounts>

Student Affairs Office

ULAB's Student Affairs Office (SAO) is the one-stop comprehensive support center for answers and assistance on a wide range of academic and non-academic issues. It provides the following services.

Well-being Advice, Guidance & Resources

- Academic Support
 - a. Peer Mentor Pairing
 - b. Academic Guidance for Students on Probation
 - c. Essential Skills (ESK) Program (Details can be found here: <https://ulab.edu.bd/essential-skills>)
- Scholarship Advice and Guidance
- Counselling Service
- Mental Health Advisory Service
- In a crisis now
 - a. Victim of Sexual harassment
 - b. Victim of Bullying
 - c. Academic Distress
- Emotional Distress
- Health Issues
- Representation at Disciplinary Cases
- Campus Support
- SAO Events
- Guardian Relations

ULAB Health & Wellness Center

This center of the Student Affairs Office (SAO) is located in Room PC-110 of ULAB Main Campus. The center was set up to provide emergency services and first aid treatment within the ULAB Campus, evacuate and escort an emergency patient to the nearest hospital(s) and conduct a timely health and wellness awareness campaign week on campus.

Website: <https://sao.ulab.edu.bd/health-wellness-center>

Counseling Services

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 staff are 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.

Email: sao@ulab.edu.bd
Website: <https://sao.ulab.edu.bd/>

Career Service 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 training 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. Briefly, 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.

E-mail: careerservices@ulab.edu.bd
Website: <https://career.ulab.edu.bd/>

Library Services

ULAB library provides lending services, Trainings & Workshops, Remote Access through RemoteXs, Institutional Memberships (Alliance Francoise, Goethe Institute, American Center, British Council, UNIC, World Bank Library, BALID, LAB), Plagiarism Check via Turnitin, Theses, Dissertation and Internship Reports, Scanning Request, Live Chat, Part-time Jobs, BBRI Resources & Business Data, Reading Room, Group Study Room etc., to students.

Email: library@ulab.edu.bd
Website: <https://library.ulab.edu.bd/>

IT Office

The services provided by IT offices are Browsing PCs in lobbies and lounges for students, IoT lab, Computer Labs with high-speed Internet connections, ULAB Domain email for students with 25 GB per user, URMS support, Multimedia and Internet facilities in all classrooms, ID card management system, IT Helpdesk facilities for students, faculty members and admin/staff, CCTVs for security monitoring etc. 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 and G Suite

ULAB has an iMac-editing suite for digital film production courses. 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 and Payment

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. 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.

Email: ithelpdesk@ulab.edu.bd

Website: <https://ito.ulab.edu.bd/about-ito/ito-contacts>

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.

Website: <https://ulab.edu.bd/administration/proctors-office>

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.

Website: <https://ulab.edu.bd/administration/proctors-office>

Admissions Office

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. It is committed to providing all necessary information to the admission seekers so that they can choose the right program for them.

Email: admissions@ulab.edu.bd

Website: <https://ulab.edu.bd/undergraduate-admission>

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.

E-mail: mahfuz.ahmed@ulab.edu.bd

Website: <https://alumni.ulab.edu.bd/>

Communications Office

The main objective of the Communications Office is to brand the University among its partners as an institute of quality education and facilities, educate its partners and students about Liberal Arts, Sustainability and Active Learning; promote a sense of pride in being a ULABian; and assist in increasing student enrollment.

Social media links



ULAB's official Facebook pages:

<http://www.facebook.com/ULABian>



ULAB's official Twitter page:

<http://www.twitter.com/ULABian>



ULAB's official YouTube channel:

<https://www.youtube.com/@ULABian>



ULAB's official Instagram account:

<https://www.instagram.com/ulab.official/>

E-mail: communications@ulab.edu.bd

Website: <https://communications.ulab.edu.bd/>

Office of International Affairs

The Office of International Affairs 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 collaboration with partners all around the world. It also collaborates with international partners to promote and facilitate international academic programs and initiatives, celebrate diversity, and create opportunities for all stakeholders.

E-mail: oia@ulab.edu.bd

Website: <https://oia.ulab.edu.bd/>

English Zone

The Department of English and Humanities is proud to host the English Zone. It 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 using 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.

Website: <https://deh.ulab.edu.bd/english-zone>

GENERAL ACADEMIC POLICIES (GRADUATE)

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

Duration of Program

Graduate programs have duration ranging from 1 (one) to 2 (two) years. Students admitted at ULAB graduate programs must complete their degree within 5 (five) years from the date of first enrollment. All programs at the ULAB will follow a three terms per year (or trimester) system, which are:

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

The particular dates of the terms may vary from year to year due to the changes in calendar or special circumstances, but the minimum duration of each term will always be maintained. Each term will usually have the duration of three and a half months or 15 weeks and each course in the term shall typically consist of at least three hours of classroom instruction and often an hour or two of laboratory or tutorial work per week.

Medium of Instruction and Examinations

English shall be the medium of instruction, examinations, and all forms of communication in ULAB.

Pre-registration

There are fixed dates of registration for each term. However, pre-registration for the forthcoming term takes place at the tenth week of the ongoing term. You are advised to check the Academic Calendar or Registrar's Office for dates. Documents relating to pre-registration must be collected from respective program/ registrar office within the stipulated time. Otherwise, penalty will be imposed. All fees are to be paid as per the schedule of payment, and are non-refundable, except for the courses dropped/withdrawn by the time stipulated in the academic calendar.

Note: Students registering for courses for the forthcoming term for the first time will be given priority over other students registering for a course for a second or further time.

Graduate Program Head, Coordinator will advise students of the respective graduate programs for registration of courses in each term. Students in the MBA graduate program shall have to register for a minimum 9 (nine) and maximum 15 (fifteen) credits and a minimum 6 (six) and maximum 12 (twelve) credits for executive programs in a term. For the Masters in Communication Program, students shall have to register for a minimum of 9 (nine) and a maximum of twelve (12) credits per term. For the Masters in English Program, students shall have to register for a minimum of 9 (nine) and a maximum of twelve (12) credits per term.

Guidelines for Registration:

- Prerequisite course(s) must be completed before registering for higher level course(s)
- Students having a 'F' (fail) grade in a particular course must retake that course at the first instance

Credit Transfer

A student may apply for a transfer of maximum 16 (sixteen) credits for E/MBA and 18 (eighteen) credits for Master in Communication earned at previously attended universities toward ULAB degrees in their first term within the date mentioned in the academic calendar. For some reason if someone is not in a position to apply for credit transfer with in the given time, s/he must obtain permission for late submission in writing form the respective Dean/Program Head, else any such application will become void.

For the purposes of transferring credits, Dean/ Head of the respective school/department will determine equivalence of courses and may also refer cases to the Equivalence Committee, if needed. Transferred credits and grades are not included in calculating the CGPA at ULAB.

Credit transfer decisions are made after admission of the students on a case-by-case basis where the quality and standard of the institution and/or academic program will be taken into account. In addition, respective Program Heads may ask the students applying for credit transfer to appear a test. However, the decision of the ULAB authorities on credit transfer application would be final and binding upon to all for relevant purpose at ULAB.

Documentations Needed for Credit Transfer:

- Submission of an application in a prescribed form available at the respective program office
- Complete official Transcript from the respective university/institution
- Complete syllabus of the subjects that are applied for transfer
- Any other paper/document necessary by the ULAB authorities at any point in time.

Credit transfer fee: Fees will be charged for the purpose.

Course/Credit Waiver

The ULAB Graduate Schools have designed prerequisite courses and a course curriculum to ensure that each student learns the basic concepts and skills necessary to successfully complete the studies in the respective Graduate program. However, waivers from studying some of these courses may be granted based on coursework taken at the undergraduate level. Course waiver / credit transfer applications for the required number of courses must be submitted before course registration in their first term within the date mentioned in the academic calendar. For some reason if someone is not in a position to apply for credit transfer, s/he must obtain permission for late submission in writing form the respective Dean/Program Head/Advisor, else any such application will become void.

Waiver is allowed only on foundation courses and/ or on workshops. Students applying for waiver shall have to pay fees as determined by ULAB authorities. However, this principle will not be applicable for student got readmission upon dismissal.

The maximum attainable waiver in E/MBA program is 16 (sixteen) credits. The maximum attainable waiver for the Masters in Communication program is 21 (Twenty-one) credits in 7 (seven) courses.

Application submission procedures: Application forms for course waiver are available at the respective program office. Students are advised to consult with the respective program head with previous academic results, transcripts, etc. prior to submitting the application. On completion of the necessary advising for waiver, students will submit their applications at their respective program office.

However, the decision of the ULAB authorities on waiver applications would be final and binding upon to all for relevant purposes at ULAB.

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 and will be required to pay 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.

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 with the approval of the concerned departments. The student must fill out the prescribed Change of Degree Program Form, available at the Registrar's Office or on the ULAB website.

Student's Batch Identification

ULAB's academic year begins in Spring (between late January and May), 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 201 and Fall 2021 will have a batch identification of 203. 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)	11
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
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 MBA/MComn student of Fall 2023 term:

- 203051101

Concentration

Students of ULAB graduate programs are required to choose an area of study concentration. Students may do double concentration. This will require additional one or two terms, and the relevant additional courses and fees.

Internship/Project/Thesis/Dissertation

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

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

Dissertation is done in the last term when students will choose an area and work under the supervision of an expert faculty. Students are required to present their dissertation in front of a panel of faculty members.

Graduation Requirements

To graduate from ULAB, students shall have to fulfill the following requirements:

For E/MBA Program:

Students must complete the following course distribution with a CGPA of 2.5 or higher (excluding waived & transferred courses).

Type of Courses	Program MBA		Program EMBA	
	Courses	Credits	Courses	Credits
Foundation	10	27	7	18
Core	5	15	5	15
Concentration	4	12	3	9
Capstone	1	3	1	3
Total (Minimum)	20	57	16	45

For Masters in Communication Program:

Students must complete the following course distribution with a CGPA of 2.5 or higher.

Type of Courses	Courses	Credits
Knowledge Courses	8	24
Communication Management Courses	8	24
Elective Courses Master in Communication Elective Courses and /or MBA Functional Core Courses for Elective	2	6
Total (Minimum)	18	54

For Masters in English (1-year) Program:

Students must complete the following course distribution with a CGPA of 2.5 or higher.

Type of Courses	Courses	Credits
Core Courses	6	18
Elective Courses	4	12
Dissertation/Non-thesis courses	1/3	6
Total (Minimum)	11	36

For Masters in English (2-year) Program:

Students must complete the following course distribution with a CGPA of 2.5 or higher.

Type of Courses	Courses	Credits
Core Courses	6	18
Elective Courses	8	24
Dissertation/Non-thesis courses	1/3	6
Total (Minimum)	15	48

NOTES

- Completion of all foundation, core concentration and capstone courses. However, depending on earlier academic attainments, a student may be allowed to transfer credits or get waiver from attending certain courses at ULAB. Such courses would be credited but will not be considered for calculation of CGPA.
- Qualifying in the basic/remedial courses, if any.
- Completion of Graduation within 5 (five) years from the date of first enrollment at ULAB.

Academic Rules

1. Add/Drop Courses	You may add/drop one or more courses within the time mentioned in the academic calendar. You may be allowed to drop course(s) up to final exam week in any given term, provided all fees including outstanding dues are fully paid. In exceptional cases (e.g. serious illness of students, death of parents/spouse/child) you may be allowed to drop a course during the final exam week on the recommendation of your department head/advisor.
2. Leave of Absence and Re-Registration	If you apply for a leave of absence, you should mention a definite term for re-registration and must register immediately after the leave period. An application for a leave of absence needs to be submitted through department head/program advisor/coordinator concerned. A leave of absence may be granted for one to maximum three terms, provided the student is on good academic standing (i.e. not on academic probation or subject to dismissal) and the fees are fully paid. Students who will complete registration immediately after the approved leave of absence period will be exempted from paying any additional fees.
3. Re-Admission	If you have not registered for three or more consecutive terms and do not have an approved leave of absence, you will be treated as an irregular student. You must pay a re-admission fee for continuation of studies.

4. Late Registration	Students who do not register on time as per academic calendars must pay a late registration fee
5. Probation and Dismissal	<p>a. Students must maintain 'good standing' meaning CGPA 2.50 as the minimum for continuing with the studies as well as completion of their graduation at ULAB.</p> <p>b. Students will be placed on probation if CGPA falls below 2.50. They must return to 'good standing' by raising CGPA to 2.5 or above within the immediate next two terms; failing to do so shall dismiss students from the program.</p> <p>c. A student dismissed for not having 'good standing' due to consecutive probations, may apply for admission in the graduate program as a fresh applicant. Any such student admitted will be given new ID number.</p> <p>Note: Dismissed students taking fresh admission may be eligible for a course waiver for the credits completed at ULAB, provided the grades for those courses were C+ or above.</p>
6. Concentration	E/MBA students are required to choose an area of concentration and must complete required courses from respective concentration area. Students may do dual concentration. This will require additional one or two semesters, and relevant additional courses, fees and other charges, as applicable.
7. Minor	For the Master in Communication program, students are required to do two minor courses or electives. They may take these courses from MBA Core Course and/or Master in Communication Elective Courses.
8. Basic Courses	Based on the admission test results, you may be required to take and complete non-credit basic course(s) in your first term. You will not be allowed to take other relevant courses unless basic courses are completed. You will have to pay fees for the basic course(s). Grades earned in the basic course(s) shall not be considered for calculation of CGPA, but would be mentioned in the grade report.
9. Unexcused Absences	Consecutive three absences from classes in any course may result in a failing grade. However, course teacher or department head/advisor may make other recommendations.
10. Punctuality	ULAB takes punctual attendance of classes and any other mandatory functions with utmost seriousness. If you are regularly late to attend a class, you may have grades reduced at course teacher's discretion.
11. Code of Conduct	You must be in full compliance with the University's Code of Conduct, including timely payment of all fees, during the entire period of your studies at ULAB.
12. Subscription Collection	You are not allowed to collect money or subscriptions from ULAB students, faculty and staff for any purposes inside and outside the campus, without the written approval of the Vice Chancellor or a person authorized by him.

Grading Scale

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

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

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

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

I You will receive an 'I' (Incomplete) grade only if; (a) you have 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) have failed to appear in one or more examinations (due to illness or other valid reasons) and the course teacher agreed to such reasons and consented. Normally, student will have to complete two-third of the course work to request for an 'I' grade. If the grade 'I' is not replaced with a regular grade within 2 (two) weeks on commencement of the following term, it will be automatically converted into 'F' grade.

W You will receive a "W" (Withdrawn) grade if you have withdrawn from a course within the time stipulated in the Academic Calendar.

AW You will receive an "AW" (Administrative Withdrawal) grade when you have been withdrawn from the course by ULAB authority for breach of conduct and/or for any other reason deem necessary to ULAB authorities.

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 within 7 days of the result publication for the grade to be recalculated.

2. If the outcome of the above is not satisfactory, apply to the respective Head of the Department within the next 7 days. The Head 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, within 7 days of receiving the Head's decision, to review the grade. 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.
4. All procedures for the grade review application should be completed within 3 weeks or 21 working days of the result publication of the relevant course/s.

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.

ULAB RESEARCH CENTERS

Center for Advanced Theory

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.

Website: <https://cat.ulab.edu.bd/>

Center for Archaeological Studies

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.

Website: <https://cas.ulab.edu.bd/>

Center for Bangla Studies

The aims and objects of the Center for Bangla Studies* (CBS) are to undertake research and publication of various aspects of the Bengali Language and Literature.

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

Website: <https://cbs.ulab.edu.bd/>

Dhaka Translation Center

The Dhaka Translation Center (DTC) at ULAB celebrates the rich Bangladeshi literary tradition by encouraging a greater exchange with contemporary world literature. As a first-of-its-kind establishment in Bangladesh, the center answers a long-felt need in our cultural arena for an institution dedicated to the development of the culture and practice of translation. The DTC's primary function is educational, spearheaded by its translation workshops, with complementary fellowship programs, event series, and publishing partnerships.

Website: <https://ulab-press.ulab.edu.bd/books/dhaka-translation-center>

Center for Enterprise and Society

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.

Website: <https://ces.ulab.edu.bd/>

Center for Excellence in Teaching and Learning

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.

Website: <https://cetl.ulab.edu.bd/>

Center for Language Studies

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.

Website: <https://cls.ulab.edu.bd/>

Center for Critical and Qualitative Studies

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.

Website: <https://cqs.ulab.edu.bd/>

Center for Sustainable Development

The Center for Sustainable 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.

Website: <https://csd.ulab.edu.bd/>

Office of Faculty Research

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.

Website: <https://ofr.ulab.edu.bd/>

Center for Health, Population and Development

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.

Website: <https://chpd.ulab.edu.bd/>

Center for South Asian Studies (C-SAS)

South Asia, a dynamic, hugely promising and sometimes turbulent region has witnessed rapid and varied socio-economic growth over several decades. Now the future needs to be secured. To do so requires a pragmatic outlook, and both policy-oriented and outcome driven partnerships in a range of crucial areas. These include Foreign Policy, Security and Strategic Issues, Trade and Investment, Education and Human Resources, Governance and Equitable Growth, Regional Connectivity, Climate Change, Management of River Waters, Mitigating Refugee Crises, and Migration. C-SAS aims to be there every step of the way.

Website: <https://csas.ulab.edu.bd/>

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.

Website: <https://ulab-press.ulab.edu.bd/>

CAMPUS DIRECTORY



BUILDING-A	BUILDING-B	BUILDING-C	BUILDING-D
<p>Ground Floor</p> <ul style="list-style-type: none"> • Power System Lab, Switchgear Lab, Protection Lab, Machine Lab • Electrical & Electronic Circuit Lab • Digital System Lab • Communication Lab, Control System and Robotics Lab • Physics Lab, Chemistry Lab <p>1st Floor</p> <ul style="list-style-type: none"> • Class Room <p>2nd Floor</p> <ul style="list-style-type: none"> • MSJ Dept • Workshop Room • Broadcast Room <p>3rd Floor</p> <ul style="list-style-type: none"> • Class Room • Program Office Master's in Communication • HR Office 	<p>Ground Floor</p> <ul style="list-style-type: none"> • Computer Lab • Computer Programming Lab • Computer Lab, VLSI Lab • IT Server Room • IT Power Room <p>1st Floor</p> <ul style="list-style-type: none"> • Class Room • Computer Lab • IT Office <p>2nd Floor</p> <ul style="list-style-type: none"> • Library 	<p>Ground Floor</p> <ul style="list-style-type: none"> • Cafeteria • Admin Office • Co-Curriculum Office • Indoor Game Space • Security Office • Security Guard Room • Female Common Room <p>1st Floor</p> <ul style="list-style-type: none"> • Student Affairs Office • Faculty Office • Exam Controller Office • Class Room • CSE Computer Lab • Department of Bangla • CLS Dept. • ULAB Press <p>2nd Floor</p> <ul style="list-style-type: none"> • GED Dept. • CSE Dept. • EEE Dept. • Proctor Office • Counselling Office 	<p>Ground Floor</p> <ul style="list-style-type: none"> • Accounts Office • Registrars Office • Class Room <p>1st Floor</p> <ul style="list-style-type: none"> • Class Room <p>2nd Floor</p> <ul style="list-style-type: none"> • English Dept. • MBA/EMBA Office • BBA Dept. • Faculty Lounge • Class Room <p>3rd Floor</p> <ul style="list-style-type: none"> • Chancellery

FREQUENTLY ASKED QUESTIONS (FAQ)

1. I was admitted to one of the programs/ departments at the ULAB. However, I want to change my department. Is this possible?

Answer: Yes, it's possible. Contact the Registrar's office or your Department / Program Office for further details.

2. I have paid all the dues for the current semester. Do I need to pay in advance for the pre-registration?

Answer: Yes, you need to pay BDT 20,000 for the pre-registration within the deadline. The payment will be reflected on your URMS record as an 'Advance payment'. After making the payment, you will be able to register for the courses.

3. Can I complete pre-registration for the upcoming semester after the current semester's final exams?

Answer: Yes. Please check the Academic Calendar to find the last date of registration.

4. I have taken 4 or 5 courses this term, but I want to drop one. If I drop the course, will I be able to get a refund for the same course?

Answer: At the beginning of a semester, the Registrar's Office will send you an email regarding Add/Drop week. If you drop the course during Add/Drop, you will get a refund for the same course next semester. However, the refund will not be applicable after the last date for Add/ Drop.

5. I want to withdraw from my courses after my Midterm exam or before the Final exam. Will I be able to do this?

Answer: Yes. Please check the academic calendar and contact the Registrar's office (via email or in person).

6. Where can I find the list of the courses offered to me for preregistration?

Answer: Please check email from the Registrar's office.

7. If my CGPA drops this semester, will it create any impact on my waivers?

Answer: Yes. You have to maintain the required CGPA for the waiver. For further information contact the Registrar's Office.

8. How can I communicate with my advisor and what is the role of the advisor?

Answer: Answer: On your URMS you will find the name and email of the advisor. If you want to contact, send an email to the advisor. If you have an emergency, go to your department to find out your advisor's office location and office hours.

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.

9. I have completed my registration on URMS. Do I need to take the registration slip from my advisor?

Answer: Students should contact their respective advisor in person or via email to collect the Advising slip (registration print out).

10. What's the role of the Student Affairs Office (SAO)? Who are the mentors?

Answer: The SAO provides many support services to students. Please check the 'Student Affairs Office' of this handbook to know more about their services. One of them is to assign senior students as mentors for the freshers. You can communicate with your assigned mentor to discuss your academic issues.

11. If any student wants to avail of mental health related counseling services, whom does s/he need to contact?

Answer: Contact the Student Affairs Office.

12. I want to discuss career related issues. Are there any services for this?

Answer: Yes. Contact the Career Service Office for further information.

13. What is URMS?

Answer: It's a university resource management system provided by the ULAB. Through this system, you will be able to do registration, check results, and find payment information online.

14. I have missed many ESK classes or faced problems regarding this. What should I do?

Answer: Contact the Student Affairs Office.

15. Can I take more than two courses on the same day?

Answer: It is discouraged unless you have compelling reasons.

16. I got a C or D in a course. Will I be able to retake it? What should I do about it?

Answer: Yes. You will have to enroll in the course again during the preregistration or registration and pay the required fee.

17. What are Teacher and Course evaluation forms? Should I submit it?

Answer: Before the end of the semester, students fill up the teacher evaluation form to provide feedback on teacher's subject matter knowledge; presentation and management; assessment of learning, students' development and professional behavior are collected through teacher evaluation form. Students also provide feedback through the course evaluation form regarding the course in terms of course content/organization; student contribution; learning environment/teaching methods; learning resources and teacher contribution in the course evaluation form.

You will get an email about this and need to fill it through your URMS. You must submit it on time to be able to see your result after the final exam..

18. Does ULAB provide any scholarships based on CGPA?

Answer: Go to the scholarship section of this handbook for further information.

19. How can I pay my tuition fees?

Answer: You can pay through mobile banking, bank, online banking and cash at the Accounts office in case of emergency. For online payment, go to the 'billing' section of your URMS.

20. I need accommodation-related help. Does ULAB have any student hostels?

Answer: No. You can contact your mentor or senior to get accommodation-related help.

21. I am not sure how many courses are left to complete my graduation. What should I do?

Answer: Check the 'degree requirement' section of this handbook to find out information about the courses you need to complete. You will find the courses you have completed so far from your URMS record. You can then consult with your Academic Advisor. You need to be proactive in regularly mapping your degree requirements.

22. When can I declare my major?

Answer: Contact your departmental office or Academic Advisor.

23. I got an "F" grade or "I" grade? What should I do now?

Answer: Consult with your Academic Advisor. You can also find information in the 'Failing grade' and/or 'Incomplete Grade' section of this handbook.

24. I am having trouble accessing my student gmail account/ ULAB Moodle/ URMS? Who should I contact?

Answer: Please contact the IT office over the phone or send an email to ithelpdesk@ulab.edu.bd.

APPENDIX

- **Academic Integrity Policy**

Website: <https://ulab.edu.bd/sites/default/files/MPFI310-14-Student-Academic-Integrity-Policy.pdf>

- **Social Media Policy**

Website: <https://ulab.edu.bd/sites/default/files/Social-Media-Policy-ULAB-May-2024.pdf>

- **Sexual Harassment Policy**

Website: <https://ulab.edu.bd/sites/default/files/ULAB-Sexual-Harassment-Prevention-Policy.pdf>

- **Bullying Policy**

Website: https://ulab.edu.bd/sites/default/files/ULAB-Bullying-Policy_23-05-15.pdf

- **Plagiarism Policy**

Website: https://ulab.edu.bd/sites/default/files/ULAB-Plagiarism-Policy_23-05-15.pdf

- **Code of Conduct and Disciplinary Procedures**

Website: <https://ulab.edu.bd/sites/default/files/ULAB-Code-of-Conduct-May-2023.pdf>

- **Disciplinary Sanctions and Further Regulations**

Website: <https://ulab.edu.bd/sites/default/files/ULAB-Code-of-Conduct-May-2023.pdf>

- **Confidentiality Policy**

Website: <https://ulab.edu.bd/sites/default/files/Confidentiality-Policy-ULAB-130511.pdf>

- **General Academic Policy**

Website: <https://ulab.edu.bd/sites/default/files/General-Academic-Policy-and-Code-of-conduct.pdf>

- **Scholarship and Financial Aid Policy**

Website: https://www.ulab.edu.bd/ulab_documents/policies/Scholarship-and-Financial-Aid-Policy-Undergrad-ULAB-130511.pdf

- **IT Policy for Students**

Website: <https://ulab.edu.bd/sites/default/files/IT-Policy-for-Students.pdf>

- **Co-Curricular Policy**

Website: <https://ulab.edu.bd/sites/default/files/CCO-Policy-2024-Oct-22.pdf>

For all policy please visit: <https://ulab.edu.bd/about-us/about-ulab/university-policies>



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