ULAB
UNIVERSITY OF LIBERAL ARTS
BANGLADESH

STUDENT HANDBOOK

Graduate Program | Summer 2024

TABLE OF CONTENTS

PREFACE

Dear ULAB Student,

This Student Handbook contains relevant information concerning academic policies, code of conduct, co-curricular policy, and the latest syllabi. It is important that you read through the Handbook closely. You will find answers to most of the questions that might arise during your academic life at ULAB.

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

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

Professor Imran Rahman
Vice Chancellor

NOTICE

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

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

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

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

This Handbook is effective from Summer 2024 term.

HOW TO NAVIGATE THE HANDBOOK

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

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

UNIVERSITY FOUNDATION

Liberal Arts

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

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

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

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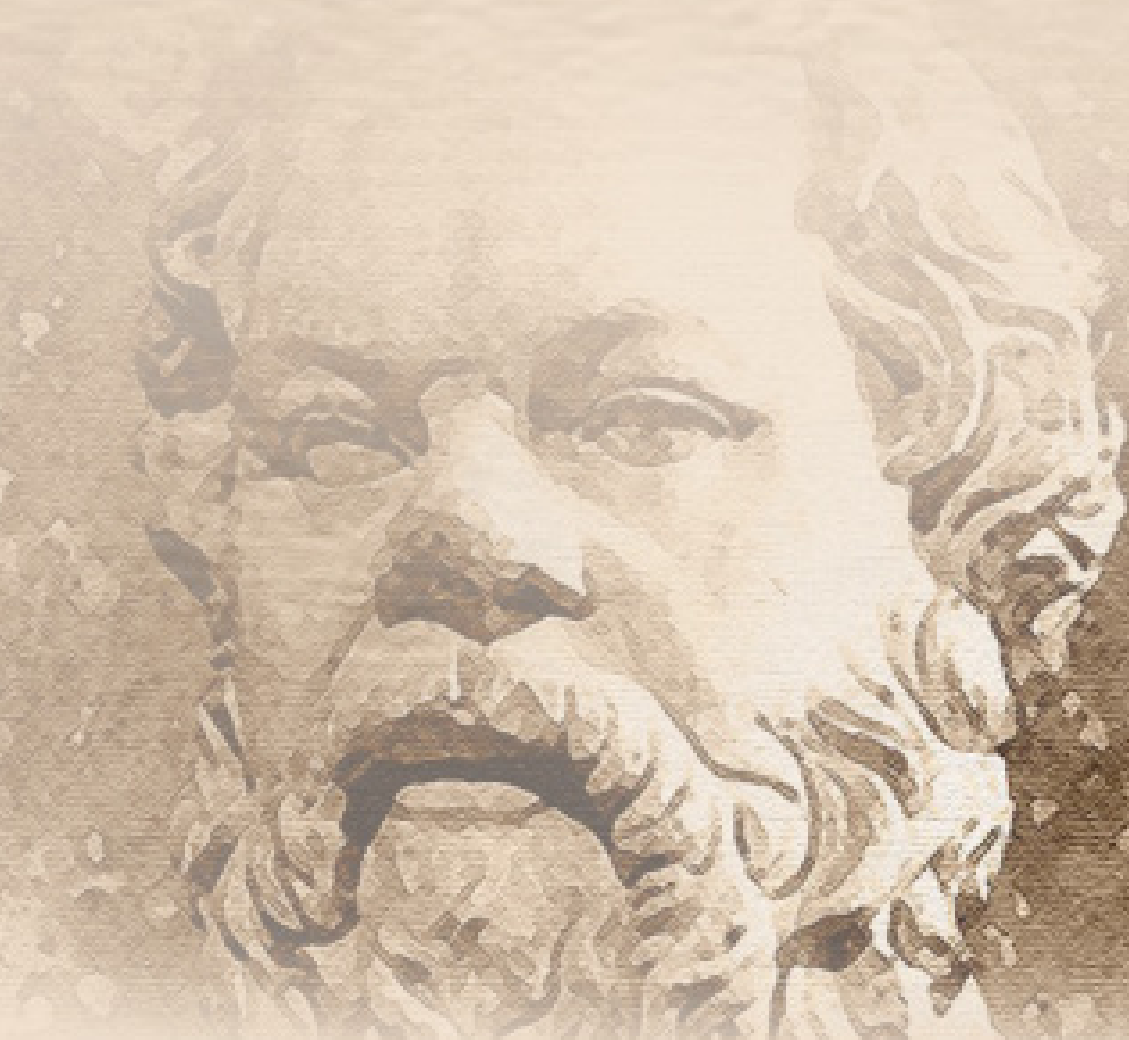
HISTORY

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

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

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

ACCREDITATION

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

MISSION, VALUES, AND GUIDING PRINCIPLES

Mission

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

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

Values

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

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

Guiding Principles

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

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

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

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

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

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

BOARD OF TRUSTEES
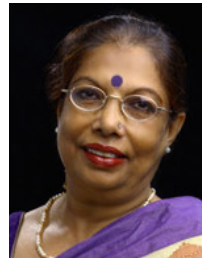
GENERAL ADMINISTRATION

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

VICE CHANCELLOR
Professor Imran Rahman

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

TREASURER
Professor Milan Kumar Bhattacharjee, PhD

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

CONTROLLER OF EXAMS
Sk. Habibur Rahman

JOINT REGISTRAR, ADMISSIONS
Mohammad Zamal Uddin Bhuiyan

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

DIRECTOR, HR
Musa Mohammad Arif Billah

DIRECTOR, IT
Mirza Sadrul Alam

DIRECTOR, ADMINISTRATION
H. M. Badruddin

DIRECTOR, CAREER SERVICES & ALUMNI AFFAIRS OFFICE

DIRECTOR, INTERNATIONAL AFFAIRS OFFICE

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

DEPUTY DIRECTOR, COMMUNICATIONS OFFICE
Asifur Rahman Khan

Sr. MANAGER, EXTERNAL AFFAIRS
Md. Taufiq Aziz

Sr. MANAGER, ACCOUNTS OFFICE
Md. Rokunuzzaman

UNIVERSITY ADMINISTRATION

VICE CHANCELLOR
Professor Imran Rahman

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

TREASURER
Professor Milan Kumar Bhattacharjee, PhD

REGISTRAR
Lt Col Md. Foyzul Islam (Retd)

CONTROLLER OF EXAMS
Sk. Habibur Rahman

PROCTOR
Arzoo Ismail

ACADEMIC ADMINISTRATION

School/Department

DEAN, SCHOOL OF BUSINESS
HEAD, BUSINESS ADMINISTRATION

Professor Sarwar Uddin Ahmed, PhD

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

Professor Jude William R. Genilo, PhD

DEAN, SCHOOL OF ARTS & HUMANITIES

Professor Kaiser Hamidul Haq, PhD

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

Professor Mahbubur Rahman, PhD

HEAD, COMPUTER SCIENCE & ENGINEERING

Professor Muhammad Golam Kibria, PhD, SMIEEE

HEAD, ENGLISH AND HUMANITIES

Arifa Ghani Rahman
Associate Professor

HEAD, GENERAL EDUCATION DEPARTMENT

Professor Shahnaj Husne Jahan, PhD

DIRECTOR, BACHELOR OF BUSINESS ADMINISTRATION

Muhammad Faisol Chowdhury, PhD
Associate Professor

DIRECTOR, MASTER OF BUSINESS ADMINISTRATION

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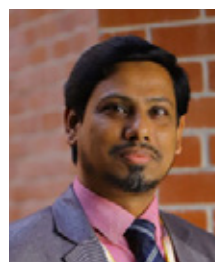
DIRECTOR, EXECUTIVE MASTER OF BUSINESS ADMINISTRATION

Dr. Shamsuddin Ahamad
Assistant Professor

RESEARCH CENTERS

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

FACILITIES

ULAB Campus

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

Classrooms

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

Library

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

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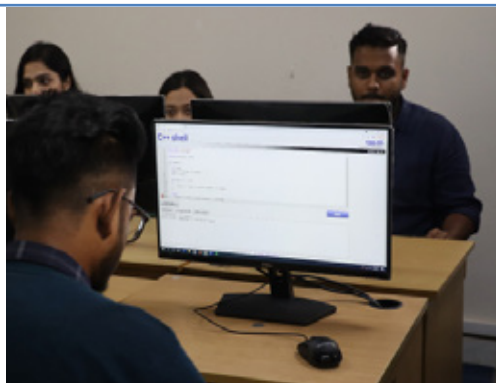
Software Labs and Computer Labs

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

Network Lab

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

Internet Things (IoT) lab

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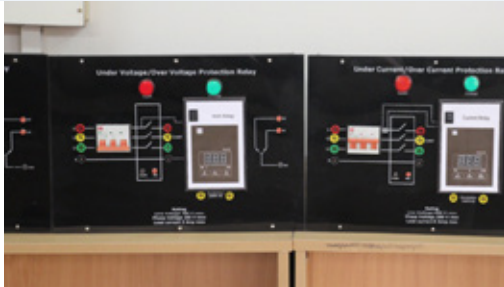
NLP and Machine Learning Research Lab

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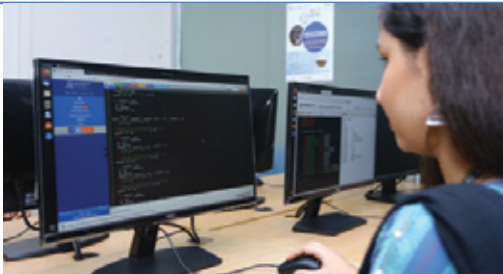
ACM Competitive Programming Lab

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

Media Lab

The iMac Media Lab is equipped with several non-linear editing panels running on fully-licensed iMac computers. The Lab also has multiple professional-quality HDV digital video and still cameras with peripherals, sound and lighting equipment.

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

Analog and Digital System Lab

The Analog-Digital System Lab has various types of hardware equipment available for students conducting lab experiments relevant for Electronics courses. The lab is equipped with all necessary and modern components so that students can get the feel of the analog and digital electronics lessons in a practical setting.

Electrical and Electronic Engineering Labs

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

Radio Lab

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

MOODLE

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

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

ULAB TV

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

The English Zone

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

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

See The English Zone page for details.

Co-curricular Office

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

Cafeteria and Student Lounge

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

Cricket and Football Playground

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

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

Shuttle Buses

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

Counseling Room

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

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

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

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

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

ULAB LIBRARY

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

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

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

Special Corner:
- Bangabandhu
- Map-Atlas Corner
- International Languages

- ULAB Publications
- United Nations Corner
- Daily Newspaper Corner

- Audio-Visual Corner
- Photo Archive Corner
- Liberation War Conner

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

THE ENGLISH ZONE

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

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

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

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

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

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

OFFICES

Office of the Registrar

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

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

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

Privacy Notice

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

Registrar's Office Team:

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

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

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

Accounts Office

Objectives

The Accounts Office provides information regarding payment systems to all students. Students must contact the Accounts office for their account details such as:

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

Services

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

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

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

Accounts Office Team:

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

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

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

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

Student Affairs Office

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

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

1. Well-being Advice, Guidance & Resource

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

2. Academic Support

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

a. Peer Mentor Pairing

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

b. Academic Guidance for Students on Probationary

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

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

3. Scholarship Advice and Guidance

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

4. Counselling Service

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

5. Mental Health Advisory Service

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

6. In a crisis now
a. Victim of Sexual harassment

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

b. Victim of Bullying

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

c. Academic Distress

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

d. Emotional Distress

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

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

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

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

Services:

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

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

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

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

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

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

Student Affairs Office Team:

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

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

Dr. Afshana Islam	**Saniur Rahman**	**Wahida Parveen**
Sr. Medical Officer	Psychosocial Counselor	Psychosocial Counselor
Phone: +88013 2175 2088	Phone: +88016 3363 2120	Phone: +88017 3126 6612
E-mail: afshana.islam@ulab.edu.bd	E-mail: saniur.rahman@ulab.edu.bd	E-mail: wahida.parveen@ulab.edu.bd

Career Services Office

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

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

Service Process

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

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

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

Career Development Workshops

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

Skills for Career (For students in Terms 4 to 6)

- CV and Cover Letter Writing
- Business Communication and Presentation Skills
- Corporate Grooming (attire, manner, etiquette, etc.)
- Preparing for Interviews, with Mock Interviews

Career Vision (For students of Term 7 and above)

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

Essential Skills Program

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

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

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

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

Career Services Office Team:

Director

Mahfuz Ahmed
Senior Officer
Phone: +8801718658645
E-mail: mahfuz.ahmed@ulab.edu.bd

Proctor's Office

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

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

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

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

PROCTOR

Arzoo Ismail
Senior Lecturer, USB
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ASSISTANT PROCTORS

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Sexual Harassment Complaint Committee

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

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

SEXUAL HARASSMENT COMPLAINT COMMITTEE

Professor Shahnaj Husne Jahan, PhD

Chairperson

Phone: +8801730328698
E-mail: shahnaj.jahan@ulab.edu.bd

Barrister Syed Hasib M Rahman

Member

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Nadia Rahman

Member Secretary

E-mail: nadia.rahman@ulab.edu.bd

Professor Sumaiya Khair, PhD

Member

E-mail: skhair@gmail.com

Tazrian Shainam Shahid

Member

E-mail: tazrian.shahid@ulab.edu.bd

Professor Shahnaj Huda

Member

E-mail: shahnazhuda@yahoo.com

IT Office

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

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

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

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

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

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

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

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

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

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

IT Office Team:

Mirza Sadrul Alam
Director
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Pradip Kumar Sarkar
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Communications Office

Contact: Main Campus
Phone: +8801730 087041
Email: communications@ulab.edu.bd

Mission

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

The Communications Office Offers:

Public Relations
Event Management
Marketing and Outreach

Graphic Design
ULAB Social Media
Newsletter: Liberal Times

Social media links

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

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

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

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

Communications Office Team:

Mr. Asifur Rahman Khan
Deputy Director and Head of Communication
Email: asifur.khan@ulab.edu.bd

Maksudul Islam
Asst. Manager, Social Media, Design & Website
Email: maksudul.islam@ulab.edu.bd

Imam Hossain Moon
Asst. Officer, Digital Static Creator
Email: imam.hossain@ulab.edu.bd

Office of International Affairs (OIA)

Phone: +88 02 9115242,
Hours: Sunday to Thursday, 9:00 am - 5:00 pm

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

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

Functions of the OIA

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

Office of International Affairs

Director

Admissions Office

Objectives

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

Our Services

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

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

Admissions Team:

Mohammad Zamal Uddin Bhuiyan

Joint Registrar and Head of Admissions
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Sharmin Sultana	**Gerrylyn Leonie Rozario**	**Mrinmoyee Mahtasin**
Jr. Asst. Registrar	Admission Counselor	Admission Counselor
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Israt Jahan Tasnova

Admission Counselor
Email: israt.jahan@ulab.edu.bd

Alumni Affairs Office

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

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

Alumni Affairs Office Team:

Director

Mahfuz Ahmed
Senior Officer
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E-mail: mahfuz.ahmed@ulab.edu.bd

POLICIES

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 pre-scribed 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/Thesis/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 in their syllabi. Internship is usually done in the last term and the internship duration is usually 12 weeks. It is the student's responsibility to find an internship place with a suitable organization. Although the University will assist students in this task, the university cannot guarantee an internship placement.

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

Graduation Requirements

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

1.   **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

2.   **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 a. Master in Communication Elective Courses and /or b. MBA Functional Core Courses for Elective	2	6
Total (Minimum)	18	54

1.   **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	1	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	1	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 immediate 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 immediate 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**	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. 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. 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. **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.
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 for the grade to be recalculated.

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

3. If the outcome is still not satisfactory, submit a formal application in the prescribed form to the Controller of Exams to review the grade. At this stage, students will be required to deposit the required fee for grade review. The fee will be refunded to the respective student account in case the original grade is improved. This review process will be as follows:

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

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

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

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

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.

SCHOLARSHIP AND FINANCIAL AID POLICY

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

Vice-Chancellor's Honors List Scholarship

This award is automatically granted to only one student from each department at the end of each term for the upcoming term.

This award carries the following benefits:Full Tuition fees waiver for a particular term which include:
• Registration fees;
• Examination fees; or
• Any other fees/charges with respect to continue that particular term.
• Student will not get any cash benefit if he is not registered student for upcoming term or completed his/her graduation.

Conditions:

a. Student must earn "A" in all subjects with TGPA (term grade point average) 4.00 in a giventerm with a minimum load of 3 courses (9 credit hours) for MBA, Master in Communication and MA in English and 2 courses (6 credit hours) for EMBA;
b. Student must take a full course load in the previous term. This provision is not applicable to first term students;
c. In case of multiple eligible applicants for the same award, following tie breaker options will be applicable:
• For tie in TGPA, the tie breaker will be highest CGPA.
• For tie in CGPA, the tie breaker will be maximum number of A+/A achieved.
• For tie in A+/A, the tie breaker will be most advanced term status.

Special Scholarships

a. Freedom Fighters: Per Private University Act 2010, ULAB will award full scholarship to sons/daughters of freedom fighters, subject to quota allocations assigned each term, maintenance of good academic standing, and university-verified evidence of status.

b. Remote Areas: Poor and meritorious students from remote areas of Bangladesh will be awarded free scholarship, subject to quota allocations assigned for remote area students each term and maintenance of good academic standing.

c. Other: The University also awards a number of special, non-academic scholarships, on the basis of proven and documented financial need, or due to social situations, including gender. The University also awards Special Scholarships on the basis of superlative, proven and documented excellence in athletic or cultural areas. These scholarships are usually lower in award than the Merit Scholarships, and entirely at the discretion of the scholarship committee.

Scholarships in Masters in Communication Program

a. As Named Scholarships, in each semester, Master in Communication program would allow tuition waiver to two students, one to the extent of 100 percent and the other to 80 percent. You may enquire for the details of those at the program office.

b. Apart from the Named Scholarships, tuition waivers in each semester are allowed to different types/categories of students enrolled in the Master in Communication program. You may get details of such provisions at the program office.

CODE OF CONDUCT & DISCIPLINARY PROCEDURES

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

Therefore, the University makes and adopts the 'Student Code of Conduct and Disciplinary Procedures**'** for the purpose stated above.

Definitions

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

1.	**Academic Dishonesty/ Plagiarism**	Cheating, presentation of someone else's work as 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 also 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 can 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, etc. 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, etc. 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.

1.	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.
2.	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.
3.	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.
4.	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.
5.	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.
6.	Theft	Misappropriation or removal of University property or the property of others without any lawful authority is an act of theft.
7.	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.
8.	Undesirable Behavior	A behaviour in or off the campus that tarnishes the image of the University is an act of undesirable behaviour.
9.	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.
10.	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.
11.	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.
12.	Weapons	Possession, use, or stashing of any kind of firearms, explosives, harmful chemicals, knives, clubs, etc. is strictly prohibited in the University.
13.	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.
14.	Ragging and Bullying	Ragging/Bullying can include: intimidation, humiliation, ridicule or offence; physical threats; exercise of power over another through negative behaviour; insulting, abusing, disparaging or intimidating behaviour or words. *See the Bullying Policy in the Appendices.* Cyber Bullying is 'the use of electronic communication to bully a person.' It falls under this policy if the bullying is between students, AND occurs on the university premises OR adversely affects the safety of students while in university.
15.	Classroom Discipline	Students are expected to maintain respectful and decorous behaviour towards students, staff, and faculty while in the classroom and on the university premises. Ill-discipline includes: interrupting learning through talking out of place, use of mobile phones, lateness to class, or rude words or behavior, etc. It also includes loud talking or disruptive behavior in the hallways during classes and exams.

Procedures

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

Lodging a Complaint
Anyone who feels aggrieved or believes that the ULAB Code of Conduct has been violated may lodge a complaint with the Proctor's office or to any ULAB official, including a faculty advisor, other faculty members, admin members,

or the Student Affairs Office. Any formal complaint must be immediately forwarded to the Proctor's Office for necessary actions.

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, etc:

1. **Charges & Hearing:** Upon referral by Proctor's Office, the Disciplinary Committee shall hear all violations of the Code that have been brought to the notice of the Chairperson. It shall inform the accused student of the charges against her/him well in advance of the hearing to afford reasonable time to prepare a defence. The Student Affairs Office will attend all hearings as an agent on behalf of the student(s) and will make recommendations to the Disciplinary Committee. The Disciplinary Committee shall aim at finding the truth and shall take evidence for that purpose. Evidence not having direct bearing on the charges shall not be admitted. The Disciplinary Committee shall arrive at clear determination whether the student is guilty or not.

2. **Referral to Sexual Harassment Complaint Committee:** The Proctor's Office will refer issues of Sexual Harassment (widely known as 'Eve Teasing') to the Sexual Harassment Complaint Committee, which will investigate and report their findings to the Disciplinary Committee. For further information, please refer to the Complaint Policy in the Appendix.

3. **Private Hearing:** The enquiry shall be held in private unless the accused student desires, in writing, to an open enquiry. The Disciplinary Committee may refuse any open enquiry in consideration of the sensitive nature of the information to be revealed about a witness, or otherwise that it might affect the right to privacy of the witness or the accused. The Chairperson or any member of the Disciplinary Committee may examine the accused or ask questions, and record the finding. Signature of the accused, witnesses and related persons must be obtained for necessary records.

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 7 (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, S/he becomes liable to disciplinary dismissal or disciplinary expulsion, as S/he 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. Students may be asked to submit to a search of their person or possessions while on campus. Failure to comply with the requirements shall be considered Disruption as well as Disobedience.

Proper Use of Student IDs

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

a. **Proper way:** Students must wear the ID with the specified ribbon so that it is clearly visible. Female students must wear it on the top of the scarf or shawl and not underneath. If the ID and/or ribbon is faded, worn out or not usable, students must contact with security officer in Campus for a replacement.

b. **Forgotten IDs**: If a student forgets an ID, s/he may be issued a temporary ID only upon payment of a fine.

c. **Loss or Theft**: Loss or theft of an ID must be reported to Security Office, Campus A immediately. A fee must be paid to replace it. The ID will be replaced within a suitable time upon receipt of payment.

d. **Do not Share:** Students may not lend or share IDs with other persons for any reason. Lending one's ID to another will result in disciplinary action for both the original student and the recipient.

e. **Do not use:** If you are not a registered student of the university for a particular term or if you are barred from entering the campus for disciplinary reasons then do not use your ID card even if it works in machines at the entrances of both campuses. You have to take special permission from the authorities to enter into the university.

f. **Consequences of not following the ID policy:**

   i) **First time violation:** ID card will be seized temporarily. The student in violation of the policy must collect the seized card from the Campus Security Officer after giving a written pledge that s/he will not violate the policy in future.

   ii) **Repeated violation:** Fine of Tk. 1,000/= for each repetition.

Dress Code

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

Students' Grievances

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

IT POLICY FOR STUDENTS

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

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

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

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

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

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

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

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

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

Caveats:

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

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

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

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

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

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

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

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

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

Co-Curricular Policy at ULAB

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

Vision
Develop students as global citizens.

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

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

- Leadership
- Social and Interpersonal Skills
- Communication Skills
- Management Skills

- Critical Thinking
- Mental and Physical Wellbeing
- Specialized Skills

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

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

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

Club	President	Email
ULAB Adventure Club	Noshin Farzana	noshin.farzana.msj@ulab.edu.bd
ULAB Art and Photography Club	Aroup Kumar Dey	aroup.kumar.msj@ulab.edu.bd
ULAB Business Club	Rakib Hasan	rakib.hasan3.bba@ulab.edu.bd
ULAB Computer and Programming Society	Rana Adnan Mishal	rana.adnan.cse@ulab.edu.bd
ULAB Chess Club	Najib Alam	najib.alam.bba@ulab.edu.bd
ULAB Debating Club	Zareen Anika Islam	anika.islam.msj@ulab.edu.bd
ULAB Electronics and Robotics Club	Sanjid Hasan	sanjid.hasan.ete@ulab.edu.bd
ULAB Field Sports Club	Mahbubur Rahman	mahbubur.rahman.cse@ulab.edu.bd
ULAB Film Club	Mohammed Farhad Hossain Fahad	farhad.hossain.msj@ulab.edu.bd
ULAB Indoor Games Club	Abir Kumar Kundu	abir.kumar.bba@ulab.edu.bd
ULAB Language Club	Shifat Shariar	Shifat.Shariar.deh@ulab.edu.bd
ULAB Literary Society	Md. Sahedul Islam Hira	sahedul.islam.deh@ulab.edu.bd
ULAB Media Club	Nazmus Sakib	nazmus.sakib.msj@ulab.edu.bd
ULAB Model United Nation	Kazi Raihanul Bari	kazi.raihanul.bba@ulab.edu.bd
ULAB Nutrition and Wellness Club	Shafiul Amin Muhammad Muyeed	muhammad.muyeed.bba@ulab.edu.bd
ULAB Shangskriti Shangshad	Emdadul Haque Emon	emdadul.haque1.bba@ulab.edu.bd

ULAB Social Welfare Club	Noshin Farzana	noshin.farzana.bba@ulab.edu.bd
ULAB Sustainable Development Club	Ashim Khandker	ashim.khandker.bba@ulab.edu.bd
Theatre ULAB	Alfi Shahrin	alfi.shahrin.msj@ulab.edu.bd
ULAB Digital Marketing Club	Samiul Shahid Joy	samiul.Shahid.bba@ulab.edu.bd
ULAB Rotaract Club	Shuvojit Saha	shuvojit.saha.bba@ulab.edu.bd
ULAB YES	Raquibe Al Jabed	raquibe.jabed.msj@ulab.edu.bd
ULAB 1971 History Club	Arunav Das	arunav.das.deh@ulab.edu.bd

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

ULAB Co-Curricular Module

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

Co-Curricular Modules

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

Co-Curricular Module Requirements

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

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

Community Engagement			
Required unit: 4; Please join ULAB clubs for at least two semesters. Enroll through URMS during pre-registration period, each clubs are represented as a course in URMS. You can join maximum of two clubs each semester. You have to participate actively in all club programs.			
Course Code	**Course Name**	**Unit weight/ semester**	**Requirement Level**
CCC 301	ULAB Adventure Club	2	Optional
CCC 302	ULAB Art and Photography Club	2	Optional
CCC 303	ULAB Business Club	2	Optional
CCC 304	ULAB Computer Club	2	Optional
CCC 305	ULAB Chess Club	2	Optional
CCC 306	ULAB Debating Club	2	Optional
CCC 307	ULAB Electronics Club	2	Optional
CCC 308	ULAB Field Sports Club	2	Optional
CCC 309	ULAB Film Club	2	Optional
CCC 310	ULAB Indoor Games Club	2	Optional
CCC 311	ULAB Language Club	2	Optional

CCC 312	Paper Canoe - ULAB Literary Society	2	Optional
CCC 313	ULAB Media Club	2	Optional
CCC 314	ULAB Model United Nation	2	Optional
CCC 315	ULAB Nutrition and Wellness Club	2	Optional
CCC 316	ULAB Shangskriti Shangshad	2	Optional
CCC 317	ULAB Social Welfare Club	2	Optional
CCC 318	ULAB Sustainable Development Club	2	Optional
CCC 319	Theatre ULAB	2	Optional
CCC 320	ULAB Rotaract Club	2	Optional
CCC 321	ULAB YES	2	Optional
CCC 322	ULAB 1971 History Club	2	Optional
CCC 323	ULAB Digital Marketing Club	2	Optional

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

Apprenticeship Programs

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

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

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

Policy for Club Activities

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

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

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

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

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

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

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

  ✓ President
  ✓ Vice President
  ✓ General Secretary
  ✓ Organizing Secretary
  ✓ Financial Secretary
  ✓ Publication Secretary

Duties of the Executive Positions

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

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

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

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

Moinak Kanungo
Director, Clubs
Lecturer, ULAB School of Business
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THE GRADUATE CURRICULUM

MASTER OF BUSINESS ADMINISTRATION

MBA Course Summary

The MBA program consists of seven foundation courses, three workshops, five core courses, four concentration courses & one capstone course. The details are given below.

Types of Courses	Courses	Credits
Foundation Courses	7	21
Workshops	3	6
Core Courses	5	15
Concentration Courses	4	12
Capstone Courses	1	3
Total	**20**	**57**

Foundation Courses and Workshops

These courses and workshops will allow the students to understand the basics of business & management and fills in any lacking that they have before moving to core courses. The students may get waiver, depending on their relevant education and level of attainments, from these courses. ULAB MBA student must complete all foundation courses/ workshops from foundation unless waived.

Foundation Courses (7 Courses: 21 Credits)

Course Code	Course Title	Credits
MBA 511	Financial Accounting	3
MBA 512	Management & Organization	3
MBA 513	Analytical Techniques	3
MBA 514	Micro Economics	3
MBA 515	Macro Economics	3
MBA 516	Management Accounting	3
MBA 517	Legal Issues in Business	3

Workshops (3 workshops: 6 Credits)

Course Code	Course Title	Credits
MBA 518	Communication Workshop	2
MBA 519	IT Workshop	2
MBA 520	Career Planning	2

Core (Functional) Courses (5 Courses: 15 Credits)

These five core courses (3 credits each) will cover all aspects of business management and provide students with managerial perspective and vision. Students are required to complete each of the area specific core course before taking concentration courses.

Course Code	Course Title	Credits
HRM 501	Human Resource Management	3
MKT 501	Marketing Management	3
BGE 501	Business in the Global Environment	3
FIN 501	Financial Management	3
SCM 501	Operations Management	3

Concentration (Major) Courses (4 Courses: 12 Credits)

Concentration courses in bank management, finance, human resources management, information technology, marketing, management, communication, operations management or risk management & insurance will enable students to develop specialization in any of the specific fields. Students are required to complete minimum four graduate level Concentration courses (3 credits each) from one of the specialization areas.

1. Finance

Course Code	Course Title	Credits
FIN 601	Investment Theory & Portfolio Management	3
FIN 602	Financial Institutions, Markets & Derivatives	3
FIN 603	International Financial Management	3
FIN 604	Corporate Finance	3
FIN 605	Financial Information Analysis	3

2. Marketing

Course Code	Course Title	Credits
MKT 601	Consumer Behavior	3
MKT 602	Integrated Marketing Communication	3
MKT 603	Personal Selling and Sales Force Management	3
MKT 604	Brand Management	3
MKT 605	Digital Marketing	3
MKT 606	Marketing Research	3
MKT 607	International Business	3
MKT 608	International Marketing	3
MKT 609	Services Marketing	3
MKT 610	Channels of Distribution	3
MKT 611	Market Planning and Strategy	3
MKT 612	Export Management	3

3. Human Resources Management

Course Code	Course Title	Credits
HRM 601	Manpower Planning & Personnel Policy	3
HRM 602	Training and Development	3
HRM 603	Compensation Management	3
HRM 604	Performance Management	3
HRM 605	Leadership	3
HRM 606	Industrial Relations	3

HRM 607	Entrepreneurship	3
HRM 608	Strategic Human Resources Management	3
HRM 609	Organization and Conflict Management	3

4. Supply Chain Management

Course Code	Course Title	Credits
SCM 601	Total Quality Management	
SCM 602	Logistics Management	3
SCM 603	Project Management	3
SCM 604	Principles of Supply Chain Management	3
SCM 605	Procurement & Inventory Management	3

5. Bank Management

Course Code	Course Title	Credits
BMG 601	Management of Commercial Banks	3
BMG 602	Central Banking	3
BMG 603	Banking Theory & Practice	3
BMG 604	International Trade Payment and Finance	3
BMG 605	International Finance and Banking	3
BMG 606	Investment Banking and Merchant Banking	3

6. Communication

Course Code	Course Title	Credits
MSJ 5212	Strategic Communication	3
MSJ 6126	Public Relations Quality Management	3
MSJ 6121	New Media and Management	3
MSJ 6125	Communication Policy-making and Planning	3
MSJ 5223	Communication Campaigns	3
MSJ 6115	Broadcast Management	3
MSJ 5235	International Communication	3

7. Operations Management

Course Code	Course Title	Credits
OPM 601	Applied Management Science	3
OPM 602	Technology and Change	3
OPM 603	Total Quality Management	3
OPM 604	Operations Research	3
OPM 605	Logistics Management	3
OPM 606	Inventory Management	3
OPM 607	Supply Chain Management	3
OPM 608	Project Management	3

Capstone Course (3 credits)

On successful completion of all foundation and core courses, students integrate the acquired concepts by a process of synthesis accomplished through the course Strategic Management (MBA 700 Strategic Management)

Pre-requisites

Some courses have prerequisites or advisories included with the course description. These are designated by the instructional departments to assist students in selection of courses for their maximum success.

Prerequisite: A course or other requirements must be completed and verified prior to enrollment in the advanced level course.

Important: To ensure proper placement, pre-requisites of all courses will be checked at the time of registration.

Course Code	Name of the Courses	Credits	Prerequisite
MBA 098	Basic English	0	
MBA 099	Basic Math	0	
MBA 511	Financial Accounting	3	
MBA 512	Management & Organization	3	
MBA 513	Analytical Techniques	3	MBA 099
MBA 514	Micro Economics	3	
MBA 515	Macro Economics	3	
MBA 516	Management Accounting	3	MBA 511
MBA 517	Legal Issues in Bangladesh	3	
MBA 518	Communication Workshop	2	
MBA 519	IT Workshop	2	
MBA 520	Career Planning	2	
HRM 501	Human Resource Management	3	MBA 512, MBA 517
MKT 501	Marketing Management	3	MBA 514, MBA 517
BGE 501	Business in the Global Environment	3	
FIN 501	Financial Management	3	MBA 511, MBA 513 MBA 516
SCM 501	Operations Management	3	
FIN 6XX	Finance Concentration Courses	3/course	FIN 501
HRM 6XX	Human Resource Management Concentration Courses	3/course	HRM 501
MKT 6XX	Marketing Concentration Courses	3/course	MKT 501
SCM 6XX	Supply Chain Management	3/course	SCM 501
	Other Concentration Area		Relevant Core Course
MBA 700	Strategic Management	3	All Core Course

EXECUTIVE MASTER OF BUSINESS ADMINISTRATION

EMBA Course Summary

The EMBA program consists of four foundation courses, three workshops, four core courses, one elective core course and three concentration courses along with one capstone course. The details are given below.

Types of Courses	Courses	Credits
Foundation Courses	4	12
Workshops	3	6
Core Courses	5	15
Concentration Courses	3	9
Capstone Courses	1	3
Total	**16**	**45**

Foundation Courses and Workshops

These courses and workshops will allow the students to understand the basics of business and management and fills in any lacking that they have before moving to core courses. The students may get waiver, depending on their relevant education and level of attainments, from these courses. ULAB EMBA student must complete all foundation courses and workshops unless waived.

Foundation Courses (4 Courses: 12 Credits)

Course Code	Course Title	Credits
MBA 511	Financial Accounting	
or		3
MBA 516	Management Accounting	
MBA 512	Management and Organization	3
MBA 513	Analytical Techniques	3
MBA 514	Micro Economics	
or		3
MBA 515	Macro Economics	

  Note: *MBA 517 - Legal Issues in Business is not required for EMBA*

Workshops (3 workshops: 6 Credits)

Course Code	Course Title	Credits
MBA 518	Communication Workshop	2
MBA 519	IT Workshop	2
MBA 520	Career Planning	2

Core (Functional) Courses (5 Courses: 15 Credits)

To cover major components of functional management and managerial perspective, students must take five area-specific core courses. The courses are mentioned below:

Course Code	Course Title	Credits
HRM 501	Human Resource Management	3
MKT 501	Marketing Management	3

BGE 501	Business in the Global Environment	3
FIN 501	Financial Management	3
SCM 501	Operations Management	3

Concentration Courses (3 Courses: 9 Credits)

Students are required to complete minimum three courses (3 credits each) from one of the concentrations as an area of Specialization. These three concentration courses (3 credit each) will enable students to develop specialization in any of the specific fields.

1. Finance

Course Code	Course Title	Credits
FIN 601	Investment Theory & Portfolio Management	3
FIN 602	Financial Institutions, Markets & Derivatives	3
FIN 603	International Financial Management	3
FIN 604	Corporate Finance	3
FIN 605	Financial Information Analysis	3

2. Marketing

Course Code	Course Title	Credits
MKT 601	Consumer Behavior	3
MKT 602	Integrated Marketing Communication	3
MKT 603	Personal Selling and Sales Force Management	3
MKT 604	Brand Management	3
MKT 605	Digital Marketing	3
MKT 606	Marketing Research	3
MKT 607	International Business	3
MKT 608	International Marketing	3
MKT 609	Services Marketing	3
MKT 610	Channels of Distribution	3
MKT 611	Market Planning and Strategy	3
MKT 612	Export Management	3

3. Human Resources Management

Course Code	Course Title	Credits
HRM 601	Manpower Planning & Personnel Policy	3
HRM 602	Training and Development	3
HRM 603	Compensation Management	3
HRM 604	Performance Management	3
HRM 605	Leadership	3
HRM 606	Industrial Relations	3
HRM 607	Entrepreneurship	3
HRM 608	Strategic Human Resources Management	3
HRM 609	Organization and Conflict Management	3

4. Supply Chain Management

Course Code	Course Title	Credits
SCM 601	Total Quality Management	
SCM 602	Logistics Management	3
SCM 603	Project Management	3
SCM 604	Principles of Supply Chain Management	3
SCM 605	Procurement & Inventory Management	3

5. Bank Management

Course Code	Course Title	Credits
BMG 601	Management of Commercial Banks	3
BMG 602	Central Banking	3
BMG 603	Banking Theory & Practice	3
BMG 604	International Trade Payment and Finance	3
BMG 605	International Finance and Banking	3
BMG 606	Investment Banking and Merchant Banking	3

6. Communication

Course Code	Course Title	Credits
MSJ 5212	Strategic Communication	3
MSJ 6126	Public Relations Quality Management	3
MSJ 6121	New Media and Management	3
MSJ 6125	Communication Policy-making and Planning	3
MSJ 5223	Communication Campaigns	3
MSJ 6115	Broadcast Management	3
MSJ 5235	International Communication	3

7. Operations Management

Course Code	Course Title	Credits
OPM 601	Applied Management Science	3
OPM 602	Technology and Change	3
OPM 603	Total Quality Management	3
OPM 604	Operations Research	3
OPM 605	Logistics Management	3
OPM 606	Inventory Management	3
OPM 607	Supply Chain Management	3
OPM 608	Project Management	3

Capstone Course (3 credits)

On successful completion of all foundation and core courses students integrate the acquired concepts by a process of synthesis accomplished through the course Strategic Management (EMB 700 Strategic Management).

Prerequisites

Some courses have prerequisites or advisories included with the course description. These are designated by the instructional departments to assist students in selection of courses for their maximum success.

Prerequisite: A course or other requirements that must be completed and verified prior to enrollment in the advanced level course.

Important: To ensure proper placement, pre-requisites of all courses will be checked at the time of registration.

Course Code	Name of the Courses	Credits	Prerequisite
MBA 098	Basic English	0	
MBA 099	Basic Math	0	
MBA 511	Financial Accounting	3	
MBA 512	Management & Organization	3	
MBA 513	Analytical Techniques	3	MBA 099
MBA 514	Micro Economics	3	
MBA 515	Macro Economics	3	
MBA 516	Management Accounting	3	MBA 511
MBA 518	Communication Workshop	2	
MBA 519	IT Workshop	2	
MBA 520	Career Planning	2	
HRM 501	Human Resource Management	3	MBA 512, MBA 517
MKT 501	Marketing Management	3	MBA 514, MBA 517
BGE 501	Business in the Global Environment	3	
FIN 501	Financial Management	3	MBA 511, MBA 513
SCM 501	Operations Management	3	MBA 516
FIN 6XX	Finance Concentration Courses	3/course	FIN 501
HRM 6XX	Human Resource Management Concentration Courses	3/course	HRM 501
MKT 6XX	Marketing Concentration Courses	3/course	MKT 501
SCM 6XX	Supply Chain Management	3/course	SCM 501
	Other Concentration Area		Relevant Core Course
MBA 700	Strategic Management	3	All Core Course

MASTERS IN COMMUNICATION

Course Summary

The Masters in Communication program consists of eight knowledge courses, eight communication management courses and two elective courses. The details are given below.

Types of Courses	Credits
Foundation Courses	12
Research/Knowledge Courses	15
Area Courses (Area 1. Communication for Development and Area 2. Communication Management)	18
Capstone Courses	9
Total	**54**

Knowledge Courses

Knowledge courses are aimed at improving students' ability in knowledge creation, dissemination and management in reference to the present knowledge-based societies of South Asia. Students produce an independent study on a communication and/or management issue.

Foundation Courses (4 Courses: 12 Credits)

Course Code	Course Title	Credits
MSJ 5101	Introduction to Communication for Development	3
MSJ 5102	Ethics in Media and Communication	3
MSJ 5103	Technical Writing	3
MSJ 5104	Data and Statistics for Social Sciences	3

Research/Knowledge Courses (5 Courses: 15 Credits)

Course Code	Course Title	Credits
MSJ 5111	Communication Research	3
MJS 5221	Communication Theories	3
MSJ 5223	Knowledge Creation and Management	3
MSJ 5231	Research Methodology	3
MSJ 6111	Thesis Proposal Preparation	3

Area Courses (6 Courses: 18 Credits)

Area courses are devoted to develop the students' knowledge and skills in different areas of communication. The curriculum includes 6 courses in two major areas: (i) Communication for Development (C4D), and (ii) Communication Management.

C4D area course address the need for new and enhanced communication competencies to meet the contemporary social and humanitarian development challenges and leverage opportunities for innovation to achieve sustainable behavior change in both development and humanitarian context.

Communication management courses are aimed at ensuring the recognition of students as leaders in their organizations given communication competence and dexterity in management. Students learn to deal with real life situations usually encountered by middle to top management.

Area 1. Communication for Development (3 Courses: 09 Credits)

Course Code	Course Title	Credits
MSJ 5212	Strategic Communication	3
MSJ 5235	Project Management	3
MSJ 6115	Organizing Communities: Advocacy, Activism and Social Justice	3

Area 1. Communication Management (3 Courses: 09 Credits)

Course Code	Course Title	Credits
MSJ 6121	Communication Policy making and Planning	3
MSJ 6125	Crisis Communication	3
MSJ 6126	Social Media Management	3

Capstone Courses (3 Courses: 09 Credits)

The Masters in Communication capstone courses aim to showcase comprehensively the students' knowledge and competence in different areas of the field. Alongside, they help students enrich their professional portfolio. To cater to the needs of the students with different backgrounds and aspirations, the program has different sets of capstone courses.

Course Code	Course Title	Credits
MSJ 6231	Thesis Writing/Production Project 1	3
MSJ 6232	Thesis Writing/Production Project 2	3
MSJ 6233	Thesis Writing/Production Project 3	3
OR		
MSJ 6234	Professional Development 1	3
MSJ 6235	Professional Development 2	3
MSJ 6236	Professional Development 3	3
OR		
MSJ 6237	Comprehensive Exam 1	3
MSJ 6238	Comprehensive Exam 2	3
MSJ 6239	Comprehensive Exam 3	3

Pre requisite: A course or other requirement that must be completed and verified prior to the enrollment in a more advanced level course.

Advisory: A course that is recommended, prior to enrollment in another course. The recommended course is useful as an indication of the desired level of proficiency needed to successfully complete the next course level.

Important: To ensure proper placement, prerequisites for all classes will be checked at the time of registration. If you have taken a prerequisite course at an institution other than ULAB, you should request to have an official transcript sent to the ULAB Admissions & Graduate Program Office prior to registration or bring a transcript with you for purposes of verification.

Course Code	Name of the Course	Credits	Pre Requisite	Advisory
MSJ 5111	Communication Research	3		
MSJ 5221	Communication Theories	3		MSJ 5111
MSJ 5223	Knowledge Creation and Management	3		
MSJ 5231	Research Methodology	3		MSJ 5221
MSJ 6111	Thesis Proposal Preparation	3		MSJ 5231
MSJ 6231	Thesis /Project Writing 1	3	MSJ 6111	
MSJ 6232	Thesis /Project Writing 2	3	MSJ 6111	
MSJ 6233	Thesis / Project Writing 3	3	MSJ 6111	
MSJ 5212	Strategic Communication	3		
MSJ 5235	Project Management	3		
MSJ 6115	Organizing Communities: Advocacy, Activism and Social Justice	3		
MSJ 6121	Communication Policy making and Planning	3		
MSJ 6125	Crisis Communication	3		
MSJ 6126	Social Media Management	3		
MSJ 5101	Introduction to Communication for Development	3		
MSJ 5102	Ethics in Media and Communication	3		
MSJ 5103	Technical Writing	3		
MSJ 5104	Data and Statistics for Social Sciences	3		

MASTERS IN ENGLISH

Course Summary

The MA in English is a 1-year program which offers students a choice from three tracks: Literature and Cultural Studies, Applied Linguistics and TESOL, Literature and Creative Writing.

A 2-year MA in English program with the same three tracks is offered for students from other disciplines or with a 3-year BA degree.

A remedial non-credit English course will be taken by all students who are weak in English or secure marginal marks in the admission test.

The Literature and Cultural Studies Track focuses on providing students with a global understanding of issues in literature and culture angling from power, economics, media, and identity in contemporary and historical contexts in relation to our own society. The syllabus consists of 6 core courses which are mandatory for all students in this Track. Of the 21 courses offered as electives, students in the 1-year MA program will choose 4 and those in the 2-year program will choose 8 (of which 4 must be the pre-requisites). Students in both programs are required to complete a dissertation in their final term.

The Applied Linguistics and TESOL Track gives students a thorough background in linguistic knowledge in the context of application to TESOL. Theoretical and practical information are combined to prepare students for a future in successful classroom instruction. The syllabus consists of 6 core courses which are mandatory for all students in this Track. Of the 17 courses offered as electives, students in the 1-year MA program will choose 4 and those in the 2-year program will choose 8 (of which 4 must be the pre-requisites). Students in both programs are required to complete a dissertation in their final term.

The Literature and Creative Writing Track seeks to examine diverse approaches to creative writing. Students can expect to gain theoretical and practical knowledge in their chosen forms of fiction, non-fiction, poetry, drama, and screen writing. The syllabus consists of 6 core courses which are mandatory for all students in this Track. Of the 14 courses offered as electives, students in the 1-year MA program will choose 4 and those in the 2-year program will choose 8 (of which 1 must be the pre-requisite for the workshop of choice). Students in both programs are required to complete a dissertation in their final term.

Course Requirements

The total course requirements for the 1-year degree program in all Tracks are as follows:

Types of Courses	Number of Courses	Credits
Core	6	18
Electives	4	12
Dissertation / Non-thesis	1 / 2	06
Total	11 / 12	36

The total course requirements for the 2-year degree program in all Tracks are as follows:

Types of Courses	Number of Courses	Credits
Core	6	18
Electives	8	24
Dissertation / Non- thesis	1 / 2	06
Total	15 / 16	48

Literature and Cultural Studies
(1 YEAR MA: 10 courses / 30 credits + dissertation / non-thesis for 6 credits)
(2 YEAR MA: (14 courses / 42 credits + dissertation / non-thesis for 6 credits)

Core Courses (6 courses/18 credits + Dissertation/Non-thesis)

Course Code	Course Title	Credits
ENG 501	Research and Study Methods	3
ENG 502	Advanced Literary Theory	3
ENG 503	The Cultural Construction of Shakespeare	3
ENG 504	Literature and Media	3
ENG 505	Approaches to Cultural Theory	3
ENG 506	Reading Contemporary Transnational Literature	3
ENG 599 / Non-thesis	Dissertation / 2 courses from the Electives list	6

Electives (4/8 courses or 12/24 credits)
Students in the 1-year program choose any four of the courses from the list of electives and students in the 2-year program choose any eight of which 4 must be the prerequisite courses.

Course Code	Course Title	Credits
ENG 515	Colonial and Postcolonial Discourse	3
ENG 516	Translation Studies	3
ENG 517	Reading Cultures	3
ENG 518	Writing for the Media	3
ENG 519	Studies in Popular Culture	3
ENG 520	Introduction to Creative Writing	3
ENG 523	Modern Poetry and Theory	3
ENG 524	Contemporary Literatures in English	3
ENG 525	Representing Gender: Women Writers	3
ENG 526	Old and Middle English Studies	3
ENG 527	The American Renaissance	3
ENG 528	Readings in 17th Century Literature	3
ENG 529	Literature and Ideas	3
ENG 530	Graphic Novels and Graphic Cultures	3
ENG 531	History of Ideas	3
ENG 532	Special Author Study and Literary Project/ Linguistics Project	3
ENG 538	World Englishes	3
ENG 544	Discourse Analysis and Pragmatics	3
ENG 545	Comparative Linguistics	3

ENG 547	Writing Poetry	3
ENG 548	Fiction Writing	3
ENG 549	Writing Creative Nonfiction	3
ENG 550	Playwriting	3
ENG 551	Screen Writing for Play and TV	3
ENG 552	Experiments in Fiction (Modernism and Postmodernism)	3
ENG 553	Technology and the Writer	3
ENG 554	Readings in Literary Translation	3
ENG 555	Advanced Readings in South Asian Fiction and Nonfiction in English	3
ENG 556	Advanced Readings in South Asian Poetry and Drama in English	3
ENG 557	Gender Politics	3
ENG 567	Digital Humanities	3
ENG 568	Language, Power and Gender	3
ENG 597	Independent Study/Colloquium	3

Students in the 2-year program take 4 courses as prerequisites:

Course Code	Course Title	Credits
Compulsory Prerequisite Coursesw		
ENG 1201	Introduction to Literature: Poetry and Drama	3
ENG 1202	Introduction to Literature: Fiction and Nonfiction	3
Any two of the following courses		
ENG 2102	Writing About Literature	3
ENG 2108	Shakespeare	3
ENG 2203	Literary Criticism (Sidney to Leavis)	3
ENG 2204	Romantic Poetry	3
ENG 3101	Victorian Literature	3
ENG 3103	Ancient Greek Literature	3
ENG 3202	Modernism in Literature	3
ENG 4103	Digital Humanities	3
ENG 4218	Transnational Literature	3

Applied Linguistics and TESOL
(1 YEAR MA: 10 courses / 30 credits + dissertation / non-thesis for 6 credits)
(2 YEAR MA: (14 courses / 42 credits + dissertation / non-thesis for 6 credits)

Core Courses (6 courses/18 credits + Dissertation/Non-thesis)

Course Code	Course Title	Credits
ENG 507	Research Methods	3
ENG 509	Theories on First and Second Language Acquisition	3
ENG 511	English Language Learning and Teaching	3
ENG 512	Linguistics for English Language Teaching	3
ENG 539	Advanced Sociolinguistics	3
ENG 546	Teaching Practicum and Classroom Management	3
ENG 599 / Non-thesis	Dissertation / 2 courses from the Electives list	6

Electives (4/8 courses or 12/24 credits)
Students in the 1-year program choose any four of the courses from the list of electives and students in the 2-year program choose any eight of which 4 must be prerequisite courses.

Course Code	Course Title	Credits
ENG 510	Critical Approaches to Syllabus Design	3
ENG 516	Translation Studies	3
ENG 532	Special Author Study and Literary Project/ Linguistics Project	3
ENG 535	Testing and Assessment for English Language Teaching	3
ENG 537	Teaching Listening and Speaking	3
ENG 538	World Englishes	3
ENG 540	Materials Development for English Language Teaching	3
ENG 542	Contexts and Strategies for English Language Teaching	3
ENG 543	Statistics for Educational Research	3
ENG 544	Discourse Analysis and Pragmatics	3
ENG 545	Comparative Linguistics	3
ENG 567	Digital Humanities	3
ENG 568	Language, Power and Gender	3
ENG 597	Independent Study/Colloquium	3

Prerequisites (4 courses or 12 credits for 2-year students)
Students in the 2-year program take 4 courses as prerequisites:

Course Code	Course Title	Credits
Compulsory Prerequisite Courses		
ENG 1203	Pronunciation: Phonetics and Phonology	3
ENG 2201	Sociolinguistics	3
Any two of the following courses		
ENG 2103	Morphology and Syntax	3
ENG 2205	Semantics and Pragmatics	3
ENG 3102	Psycholinguistics	3
ENG 3212	Methodology of English Language Teaching	3
ENG 4107	Syllabus Design and Materials Development	3

Literature and Creative Writing
(1 YEAR MA: 10 courses / 30 credits + dissertation / non-thesis for 6 credits)
(2 YEAR MA: (14 courses / 42 credits + dissertation / non-thesis for 6 credits)

Core Courses (6 courses/18 credits + Dissertation/Non-thesis)

Course Code	Course Title	Credits
ENG 513	Advanced Critical Reading I: Fiction & Creative Nonfiction	3
ENG 514	Advanced Critical Reading II: Poetry & Drama	3
ENG 547	Writing Poetry	3
ENG 548	Fiction Writing	3
ENG 549	Writing Creative Nonfiction	3
ENG 550	Playwriting	3
ENG 599 / Non-thesis	Dissertation / 2 courses from the Electives list	6

Electives (4/8 courses or 12/24 credits)

Students in the 1-year program choose any four of the courses from the list of electives and students in the 2-year program choose any eight of which 4 must be prerequisites courses.

Course Code	Course Title	Credits
ENG 502	Advanced Literary Theory	3
ENG 503	Cultural Construction of Shakespeare	3
ENG 504	Literature and Media	3
ENG 505	Approaches to Cultural Theory	3
ENG 506	Reading Contemporary Transnational Literature	3
ENG 515	Colonial and Postcolonial Discourse	3
ENG 516	Translation Studies	3
ENG 525	Representing Gender: Women Writers	3
ENG 524	Contemporary Literatures in English	3
ENG 529	Literature and Ideas	3
ENG 531	History of Ideas	3
ENG 532	Special Author Study and Literary Project/ Linguistics Project	3
ENG 538	World Englishes	3
ENG 545	Comparative Linguistics	3
ENG 551	Screenwriting for Film and TV	3
ENG 552	Experiments in Fiction (Modernist & Postmodernist)	3
ENG 553	Technology and the Writer	3
ENG 554	Readings in Literary Translation	3
ENG 555	Advanced Readings in South Asian Fiction & Nonfiction in English	3
ENG 556	Advanced Readings in South Asian Poetry & Drama in English	3
ENG 567	Digital Humanities	3
ENG 568	Language, Power and Gender	3
ENG 597	Independent Study/Colloquium	3

Prerequisites (4 courses or 12 credits for 2-year students)

Students in the 2-year program take 4 courses as prerequisites:

Course Code	Course Title	Credits
Compulsory Prerequisite Courses		
ENG 1201	Introduction to Literature: Poetry and Drama	3
ENG 1202	Introduction to Literature: Fiction and Nonfiction	3
Any two of the following courses		
ENG 2102	Writing About Literature	3
ENG 2108	Shakespeare	3
ENG 2203	Literary Criticism (Sidney to Leavis)	3
ENG 2204	Romantic Poetry	3
ENG 3101	Victorian Literature	3
ENG 3103	Ancient Greek Literature	3
ENG 3202	Modernism in Literature	3
ENG 4103	Digital Humanities	3
ENG 4218	Transnational Literature	3

ULAB RESEARCH CENTERS

Center for Advanced Theory

Director: Professor Salimullah Khan, PhD

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

Center for Archaeological Studies

Director: Professor Shahnaj Husne Jahan, PhD

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

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

Center for Bangla Studies

Director:

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

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

Dhaka Translation Center

Director: Professor Kaiser Hamidul Haq, PhD

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

Center for Enterprise and Society

Director: Sajid Amit

The Center for Enterprise and Society (CES) is Bangladesh's first university-based research center dedicated to conducting research on entrepreneurship and business with a view towards ethical, environmental and social sustainability. The mission of CES is to produce high-quality research and knowledge in order to bridge the theoretical and empirical interface between enterprises and society. Its vision is to enable an entrepreneurial society in Bangladesh, built on ethical foundations.

Center for Excellence in Teaching and Learning

Director: Mohammad Shazzad Hossain, PhD

The Center for Teaching and Learning (CETL) is a research center responsible for developing and implementing quality teaching practices for the faculty and staff at ULAB. The Center aims to build capacity for ULAB faculty to meet the standards of teaching practices required for a leader in Liberal Arts. In order to enhance the core competencies of our faculty and staff, CETL plays an instrumental role in creating an environment conducive for the pursuance of life-long learning and innovation.

Center for Language Studies

Director: Faheem Hasan Shahed, PhD

The Center for Language Studies (CLS) aims to advance understanding of the opportunities and challenges in improving the quality of English language learning and teaching at the University of Liberal Arts Bangladesh. The Center's primary goal is to provide effective English language teaching to all students of ULAB through courses which will focus on the needs of learners and on processes which will best help students to become sufficiently proficient in English, not only to meet their academic requirements, but also the requirements of potential employers. An additional function of the CLS is to provide services to address the professional language needs of the staff and faculty. The Center exemplifies the University's commitment to international standard of education and promoting cross-cultural awareness among students by providing quality courses on English and other foreign languages. The Center also aims to further contribute to the academic mission of the university by creating a platform for generating and disseminating new knowledge in the field of foreign language learning.

Center for Critical and Qualitative Studies

Director: Professor Din M. Sumon Rahman, PhD

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

Center for Sustainable Development

Director: Samiya A Selim, PhD

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

Office of Faculty Research

Director: Professor Din M. Sumon Rahman, PhD

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

Center for Health, Population and Development

Director:

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

ULAB Press

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

We also aim to serve the need for publishing world-class translations of works of literary merit from Bengali into English, and into Bengali from English and other languages. We work closely with ULAB's Dhaka Translation Center (DTC) to build literary connections between Bangladesh and the wider world. Our partnerships with like-minded publishers abroad help Bangladeshi writers find a global readership.

ULAB Press officially began its journey in August 2021 by launching the book *Commemorating Sheikh Mujib: The Greatest Bengali of the Millennium* in bilingual editions.

APPENDICES

Appendix 1: ULAB Sexual Harassment Policy

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

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

This policy is designed to:

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

What is sexual harassment?

Sexual harassment is defined as inappropriate, unwanted and unwelcome conduct or behavior of a sexual nature perceived as harassment by the receiver, which has an adverse effect on the dignity of women and men both inside and, in certain circumstances, outside the University. Any unwelcome sexual advances, requests for sexual favors and any unseemly sexual conduct could also be construed as sexual harassment.

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

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

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

Making a complaint

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

- Informing the harasser that the advances are unwelcome and asking him/her to desist.
- Documenting the experience.
- Informing an official, supervisor, Advisor, Proctor or Student Affairs Office.

Role of management

The official, supervisor, Advisor, Proctor or Student Affairs Office is responsible for taking immediate action in dealing

with harassment once a formal, written complaint is made. Confidentiality will be maintained in line with the ULAB Confidentiality Policy.

Investigation Procedures

Steps of the complaint process:

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

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

   - One member of the Proctor's Office will sit on the Sexual Harassment Committee.
   - At least two members of the Sexual Harassment Committee should be women.

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

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

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

   - In minor incidents, the Proctor's Office can dispose of the matter summarily with the consent of both parties;
   - In all other cases the Sexual Harassment Committee will investigate the matter;
   - The Committee will first discuss/analyze the written complaint;
   - The Committee can call the complainant for meeting for clarification/ further evidence;
   - The offender can be called by the Committee for a hearing and record his version of the incident/ allegation;
   - The Committee can seek legal advice if and when required;
   - The Committee will take decision on the basis of the views of majority;
   - The Committee can refer the matter to the Disciplinary Committee at any point of the investigation;
   - In case of any false or frivolous complaint, the Committee can recommend disciplinary action/ measures against the complainant.

Malicious, false or frivolous accusations

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

Retaliation

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

Resolving a complaint

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

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

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

Disciplinary measures

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

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

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

The ULAB Commitment

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

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

Training and Education

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

Information Dissemination

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

Appendix 2: ULAB Bullying Policy

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

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

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

What is bullying?

Bullying can include but is not limited to the following list of behavior:

- Repeatedly ignoring a colleague or subjecting them to unwelcome attention intimidation, humiliation, ridicule or offence.
- Physical threats or violence
- Exercise of power over another person through negative acts or behavior that undermine him/her personally and/or academically.
- Threatening, insulting, abusing, disparaging or intimidating behavior which places inappropriate pressure on the victim or has the effect of isolating or excluding them.
- Shouting, sarcasm, derogatory remarks concerning academic performance or constant criticism.

Cyber Bullying

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

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

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

Making a complaint

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

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

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

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

There are several options for a ULAB employee or student to follow in addressing a complaint:

- Informing the harasser that the advances are unwelcome and asking him/her to stop.
- Documenting the experience.
- Informing a staff member, supervisor, advisor or proctor or student affairs office.

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

Investigating a formal complaint

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

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

The disciplinary committee will:

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

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

Malicious and false accusations

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

- Written warning
- Suspension
- Expulsion

Resolving a complaint

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

Further support and advice will be made available to the complainant and harasser once the investigation is complete. Information can be found at: https://sao.ulab.edu.bd/

Disciplinary measures

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

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

Appendix 3: Understanding and Avoiding Plagiarism

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

1. What is plagiarism?

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

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

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

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

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

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

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

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

2. The Honor Pledge

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

Honor pledge[1]
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]

Appendix 4: Confidentiality Policy

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

Information Collection, Storage and Use

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

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

ULAB will use personal information only:

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

Access and disclosure of information

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

Disposal of information

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

Student Advising and Counseling Confidentiality

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

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

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

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

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

Appendix 5: Social Media Policy for Students

Introduction

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

Objectives

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

Scope of the Policy

As far as this policy is concerned, the term 'Social Media' is used to describe interactions through dynamic and socially interactive platforms, networked information, and communication. Some examples of sites include, but are not limited to:
- Multimedia and social networking sites, such as Facebook, LinkedIn, Instagram and YouTube
- Internal or external blogs and micro-blogs including Twitter
- Community discussion forums such as Yahoo! Groups and Google Groups
- Review or ratings forums such as TripAdvisor, BBC Have Your Say and MoneySavingExpert
- Wikis, such as Wikipedia
- Any sites where you can post text, photos and video, such as Pinterest, Flickr, Google+, Tumblr

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

Policy Guidelines

4.1 General responsibilities

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

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

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

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

4.3 Responsibilities of students in personal online/social media presence

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

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

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

Misuse of Social Media

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

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

Staying Safe Online

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

Avoid being Addicted

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

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

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

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

Further Information

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

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

Relevant External Legislation

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

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