

# **Appendix A**

## **Regulations of Students Conduct**

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# **Brac University**

## **Regulations of Students Conduct**

### **1. PREAMBLE**

1.1 Brac University (BracU) has been established to foster the national development process through the creation of an excellent institution for higher education that is responsive to society's needs and is able to develop creative leaders and can actively contribute to learning, understanding and creation of knowledge. The goal of the University is to provide an excellent broad-based education with a focus on professional development for the students with a view to equipping them with the knowledge and skill necessary for leading the country in its quest for development. A congenial learning environment is essential for attaining the mission and goal of the University. Brac University strives to make the campus community a place of study and work, where people are treated with respect and courtesy. All the people including the students working at or attending Brac University are responsible for the creation and maintenance of such an environment. The Regulations of Students Conduct, among other regulations, have been adopted and will be implemented by the Brac University to create, maintain and promote the environment conducive to learning, understanding and creation of knowledge.

1.2 Brac University wishes to promote understanding among different members of its broader community through a commitment to mutual learning, mutual enjoyment of each other's company, and respect for others. Brac University students are an integral part of this community and they should honor the rights and privileges of all community members and take responsibility for their actions. The Regulations of Students Conduct are guidelines to direct the behavior of the students and

to ensure the basic rights of individual members for the benefit of the students and the community as a whole. It should however be understood that it is not possible to incorporate all actions which are not permissible, and therefore the actions listed in the Regulations are not exhaustive.

- 1.3 Brac University expects the students to fully understand their responsibilities as a community member and to avoid jeopardizing their relationship with the University. They assume the obligation to observe the Regulations of Students Conduct and to participate in proceedings for breach of conduct if asked to do so by a university official.
- 1.4 The Regulations of Students Conduct will be available to the students and all other members of the University community so that they are fully and clearly aware of all the provisions, procedures and measures of the Regulations. Disciplinary process as outlined in this document shall be initiated for violations of the Regulations and sanctions will be commensurate with the seriousness of the offence which include suspension or in extreme cases, expulsion of the student from the University.

## **2. GENERAL PRINCIPLES**

- 2.1 Upon admission to Brac University, the students are expected to accept the mission and goal of the University and assume the responsibilities for maintenance an atmosphere conducive to education and scholarship by respecting the personal safety and individual rights of all in the university community, by conducting themselves in accordance with accepted standards of social behavior, and by abiding by the regulations of the University and the laws of the country, while on the University premises.
- 2.2 They also subject themselves to the following principles:
  - 2.2.1 All the people have certain human rights and no student of Brac University may violate, ignore or break the rights.

2.2.2 A student of Brac University is a part of the University community. This community includes the students, faculty members and the administrative staff. The relationship within the community should be based on mutual trust and respect, honesty and integrity. Every member of the community is expected to promote understanding and friendship.

2.2.3 All efforts should be made by the students to maintain excellent academic environment within the University.

2.2.4 The students should make the best use of their time to achieve the most within the limited time.

### **3. RULES OF CONDUCT**

#### **3.1 Disruption**

No Person shall cause by action, threat of otherwise, a disturbance that the member knows may obstruct any activity organized by Brac University or by any of its divisions, or the right of another member or members to carry on their legitimate activities, to speak or to associate with others.

##### **3.1.1 Interfering with, obstructing or disrupting:**

- a. the University activities. This includes all normal university activities, such as teaching, research-recreation, meetings, public events and disciplinary proceedings.
- b. the freedom of expression and movement of students or other members of the university community and their guests.

3.1.2 Interfering with, obstructing or disrupting police or fire responses. Tampering with, impairing, disabling or misusing fire protection systems such as fire or smoke detectors, fire extinguishers, sprinklers or alarms or exit signs. Failing to evacuate during a fire alarm.

3.1.3 Failing to comply with the direction of university officials who are performing their duties. This includes, but is not limited to, requests to present identification.

### 3.2 Unauthorized Entry or Presence

3.2.1 No person should enter the premises with intent to damage or destroy the premises of Brac University or to enter the premises in order to damage, destroy or steal any property on the premises of the University that is not her or his own, or without just cause knowingly enter or remain in or on any such premises.

### 3.3 Unauthorized use of Brac University Facilities, Equipment or Services

3.3.1 No person shall knowingly use any facility, equipment or service of Brac University contrary to the expressed instruction of a person or persons authorized to give such instruction, or without just cause.

3.3.2 No person shall knowingly gain access to or use any Brac University computing or internal or external communication facility to which legitimate authorization has not been granted. No person shall use any such facility for any commercial, disruptive or unauthorized purpose.

3.3.3 Misuse of computer facilities and/or systems, including but not limited to the following acts:

- a. Unauthorized use of a terminal, file, password or account.
- b. Sending objectionable messages, accessing Websites containing objectionable materials or downloading such files.
- c. Attempts to degrade system performance or capability
- d. Breach of computer security.
- e. Abuse of communal resources (e.g. unauthorized batch program).

- f. Misappropriation of intellectual property or licensed software.
  - g. Invasion of privacy.
  - h. Harassment or threats.
- 3.3.4 No person will knowingly mutilate, misplace, misfile, or render inoperable any stored information such as books, film, data files or programs from a library, computer or other such information storage, processing or retrieval system.
- 3.3.5 No person will use university property for any illegal purpose.
- 3.4 Unauthorized Possession or use of Firearms or Ammunition
- 3.4.1 No person shall possess or use any firearm or ammunition on the premises of Brac University. Possessing or using firearms, explosives, fireworks, incendiary devices or other dangerous or illegal weapons is an offence. Only police officers and individuals with written permission from the respective authorities can possess weapons on campus.
- 3.4.2 A harmless instrument designed to look like a firearm; explosive or dangerous weapon that is used by or is in the possession of a person with the intent to cause fear in or assault to another person is expressly included within the meaning of a firearm, explosive or dangerous weapon.
- 3.4.3 Student who is found guilty via a due-process procedure to have intentionally or recklessly used or possessed such weapon (s) in a way that would intimidate, harass, injure or otherwise interfere with the learning and working environment of the University, the minimum disciplinary sanction shall be suspension.

### 3.5 False Charges

No person shall knowingly or maliciously bring a false charge against any member of Brac University under these regulations.

### 3.6 Aiding in the Commission of an Offence

No person shall counsel, procure, conspire with or aid a person in the commission of an offence defined in these regulations.

### 3.7 Refusal to Comply with Sanctions

Any person found to have committed an offence under the Regulations of Students Conduct or violated any laws of the state or the Government refuse to comply with a sanction or sanctions imposed under the procedures of this Regulations.

### 3.8 Smoking

Brac University will maintain the public environment, as close to be smoke free as possible. In order to achieve this goal, understanding and patience of all the members of the community are required. Following are the guidelines one should follow:

3.8.1 Smoking is prohibited in all indoor locations of the University and in any other area designated as “non-smoking” by the University.

3.8.2 Smoking will be allowed in only those areas, where there is a sign for smoking.

### 3.9 Drugs and Alcohol

3.9.1 Possessing, using, manufacturing, distributing or selling drugs, drug paraphernalia or alcoholic beverages in the Campus is a violation of the University policies. Brac University will try to maintain clean, healthy zone. In order to achieve this goal, understanding, patience and cooperation of all the members of the community are required. In the case of a student who is found guilty via a due process on procedure to have endangered the health, safety or welfare of an individual through the provision of



alcohol or other drugs in violation of the laws of the Government, the minimum disciplinary sanction shall be suspension.

Provided however, the Disciplinary Committee shall have the right to place in abeyance the disciplinary sanction of suspension against guilty student, whenever deemed fit and proper. In cases where the sanction is kept in abeyance, the guilty student will be allowed to continue his studies without any break of study but shall remain under strict monitoring of Brac University Administration. The sanctions against the students earlier passed by the BracU Authority may be put into action again, if and when the BracU Administration feels necessary.

3.9.2 Following are the guidelines one should follow:

- a. The selling or use of drugs should be immediately reported to the Administration of the University.
- b. Any person trying to sell/purchase drugs within the University Campus should be handed over to the Administration of the University for further action.

3.10 Dress Code:

As a leading private university in the country and one that strives to create educated youth ready to face the challenges of a highly competitive world, the University expects its faculty, students and the staff to display a positive image of the University in their dress and attire at all times. All are expected to come to the university wearing clean, decent dress that goes in conformity with its academic and cultural ethos. While a list of what one is expected to wear will be too exhaustive to be detailed the University stipulates following dress items that are NOT permitted any time in the Campus:

- a. Face mask or hood of any kind that makes the individual unidentifiable.

- b. Shorts of any kind, including three-quarter.
- c. Mini or midi skirts.
- d. Bathroom slippers (except for cleaning staff).
- e. A dress item that contains offensive slogan, picture or sign.

This does not bar any Department/Institute/School to prescribe any dress or attire that is considered necessary in the execution of its academic program.

#### **4. ACADEMIC OFFENCES**

4.1 It shall be an offence for a student knowingly:

- 4.1.1 Forge or in any other way alter or falsify any document or evidence required for an admission to Brac University. To utter, circulate or make use of any such forged, altered or falsified document, whether the record be in print or electronic form, even if someone else made the changes.
- 4.1.2 Use or possess an unauthorized aid or aids or obtain unauthorized assistance in any academic examination or test or in connection with any other form of academic work.
- 4.1.3 To impersonate another person, or to have another person impersonate, at any academic examination or test or in connection with any other form of academic work.
- 4.1.4 To represent as one's own any idea or expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work, i.e. to commit plagiarism.
- 4.1.5 To submit, without the knowledge and approval of the faculty member to whom it is submitted, any academic work for which credit has previously been obtained or is

being sought in another course or program of study in Brac University or elsewhere.

4.1.6 To submit for credit any academic work containing a purported statement of fact or reference to a source, which has been concocted.

4.2 It shall be an offence for student knowingly:

4.2.1 To forge or in any other way alter or falsify any academic record, or to utter, circulate or make use of any such forged, altered or falsified record, whether the record be in print or electronic form, even if the changes were made by somebody else.

4.2.2 To engage in any form of cheating, academic dishonesty or misconduct, fraud or misrepresentation not herein otherwise described, in order to obtain academic credit or other academic advantage of any kind.

## **5. EXAMINATION OFFENCES**

The following shall be considered as Examination offences:

5.1 Communication with one another.

5.2 Possession of incriminating documents.

5.3 Copying from incriminating documents or scripts.

5.4 Smuggling of script into or out of Examination Hall.

5.5 Replacing the cover of or any page of the answer script.

5.6 Substitution of or addition to answer script without lawful authority.

5.7 Writing of answer scripts in an unauthorized place.

5.8 Absence of invigilator's signature on the script.

5.9 Smoking inside the Examination Hall.

- 5.10 Using abusive language, or holding threats to the invigilators or any person in the Examination Hall.
- 5.11 Creating obstruction or disturbance inside the Examination Hall.
- 5.12 Assault or attempt to assault the Invigilator or anyone in the Examination Hall.
- 5.13 Impersonation at the Examination.
- 5.14 Making false pleas of illness/pregnancy.
- 5.15 Assisting/abetting the commission of any of the above offence.
- 5.16 Such other acts on the part of the examinee as in the opinion of the Invigilator/Examiner may constitute an offence.

## **6. CONDUCT OFFENCES**

- 6.1 The following offences shall be deemed to be offences under this Regulation, when committed by a student of Brac University, provided that such conduct:
  - a) has not been dealt with as failure to meet standards of professional conduct as required by a division or faculty; and
  - b) is not specifically assigned to the jurisdiction of Brac University, as in the case of offences described in the section on Academic Offences, or to another disciplinary body within Brac University, as in the case of sexual harassment.
- 6.2 Harassing another person. This includes, but is not limited to, placing another person in fear of his or her personal safety through words or actions directed at that person, or interfering with the working, learning or living environment of the person.
- 6.3 Assaulting or physically abusing, threatening or endangering the health or safety of another person.

## **7. PERSONAL OFFENCES**

- 7.1 No student will assault another person sexually or threaten any other person with sexual assault.
- 7.2 No student will otherwise assault another person, threaten or physically abuse any other person or knowingly cause any other person to fear physical abuse or damage.
- 7.3 No student will knowingly create a condition that unnecessarily endangers the health or safety of other persons. For example, violation of any safety practices or negligence that might cause injury or death to any person, or creating excessive noise, disturbing the peace.
- 7.4 No student shall threaten other person with his/her property damage, or knowingly cause any other person to fear for his/her property damage.
- 7.5 No student will participate in hazing any action or situation that recklessly or intentionally endangers the health, safety or welfare of an individual for the purpose of initiation, admission, or affiliation with any organization at the university. Hazing includes any abuse of a mental or physical nature, forced consumption of any food, liquor, drugs or substances, or any forced physical activity that could adversely affect the health or safety of the individual. Hazing also includes any activity that would subject the individual to embarrassment or humiliation, the willingness of the participant in such activity notwithstanding.
- 7.6 No student will engage in a course of vexatious conduct that is directed at one or more specific individuals, and that is based on the race, ancestry, place of origin, color, ethnic origin, religion, citizenship, creed, age, marital status, handicap, receipt of public assistance or record of offences of that individual or those individuals, and that is known to be unwelcome, and that exceeds the bounds of freedom of expression or academic freedom as these are understood in Brac University policies and accepted

practices, including but not restricted to, those explicitly adopted.

7.7 No student will cause another person or persons to fear for their safety or the safety of another person known to them while on the premises of Brac University, or in the course of activities sponsored by Brac University.

7.8 No student will cause another person or persons to be impeded in exercising the freedom to participate in the programs of Brac University and in activities in or on Brac University, knowing that their conduct will cause such fear, or recklessly as to whether their conduct causes such fear. The conduct mentioned in this subsection consists of:

7.8.1 repeatedly following from place to place the other person or anyone known to them;

7.8.2 repeatedly and persistently communicating with either directly or indirectly, the other person or anyone known to them;

7.8.3 besetting or repeatedly watching the dwelling-house, or place where the other person, or anyone known to them, resides, works, carries on business or happens to be; or

7.8.4 engaging in threatening conduct directed at the other person or any member of the family, friends or colleagues of the other person.

## **8. OFFENCES INVOLVING PROPERTY**

8.1 No student shall knowingly take, destroy or damage premises of Brac University.

8.2 No student shall knowingly take, destroy or damage any physical property that is not her or his own.

8.3 No student shall knowingly destroy or damage information or intellectual property belonging to Brac University or to any of its members.

- 8.4 No student, in any manner whatsoever, shall knowingly deface the inside or outside of any building of Brac University.
- 8.5 No student, knowing the effects or property to have been appropriated without authorization, shall possess effects of property of Brac University.
- 8.6 No student, knowing the effects or property to have been appropriated without authorization, shall possess any property that is not her or his own.
- 8.7 No student shall knowingly create a condition that unnecessarily endangers or threatens destruction of the property of Brac University or of any of its members.
- 8.8 No student or group of students may use the name of Brac University or any unit of it in any form of printing (including letterheads) without approval from competent authority of Brac University.

## **9. MISCELLANEOUS OFFENCES**

- 9.1 Willful insubordination or disobedience, whether alone or in combination with others, to any lawful or reasonable order of a superior;
- 9.2 Theft, fraud or dishonesty in connection with the business or property;
- 9.3 Riotous or disorderly behavior or neglect of work;
- 9.4 Habitual negligence or neglect of work;
- 9.5 Resorting to strike or go 'slow' or inciting others to resort to strike or 'go slow';
- 9.6 Falsifying, tampering with, damaging or causing loss of official records.
- 9.7 Inciting other students to refrain from attending classes or examinations;
- 9.8 Breach of any law or rule or regulation of the University;

9.9 Breach of any law of the land;

## **10. PARTIES TO OFFENCES**

10.1 Every member is a party to an offence under this Regulation who knowingly;

10.1.1 actually commits it.

10.1.2 does or abets to do anything for the purpose of aiding or assisting another member to commit the offence.

10.1.3 does or abets to do anything for the purpose of aiding or assisting any other person who, if that person were a member, would have committed the offence;

10.1.4 abets counsels, procures or conspires with another member to commit or be a party to an offence; or

10.1.5 abets, counsels, procures or conspires with any other person who, if that person were a member, would have committed or have been a party to the offence.

10.2 Every party to an offence under this Regulation is liable upon admission of the commission thereof, or upon conviction, as the case may be, to the sanctions applicable to that offence.

10.3 Every student who, has an intent to commit an offence under this Regulation, does or omits to do anything for the purpose of carrying out that intention (other than mere preparation to commit the offence) is guilty of an attempt to commit the offence and liable upon conviction to the same sanctions as if he or she had committed the offence.

10.4 When a group is found guilty of an offence under this Regulation, the student or students of Brac University, who directed, authorized or participated in the commission of the offence is a party to and guilty of the offence and is liable upon conviction to the sanctions provided for the offence.

10.5 Providing, knowingly or unknowingly, false information to university officials or the Disciplinary Committee.



10.6 A graduate of Brac University may be charged with any of the above offences committed intentionally while he or she was an active student.

## **11. DISCIPLINARY SANCTIONS FOR VIOLATIONS**

### **11.1 Academic Dishonesty**

11.1.1 The Faculty Members will have initial jurisdiction of academic offences. The concerned faculty member can organize a hearing of a case and take up the following measures:

- a. A failing Grade may be assigned to the student committing the offence.
- b. A failing Grade may be assigned to the student connected with the offence.

11.1.2 If the case is not solvable in the above procedure, it can be referred to the Head/Chairperson of the Department or the Dean of the Faculty or if necessary to the Disciplinary Committee.

11.1.3 If the student does not agree to or accept responsibility for the violation, the case can be referred to the Head/Chairperson of the Department and then to the Dean of the Faculty or the Disciplinary Committee, provided a written complaint is given by the Faculty Member.

11.1.4 A Faculty Member, if s/he wishes, may forward a written complaint to the Head/Chairperson of the Department.

### **11.2 Disciplinary Sanctions for Examination Offences**

11.2.1 If a student commits or is connected with any examination offence, the invigilator may assign him a falling grade for the test, quiz, report examination or for that course. Depending upon gravity of offence, s/he may also

recommend further actions to the Head/Chairperson of Department or to the Dean or the Faculty or to the Disciplinary Committee.

11.3 Sanctions for all other offences and for Violation of Academic, Examination and other Regulations: The range of official sanctions that may be recommended by the Disciplinary Committee for Violation of the Regulations can comprise the following sanctions:

11.3.1 Giving a Notice: further violation may lead to severe measure.

11.3.2 Disciplinary Probation: assigned for a specific period of time and removes a student from good disciplinary standing. It can affect qualification from some awards, prizes or student's scholarship.

11.3.3 Loss of Privilege: withdrawal of privileges, use of a service or participation in an activity for a specific period of time consistent with the offence committed and the rehabilitation of the student. This sanction may be separately imposed or additionally imposed with other sanctions.

11.3.4 Restitution: requires a student to pay for the damages or misappropriation of the University property or the property of the members or visitors to the University. This restitution can be made in addition to other charges.

11.3.5 Disciplinary Suspension: is a withdrawal of the student by the decision of the Disciplinary Committee of the University from the privilege of registration, class attendance, use of university facilities and participation in the university activities for the period of time. In case of the student being in the middle of the semester he/she may be given a permission to complete the semester. Disciplinary Suspension is recorded in student's file.

11.3.6 Disciplinary Expulsion: a permanent withdrawal by the decision of the Disciplinary Committee of the University of the Privilege of registration, class attendance, use of university facilities and participation in the university activities. Disciplinary Expulsion is recorded in student's transcript.

11.3.7 Summary or Interim Suspension: requires making the student leave immediately. The student should not appear in the University Campus during the period of interim suspension. A Department Head/Chairperson can recommend the decision to the Chairperson of the Disciplinary Committee.

## **12. DISCIPLINARY COMMITTEE**

Any violation of Regulation of Students Conduct will initiate necessary disciplinary action. The juridical system is subject to the authority of Disciplinary Committee, The Disciplinary Committee shall have the authority to make decisions on any disciplinary matter.

## **13. Disciplinary Procedure**

13.1 In the event the University is of the opinion that a student has in any manner acted in breach of any of the Regulations of Students Conduct and making himself liable to disciplinary action, the University shall issue him a notice to show cause as to why disciplinary action shall not be taken against him, setting down the charges against him and requiring him to reply to the show cause notice within five (5) days. The time of five (5) days to show cause may only be extended for exceptional circumstances on the player of such student. Should the student fail to give a reply within such or such extended time, the University shall proceed against him ex parte (in absentia).

13.2 Pending disciplinary proceeding, the University may suspend the student if it is so considered in the interest of the University and other students. Such suspension shall not continue for longer

than four (4) months, within which time the disciplinary proceedings shall be concluded. If the disciplinary proceeding cannot be concluded without the four (4) months of time as aforesaid due to dilatory tactics adopted by the student concerned, the suspension may be extended till such time as the conclusion of the disciplinary proceeding.

13.3 If it appears to the University that the reply, if any, given by the student is not satisfactory, the University shall constitute an inquiry committee consisting of three (3) teachers of the University who shall give the student a personal hearing. The inquiry committee so constituted by the University shall notify the student to appear before it within three (3) days for a hearing. In such a hearing, the student shall have the right to defend himself and adduce evidence in his favor, examine the records, if any, and cross-examine the witnesses, if any, produced by the University. The student shall be present throughout the proceeding, except for exceptional circumstances his presence is excused on his prayer, and in such an event the student concerned shall not have the right to raise any objection about the hearing on the ground of his absence at his request.

13.4 The inquiry committee shall submit its report, giving its findings to the University as soon as possible upon conclusion of the hearing, with its recommendations. Provided, however, that the recommendations of the enquiry committee shall not be binding on the University who shall be free to take any decision against the student based on the finding of the enquiry committee.

13.5 The University shall communicate its decision to the student concerned by registered post to his address as recorded with the University, which shall be the conclusive evidence of the communication of the decision. The University shall also put a copy of the decision in the notice board of the University. Thereupon, the student shall have no right to raise any objection against the decision on the ground of non-communication.

13.6 The student shall have the right of appeal against the decision of the University to the Vice Chancellor. Such an appeal shall be filled within fifteen (15) days of the communication of the decision.

### **Disciplinary Action for Suspended Brac University Students**

Students suspended from the University for a semester on disciplinary grounds will be attached to a BRAC program outside Dhaka for one month of community development work.

The main objectives are:

- a) to engage the suspended students in a constructive activity for a part of the semester they are missing.
- b) to expose the students to the lives of those where positive change is most urgent.
- c) to bring about required changes in the values and perspectives of the students.

### **The key features of the program are as follows:**

- Each student will spend four weeks living/working in a BRAC program in a village outside Dhaka.
- The program will identify a meaningful task for the student to complete during the four-week period.
- At the end of the period, the student will prepare a report on his/her community work and submit this to Relationship Management Office (RMO), BracU.
- The student will stay in available BRAC accommodation but will bear the cost of his/her own accommodation, food and transport during the attachment.

## **14. APPEALS**

A student has the right to appeal for a review of the penalties to the Vice Chancellor. The Vice Chancellor after being satisfied that a due process of investigation has been carried out, may decide to review the penalties, or may refer the matter to the Governing Board, where a final decision on the review shall be reached.