User’s Guide

This handbook answers FAQs about Residential Semester of BRAC University. This is designed to give a better idea about the semester and to help students prepare better before they come to the campus. We expect Parents to go through the handbook for further understanding of the Residential Semester. Students must submit duly filled in RS Forms I, II, III, IV and V between January 5 and 6, 2016 from 10 am - 4pm in room UB10201, UB10202, UB10203 at Mohakhali Campus.

The location map is a guide to reach to Savar Campus. The Weekly Activity Calendar is to clarify the activities during weekends and off days.
Attendance Policy for Savar Campus:

A. Attendance in campus:
   1. If a student remains absent from campus for one week or less, he/she has to take permission from the Campus Superintendent to return to the Campus.
   2. If a student remains absent from campus for more than one week, he/she must take permission from the Director, BRAC Institute of Languages (BIL), BRAC University to return to the Campus.

B. Attendance in Class:
   1. 90% Class attendance is a must to appear in the final examination.
   2. On emergency, a student can be absent for maximum 04 classes with written permission from the Campus Superintendent and the course teacher.
   3. Altogether if a student misses more than four classes in any circumstances, he/she will be barred from sitting for the final examination.

C. Marking for attendance:
   1. To get full marks for attendance (which is 05), one student has to be present in all the classes held in that particular section.
   2. For each absence, 0.25 mark will be deducted from the attendance marks.
   3. A total of 15 marks (5 marks for each course) will be distributed among 3 courses – DEV, HUM, and ENGLISH for attendance as well as active participation in the following programs:

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<th>ENGLISH:</th>
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<td>4. Lecture on Good Governance and Public Administration</td>
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Important Information

1. DEV101 and HUM103 courses are not offered in Mohakhali Campus. If for any reason, anybody fails to complete these courses, he/she must retake the courses as a non-resident student of Savar Campus within the following semester.

2. Attending Social Learning Lab, BRAC Program visit, Liberation War Museum visit and Lalbagh Fort visit are mandatory for all students. There is no makeup option for these activities.
BRAC University’s Residential Semester
Savar Campus

BRAC University’s (BRACU) Residential Semester (RS) at Savar campus is unique amongst higher education experiences in Bangladesh. The RS offers a holistic curriculum based on the principle of ‘experiential learning’, which cultivates a broad range of soft skills and qualities, to compliment the theoretical development that students undergo.

The curriculum’s intensive programs (delivered mainly in English) help to develop rounded individuals, whose improved leadership skills, ability to independently face challenges, and proficiency in English will better prepare them to face the challenges of higher education (and eventually give them a competitive edge in the job market).
The Residential Semester takes place at a specially designed campus in Savar, which provides a support system that aids students in becoming confident and self-reliant. For many students, living on campus is the first time they have lived away from home, so the Residential Semester emphasises four areas (that facilitate the adaptation process and foster the values). The areas are mentioned below:

1. Improving communications skills, especially in English.
2. Creating a strong sense of social responsibility and an awareness of each other’s rights and responsibilities as members of society and citizens of a nation.
3. Developing firm principles that guide students in all of their actions, whether in the personal, social, or public spheres, and teaching them to respect one another.
4. Providing a holistic education, through academic, extracurricular and experiential activities.
Frequently Asked Questions (FAQs)

When do students go to Savar for the Residential Semester?

Students are eligible to attend the RS in their second semester, after completing their first semester at Mohakhali to a satisfactory standard. This requires students to
- attain a minimum CGPA of 2.00 and
- Pass the English 091 course.

Is the Residential Semester compulsory?

Yes, completing the RS is compulsory for all BRACU students, as it is a requirement for every degree students want to attain from BRAC University. Students who fail to attend this program will not be able to graduate from BRACU.

Where is the Savar Campus located?

Away from urban congestion, BRACU’s Savar Campus is located in the rural village of Khagan on the Ashulia-Birulia road in Savar. It is about an hour’s drive from Dhaka.
How many academic courses must students take during the Residential Semester?

Compulsory courses include English, Bangladesh Studies, and Ethics & Culture. In addition, there are compulsory study tours and field visits to rural areas that give hands-on understanding of rural life, the development process and the rural culture of Bangladesh.

Students need to buy course materials from Ayesha Abed Library at Savar Campus (course materials will be available days before the course starts).

What percentage of attendance is needed in order to pass?

A student will need to attend 90 percent of classes in order to be allowed to appear in the final examinations.
What are the Experiential Learning Activities (ELA) and their purposes?

The RS curriculum has Experiential Learning Activities that develop students’ social skills and it is as important as the course work. These activities include on and off-campus initiatives such as social learning labs, study tours, institution and organization visits, co-curricular activities etc. Participation in all co-curricular activities is mandatory for all students.

Why are activities outside of the campus important?

Activities outside the campus are important for students to help them acquire firsthand knowledge about their subject matter.

How is participation in activities rewarded?

Students who perform exceptionally are awarded with the Vice Chancellor’s certificates. Certificates, Prizes are also awarded to students who complete a Residential Semester activity e.g. yoga, debate, quiz, creative writing etc. Students, who will miss more than two activity classes, will not get the activity certificate.

What are the dormitory opening and closing times?

The dormitory gate will open at 6:30am in the morning and will close at 10:00pm sharp. Students are responsible for reaching their respective dormitories within the given time of closing.

How frequently can students leave Savar Campus to visit home?

The semester is designed to be entirely residential. Therefore, students are discouraged from leaving campus. Students will be allowed a short leave in emergencies, and possibly in exceptional circumstances they are required to submit a leave application that must be approved by the concerned authority.
Any overstay of leave without a valid reason will be considered a breach of discipline and the offending student will not be granted further leave for the rest of the semester.

**When and how frequently can students receive outside guests?**

Only nominated visitors, preferably parents, are allowed to visit the students on Parents’ Day: January 16, 2016 from 3:00pm-5:00 pm. They may also visit the campus from 3.30pm-5.00pm on the following Fridays thereafter: January 29, February 19, March 11 and April 01, 2016.

**What personal items should students bring with them?**

Students should bring formal and casual wear, some sportswear, two sets of medium or small locks (for their room door). They should also bring personal toiletries, stationary for classes, and any required medicines. Two or three seated rooms with beds, bedcovers, pillows, pillow covers and mosquito nets are provided. Students are discouraged from bringing expensive cell phones, cameras or ornaments.
Strictly prohibited items include desktop PCs, sound systems, electric heaters, irons, playing cards and illegal drugs. Management cannot be held responsible for the loss of personal belongings or valuable items.

**Student conduct**

Students should also keep away from plagiarism, eve teasing, bullying, sexual harassment, physical attack or harassment, unfair means in the examination, misbehaving with the teachers & staff, destroying the assets of the campus, any kind of theft/stealing, any kind of fighting, any kind of political activities, violation of rules, using a fake visitor’s profile, socially unaccepted relationships with other students, entering in the opposite gender’s dorms, leaving the campus without permission, racism, use of slang, gambling, viewing adult movies, smoking in the non-smoking area, writing on walls or bringing any kind of arms in the campus. Strict action will be taken on any student transgressing these rules.

**Zero tolerance**

Bringing, taking or sharing of drugs on Savar Campus is strictly prohibited. Any student caught doing any of these things will face BRACU’s Disciplinary Committee, and may be expelled from the university. Suspected drug abusers may also be asked at any time to take a urine/blood test, and if the result is positive, he/she will face the same disciplinary procedure. Only prescription drugs recommended by a qualified physician are allowed. If it is required then RS management will search suspected drug abuser’s body, rooms and belongings. Students’ body and their belongings will be searched while they will leave from the Campus and enter the campus from outside.

**What is the protocol for students facing problems with fellow students or the dorm?**

Students should report about any problem to the Dorm Supervisors, Faculty Members or Counselors. If the matter remains unresolved, the problem can be reported to Mr. Jashimuddin Bhuiyan, Senior Dorm Supervisor or Mr. Md. Morshedul Haque, Senior. Dorm Supervisor and in extreme cases, to the Campus Superintendent (CS). Students are required to share their rooms and toilets with their fellow mates. Therefore, students should develop their mindset to adjust and live with others in a community which is one of the major objectives of Residential Semester.
What facilities are available in Savar Campus?

The academic facilities in the Residential Campus include well-equipped classrooms, spacious conference rooms, a rich library with reading areas, and modern computer labs with internet connection. There are comfortable dormitories for students and faculty members, four large dining halls, an auditorium for presentations and meetings, and grounds for outdoor games. Savar Campus also offers medical services, psychosocial support, and sports facilities.

Medical services

The campus has a resident Doctor, and two Staff Nurses. The university has also made institutional arrangements with Savar’s Enam Medical College and Hospital for medical emergencies. However, students have to bear their own medical costs. Students are required to mention previous history of diseases in the health card. Parents are encouraged to share any concerns for their child’s healthcare, which is not included in their health cards, such as drug use. In addition, students are required to mention any proposed doctor’s appointment, along with the doctor’s name (where possible), in the health card, otherwise he/she will not be permitted any leave during the semester in this regard. Students must mention prescribed medicines’ names in the health card and it will be checked by the BRACU Doctor. Students will not be allowed to keep any medicine if it is not mentioned in the health
card and checked by BRACU Doctor. Moreover, students must submit new prescriptions and medicines to the respective Dorm Supervisor during their stay at Savar Campus. Respective Dorm Supervisor will preserve the medicines and students will collect required dosages from him/her time to time.

**Psychosocial supports**

Working with a counselor may help students to see their problems with greater clarity, acquire insights into its origins, and think about how to move forward constructively. Counseling can also help students in making decisions that are right for them. Therefore, to help students in this regard Savar Campus has two male and one female full-time psychosocial Counselors to support students undergoing any kind of personal or social difficulties. However, students are also required to mention any previous history of psychosocial problems in the health card.
Savar campus has the necessary infrastructure for students who wish to play football, cricket, basketball, table tennis, carom, handball, volleyball, or badminton. However, students have to bring their own sports equipment, such as balls, bats, racquets etc.
Residential Semester
Spring-2016
Savar Campus

VISITOR'S PROFILE

Student’s information:
Name:…………………………………………… Dorm:………………………………
Dept:………………………………… ID no.: ………………………
Semester………………….
Signature:…………………………

Mother’s/ Local guardian’s information:

1. Name:…………………………………Relationship:…………………..
Address:…………………………………………………………
E-mail Address:……………………………………………………
Telephone/Mobile No:………………………………………
Signature ……………………………………………………………

Father’s/ Local guardian’s information:

2. Name:…………………………………Relationship:…………………..
Address:…………………………………………………………
E-mail Address:……………………………………………………
Telephone/Mobile No:………………………………………
Signature ……………………………………………………………

Note: Parents day will be observed on January 16, 2016, Saturday from 3:00-5:00pm. Parents/guardian can also visit Savar Campus from 3.30pm-5.00pm, on following Fridays, i.e. January29, February 19, March 11 and April 01, 2016.

Checked and signed by Father/Mother/Guardian

Dorm Supervisor
Campus Superintendent
Residential Semester
Spring-2016
Savar Campus

STUDENT’S PROFILE

Name: (BLOCK Letters, according to your certificate):
_____________________________________________________________________________________

Student’s Mobile No: __________________________ E-mail: ________________________________

Date of Birth (dd/mm/yy) ___/___/________ Marital Status__________ Blood Group________

Dorm------------------- Room No---------------- ID------------------Dept---------------------

Mother’s Name __________________________ Occupation ____________________________

Father’s Name: ________________________ Occupation_______________________________

Brothers and sisters:

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Present Address: ………………………………………………………………………………………………………
…………………. Live with Family [ ] Live in mess/hostel [ ]

Emergency Contact Person: ________________________________________________________________

Relationship: ________________________Tel/Mob: ________________________________

Games you play with proficiency: _____________________________________________________

Interest areas (Music, Debate, Theater, or anything else): ______________________________

Institutions Attended:

SSC/“O” Level ________________________________________________________________

HSC/“A” Level ________________________________________________________________

__________________________ _______________________________
Signature of the student Signature of the Mother/Father
RS Form III

Residential Semester
Spring-2016
Savar Campus

Medicine List & Doctor’s Appointments

Name: (BLOCK Letters, according to your certificate):

___________________________________________________________________________________________

Date of Birth (dd/mm/yy) ____/____/________ Marital Status__________ Blood Group________

Dorm----------------------------------- Room No------------ ID--------------------------------------

Doctor’s Appointment Dates:

Medicine List (Must attach Doctor’s Prescription):

________________________________________

Signature of the student

________________________________________

Signature of the Mother/Father
LIBRARY MEMBERSHIP CARD
(For student only)
Ayesha Abed Library, BRAC University
Savar Campus

Name___________________________________________________ID__________________
Semester_________________Program______________________Dept.__________________
Present address: Room No.______________________________________________________
Dorm Name______________________________________________________________
Permanent address_____________________________________________________________
__________________________________________________Mobile_______________________
Tel ___________________________E-mail: ______________________________
The date you will leave Savar Campus:__________________________________________

Signature of member                 Signature of Dorm Supervisor                Signature of Sr.Asstt. Librarian
                                               A. A. Library, BRACU

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<th>Title</th>
<th>Due date</th>
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Terms and conditions

1. A library member can borrow two books/periodicals for one week. The item/items may be renewed for another week.

2. Borrowed books/Journals must be returned to the library within due date. A fine will be levied if the borrowed materials are not returned to the library on or before due date. Students have to pay:
   a. **Tk. 5.00** (Five) only per calendar day for each Book item (BK).
   b. **Tk. 10.00** (Ten) only per calendar day for each Audio Visual item (AV).
RESIDENTIAL SEMESTER
Spring-2016
Savar campus

Dear Parents,

We are writing to you regarding an issue of real importance.

In the interest of its students’ welfare, BRAC University takes a zero-tolerance stance towards drug use, which has been outlined in the ‘Residential Semester Handbook’ under the section Zero Tolerance:

Bringing, taking or sharing drugs in Savar Campus is strictly prohibited. Any student caught doing any of these things will face BRACU’s Disciplinary Committee, and may be expelled from the university.

Suspected drug abusers may also be asked to take a urine/blood test, and if the result is positive, he/she will face the same disciplinary procedure. Only prescription drugs recommended by a qualified physician are allowed.

Parents are kindly requested to share any concerns with us regarding their child’s potential drug use.

We kindly ask that both parents/guardians to confirm that they have read and understood this letter by signing below:

........................................................................
Name and Signature of Father

........................................................................
Name and Signature of Mother

Thank you for your cooperation in this matter.

Yours Sincerely,

Rehan Ahmed
Campus Superintendent
## Weekly Activity Calendar, Spring-2016

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<th>Weeks</th>
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- **RS Registration**
- **Final Exam**
- **Mid-Term Exam**
- **Mid-Break**
- **Sport**
- **Cultural Program**
- **Experiential Learning Activities**

- **Before Lunch**
- **After Lunch**
"Thereby agree that I will attend the Residential Semester at the BRAC University Savar Campus, and I also understand that failing to complete and/or attend the R$, BRAC University will not grant me my degree." Call it a threat, or a reality check, this document is one of the first things students are asked to sign upon admission to BRAC University. It is a popular saying among BRAC students that students cry before starting the semester, and cry again before leaving the campus and going back home.

The BRAC University Savar Campus, formerly known as the Savar Training and Resource Centre (TARC) under BRAC, has now been formally handed over to BRAC University as the Savar Campus for students to help them brush up their leadership and team building skills and other co-curricular activities for one semester. Ethics is a mandatory course here that allows the students to discuss issues of right and wrong, alongside a Bangladesh Studies course where every student is expected to know extensively about Bangladesh. Being a student currently attending the Savar Semester, I’ve had a few random thoughts in mind, which I will do my best to share on paper.

On my way to Savar, feeling homesick already of course, and wondering what to expect for the next four months and how to endure living a life with only the basic necessities, the unpleasant site of the Rana Plaza came into view. Thousands of people still around the rubble, hoping against hope that like Reshma, one of their loved ones would also be found. For someone who burst into tears when watching a movie, the atmosphere of the Rana Plaza vicinity was simply devastating. Men, who were trained to kill, were fighting tears; debris were still strewn everywhere as the rescue mission gets called off. Business malpractices, greed, dishonesty were the prime causes of broken families and the worst industrial tragedy Bangladesh has yet seen. As students of BRAC University, we see what the wrongdoings have brought our country to. While the wrongdoers of the country are showering their wives with gold ornaments, or sending their kids to the best schools in the world, they are doing so at the cost of lives that could have been fathers or mothers who dreamed to do the same. The whole idea of coming to Savar was indeed kind of surreal. The dilapidated building had a message for me—whatever I am expecting on the Savar Campus, cannot be anywhere near to what I just saw.

BRAC University takes pride in this Residential Semester, because this is what sets their students apart from other students across the country. It is an experience every student treasures; we are trained to be honest citizens of our country, who cherish the importance of integrity and good will. Being rather late in attending this semester, I had to pay the price of attending with fellow juniors who are more than welcoming and obliging. I came here with little expectation, and almost every part of the Savar Campus has superseded my expectations. Teachers are not
just teachers, but facilitates in every way possible; dorm tutors always have welcoming arms outstretched for those who need it, and of course the ever smiling faces of the mamas and khatas who are always obliging to make our stay more comfortable. To me, the RS life is an opportunity for us to bring discipline in our lives, to explore our weaknesses and turn them into strengths, and create a network of friends and colleagues that will last forever.

Active citizenship is what Bangladesh needs now. I expect this semester to be a perfect example of how an institution mobilises every single student to be an active citizen in every aspect of life. Each student is expected to be actively engaged in sports, be the team leader in every discussion in and out of class, and encourage the rest of the student body to build a healthy social capital on campus. Students are expected to perform duties of designated staff allotments, when once a month all maintenance staff are on leave. We always talk about equality and humility, but here we are always taught that it must be done in terms of training, and we are taught to show respect to anyone of any profession, regardless of economic status and/or social distinction, by taking up their roles and experiencing it first hand.

As I write this piece, I am anticipating another 13 weeks at the Savar Semester. I have no doubt that by the end of this term, I will be a better person not only in terms of workplace efficiency but also by character. Being a good human being with honest character traits is what Bangladesh needs now. The brightest business minds will come and go, and Bangladesh will rise again eventually—but it takes a good person to ensure that another tragedy like the Rana Plaza will not take place again. I see the irony of how close I am to the site, and yet still so far away. I feel the only way I can contribute is by investing in the future—something BRAC University is proudly doing to boost these leadership and community service skills. The end result is always the same for each and every graduating BRAC University—active citizens who sees the betterment of the whole rather than the individual through selflessness, humility, and teamwork.

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Experience of Residential Semester at TARC, Savar

"You will cry three times when you come to TARC because you have never stayed away from your family. You will cry again as you leave for your home from TARC. However, this time you will cry twice as much as before since you will not like the place as much as you used to. You will want to stay there forever."

Training And Resource Centre (TARC) as the name implies, is a training centre where students don't only get the training of being educated but also how to survive in this society. The students here do not only extract lessons from the textbooks but also from the surroundings, from their friends and even the staffs as well. This is a unique program of BRAC University called Residential Semester (RS) where the students receive "Education Plus" because they do not only learn how to educate themselves but rather how to lead a better life independently.

Every time, when a BRAC University student gets promoted to their second semester, they have to complete this semester (a four month course) in TARC, Savar. The second semester is being chosen because within this time a BRAC university student gets accustomed with the curriculum system of the university and the pressure of studies is also comparatively low.

The environment of TARC itself is incomparable. It has so much greenery, so many different kinds of small animals and the air is so fresh to breathe that you will definitely fall in love with this place. The whole area is so secured that you can freely walk around. We, the students, live here with our batch mates, with our friends. All of us are of the same age. We study together, chat together, help each other out and stay by each other's side when we have any emotional break down. We share our joys together and our sorrows as well. I got the first taste of getting wet in the rain in TARC which I cannot even imagine in Dhaka.

The most important thing that we learned in TARC is how to make a balance between education and socialization, since excelling in both of them is equally important for leading a better life. Moreover, as we share our rooms with roommates, we learn how to make adjustments and compromises and also how to understand and respect the sentiments of other people. We also develop our communication skills as we have to do plenty of group assignments and we all know how much important communication skill is to compete in the corporate world. All these things combine together to develop our leadership quality.

One distinctive feature of our RS is the social lab. For one whole day, all the staffs of TARC takes a "holiday" and the students get to do the jobs of the staff. Nothing to worry! It is not as hard as it sounds; but rather FUN! The students choose their designation via lottery—a some of them get to become cooks or laundrymen or even admin officer or Campus Super! In my turn I have been a cook and I have to cook (along with others of course) for 135 people! Only then I have realized how hard it is for the cooks to do their job day in and day out and maintain the hygiene as well.

We are also taken to different study tours and these study tours are really enlightening. I was touched when I saw the unprivileged physically disabled and mentally challenged people taking treatment and trying to lead a normal life in CARF (Centre of Rehabilitation of the Paralyzed). It is not to neglect them before but now the whole scenario has changed. Some of my friends have cried as they have been moved too.

Village trips are also included. We have gone to the villages mingled with the villagers and learned how they lead their lives. In this way we know the lifestyles and the way of thinking of different people and have learned how to respect each and every individual of the society.

Guess what? The entire cultural programs in TARC are being organized by the students with a little help from the teachers. To me it was a perfect chance to recognize our hidden talents. I never knew that I can be such a good actress until I acted in the cultural program and never believed that I can ever entertain anyone with my Hawaiian guitar. Some of my friends who have never danced in their life on stage did not even hesitate and had the stage on fire.

Moreover, whenever we have seen our friends participating, we automatically felt the tug in our heart that "If they can do it, I can do it too.

The frequent "coming on stage" raised our confidence level so the peck and cut down all our hesitations.

We even had our own magazine of TARC called "the Weavers" where you can publish your own writings. Besides, we can also explore our creative hobbies such as jewelry making, fruit carving and many more. For both sports loving boys and girls, TARC provides two huge fields where we can play to our heart content.

The resident teachers are also available and they are already ready to help whenever required. The doctors and the counselors are also there to take care of our health.
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