

# Summer 2022 HANDBOOK



Dear Students,

Welcome to the BRAC University Residential Campus! We are excited that you have chosen to join RS for your next semester. Our goal is to provide you with a safe, supportive and comfortable living environment. It's a place to learn, grow and achieve academic success.

You will quickly find that living on campus is a memorable experience that you will treasure for years to come. Your Residence Hall will quickly become your home away from home and is a vibrant and exciting part of campus life. RS is a community. We encourage you to be open to meeting new people, sharing your culture and traditions, and showing respect for yourself and others.

You are probably approaching this time with both excitement and apprehension. There is justification for both feelings. This publication is designed to help you minimize your apprehension, help with your transition to University living, and get you excited about the new semester. Hold onto this guide for reference during the semester. If you have any questions or concerns, please feel free to contact us at any time. We are here to assist and look forward to meeting you. Have an enjoyable and productive semester!

Mir Sadik Faisal  
Campus Superintendent  
Residential Semester  
BRAC University, Savar

## **COVID-19 Student Policy Summer 2022**

Students must adhere to the safety requirements below in order to attend to attend classes on campus in Summer 2022. For the safety of all, repeated violations may result in student disciplinary action.

- You must have Covid vaccination of 2 doses
- Campus access each day will require that you submit to a touch less temperature check, use hand sanitizer, and wear a face mask during the class
- Students must report COVID-19 symptoms and/or exposure to the Campus Doctor.
- If you have a temperature (of 100.4 degrees or higher) or you feel sick, you must stay in your room and let your dorm supervisor know. Contact the Campus Doctor.
- Masks and social distancing (minimum of 6 feet) are encouraged at all times while on campus. Masks must be worn over the nose.
- Classrooms and common areas will be cleaned frequently; disinfectant and hand sanitizer will be available to students
- Wash your hands frequently, for at least 20 seconds each time, and use hand sanitizers, located throughout the campus, when hand washing is not feasible.
- Access mental health support, if needed

### **User's Guide:**

This is your BRAC Residential Campus student handbook. It gives you formal notification and explanation of the University's codes, regulations, policies and procedures, and relevant contact details. It is essential, and your responsibility, to read it. 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 hand book for further understanding of the Residential Semester.** Students must submit duly filled in RS Forms I, II, III, IV and V between May 23<sup>rd</sup> to 26<sup>th</sup>, 2022 from 10 am - 4pm in room **UB10201, UB10202** at Mohakhali Campus.

Note: Rooms with two or three seats will be provided for the students in the dormitories. Students may select their own roommates. However, during the submission of health card and students'/visitors' profiles, all two/three students for a particular room must be present and take part in the lottery to get their rooms. Phone calls/applications will not be entertained while selecting roommates if someone is absent.

## **Attendance Policy for Residential 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 **Dean, School of General Education**, 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. For emergencies, a student can be absent for a maximum of four consecutive classes (of a particular subject) 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 might 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 10 marks (5 marks for each course) will be distributed among 2 courses – EMB and HUM for attendance as well as active participation in the following programs:

<b><u>EMB101:</u></b> ? 1. Story of BRAC 2 . Diversity and Inclusion 3. Public Health	<b><u>HUM103:</u></b> ? 1. Awareness on Drug Dependency  2. Grooming & Etiquette
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### **Important Information**

1. ***EMB101, HUM103 and BNG103 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 Residential Campus within the following semester.***
2. ***All students must attend two of the three field visits (BRAC Programs, Liberation War Museum and the visits to different places of worship) organized from RS. No makeup option for these activities will be available In addition to the field visits, students must take part in co-curricular activities linked to hobbies and personal growth as well as civic engagement and service learning, as designed and offered by RS.***



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## **BRAC University's Residential Semester Residential Campus**



BRAC University's (BRACU) residential semester (RS) 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 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. The Residential Semester emphasizes four areas (that facilitate the adaptation process and foster the values). The areas are:

- *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.*
- *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.*
- *Providing a holistic education, through critical academic learning, extracurricular and experiential activities.*
- *Improving communications skills*
- *Building empathy*

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## **COMMUNITY & HALL LIVING**

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Residence semester provide environments that complement the teaching and learning mission of the University. Living in a community setting promotes the development of young adults and offers growth opportunities not offered in a single-family unit or apartment. To accomplish an atmosphere of cooperation, respect, and open communication, students are encouraged to:

- Show respect and appreciation for others
- Be an active member of their community
- Know, understand, and observe university policies
- Maintain and respect the physical environments of the campus

- **SHARING A ROOM**

The RS Life recognizes that for many students, moving on campus may be the first time a student shares living space with another person. For this reason, it is important for students to communicate with one another openly about how they will effectively share a room.

Below are a set of expectations regarding how you are expected to behave when living with a roommate:

- Set guidelines to determine what is expected of each other
- Communicate openly and honestly to create a comfortable environment
- Accept and celebrate diversity in differences, backgrounds, and choices
- Compromise and co-operate to ensure safe and positive living spaces

- Address issues face-to-face when they arise
- Respect privacy and personal belongings

Many roommate conflicts arise when students do not communicate about their needs to their roommate and instead voice concerns to others. Our initial response is not for these roommates to be separated, but rather to encourage the students to talk openly about concerns over their shared living space. It is important that all students and parents realize that concerns about sharing belongings and space, socialization, and student habits are commonly expressed "roommate conflicts." In most cases, these problems can be resolved through open communication. Learning to resolve difficulties through communication is an important part of the educational process, and all students will be expected to participate in this critical step before further measures (such as a room change) are taken. In most of the cases, students will be unable to move because no additional spaces are available.

### **DINING SERVICES**

Students will be served Breakfast, Lunch and Dinner in due time in the dining hall. In addition, they will be served snacks twice a day - once in the morning and once in the afternoon. We have a dedicated dining staff who will serve the students round the clock.

### **FURNISHINGS**

Your room is equipped with a basic complement of furniture. Room furnishings include a desk, desk chair, window coverings, single bed, and closet for each student. Furniture may not be moved from student rooms. Furniture placed in lounges and public areas is for the use of all students.

### **HOUSEKEEPING**

The Room Service Attendants (RSA) in your dorm do a great deal to make it a more comfortable place to live. The clean appearance of hallways, rest rooms, and lounges are due to their efforts. RSAs are not expected to clean unnecessary mess made by students. Your cooperation in caring for the facilities will create a pleasant atmosphere. RSAs will make up your room and clean the floors on a daily basis.

### **INTERNET ACCESS**

Students will get free WiFi in the common WiFi zones in their dormitory, computer lab, library, and in the academic building.

## RS STANDARDS

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### **HARM OR THREAT OF HARM:**

Harm or threat of harm violations occur when students compromise the physical or psychological wellbeing of any member of the university. Violations may include, but are not limited to, the following:

- a. Assault or any misconduct
- b. Verbal and non-verbal aggression
- c. Physical abuse, verbal abuse, intimidation or bullying through direct or indirect manners, in person, in writing, in social media or via other electronic means
- d. Harassment or sexual harassment
- e. Sexual assault and sexual battery are both considered crimes of violence
- f. Stalking or cyber-stalking
- g. Possession or use of firearms or other weapons (including replica weapons), explosives (including fireworks) or incendiary devices

### **DRUG OR ALCOHOL USE:**

Drug violations occur when students are not in compliance with the University Code with respect to illegal drug use, including:

- a. Possession or use of drug paraphernalia
- b. Indications of personal use of illegal (non-prescription) drugs
- c. Indications of trafficking illegal drugs and alcohol in RS
- d. Possession or consumption of Alcohol

Suspected drug abusers may also be asked at any time to take a urine/blood test, and if the result is positive, she/he will face disciplinary action. Only prescription drugs recommended by a qualified physician are allowed. If it is required then RS management will search

suspected drug abusers' 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

### **EXPLOSIVES, CHEMICALS, OR HIGHLY COMBUSTIBLE MATERIALS**

Chemicals, explosives, or highly combustible materials that are potentially dangerous or damaging to the buildings or their occupants are prohibited in and around RS. These include, but are not limited to, firecrackers, gasoline etc.

### **FIRE SAFETY FEATURES**

a. Fire extinguishers are designed to fight small fires. Some important guidelines are:

- Find out where they are located and what kind of fires they are designed to fight.
- Learn in advance how to operate them properly.
- Do not block access to extinguishers.
- Report all extinguishers that are missing, damaged, or have been discharged.
- Do not empty fire extinguishers as a prank.

b. Fire Alarms

- Know where alarms are located.
- Learn how to activate them.
- If you hear a fire alarm, alert as many people in the building as possible and evacuate the building.

### **ELECTRICAL SAFETY**

- Do not connect multiple extension cords together.
- Extension cords should never be used on a permanent basis.
- Do not place cords under doors and do not pinch them with furniture.

### **GAMBLING**

Gambling in RS is prohibited, i.e., activities played for money or any other item representative of value.

### **MISUSE OR VANDALISM OF PROPERTY/THEFT**

Unauthorized possession, use or misuse, removal, defacing, tampering, damage or destruction of university property or the property of others is prohibited.

**ELEVATORS** In order to keep the elevators in safe working condition, the following actions are prohibited and could result in disciplinary action:

- Intentional damage and/or vandalism to the elevators, such as prying elevator doors open, jumping, etc.
- Overloading the elevator.
- Use of emergency alarms and emergency stops in non-emergency situations. If you are trapped in an elevator, sound the alarm and wait for help to arrive before attempting evacuation

### **STUDENT OVERALL CONDUCT**

Students should also keep away from plagiarism, using 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, viewing adult movies, writing on walls or bringing any kind of arms in the campus. Strict action will be taken on any student transgressing these rules.

### **PERSONAL SAFETY TIPS**

- 1) Make sure to lock your door and windows when you leave your room and hall
- 2) Be aware of your surroundings and keep valuables out of sight.
- 3) Report any instance of theft, sexual assault, aggression, bullying or any other abusive behavior.

## **VIOLATION ASSESSMENT GUIDE**

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### **LEVEL ONE VIOLATIONS**

- A small or relatively minor infringement on the rights of any number of Students or Residence staff or university official has occurred
- It is reasonable to believe the violating student did not understand the rule and/or the resident can learn from the mistake
- The behavior does not reasonably suggest a safety concern for the resident or the community

### **LEVEL ONE SANCTIONS:**

- Spoken warning
- Immediate restrictions imposed or associated items confiscated
- Corrective actions that reimburse or recover losses
- Restorative actions that aim to restore relationships and/or good standing in the community

### **LEVEL TWO VIOLATIONS**

- Repeat of a level one offense despite previous sanctions
- Failure to comply with a level one sanction
- A direct or indirect significant infringement on the rights of any number of students
- Failure to respond to reasonable requests by a residence staff member or other university official
- Behavior presents a safety concern for the students or the community
- Behavior is illegal

### **LEVEL TWO SANCTIONS:**

- Any level one sanction or combination of sanctions
- Written warning and/or creative sanction
- Restrictive actions that limit students access to specific areas of residence in their entirety or during specific time frames

- Demonstration of help-seeking requirement to show that support has been sought from family, community
- Forward the issue to proctor office

### **LEVEL THREE VIOLATIONS**

- Repeat of a level two offense despite previous sanctions
- Failure to comply with a level two sanction
- A severe infringement on the rights of any number of students
- The behavior presents an immediate safety or security threat
- Any behavior warranting removal including significant disturbance to the community, unreasonable reactions and responses to roommates, staff and fellow students, or unreasonable demand of resources

### **LEVEL THREE SANCTIONS:**

- Any level one or level two sanction or combination of sanctions
- Final warning and probation, meaning the student can and will be evicted upon the next specified offense
- Eviction and/or removal with notice (weeks or months)
- Eviction and/or removal without notice (24 or 48 hours)
- Forward the issue to proctor office

## FREQUENTLY ASKED QUESTIONS (FAQS)

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### ***When do students go to Savar for the Residential Semester?***

Students are eligible to attend the RS in their third semester, after completing their first semester at Mohakhali to a satisfactory standard. This requires students to

- Attain a minimum CGPA of 1.5 and
- Passed the ENG091 course.

### ***Is the Residential Semester compulsory?***

Yes, completing the RS is compulsory for all BRACU students. Students who fail to attend this program will not be able to graduate from BRAC University.

### ***Where is the Residential Campus located?***

Away from urban congestion, BRAC University's Residential 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, Emergence of Bangladesh, Ethics & Culture, and Bangla Language and Literature. 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.



**N.B.** Students need to buy course materials from Ayesha Abed Library at Residential 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?***

Experiential Learning is an integral part of the RS curriculum. All courses are designed to provide opportunities for students to engage in different activities and reflect on the experiences to have a broader understanding of the issues and develop critical ways of thinking. In addition, mandatory field trips and workshops will encourage students to reflect deeply on their identity, the world around them and the choices they have to make a difference.

***Why are activities outside of the campus important?***

Activities outside the campus are important for students to 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 are awarded to students who successfully complete a Residential Semester activity e.g. Yoga, Debate, Quiz, Creative Writing, Photography, Drawing, & Sketching, Painting and so on. Students, who will miss more than two activity classes, will not get the activity certificates.

Taking part in one Residential Semester activity is mandatory.

**N.B.** Students need to pay BDT 500 for taking part in couple of activities such as: Yoga & Meditation, Animation and Film Making, Drawing and Sketching, Ikebana, Presentation Skill, Film Making etc.

***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.

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

Only nominated visitors, preferably parents, are allowed to visit the students on Parents' Day:

**June 10 & 11, 2022 Friday and Saturday from 3:00pm-5:00 pm.** They may also visit the campus from 3:00pm-5:00pm on : June 24 & 25, 2022 and August 12 & 13, 2022.

Visiting parents must ensure that they are immune.



***How frequently can students leave Residential 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 in exceptional circumstances. They will be 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' Days. These visits must comply with Covid procedures and guidelines.

***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, hair straightener, and illegal drugs. Management cannot be held responsible for the loss of personal belongings or valuable items.

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

Students should report about any problem to the Dom Supervisors, Campus Management Officers, Faculty Members or Counselors. If the matter remains unresolved, the problem can be reported to Assistant Campus Superintendent and in extreme cases, to the Campus Superintendent (RS).

***What facilities are available in Residential Campus?***

The academic facilities in the Residential Campus include well-equipped classrooms, spacious conference rooms, a rich library with reading areas, modern computer labs with internet connection, and Wi-Fi connectivity. There are comfortable dormitories for the students and housing facilities for the residential faculty members and staff, three storied large dining halls,



an auditorium for presentations and meetings, and grounds for outdoor games. Residential Campus also offers medical services, psychosocial support, and sports facilities

***Medical services***

The campus has two resident Doctors, two Staff Nurses and 24 hours ambulance service. 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 abuse of drugs, psychosocial issues. 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 university Doctor. Students will not be allowed to keep any medicine if it is not mentioned in the health card and checked by BRAC University Doctor. Moreover, students must submit new prescriptions and medicines to the respective Dorm Supervisor during their stay at Residential 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, Residential Campus has male and 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.



### ***Sports facilities***

Residential Campus has the necessary infrastructure for students who wish to play football, cricket, basketball, handball, volleyball, badminton, table tennis or carom. However, students have to bring their own sports equipment, such as balls, bats, racquets etc.





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**RS Form I**

**Residential Semester  
Summer 2022  
Residential 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**.....

Photo of the Student
Photo of Mother
Photo of Father

**Note: Parents day will be observed on June 10 & 11, 2022 Friday and Saturday from 3:00pm-5:00 pm. They may also visit the campus from 3:00pm-5:00pm on : June 24 & 25, 2022 and August 12 & 13, 2022.**

\_\_\_\_\_  
**Checked and signed by Father/Mother/Guardian**

\_\_\_\_\_  
Dorm Supervisor Campus

\_\_\_\_\_  
Assistant CS, Residential





**Residential Semester  
Summer 2022  
Residential Campus**

**Medicine List & Doctor's Appointments**

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

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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):**

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Signature of the student

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Signature of Mother/Father



RS Form IV

**BRAC University**  
**Residential Campus, Savar**  
**Summer-2022**

BRAC University provides transport to carry the students from Mohakhali to Residential Campus, Savar and vice versa. However, students are also allowed to use personal transport as well.

**Please put tick mark in the box**

**For arrival in RS**

I will use personal transport	<input type="checkbox"/>	I will avail BRACU transport	<input type="checkbox"/>
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**For departure from RS**

I will use personal transport	<input type="checkbox"/>	I will avail BRACU transport	<input type="checkbox"/>
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.....  
Name and Signature of the students  
ID:



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**RESIDENTIAL SEMESTER**  
**Summer -2022**  
**Residential Campus**

**RS Form V**

Dear Parents,

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

In the interest of the student’s welfare, BRAC University takes a zero tolerance stance towards drug use

*Bringing, taking or sharing drugs in Residential Campus is strictly prohibited. Any student caught doing any of these 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 both parents/guardians to confirm that they have read and understood the rules and regulations by signing below.

.....  
Name and Signature of Father

.....  
Name and Signature of Mother

Thank you for your cooperation in this matter.

Yours Sincerely,

Mir. Sadik Faisal  
Campus Superintendent  
BRAC University  
Residential Campus



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**RESIDENTIAL SEMESTER  
RESIDENTIAL C A M P U S**

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