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 hand book for further understanding of the Residential Semester. Students must submit duly filled in RS Forms I, II, III, IV and V between January 05, 06 and 07, 2020 from 10 am - 4 pm in room UB10201, UB10202 at Mohakhali Campus.

The location map is a guide to reach to Residential 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.
Brac University's (BracU) Residential Semester (RS) at the Residential Campus, Savar 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 emphasizes four areas (that facilitate the adaptation process and foster the values). The areas are mentioned below:

- *Improving communications skills, especially in English.*
• 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 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 1.50 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 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?**
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 Lab, Brac Programs Visit, Liberation War Museum Visit, Lalbag Fort Visit, 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 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 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 TK. 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.

**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 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’ Days. **Parents day will be observed on January 17, 2020, Friday from 3:00-5:00pm.** Parents/guardian can also visit Residential Campus from 3.30pm-5.00pm, on following Fridays, i.e. February 07, March 06 & 27, 2020

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 straighter, 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 in Residential Campus is strictly prohibited. Any student caught doing any of these things will face Brac University'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, she/he 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 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. Certain areas of the campus and common areas of boys' dormitories are covered by CC Cameras.

**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 Mr. Md. Morshedul Haque, Assistant Campus Superintendant and in extreme cases, to the Director (RS).
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 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 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.

Contact Information:
Mr. Morshedul Haque
Assistant Campus Superintendent
Residential Campus, Brac University
E-mail: morshedul@bracu.ac.bd
Residential Semester
Spring 2020
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……………………………………………………………………

Note: Parents day will be observed on January 17, 2020, Friday from 3:00-5:00pm. Parents/guardian can also visit Residential Campus from 3.30pm-5.00pm, on following Fridays, i.e. February 07, March 06 & 27, 2020

___________________________________________
Checked and signed by Father/Mother/Guardian

Dorm Supervisor

Director, Residential Campus
Residential Semester
Spring-2020
Residential 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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Remarks</th>
</tr>
</thead>
</table>

Present Address: ........................................................................................................................................
................ Live with Family       Live in mess/hostel

Emergency Contact Person: ____________________________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 Mother/Father
RS Form III

Residential Semester
Spring-2020
Residential 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 Mother/Father
Ayesha Abed Library
Membership Activation Form

Name: ___________________________________________________

Department: _______________________ Program: ______________ ID: _______________

Present Address: _____________________________________________________________

Permanent Address: __________________________________________________________

Mobile: (+88) ____________________ Email: _____________________________________

**Terms & Conditions**

1. Submit one copy of *passport size photograph*.
2. Submit photocopy of your *Student ID* (*Digital ID card is not accepted*)
3. **Borrower must present Student ID card to borrow library materials. Please note that Digital ID card is not accepted in Library.**
4. A student can borrow **four books** for **one week**.
5. Item(s) on loan may be renewed if no one else has requested them. Renewals may be done in the following ways:
   - On the web (*library.bracu.ac.bd*).
   - By presenting the books at the circulation desk.
   - Via the telephone. (02) 9844051 EXT: 4052; IP-Phone: 09617445073.
6. Overdue fines:
   - Tk. 5.00 (five) only per calendar day for each book.
7. Borrower will not be able to borrow if he/she has overdue. Borrowing privileges will be suspended until the item/s is/are returned and the penalty for non-returned item/s is/are paid. Notices will be served through e-mail & SMS.
8. Borrowers are responsible for checking that e-mail & SMS.
9. Holds may be placed for materials that are currently checked out through the online catalogue system. Borrowers will be notified for pick-up when the item is returned.
10. Borrower can recall for currently loaned items in urgent need by contacting circulation desk. BracUniversity library reserves the right to recall borrowed materials before the due date.
11. Lost items must be replaced by a new copy of the same item(s) or pay a replacement cost of two times current price of the item.
12. University Library may share your search history and contact details (name, email, & department) with publishers.
   Please check the detailed policy at *library.bracu.ac.bd*

Temporary Password* (Min. 6 Chars): ________________ Submission Date: __ / __ / ______
*You are requested to change this password after first login

BracUniversity, Savar Campus

____________________  ____________________  ____________________
Signature of the Student           Dorm Supervisor           Sr. Assistant Librarian
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 Residential 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 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
Director
Brac University
Residential Campus
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 Director 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 Associate Vice President, Student Life, 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 Director 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 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:

   **EMB101:**
   1. Story of Brac
   2. Diversity and Inclusion
   3. Public Health

   **HUM103:**
   1. Drama titled, “Socrates-Er-Jabanbondi”
   2. Awareness on Drug Dependency
   3. 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. *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.*
“The Residential Semester has helped us to socialize with our peers. We have learned how to adjust in an unknown environment and help each other,” shared Shuchok and Sadia, students of BRAC University, about their unique experiences from attending the residential semester three months ago.

Lately, a growing tendency towards browsing through social media and electronic gadgets on their phones and computers has been observed among students. Although it enables them to establish vibrant communications with each other virtually, it cannot dim the importance of maintaining direct interactions with their peers. Direct interactions broaden a person’s outlook and give him/her a more credible idea about society. Again, one notices that a large portion of students are unaware of the national and international news and events. As students carry on their daily activities, they seldom pay attention to issues that have impact on their surroundings and society. Moreover, the over-usage of social media has a deleterious effect on people’s ability to communicate directly with their fellow human beings. Keeping such realities in mind, the Residential Semester has been designed for the students of BRAC University, with an aim to bring about qualitative improvement in students’ social skills.

It is a unique programme among the private universities of Bangladesh that provides students with opportunities to meet and closely interact with people from diverse backgrounds. Each semester, some 500 students spend about three months at the BRAC University residential campus at Savar, living in dormitories, attending classes, taking their meals, and participating in different co-
curricular and social activities. Each of these daily activities give them the chance to communicate with each other and thus, improve their interactions with people, aiding them in acquiring communication skills that will give them a competitive edge in the job market.

RS, which is compulsory for all students of BRAC University, is a requirement for the fulfillment of their degree. It aims at improving students’ communication skills, leadership skills, patriotism, morality and global competitiveness. Kibitia, a former RS student, observed that the residential semester improved her sense of responsibility towards herself and others. While living at the campus, she learned to take responsibility for seemingly regular tasks like locking her door, switching off the fan and light in her room, preparing herself to get ready on time to attend classes and a range of works that she reminisced, never noticing so minutely before. Surely, at different stages of life, everybody needs to learn how to develop themselves as a mature and responsible human. However, in our social system, as long as we live with our parents, we seldom face the necessity to take responsibility for our own actions. It is only when we live away from home that most people in the society learn and develop certain social skills which are expected from responsible human beings. RS strives to provide this opportunity to the students of BRAC University and aims at shaping the students into responsible human beings.

Rayon, another former RS student, observed that the residential semester has provided him with the unique opportunity to see the life of other people closely and refrain from being judgmental about others. Simultaneously, he realised that all jobs in the society are important and that, people need to respect one another, irrespective of their social standing. This, he felt was the most significant leaning from his experiences from the Social Learning Lab program. During the course of the semester, every student participates in the social learning lab, a unique learning program where the students take over the responsibility of running the residential campus for an entire day. They not only take over the role of the administrative officers, but also work as cleaners, gardeners, chefs, cooks, labourers, and so on. Rayon admitted that he did not hold much respect for these people, but ever since his experience at RS, he has learned to appreciate the people working in these professions. He realises that these people are an integral part of society, they deserve to be respected; the value of their work must be recognised, and all must contribute to creating a congenial working atmosphere for them. Rayon, like many other RS students, has learned to be empathetic towards people belonging to all walks of life.

RS is a pool of students coming from a wide array of backgrounds and possessing different habits, and they all need to co-exist in a residential life. Their daily practices are often absolutely opposite to one another. For instance, some like to keep the light on while sleeping while others prefer to keep it off. Jefroon shared her RS experience in this regard that living with people of different kinds of practices actually helped increase her tolerance level and learn how to negotiate with each other. Such social skills, like learning to co-exist, would not only help them in their everyday life as a student but would also contribute to their professional and social lives, later on.

After the completion of a Residential Semester, positive changes are reflected in the behaviour of students that set them apart from others. The experiences they share about their stay in RS and its impact on their life, assert that it has played a vital role within the university education system in building future leaders of our country. We hope that more students will benefit and learn vital social skills by being a part of the Residential Semester and shape up to be great leaders.

The Writer is the Director of Brac University, Residential Campus
Established in 2001, BRAC University (BRACU) is now one of the leading private universities in the country. The university has four schools, three institutions and seven departments. Currently, the university operates 32 academic programs of which, 16 are undergraduate and the rest are postgraduate programs.

One of the things that separates BRACU from other private universities is its Residential Semester (RS), which takes place at the university’s residential campus located in Savar.

Away from the hassles of this megacity, the RS program is compulsory for every undergraduate student at the university. The students have to spend three months at the residential campus. The RS curriculum is specially designed to develop the students’ leadership skills, to help them understand what it’s like to live away from their families, and most importantly, to cultivate their interpersonal abilities that will allow them to grow up as responsible citizens.
The RS offers a variety of programs and activities, much of which, are mandatory for the students to take part in. But perhaps the most intriguing and influential one from the list, is the Social Learning Lab (SLL).

The SLL program is experiential learning at its best. It is an exercise where the students attending the RS are tasked with the duties of the staff, who work relentlessly behind the scenes at the residential campus. The students put themselves in the shoes of these staff members for a day and experience life from their point of view.

From running the entire residential campus as the Campus Superintendent, or managing resources and purchases as the accountant, to ensuring that the entire campus is neat and tidy by taking on the role of a cleaner, the responsibilities the students are tasked with vary greatly. Some will have to cut the grass, some get to wash bed sheets at the laundry and some take on the responsibility of preparing lunch as cooks.

Early in the morning on the day of the exercise, the students are briefed on their tasks for the day from the supervisors or the staff members themselves. Then, they get to work, as faculty members monitor them. They are all on the clock as each work has to be finished in due time.

Most of the students take on these roles without prior experience. The guy trying to cook a meal, most likely never went near a kitchen. The ones assigned to maintain the cleanliness of the campus have perhaps never held brooms. Even if they did, they did so for themselves at home and not for such a large group of people or at such a large area. But that’s the point of this program. These students will not be judged on how good the meal is or how clean the fields look. They are observed by the faculty members to see the efforts they put in and the dedication they show. After all, the biggest and most important takeaway from this is not only the fun and experience, but also the lesson of empathy.

The SLL program helps students to understand that no job is easy to do. In spite of being told so over the years, having experienced how difficult such jobs can be, students will be able to relate to the hard labour and pain the staff have to go through just to make sure that everything functions in a proper and timely manner. It can be easily assumed that these students will think twice before looking down upon any profession.

Overall, BRACU’s effort to deliver the valuable lesson of empathy to its pupils is quite admirable. It is hoped that this program will allow these young souls to have a better understanding of the people around them. Such experiential programs can be undertaken in many other fields of our education which will surely have a huge impact the way we learn.