



Inspiring Excellence



Handbook

Spring 2024

Dear Students,

Welcome to the BRAC University Residential Campus! We are excited that you have been chosen to join RS for your next semester. Our goal is to provide you with a safe, supportive and comfortable educational and 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 to 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

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 students and parents to go through the hand book for further understanding of the Residential Semester. Students must submit duly filled in RS Forms I, II and III.

Note: Rooms with two (only for female) or four seats (both male and female) 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 / four 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

Attendance in campus:

- ✧ 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.
- ✧ 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.

Attendance in Class:

- ✧ 90% Class attendance is a must to appear in the final examination.
- ✧ 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.
- ✧ Altogether if a student misses more than four classes in any circumstances, he/she might



be barred from sitting for the final examination.

Marking for attendance/Participation:

- ✧ To get full marks for attendance/ Class participation (which is 10), one student has to be present/ ensure active participation in all the classes held in that particular section.?
- ✧ For each absence, 0.5 mark will be deducted from the attendance marks.
- ✧ A total of 5 marks will be included in ENG Course (All Module) for attendance as well as active participation in the following Seminars:
 - Session on BRAC
 - Awareness on Drug Dependency

These sessions are mandatory for all the students

- ✧ A total of 10 marks (5 marks for each course) will be distributed among 2 courses – EMB 101 and HUM 103 for attendance as well as writing Reflection/Presentation in the following programs:
 - Liberation War Museum visit
 - Social Learning Lab (SLL)
- ✧ A total of 2 marks will be included in BNG Course for attendance as well as active participation in the following Programs:
 - Civic Engagement Program
 - RS Co-Curricular Activity
 - The Duke of Edinburgh Program

It's mandatory for Students to enroll his /her name in at least one, out of these 3 programs.

Important Information

1. EMB101, HUM103 and BNG103 courses are not offered in Main 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 visit the Liberation War Museum and Social Learning Lab (SLL) organized by 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.



Residential Campus

BRAC University's (BRACU) residential semester (RS) is unique among 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 on the following areas

- ✧ 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

Community and Hall Living

Residential semester provides 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 Wi-Fi in classrooms, Wi-Fi zones in their dormitory, computer lab, library and in the Anandapur. There will be no Wi-Fi available in the dormitory rooms.

RS STANDARDS

Harm or Threat of Harm:

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

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

Zero Tolerance Policy on Drugs:

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

- Possession or use of drug paraphernalia
- Indications of personal use of illegal (non-prescription) drugs
- Indications of trafficking illegal drugs and alcohol in RS
- 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 :

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.



•

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.
- The last person leaving the room must turn off the lights and Fans.

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

Students 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, Drug abuse or any other abusive behavior.



VIOLATION ASSESSMENT GUIDE

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

- Apology letter from the student
- 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 (FAQ)

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 Main to a satisfactory standard. This requires students to

- Attain a minimum CGPA of 1.5 (overall)/ attain a minimum CGPA of 2.0 (those who are newly admitted in Summer 22 and onwards)
- Pass the English 091(ENG 091) 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 Composition 1 (ENG 102), Emergence of Bangladesh (EMB 101), Ethics & Culture (HUM 103), and Bangla Language and Literature (BNG 103). 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.

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?

Certificates are awarded to students who successfully complete a Residential Semester activity. Students can sharpen their skills where they have special interest. As they will be spending 3 months in RS this extra-curricular activity will give them additional boost on their field of interest.

Students, who will miss more than two activity classes, will not get the activity certificates.

Activities offered in RS are:

SL	Name of the Activity
1	Guitar playing- Advance level
2	Guitar playing- Beginner level
3	Graphics Design- Beginner level
4	Dance
5	Drawing and Sketching Beginner level
6	Drawing and Sketching Advance level
7	Presentation Skills
8	Graphics Design- Advance level
9	Photography
10	Basics of Robotics
11	Jewelry Making/ Crafting
12	Yoga & Meditation Male
13	Animated Film Making - Advance Level
14	Animated Film Making - Beginner Level
15	Martial art (Female)
16	Painting/ Folk art
17	Glass Painting
18	Web development- Advance Level
19	Web development- Beginner Level
20	Mushroom Cultivation

21	France Language
22	Japanese Language
23	Zumba
24	Yoga & Meditation Female
25	App development
26	E- Game development
27	Block & Batik Design
28	TV News Presentation
29	Stage Drama
30	German Language
31	Chinese Language
32	Spanish Language
33	Youth leadership
34	Taekwondo
35	Civic engagement: Srijon ICT & SRHR program
36	Civic engagement: Shohojatri program
37	Civic engagement: Amra Notun Network
38	The Duke of Edinburgh's Award

What is 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 (not more than 2 person) are allowed to visit the students on Parents' Day:

February 1 & 2, 2024 from 3:00pm-5:00 pm

March 8 & 9, 2024, from 3:00pm-5:00 pm

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.

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), umbrella etc. They should also bring personal toiletries, stationary for classes, and any required medicines.

Two or four seated rooms with beds, bed covers, pillows, pillow covers and mosquito nets are provided from RS.

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 Dorm 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, psycho-social 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 Ship International Hospital Uttara, Enam Medical College and Hospital Savar 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, psycho-social 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.

Psycho-social 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 Psycho-social Counselors to support students undergoing any kind of personal or social difficulties. However, students are also required to mention any previous history of psycho-social problems in the health card.

House Championship:

RS 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 gears.



**Residential Semester
Spring-2024
Student Profile**

Student's information:

Name:
 ID..... Department Semester.....
 Date of Birth Marital Status
 Blood group Dorm Room No

Photo of Student

Mother's/ Local guardian's information:

Name..... Relationship:
 Occupation.....
 Address
 Mobile No: Signature

Photo of Mother

Father's/ Local guardian's information:

Name: Relationship:
 Address:
 Mobile No: Signature

Photo of Father

Students Present Address: Lives with family Lives in a hostel, Specify
 the address

Emergency contact person's Name
 Relation:..... Mobile No:.....

Dormitory incharge

Assistant CS, Residential Campus



BRAC University
Residential Campus, Savar
Spring-2024

BRAC University provides transport to carry the students from Main Campus 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		I will avail BRACU transport	
-------------------------------	--	------------------------------	--

For departure from RS

I will use personal transport		I will avail BRACU transport	
-------------------------------	--	------------------------------	--

***Those who will use the BRACU transport are advised to carry maximum of 2 big Luggage or 3 medium Luggage**

***Be certain to have your personal information clearly written on luggage tags**

.....
Name and Signature of the students
ID:

STUDENT CONSENT FORM - ZERO TOLERANCE POLICY FOR DRUGS

To,
Campus Superintendent
Residential Semester
BRAC University

I,, hereby acknowledge that I have read the RS handbook and I am fully aware of and understand the "Zero Tolerance Policy on Drugs" enforced by BRAC University. By signing this consent form, I affirm that I have been provided with the necessary information regarding the university's stance on drug use, possession, distribution, and related activities.

I understand that the Zero Tolerance Policy on Drugs is a fundamental aspect of BRAC University's commitment to maintaining a safe, healthy, and productive educational environment for all students, faculty, staff, and visitors.

By signing below, I acknowledge the following:

- 1. I have been informed about BRAC University's Zero Tolerance Policy on Drugs and the potential consequences of violating this policy.**
- 2. I understand that drug use, possession, distribution, or any involvement in drug-related activities is strictly prohibited on the university premises.**
- 3. I am aware that if suspected of drug abuse, I may be asked to take a urine/blood test, and if the result is positive, I have to face disciplinary procedure.**
- 4. I am aware that violating the Zero Tolerance Policy on Drugs can result in disciplinary actions, which may include but are not limited to, suspension, expulsion, legal action, and reporting to appropriate authorities.**
- 5. I acknowledge that I have read, understood, and agreed to comply with BRAC university's Zero Tolerance Policy on Drugs.**

Student's Full Name: _____

Student's Signature: _____

Date: _____

Witnessed by

Parent's Full Name: _____

Parent's Signature: _____

Date: _____



Inspiring Excellence

RESIDENTIAL SEMESTER
RESIDENTIAL CAMPUS
Khagan, Birulia
Savar, Dhaka - 1216
www.bracu.ac.bd