STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

Whereas an environment of peace and civility is a pre-condition to the pursuit of higher learning in a university, and whereas the ULAB, hereinafter called the University, is determined to maintain the said enabling environment, free from indiscipline, disorder and violence.

Now therefore, the University makes and adopts “Student Code of Conduct and Disciplinary Procedures” for the purpose stated above.

Part 1: Definitions

Unless the context otherwise requires, definitions of offenses are given below (in alphabetic order):

| A. Academic Dishonesty / Plagiarism | Cheating, presentation of someone else’s work as your own, preparing work to be used for someone’s works, knowingly furnishing false information about academic matters to an university official are acts of academic dishonesty. Plagiarism is using others’ ideas, words, concepts, images, or intellectual property in general without clearly acknowledging the source of that information. Please refer to the ULAB Plagiarism Policy. |
| B. Copyright Infringement | The ULAB logo, publications, audio-visual productions and other media materials are the official property of the university. All creative works of students (even in form of raw footage) done under offered courses are also considered as university property. No one may use the logo, video, photographs and other media materials without written authorization. |
| C. Cyber-Crime | Misbehaviour and crimes committed through email, blogs, social networking sites, ULAB network or ULAB Web Portal, or mobile phones such as: fraud, cheating, identity theft, harassment, pornography, subversive activities, indecent behaviour, software and media piracy, web-site vandalism, release of viruses or worms, spam, advertising, spying, hacking, and cyber-bullying. Please also see the ULAB IT Policy. |
| D. Damage of Property | Vandalism, arson, wilful act or reckless behaviour leading to damage or destruction of University property or the property of others is damage of property. |
| E. Disobedience | Failure or refusal to obey University rules or someone in authority is an act of disobedience. |
| F. Disorder | Application of force or coercion intended to solicit support or obtain signatures to show support or compel any member of the University to participate in activities subversive of discipline or of functioning of University is an act of disorder. |
| G. Disorderly Behavior | Any breach of University rules, regulations or policies is an act of disorderly behaviour. |
| **H. Disruption** | Disruption is an act or a combination of actions by an individual or a group of individuals, who interfere with the smooth and regular functioning of the University. Authorised officers of the University have the right to restrain or prohibit such disruptive behaviour and take such other action as may be deemed fit and proper. |
| **I. Drugs** | Use, production, distribution, sale, possession or stashing of drugs in a manner prohibited under law is an offence. This includes, but is not limited to, alcohol, marijuana, stimulants, narcotics, and the misuse of prescription drugs. |
| **J. False / Frivolous Complaints** | Making a complaint to the University authority in an attempt to mislead, misuse or impede university protocols is a false or frivolous complaint. |
| **K. Fraud** | Providing false information in order to derive benefit by forging of documents, records, etc. is an act of fraud. Fraud includes, but not limited to: knowingly reporting a false emergency; misuse or falsification of university or related documents by actions such as forgery, alteration, or improper transfer; submission of information known by the submitter to be false to a university official. |
| **L. Indecent Behavior** | Any behaviour or expression intended to tease or annoy members of the opposite sex or use of otherwise improper words, gestures, clothing or acts is indecent behaviour. |
| **M. Intolerance** | All members of the University are expected to be tolerant and respectful towards others irrespective of race, religion, class, gender creed or status in the University or with the community at large. Any attitude or conduct of an individual or group of individuals failing to be so respectful and tolerant and disrespect to others is an act of intolerance. |
| **N. Mischief** | Tampering with or unauthorised use of any University equipment or other properties such as doors, locks, computers, telephones, lifts, projectors, etc. is an act of mischief. |
| **O. Misuse of ID** | A student may not voluntarily lend his or her ID to another person for any reason. Wilfully lending one's ID to another will result in disciplinary action for both the original student and the recipient. |
| **P. Sexual Harassment / "Eve Teasing"** | Sexual harassment is defined as inappropriate, unwanted and unwelcome conduct or behaviour of a sexual nature perceived as harassment by the receiver, which has an adverse effect on the dignity of women and men both inside and in certain circumstances outside the University. For details please refer to ULAB Sexual Harassment Policy. |
| **Q. Smoking** | The University is a smoke-free environment. All members of the campus community are expected to refrain from smoking. Smoking is forbidden in all indoor and outdoor locations of the University. |
R. Subversive Activities

Any act or behaviour or speech which is regarded as a threat to the public, national security, or sovereignty of Bangladesh or any other country is considered a subversive activity.

S. Theft

Misappropriation or removal of University property or the property of others without any lawful authority is an act of theft.

T. Unauthorized Recording

Recording, storage, sharing, distribution of images, videos or sound by any means without consent is unauthorized recording and is strictly prohibited in the University.

U. Undesirable Behavior

A behaviour in or off the campus that tarnishes the image of the University is an act of undesirable behaviour.

V. Unlawful Obstruction

Interference or obstruction intended to prevent a person from free movement on campus is unlawful obstruction. Any intention to or prevention of a person from movement to or from any University activities is an unlawful obstruction.

W. Unseemly Conduct

Any offensive conduct, act or use of improper/vulgar expression or language in communicating with faculty members, University officials or others on campus, is an act of unseemly conduct.

X. Violence / Physical Abuse

Any act of physical violence such as beating, kicking, and unwanted physical contact by any member of the University or their agents is an act of physical abuse.

Y. Weapons

Possession, use, or stashing of any kind of firearms, explosives, harmful chemicals, knives, clubs, etc. is strictly prohibited in the University.

Part 2: Procedures

Confidentiality

Utmost confidentiality will be maintained in dealing with all the disciplinary proceedings and investigations, from filing of a complaint by the aggrieved person to the final decision by the Committee.

Lodging a Complaint

Anyone who feels aggrieved or believes that the ULAB Code of Conduct has been violated may lodge a complaint with the Proctor's office or to any ULAB official, including a faculty advisor, other faculty members, admin/staff members, or the Student Affairs Office. Any formal complaint must be immediately forwarded to the Proctor's Office with the consent of the aggrieved person.

All formal complaints must be written and the complainant must submit his/her name, ID and signature. The Proctor's Office will not pursue any verbal or anonymous complaints for Disciplinary Action.

The Proctor is the first step in the Disciplinary Process. Upon the Proctor's recommendation, a complaint will be referred to the Sexual Harassment Committee escalated to the Disciplinary Committee, as outlined above and as required by law.

The following procedures are to be followed in dealing with the complaints/ offences/ cases:
A. **Charges & Hearing:** Upon referral by Proctor's Office, the Disciplinary Committee shall hear all violations of the Code that have been brought to the notice of the Chairperson. It shall inform the accused student of the charges against her/him well in advance of the hearing to afford reasonable time to prepare a defence. The Student Affairs Office will attend all hearings as an agent on behalf of the student(s) and will make recommendations to the Disciplinary Committee. The Disciplinary Committee shall aim at finding the truth and shall take evidence for that purpose. Evidence not having direct bearing on the charges shall not be admitted. The Disciplinary Committee shall arrive at clear determination whether the student is guilty or not.

B. **Referral to Sexual Harassment Committee:** The Proctor's Office will refer issues of Sexual Harassment (widely known as “Eve Teasing”) to the Sexual Harassment Committee, which will investigate and report their findings to the Disciplinary Committee. For further information, please refer to the Sexual Harassment Policy in the Student Affairs Office or at: http://www.ulab.edu.bd/student-affairs/university-policies/

C. **Private Hearing:** The enquiry shall be held in private unless the accused student desires, in writing, to an open enquiry. The Disciplinary Committee may refuse any open enquiry in consideration of the sensitive nature of the information to be revealed about a witness, or otherwise that it might affect the right to privacy of the witness or the accused. The Chairperson or any member of the Disciplinary Committee may examine the accused or ask questions.

D. **Evidence:** The Disciplinary Committee may reject the evidence of any witness on the ground of the witness being an interested person or doubtful witness. The Disciplinary Committee shall not admit testimony of unidentified outside witnesses. When the accused student does not attend the enquiry, the Committee shall take all available evidence in support of the charges before arriving at its conclusion.

E. **Written Report:** The Committee shall prepare a written report at the end of the enquiry. The report shall become official record in the file of the student(s) and consist of the following:
   a. Written charges and other documents
   b. Evidences with a summary
   c. Findings
   d. Sanction/Recommendations

**Part 3: Disciplinary Sanctions**

The Disciplinary Committee has jurisdiction over all offences listed in the Code. Any violation of the Code shall attract disciplinary proceeding against the delinquent student. The adjudication system is subject to the authority of the Vice Chancellor. Depending on seriousness of the offence, the Committee will impose sanctions and take other disciplinary measures listed below.

A. **Referral to the Student Affairs Office:** The Proctor's Office or Disciplinary Committee may refer the student(s) to the Student Affairs Office for counselling in addition to or in place of any Disciplinary Sanction.

B. **Disciplinary Warning:** The Committee may impose Disciplinary Warning, which is a warning given to the delinquent student that his/her conduct is unacceptable and that future breach shall be dealt with severely. It shall in all other cases recommend to the Vice Chancellor any one or a combination of sanctions for violation of regulations. Affected student may make appeal against Disciplinary Warning.
C. **Disciplinary Probation**: Disciplinary probation is assigned for a specific period of time. The sanction of disciplinary probation does not debar a student from pursuing courses at the University but may disqualify him/her from awards, prizes or financial aids.

D. **Loss of Privilege**: Loss of privilege is withdrawal of privilege, denial of a service or participation in any activity for a specific period of time. The sanction should be consistent with the gravity of the offence committed and the need for rehabilitation of the student.

E. **Disciplinary Suspension**: Disciplinary suspension denies the student from registration, class attendance, participation in any university event and activity and use of University facilities for specified period of time. This sanction becomes record in the student’s file.

F. **Disciplinary Expulsion**: Disciplinary expulsion is the withdrawal of the affected student’s privilege of registration, class attendance, use of University facilities and participation in University activities and events. Disciplinary expulsion is recorded in the student’s transcript.

G. **Restitution of Property**: The payment of damages to or misappropriation of University property or the property of the members of the University or visitors to the University is the restitution. Restitution may be imposed in addition to other sanctions.

H. **Interim Suspension**: Interim suspension requires the student to leave the campus immediately. The departmental head or the Chairperson of the Committee may impose this sanction. This sanction is imposed on a student where there are reasonable grounds to believe that the student is an immediate threat to the safety and security of persons property or to the functioning of the University.

I. **Immediate Expulsion**: The following offences shall warrant immediate expulsion of the student on the recommendation of the Chairperson without hearing of the Disciplinary Committee:
   a. Physical abuse
   b. Unseemly conduct
   c. Fraud
   d. Theft
   e. Damage of Property
   f. Possession of weapons
   g. Sexual Harassment

J. **Repeat Offences**: The following repeat offences shall warrant severe punishment than was awarded for the first offence:
   a. Academic dishonesty
   b. Fraud
   c. Providing false information on academic matters
   d. Theft
   e. Disruption

K. **Sanction for Academic dishonesty/Plagiarism**: Depending on the degree of academic dishonesty and/or plagiarism, various disciplinary actions may be taken at the discretion of the faculty involved or the University authorities. Verbal warning, failure of the course, term suspension or dismissal may be applicable.

F. **Violation of Suspension**: If any suspended student returns to the campus during the period of interim suspension, he/she becomes liable to disciplinary dismissal or disciplinary expulsion, as he/she is required to stay off the University campus and property until the Committee takes up official hearing.
4. Further Regulations

Group Representation Forbidden

The University authorities shall hear any grievance of a student for possible redress. A student may represent a grievance either verbally or in writing. Group representation—verbal, in writing or any other form of expression, is strictly forbidden and is considered an act of agitation. Offenders on account of agitation are liable to one or a combination of severe sanctions.

Following Campus Security

Security of ULAB students, faculty, staff, and physical property is of upmost importance. Students are required to follow instructions of security or administrative staff in all matters concerning security of the above. Failure to do so will be considered Disruption (above). Students may be asked to submit to a search of their person or possessions while on campus. Failure to submit will be considered Disruption or Disobedience.

Proper Use of Student IDs

Students are required to wear their own IDs at all times when on campus. Students may not enter campus or use any facilities for any reason without possessing and wearing their IDs. It is solely the student's responsibility to maintain possession and care of the ID at all times.

a. Loss or Theft: Loss or theft of an ID must be reported to Administration immediately. A fee must be paid to replace it. The ID will be replaced within a suitable time upon receipt of payment.

b. Forgotten IDs: If a student forgets an ID, he/she may be issued a temporary ID only upon payment of a fine.

c. Do not Share: Students may not lend or share IDs with other persons for any reason. Lending one's ID to another will result in disciplinary action for both the original student and the recipient.