

STUDENTS' CODE OF CONDUCT

BANGLADESH UNIVERSITY OF BUSINESS AND TECHNOLOGY

1.0 INTRODUCTION

The motto of Bangladesh University of Business and Technology (BUBT) “Committed to Academic Excellence” can be achieved by providing the education of outstanding quality education, training and research, and by adhering to standard rules and regulations of the BUBT and the rules of discipline of the social life. To be successful as entrepreneurs, academics, professionals and administrators, BUBT always ensures that all students can go about their studies and lives within the University environment without being subjected to inappropriate behavior by other students, and the development and maintenance of congenial environment free from harassments and fear in academics, co-curricular and extra-curricular activities. No one has the right to infringe upon the rights of fellow members of the BUBT and tarnish the image of the BUBT.

Students' Code of Conduct of Bangladesh University of Business and Technology, hereinafter called the “BUBT Students' Code of Conduct”, is an essential document aiming at maintaining discipline and peaceful co-existence of the students. It includes a set of rules and regulations, behavioral pattern, manner and etiquette, dress code, etc. that have to be adhered to by each student. Failing to abide by these rules may jeopardize the peaceful environment and cause failure to achieve the very goal of the BUBT.

Upon registration in the BUBT, students are automatically placed under the guidelines, rules and regulations established by the BUBT. Each student is responsible to know, observe, abide by, and adhere to the BUBT Students' Code of Conduct (shortly the Code), policies, rules and regulations. BUBT reserves the right to amend, supplement, or modify this Code at any time.

The purposes of the BUBT Students' Code of Conduct are to:

- Establish standards of personal conduct for all students;

- Ensure that all members of the University can make use and enjoy the activities, facilities and benefits of the University without undue interference from others;
- Hold individuals and groups responsible for the consequences of their actions, and failure to fulfill these responsibilities may result in the withdrawal of privileges or the imposition of sanctions.

2.0 SCOPE

The types of prohibited conduct set forth in this Students' Code of Conduct are not intended to be all-inclusive or to limit the types of inappropriate conduct that may subject a student to sanctions or disciplinary action. Other rules and regulations of the BUBT like "BUBT Students Examination Policy and Disciplinary Rules", etc. provide the guidelines regarding the responsibilities of the students in examination and disciplinary rules of the examination.

This Code does not govern instances of sexual misconduct or harassment committed by a student. Those misconducts are dealt by the BUBT Sexual Harassment Prevention Committee following "The guideline on prevention and protection from sexual harassment offence against women and girls by the Honorable High Court at educational institutions and work places".

The BUBT Students' Code of Conduct will cover the following:

- a. **General Code of Conduct**
 - (1) General Rules and Instructions.
 - (2) Offences leading to punishment/penalty.
 - (3) Punishments/Penalties.
 - (4) Procedure to be followed in Disciplinary Actions.

- b. **Dress Code Policy of BUBT**
 - (1) Dress Code for Students.
 - (2) Unacceptable dress and attire for students.

- c. **Specimen of Undertaking to be Filled in by the Students.**
 Specimen Form to be Filled in During Grievance of a Student.

3.0 GENERAL CODE OF CONDUCT

3.1 General Rules and Instructions

All students of BUBT are expected to respect and value the rights of others, and conduct themselves as responsible citizens. Students are expected to become their best and to work consciously towards bringing for the best in others. All behavior must reflect this reality in the social, civic, educational and living environments in which they find themselves. They are expected to adhere to policies and requirements of BUBT to abide by all the rules and regulations, including this Students' Code of Conduct. The University is free to take preventive or punitive actions against the students for any act of indiscipline.

3.2 Offences Leading to Penalty/Punishment

A student is liable to be punished for commission, provocation or abetment of any or all of the following offences:

- (i) Assaulting individual, including conduct which leads to the physical or emotional injury of students, faculty members, staff, or other members of the University, or which threatens the physical or emotional well-being of students, faculty members, staff or other members of the University;
- (ii) Using, possessing, distributing, or selling of alcohol, drugs, or other substances of abuse including tobacco for any reasons in the University premises;
- (iii) Smoking of any kind in and around the Campus;
- (iv) Bullying or any act in the forms of repeated unwanted physical, verbal, or written acts, which are hostile or offensive that target at an individual or group and create an intimidating and/or threatening environment or a risk of psychological and/or physical harm. The hostile behaviors include, but are not limited to, inappropriate behaviors that are harmful or damaging to an individual and/or property, and the offensive behaviors may include, but are not limited to, inappropriate behaviors such as abusive language, derogatory remarks, or insults;

- (v) Conducts which endangers the health or safety of any person or the University, through (a) Misusing the fire safety equipment, elevators, etc., (b) Falsely alerting others about an emergency, (c) Intentionally or recklessly obstructing fire, police, or emergency services, (d) Obstructing the free flow of pedestrian or vehicular traffic, etc.;
- (vi) Speaking, addressing, behaving or treating members of the opposite gender in a manner that could be considered as gender or sexual harassment;
- (vii) Discriminating on ground of gender, color, race or religion;
- (viii) Dressing inappropriately, or in a manner that may be considered as offensive or indecent in the context of the cultural, social and religious values of the country. (See: Dress Code Policy of BUBT);
- (ix) Using of all types of social media networks for the purpose of threatening, bullying, humiliating, etc. the students, faculty members, staff, or other members of the University;
- (x) All sorts of terrorism, militancy, extremism, etc. in and around the Campus;
- (xi) Bringing false allegation against a member of the students, faculty members, staff, or other members of the University;
- (xii) Withholding information about any offence committed by another student, faculty member, staff, or other member in the University, when asked to produce such;
- (xiii) Violation of the following Examination Hall Discipline, as per the policy of the “BUBT Students’ Examination Policy and Disciplinary Rules”:
 - (a) Possession of incriminating documents, but not copied from the same,
 - (b) Copied from the incriminating documents including table/desk, etc.,

- (c) Copying from the scripts of adjacent examinees if the report is submitted with evidence,
 - (d) Copying from Mobile Phone/ possession of Mobile Phone if the report is submitted with evidence,
 - (e) Copying from the incriminating document and making resistance with the Invigilators in handing over the incriminating documents,
 - (f) Misbehaving and threatening the Invigilator or any authority of the University inside or outside the Examination Hall.
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- (xiv) Offences committed by bringing outsiders in the campus to create any type of disturbance;
 - (xv) Possessing any weapon or instrument, capable of resulting bodily or other injury to the others in the University;
 - (xvi) Forming Clubs or Societies or students' organizations other than the recognized and authorized ones by the University;
 - (xvii) Arranging parties or playing musical instruments or using loudspeaker, etc. in the University premises without prior permission from the University authority;
 - (xviii) Any mass assemblies or demonstrations that disrupt the classroom experience, work environment, or movement of others;
 - (xix) Any form of political activities in and around the Campus;
 - (xx) Declaring a strike in the University by the students or preventing or obstructing another student of the University from attending classes, examinations, laboratories and library, etc.;

- (xxi) Arranging/attending unauthorized meeting, gathering or demonstration/procession of the students at the University premises other than one organized by the departments, students' associations as authorized by the University;
- (xxii) Pasting posters or writing on the walls of the class rooms or the University Campus. In case of circulation for any academic and co-curricular need, students can display their messages in the form of banner or poster at appropriate board/place with prior permission of the BUBT authority. The University authority reserves the right to edit and/or cancel any and/or full part of the message;
- (xxiii) Damaging, removing or making unauthorized use of University property, or the personal property of students, faculty members, staff, or others in the University;
- (xxiv) Preventing, hindering or disrupting students, faculty members, staff, visitors, or others working in the University in discharging their duties or academic pursuits;
- (xxv) Falsifying or submitting false/fake documents, transcripts or other academic credentials;
- (xxvi) Celebration of birthday party, etc. and creating nuisance through hullabaloo, etc.;
- (xxvii) Complaints, if proved, received from apartment owners against the students; and
- (xxviii) Failing to comply with any penalty imposed for misconduct.

3.3 Punishments/Penalties

The punishments/penalties which may be imposed, singly or in combination, for any of the above offences may include, but are not limited to, the following:

- (i) Punishment up to expulsion from the University;
- (ii) Suspension from the University for One Semester or more;

- (iii) Restitution, in case of damage to, or removal or unauthorized use of property of an individual or the University;
- (iv) Cancellation for one course or more for one semester;
- (v) Reprimand or severe reprimand;
- (vi) Forfeiture of the scholarship and stipends, tuition fees waiver, etc.;
- (vii) Letter of warning: simple or sever;
- (viii) Relocation from the Section.

3.4 Procedure to be followed in Disciplinary Actions:

BUBT follows the standard policy for providing disciplinary sanction as per the Private University Act 2010, BUBT Discipline Committee, BUBT Grievance Redress System, BUBT Students' Examination Policy and Disciplinary Rules, etc. The procedures to be followed in disciplinary actions are:

- (i) For the offences mentioned in Para 3.2 above, a formal written complaint shall be lodged with the Office of the Proctor (regarding gender harassment, the Proctor may consider receiving oral complaint also);
- (ii) If the said offence is serious in nature, a show-cause notice from the Office of the Registrar will be served to the concerned student to explain the matter within the stipulated period mentioned in the show-cause notice;
- (iii) The student shall submit his/her explanation in writing to the Office of the Registrar within the stipulated time;
- (iv) If the student fails to reply within the stipulated time, it shall be deemed that s/he either confesses the allegation or is withholding information which itself is an offence defined in Clause (xii) of Section 3.2 above and his/her case shall be dealt with accordingly.

- (v) The Registrar shall submit the explanation of show-cause notice to the Chairman of the Discipline Committee for further recommendation about the said offence;
- (vi) After an investigation and hearing, in which the student may be asked to appear, the Inquiry Committee shall submit a report in writing to the BUBT authority;
- (vii) On receiving the report of the Inquiry Committee, the Discipline Committee shall recommend to issue show-cause notice to the offender(s) through the Office of the Registrar. On receiving the reply, the Committee shall make a decision upon the penalties/punishments to be imposed and forward its decision to the Vice-chancellor for his approval;
- (viii) After the approval from the BUBT Syndicate the penalties/punishment will be imposed, and the student(s) and his/her/their guardian(s) will be informed in writing;
- (ix) The student upon whom the penalty is imposed, may apply to the Vice-chancellor for a review of the decision within 07 (seven) days of the communication of the penalty/punishment;
- (x) While reviewing his decision, if there is any, the Vice-chancellor shall have the power to grant pardons, reprieve and respite and remit any penalty/punishment awarded to the student as mentioned in Paragraph 3.3 above;
- (xi) Finally, the penalty/punishment shall be placed before the BUBT Syndicate and/or BUBT Trust for ratification.

4.0 COMPLAINT FORM TO BE FILLED UP BY THE STUDENTS

Students are expected to fill up the form for making a complaint to the Proctor / Registrar:

- 1) Name of the Student:.....
- 2) ID:, 3) Program:
- 4) Department:, Intake:, 5) Section:
- 6) Father's name:.....
- 7) Mother's name:.....
- 8) Name of the Local guardian:
- 9) Address of the Local guardian:
- 10) Present Address:
- 11) Permanent address :.....
- 12) Mobile:....., 13) Email:

Declaration:

I do hereby declare that all the information furnished in the application form are true to the best of my knowledge and belief. If any information is found to be false or any document attached herewith is found altered/forged at any time, then BUBT may take any action against me,

I also declare that I shall abide by all the rules and regulations of the BUBT.

Parent's /guardian's signature with date

Student's signature with date

Note:

1. No investigation will be initiated unless all the compulsory fields are completed.
2. Complainant's personal information will be kept confidential.