ASIAN UNIVERSITY FOR WOMEN

INFORMATION PACK

ACADEMIC YEAR 2018-2019

NEW FACULTY
AND
STAFF

June 10, 2018

Dear Colleague,

Thank you for your decision to join the Asian University for Women and we welcome you to your new academic community. In anticipation of your arrival in August 2018, the information in this pack may be useful for your preparations – both in relocation matters, as well as in planning for your academic work. You may refer any questions to the individuals listed under the appropriate section.

In May 2018, AUW celebrated its 10th Anniversary and 6th Commencement, a moment of joy and pride in the institution, as well as an important milestone. Attached to this document is the 10th Anniversary Symposium Program for your information.

Celebrating our first decade is also a time of reflection and continued effort to enhance our young institution: in 2017-2018 AUW successfully passed the eligibility requirements to enter a process of institutional accreditation with the US New England Association of Schools and Colleges (NEASC). Many of you will have experience of accreditation matters and will know that this is an intensive learning time for the institution, taking stock of where we are and what we still need to do. I trust you will be joining the Academic Council Committees that will be contributing to our institutional self-study, program development, and evaluation of outcomes.

AUW is a relatively small and close-knit community, with student success at the heart of our mission and development. Our students come from all over Asia, from families and backgrounds that are often disadvantaged in some way: we recognize that AUW is a unique opportunity for women who may otherwise never have the chance to go to higher education. Our teaching and learning philosophy is, therefore, committed to their individual and academic growth in ways that are truly mission-driven. You will enjoy your classes and interactions – it is both a challenge and an honor to lead our students to blossom and discover their full potential.

May we take this opportunity to wish you a successful and fulfilling experience at AUW. We look forward to your many contributions, leadership and support.

With best wishes,

Professor Nirmala Rao   Professor Rosie Bateson
Vice Chancellor   Dean of Faculty & Academic Affairs

TABLE OF CONTENTS

Pre-Departure: A Quick Guide to Support Services

Upon completion of employment formalities, you will be guided to apply for an Employment Visa in the Bangladeshi Consulate closest to you, in your home country of where you are residing currently. Holders of dual citizenship including Bangladesh need to inform the HR Office accordingly and obtain independent advice on their legal status in Bangladesh.

Visa, Work Permit and Security Clearance

The Government of Bangladesh has a specific procedure for the authorization of foreign citizens to be employed in Bangladesh. You will be guided by the Human Resources Office in all matters related to obtaining an E-visa (Employment Visa), or other visa according to your contract. **Please do not enter the country on a Tourist visa if you have an employment contract.**

Upon arrival, AUW will continue the registration process by applying for a Work Permit and obtaining mandatory Security Clearance. Normally, you will be able to travel out of the country for the duration of your E-visa; however, as its expiry date approaches, you should not leave Bangladesh until it is extended internally. Please note that if you leave while your E-visa has not been extended, the whole process of obtaining visa has to be repeated, and the application may be rejected. Owing to these considerations, AUW will only invite you travel to Bangladesh when you have obtained the correct entry visa.

This process is coordinated by different departments of AUW and a list of respective contact information will be shared by the HR Office. If you have any specific queries, please contact **Mr Bhupinder Gupta at bhupinder.gupta@auw.edu.bd**

Personal and Emergency Contact Information

Along with your job offer and contract details, the Human Resources Office will maintain your confidential personnel record. Please provide copies of personal identity documents, emergency contact details, copies of your education credentials (officially translated in English, and including a Transcript) as requested by the HRO. A complete file of these documents is required in order for your official employment to begin.

For further details about this process please contact Mr. Rafiqul Haque, Assistant Director of Human Resources and Services at **rafiqul.haque@auw.edu.bd**

Travel to Bangladesh

You may plan your trip to Bangladesh with arrival in Dhaka or directly in Chittagong. The following airlines have direct international flights to Chittagong, which may be useful for your first arrival into the country: Regent (from Bangkok and Kolkata), Thai Airways (from Bangkok), FlyDubai (from Dubai). If you arrive via Dhaka, please pay attention to the connecting flight to Chittagong, as you may need to spend the night in Dhaka. If this is the case, please liaise with AUW to arrange an overnight stay at the Dhaka Guest House and airport transfer.

The AUW Travel and Logistics Office will be happy to provide you with booking options for the most efficient trip. Please contact Ms. Shanjida Khaled at **shanjida.khaled@auw.edu.bd** for further assistance.

Shipping of Personal Belongings

Shipping of personal belongings is possible but it involves a customs clearance procedure, which can be cumbersome, take a long time, and incur additional fees. AUW recommends that – where applicable – you use your shipping allowance as extra baggage on arrival (and departure). Most household items are easily available in Chittagong.

Health Advisory

At your discretion, you should visit your doctor ahead of travelling to Chittagong for an update on vaccinations and any specific health condition that may require prescribed medication. Please bring a stock of such medication to last you until your next trip home. AUW maintains a well-equipped Health and Wellness Center for first-aid assistance and medical examination. A qualified medical doctor is on campus at specific times who will be able to assist you.

If you require specific advice on health matters, please write to Dr Nayana Nazir, AUW Physician, at **nayana.nazir@auw.edu.bd**

Accommodation at AUW

Faculty and staff who are eligible for AUW accommodation, will be assigned to a single or shared apartment (as per contract) in one of the residences which include semi-furnished apartments, with a fully equipped kitchen, bathrooms adjacent to each bedroom, AC and essential furniture. Bed linen and towels are provided. Household items are easily available for purchase in Chittagong.

Your accommodation information will be provided by Ms Tunazzina Salam, Faculty Support and Commencement Coordinator, who will also liaise with you in any accommodation and support matters. You may reach her at **tunazzina.salam@auw.edu.bd**

Travel within Chittagong

You will be met on arrival at Chittagong Airport. Kindly liaise with Ms Shanjida Khaled for your arrival details.

AUW maintains daily shuttle transportation from the residences to campus and the schedule will be provided on arrival. There is a weekly trip to a supermarket on Saturday morning. Until you fully settle in and get oriented, please do not attempt to travel within the city on your own. If you require travel arrangements, please inform Ms. Shanjida Khaled at **shanjida.khaled@auw.edu.bd**

Weekend Days

The weekend days in Bangladesh are **Friday and Saturday**. Multiple national and religious holidays are observed; these are marked in the Academic Calendar available at:
 http://www.auw.edu.bd/academics/academic-calendar/

Office Assignment and Academic Support Services

AUW will assign you an office space according to your academic unit, including a desktop computer. Please note that **the University does not provide laptop computers** and you may plan to bring your own device. You will also receive your AUW email account and log-in information.

Academic support will be provided by Ms. Tinne Sutradhar, Assistant Director of Faculty, and you may reach her at **tinne.sutradhar@auw.edu.bd**.

Arrival Dates

All faculty are expected to arrive in Chittagong in the period August 15-20, 2018.

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General University Information

AUW is an independent, international organization governed by a special Charter enacted by the Parliament of Bangladesh in 2006.

Mission

AUW seeks to graduate women who will be skilled and innovative professionals, service-oriented leaders in the businesses and communities in which they will work and live, and promoters of intercultural understanding and sustainable human and economic development in Asia and throughout the world. More specifically, AUW seeks:

- To educate women to become highly motivated and effective professionals, leaders, and service-oriented citizens;

- To provide a vibrant and diverse residential learning community where highly talented women and those with uncommon potential from many cultural and religious backgrounds can grow both intellectually and personally;

- To create a student-focused learning environment where the arts, humanities, and natural and social sciences establish a broad base of inquiry, where disciplinary and independent studies provide learning depth, and where applied studies in both the general studies and majors' curricula require students to link theoretical understanding with contemporary issues and challenges facing Asia and the world; and

- To focus student learning on the acquisition of intellectual abilities, reflective personal growth, leadership abilities, and a service-oriented outlook.

A Brief History of AUW

The story of AUW began well before its inaugural Access Academy class entered in 2008. The idea for the University grew out of the World Bank/UN Task Force on Higher Education and Society. In 2000, the Task Force published its findings in a report entitled "Higher Education in Developing Countries: Peril and Promise" (see http://www.tfhe.net/), which concluded that developing countries must improve the quality of their institutions of higher learning, in both governance and pedagogy, in order to compete in today's increasingly globalized, knowledge-based economy. AUW was partly a response to such need.

In January 2004, the Government of Bangladesh granted more than 100 acres of land for the construction of AUW's permanent campus in Chittagong. Fundraising and planning efforts for AUW officially began in November 2001, when the AUW Support Foundation was incorporated as a non-profit institution under

section 501(c)3 of the United States Internal Revenue Code. AUW's Support Foundation is governed by a Board of Directors, which was established upon the group's incorporation as a non-profit organization.The AUWSF Board of Directors published a Plan of Operations in May 2005, laying out the basic plans for AUW's curriculum, target student population, and sustainability efforts.

AUW began operations in March 2008. Its first cohort of students consisted of 130 young women from six countries: Bangladesh, Cambodia, India, Nepal, Pakistan and Sri Lanka. This inaugural class attended the Access Academy, AUW's year-long bridge program designed to prepare underserved students for the rigors of university education. After completing the Access program, 128 of them continued into the first year of their undergraduate studies, and were joined by a number of direct-entry students who began the undergraduate program in 2009. Also in 2009, AUW's initial Board of Trustees was elected by the International Support Committee of the Asian University for Women in accordance with the provisions of the Charter of the Asian University for Women.

You may find further details about the history of AUW at http://www.auw.edu.bd/about/history/

AUW Charter

The AUW Charter is a law adopted by the Parliament of Bangladesh, which gives official status to the University, and the right to award its own degrees. Its sets out the general regulations, rights and obligations of the institution, its governance structure and the duties of the Board of Trustees, Chancellor and Vice Chancellor. The AUW Charter is a public document, available at http://www.auw.edu.bd/about/auw-charter/

University Handbook

The University Handbook is adopted by the Board of Trustees as a general guideline of the organization and operations of the University and is valid from the time of publication. It is subject to periodic review and updates, as approved by the Board of Trustees. Such updates will be circulated to all faculty, students and staff, and incorporated in the Handbook at the beginning of each Academic Year. The University Handbook is a public document, available at http://www.auw.edu.bd/about/auw-university-handbook/

All employees of AUW are required to familiarize themselves with the AUW Charter and the University Handbook.

University Officers

Vice Chancellor:	Professor Nirmala Rao, OBE, FAcSS
Dean of Faculty & Academic Affairs:	Professor Rosie Bateson
University Registrar:	Mr David Dowland
Chief Financial Officer:	Mr Bhupinder Gupta

University Governance

The Asian University for Women is governed by a Board of Trustees, which is currently chaired by Dr. Dipu Moni, Chair, Parliamentary Committee on Foreign Affairs, Parliament of Bangladesh. The initial Board of Trustees was elected by the International Support Committee of the Asian University for Women in 2009 in accordance with the provisions of the Charter of the Asian University for Women. The University also enjoys the support of a number of the most important leaders in government, business, and academia, leaders who

are collectively known as the AUW Council of Patrons. Further information is available at http://www.auw.edu.bd/about/governance/

Academic Governance

The Academic Council is responsible for academic governance, academic standards and quality and the student experience. It provides the Board of Trustees with the assurance that the AUW academic strategy is fit for purpose and approves new additions and revisions to academic policies. It has oversight of all academic provision through the quality management and enhancement mechanisms. The Academic Council is chaired by the Vice Chancellor.

Further information about the Academic Council and its Committees is available in the University Handbook at http://www.auw.edu.bd/about/auw-university-handbook/

Faculty Handbook

The Faculty Handbook is adopted by the Board of Trustees as a general Human Resources Policy on the employment and performance management of AUW faculty. It is valid from the time of publication for the duration of the Academic Year. The Faculty Handbook is subject to periodic review and updates, as approved by the Board of Trustees. Such updates will be circulated to all faculty, and incorporated in the Handbook at the beginning of each Academic Year.

A copy of the 2018-2019 Faculty Handbook is attached for your reference.

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Academic Policies

The Academic Policies of AUW are reviewed and approved by the Academic Council of the University, and are subject to change from time to time as required.

A full set of the current academic regulations is available in the Academic Bulletin at http://www.auw.edu.bd/academics/course-bulletin/

Academic Calendar

The AUW Academic Calendar is approved by the Academic Board. All faculty and students are required to adhere to the Academic Calendar, available at http://www.auw.edu.bd/academics/academic-calendar/.

Faculty presence on campus is mandatory during the entire duration of each semester, according to start and end date. Faculty who require time away from campus for specific and legitimate reasons need to obtain official approval from their respective head and the Dean of Faculty & Academic Affairs.

Faculty presence at official events and ceremonies is mandatory.

ASIAN UNIVERSITY FOR WOMEN

**Academic Calendar
2018-2019**

Summer Semester 2018

Date		Day	Event
May	**13**	**Sunday**	**Summer Semester Begins**
May	13-20	Sunday-Sunday	Add/ Drop period
June	10-14	Sunday-Thursday	Assessment & Submission of Mid-Semester Grades
June	13	Wednesday	Shab-e-Qadr* (National Holiday)
June	16-18	Saturday-Monday	Eid-Ul-Fitr* (National Holiday)
July	12	Thursday	Classes End
July	15-19	Sunday-Thursday	Assessment Week
July	**19**	**Thursday**	**Summer Semester Ends**
July	26	Thursday	Submission of Summer Semester Grades

Summer Break 2018

July 22 – August 23			**Summer Break**
Aug.	21-22	Monday-Wednesday	Eid-Ul-Azha* (National Holiday)

Fall Semester 2018

Date		Day	Event
Aug.	15	Wednesday	National Mourning Day (National Holiday)
Aug.	21-23	Tuesday-Thursday	Eid-Ul-Azha* (National Holiday)
Aug.	**24-25**	**Friday-Saturday**	**All Faculty Arrive/Return to Campus**
Aug.	**25-26**	**Saturday-Sunday**	**Arrival of All Students**
Aug.	26	Sunday	All Faculty Mandatory Orientation
Aug.	**27**	**Monday**	**Fall Semester Begins for Returning Students**
Aug.	27- Sept. 13	Monday-Thursday	Add/ Drop Period
Aug.	27-28	Monday-Tuesday	New Pre-AA, AA/UG Student Orientation
Aug.	27	Monday	Parent Information Session
Aug.	**29**	**Wednesday**	**Fall Semester Begins for New Students**
Sept.	2	Sunday	Janmastami* (National Holiday)
Sept.	20	Thursday	Muharram* Ashura(National Holiday)
Sept.	30-Oct. 11	Sunday-Thursday	Completion of Degree Plan for 2019 Spring Semester
Oct.	11	Thursday	Academic Council Meeting
Oct.	18	Thursday	Last Day for Withdrawal of a Course **with** 'W' grade
Oct.	19	Friday	Durga Puja* (National Holiday)
Oct.	21-25	Sunday-Thursday	Fall Break
Oct.	28	Sunday	Classes Resume after Fall Break
Oct.	28-Nov. 1	Sunday-Thursday	Assessment & Submission of Mid-Semester Grades
Nov.	8	Thursday	Submission of Spring 2019Semester Course List
Nov.	18-22	Sunday-Thursday	Pre-Registration Advising
Nov.	21	Wednesday Holiday)	Eid-e-Milad-un-Nabi/Birth of the Prophet*(National
Dec.	2-6	Sunday-Thursday	Spring Semester Registration

Dec.	6	Thursday	Classes End
Dec.	9-13	Sunday-Thursday	Assessment Week
Dec.	**13**	**Thursday**	**Fall Semester Ends**
Dec.	16	Sunday	Victory Day (National Holiday)
Dec.	17	Monday	Winter Break Begins (through Saturday January 5, 2019)
Dec.	20	Thursday	Submission of Fall Semester Grades
Dec.	25-26	Tuesday-Wednesday	Christmas & Boxing Day (Holiday)

Spring Semester 2019

Date		Day	Event
Jan.	1	Tuesday	New Year's Day (Public Holiday)
Jan.	**6**	**Sunday**	**Spring Semester Begins**
Jan.	6-17	Sunday-Thursday	Add/ Drop Period
Feb.	7	Thursday	Academic Council Meeting
Feb.	10-20	Sunday-Wednesday	Completion of Degree Plan for 2019 Fall Semester
Feb.	20	Wednesday	Last Day for Withdrawal of a Course **with** 'W' grade
Feb.	21	Thursday	Mother Language Day (National Holiday)
Mar.	3-7	Sunday-Thursday	Spring Break
Mar.	10	Sunday	Classes Resume After Spring Break
Mar.	10-14	Sunday-Thursday	Assessment & Submission of Mid-Semester Grades
Mar.	14	Thursday	Submission of Summer2019 Semester Course List
Mar.	17	Sunday	Bangabandhu's Birthday (National Holiday)
Mar.	18-21	Monday-Thursday	Pre-Registration Advising for Summer Semester
Mar.	25-28	Monday-Thursday	Summer Semester Registration
Mar.	26	Tuesday	Independence Day (National Holiday)
Mar.	28	Thursday	Submission of Fall 2019 Semester Course List
Mar.	31	Sunday	Submission of Summer Research Projects Applications
Apr.	4	Thursday	Shab-e-Meraz* (National Holiday)
Apr.	7-11	Sunday-Thursday	Pre-Registration Advising for Fall Semester
Apr.	14	Sunday	Bengali New Year (National Holiday)
Apr.	14-18	Monday-Thursday	Fall Semester Registration
Apr.	18	Thursday	Academic Council Meeting
Apr.	18	Thursday	Classes End
Apr.	21	Sunday	Shab-e-Barat* (National Holiday)
Apr.	21	Sunday	Easter Sunday
Apr.	22-25	Monday-Thursday	Assessment Week
Apr	**25**	**Thursday**	**Spring Semester Ends**
May	1	Wednesday	Labor Day (National Holiday)
May	2	Thursday	Submission of Grades
May	**11**	**Saturday**	**Commencement Ceremony for Class of 2019**

Summer Semester 2019

Date		Day	Event
May	**12**	**Sunday**	**Summer Semester Begins**
May	12-19	Sunday-Sunday	Add/ Drop period
June	1	Saturday	Shab-e-Qadr* (National Holiday)
June	4-6	Tuesday-Thursday	Eid-Ul-Fitr* (National Holiday)
June	12-13	Wednesday-Thursday	Assessment & Submission of Mid-Semester Grades
July	11	Thursday	Classes End
July	14-18	Sunday-Thursday	Assessment Week
July	**18**	**Thursday**	**Summer Semester Ends**
July	25	Thursday	Submission of Summer Semester Grades

July 18 – August 22		Summer Break
Aug. 11-12	Monday-Wednesday	Eid-Ul-Azha* (National Holiday)

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Academic Structure

The current academic structure of AUW comprises two non-degree preparatory programs, a Core Program (General Education Requirement), five Majors and a number of Minors. Students who complete the full requirements of the Core Program and their chosen Major qualify for a Bachelor of Arts or a Bachelor of Science. Full details of the academic programs are available in the Academic Bulletin at http://www.auw.edu.bd/academics/course-bulletin/

Non-Degree Programs

Pre-Access (Pathways for Promise) is an intensive English language and Mathematics training program launched in 2016, which prepares young women from socio-economically challenged backgrounds to enter the AUW Access Academy and thereafter the full undergraduate program.

Access Academy prepares students from diverse cultural and educational backgrounds for the rigorous, American-style undergraduate liberal arts curriculum at the Asian University for Women.

The majority of AUW students enter the University through the Pathways for Promise or through the Access Academy programs, both of which last for a full academic year.

Special Workshops and Training Programs are offered throughout the year for students, faculty and staff, to enhance their knowledge in a specific field or provide practical experience. AUW hosts multiple such events**,** including many visiting faculty from partner institutions across the world. AUW welcomes initiatives from its own faculty to organize co-curricular activities that enhance student learning, feature research projects and outcomes, and connect AUW with the wider academic community.

Degree Programs

AUW follows a US-style liberal arts and sciences curriculum, including a Core Program (General Education Requirement) common to all students, selection of Majors, Minors and/or Free Elective Courses. The graduation requirement for a Bachelor's Degree is based on successful completion of 120 credits (generally based on 30 4-credit courses) taken over a period of three years.

Majors & Minors

The following Majors and Minors will be offered by AUW in AY 2018-2019:

Majors	Minors
Bioinformatics	Asian Studies
Economics*	Biological Sciences
Environmental Science*	Computer Science
Politics, Philosophy and Economics	Development Studies
Public Health*	Finance
	Gender Studies
	Mathematics
	Psychology
* Also available as Minors	

Double Majors

AUW is introducing the option of Double Major in AY 2018-2019, which will be piloted with the Science Programs, and adopted further as a University-wide policy.

Degree Plans

To facilitate a smooth progression from the Core Program to completion of Major and Minor requirements, and on-time graduation, AUW has adopted a Degree Plan advisory process for all students. All faculty serve as Academic Advisors to a selected number of students and will be specially trained to guide students in their selection of courses. Each student must fill out/update an Individual Study Plan (based on the general Major Degree Plan) and submit to Academic Registry prior to course registration for each semester. The Orientation Program will include a special session on Degree Plans and course scheduling.

Academic Leadership

Dean of Faculty & Academic Affairs:	Rosie Bateson, rosie.bateson@auw.edu.bd
Head of Science & Math Programs:	AKM Moniruzzaman (Shopon) Mollah moniruzzaman.mollah@auw.edu.bd
Head of Social Science Programs:	Moinul Islam moinul.islam@auw.edu.bd
Core Program Coordinator:	Tiffany Cone tiffany.cone@auw.edu.bd
Access Academy Director:	Mia Sasaki mia.sasaki@auw.edu.bd
Pathways for Promise Director:	Andrew Jones andrew.jones@auw.edu.bd

Academic Support Units

Academic Registry:	Anika Chowdhury anika.chowdhury@auw.edu.bd
AUW Library:	Tanjia Sharmin tanjia.sharmin@auw.edu.bd
Writing Center:	Lishan Chan chan.shan@auw.edu.bd
Science and Math Center:	Rubayet Rahman rubayet.rahman@auw.edu.bd
Center for Teaching & Scholarship:	Nazmul Alam nazmul.alam@auw.edu.bd

Course Assignments and Schedule

You will receive your course assignments from your respective department head. The normal teaching load is three 4-credit courses for the Fall and Spring Semesters (each 16 weeks). You may also spread your courses across the Fall, Spring and the Summer Semester (8 weeks) in consultation with your department head. The Fall 2018 Course Schedule is available from the Academic Registry; Anika Chowdhury anika.chowdhury@auw.edu.bd

Attached is a Course Syllabus Template that you can develop for your course. Please submit the syllabus to your department head for review ahead of the start of the semester.

Personal profile for the AUW Website

AUW maintains a Faculty page on the website: http://www.auw.edu.bd/academics/faculty/

Attached is a Profile sheet for you to complete and send, along with a portrait photo, to Ms Jacklin Maria D'costa at jacklin.dcosta@auw.edu.bd by July 31, 2018.

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Further Questions

If you have further questions, which are not addressed in this Information Pack, please feel free to write to the respective colleague mentioned in this pack, or to the Dean of Faculty & Academic Affairs at rosie.bateson@auw.edu.bd

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