



ASIAN UNIVERSITY FOR WOMEN

WWW.AUW.EDU.BD

Student Handbook 2018-2019

August 1, 2018

QUESTIONS AND CONCERNS

If a student has a question, concern, or complaint about her student life experience at AUW, she should contact the Office of Student Affairs.

FINANCIAL AID QUESTIONS AND CONCERNS

Students with financial aid questions or concerns should write to the Financial Aid Committee: financial.aid@auw.edu.bd

VALIDITY OF THE STUDENT HANDBOOK

The Student Handbook is valid at the time of publication for the duration of the Academic Year. Updates may be published in course of the year, and will be circulated to all faculty, students and staff via e-mail.

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GENERAL PROVISIONS

ALL STUDENT POLICIES

All policies are applicable for both Residential Students and Day Scholars. Please refer to the Disciplinary Procedures for violating a University Policy found in this Handbook. It is the student's responsibility to read, understand and abide by all policies and procedures listed in this Handbook.

Policies related to admission, fees, enrolment, academic performance and graduation requirements are listed in the Academic Bulletin 2017-2018 available at <http://www.auw.edu.bd/academics/academic-bulletin/>

DISCIPLINARY PROCEDURES FOR VIOLATING A UNIVERSITY POLICY

Students who fail to adhere to the rules and policies set forth by the University shall be held to the "Three Strikes Policy," which shall be carried out based on the severity of the offense.

STRIKE ONE: Student will be asked to meet with the Director of Student Services (DoS) or assigned department official.

STRIKE TWO: Student shall be given a written warning (e-mail).

STRIKE THREE: Student's parent/guardian will receive an official letter or written warning.

Further violations will be dealt with at the discretion of University officials, or by a Disciplinary Committee. Disciplinary measures include, but are not limited to, mandatory community service, suspension, revoking of privileges, and expulsion.

All offenses will be recorded in the student's file, which is available to faculty members and supervisors when they are asked to write letters of recommendation for professional, academic and personal opportunities.

Please note: The University reserves the right to choose an alternate protocol at the discretion of its Disciplinary Committee.

ALCOHOL AND DRUGS

AUW strictly prohibits the purchase, possession, transportation, distribution, storage, or consumption of alcoholic beverages or illegal drugs. Misuse or distribution of legal drugs is also prohibited. Drug or alcohol related paraphernalia and intoxication is forbidden. Helping or encouraging others to engage in these activities is prohibited. Additionally, disruption in the community, which is caused by use of these substances on AUW premises, will result in disciplinary warning or action at the discretion of AUW management.

AUW believes that these activities can be detrimental to the welfare of the individual student and the health, security and safety of the university community. AUW has a responsibility to maintain a safe and secure environment for students to pursue their educational goals free from the use and/or presence of illegal drugs. Additionally, all local laws regarding drugs and alcohol are applicable to all members of the campus community.

In promoting a drug-free community, AUW will provide educational and informational programs about the use of drugs as well as provide counseling and emergency services for students.

Personal misuse of these substances which could lead to physical injuries, damages or death will not be a liability for the AUW management or community.

According to the law of the country, possession, transportation, storage or consumption of alcoholic beverages and illegal drugs are forbidden other than the specific and registered places.

SMOKING

Smoking is prohibited in all forms on the AUW premises.

GAMBLING

Gambling is not permitted on AUW premises.

PHYSICAL AND VERBAL ATTACKS

An activity that seriously compromises or threatens the wellbeing of another person in the AUW community is considered to be wholly unacceptable, and AUW will adopt a zero- tolerance policy towards it. These include any form of unreasonable verbal, written, physical, or sexual threat or intimidation of any sort.

BANGLADESH LAWS

Each student is responsible for obeying the laws of Bangladesh and must deal with the consequences themselves if they violate the laws. It is the responsibility of the student to familiarize herself with the laws of Bangladesh.

BANGLADESHI CULTURE

All students must respect the local Bangladeshi culture and tradition and they should be accustomed by themselves.

AUW EMAIL

AUW provides all students with an official AUW email address. All official communication from the university will be sent to the official AUW email address. Students are responsible for checking their AUW email for important notifications from university staff and faculty on a daily basis.

BICYCLES

AUW provides bicycles for AUW students. Students wishing to use the bicycles must do so in a responsible manner. Students are required to use locks when the bicycles are not in use outside the AUW campus and are required to wear helmets when riding.

Bicycles are available on a first come, first serve basis. Students, staff, and faculty wishing to check out multiple bicycles for regularly scheduled group activities should consult the Office of Student Affairs.

Payment for damage to bicycles or the replacement of lost/stolen bicycles will be the responsibility of the person who caused the damage or used the bicycle last. An estimate for the cost will be billed to the person and all payments will be made through the finance office.

Students utilizing the bicycle will do so at their own personal risk of accidents, injuries, or damages.

POLICY ON DISCRIMINATION, HARASSMENT & SEXUAL MISCONDUCT

Overview

AUW is committed to providing a safe and supportive environment for all its members. The university strives to ensure a place of work and study free of sexual harassment. As stipulated in the mission of AUW, we are committed to providing 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; Sexual harassment violates the core values of AUW. This policy aims to protect every individual at AUW regardless of gender, religion, sexual orientation, and ethnic group.

Establishment of a committee to deal with Discrimination, Harassment & Sexual Misconduct

The University will appoint a committee which receives and resolves complaints of discrimination, harassment, and sexual misconduct from students, employees, and others. To file a complaint of discrimination, harassment, or sexual misconduct, contact the committee chair, selected each year by the committee. Subcommittees to address each complaint will be formed of at least one faculty, one staff, and one student member, each of whom has no substantial prior interaction with the person reporting misconduct.

Nondiscrimination Policy

AUW Nondiscrimination Policy prohibits acts of discrimination and harassment by members of the campus community. Furthermore, even if these acts are not illegal, conduct is prohibited if it discriminates against any University community members through inappropriate limitations of access to, or participation in, educational, employment, athletic, social, cultural, or other University activities on the basis of the University community member's protected class status.

Misconduct Policy

Misconduct, as defined by this Policy, includes, inappropriate behavior including but not limited to, behavior regarding any one or a combination of the following:

- Sex
- Sex-based stereotypes
- Sexual orientation
- Transgender status
- Age
- Color
- Disability
- Ethnicity
- Gender
- Gender expression
- Gender identity
- Genetic information
- Height
- Marital status
- National origin
- Political persuasion
- Pregnancy, childbirth, or other medical status
- Race
- Religion
- Weight

Location of Misconduct:

- a) On-campus. This Policy prohibits acts of misconduct anywhere on-campus involving a University community member.
- b) Off-campus. This Policy prohibits acts of misconduct occurring off-campus if the sexual misconduct affects a University community member's participation in an AUW activity.
- c) This includes, but is not limited to, if the misconduct:
 - i. involves conduct directed at a University member that affects the member's participation in a AUW activity including the living, learning, and working environments;
 - ii. involves conduct exploiting the vulnerable position of one of the parties;
 - iii. occurs at a AUW campus location or during a campus class or activity;
 - iv. occurs during AUW-sponsored activities (e.g., field trips, social or educational functions, athletic competitions, student recruitment activities, internships, and service learning experiences);
 - v. occurs during the activities of organizations affiliated with AUW, including, but not limited to, the activities of registered student organizations;
 - vi. occurs during a AUW-affiliated study abroad program or other AUW-affiliated travel;
 - vii. occurs during the application for admission to a program or selection for employment; or
 - viii. poses a disruption or threat to a University community member, even if that community member is not the direct target of misconduct or sexual misconduct. (for example, if behavior, even consensual, makes a student feel like there might be favoritism or prejudice occurring).

The following list is prohibited:**A. Discrimination**

Discrimination is favorable or unfavorable treatment of an individual because of their protected class status (e.g. age, color, disability, familial status, etc.). Discrimination can also include failing to provide an individual with a reasonable accommodation for a disability.

B. Harassment

Harassment is subjectively unwelcome conduct or communication regarding, or on the basis of, a protected class status (e.g. age, color, disability, familial status, etc.) that creates an objectively intimidating, hostile, or abusive environment with respect to an individual's education, employment, housing, access to public accommodations, public services, or telecommunications. In considering whether or not actions created an objectively hostile environment, the severity and pervasiveness of the actions are considered.

C. Threats

Threats or abusive statements or actions made by a member of the University community toward another individual based upon that other individual's actual or perceived protected class status. This might be conscious threats, such as bullying, or may include negligent endangerment of a community member, through, for example, posting pictures of private activities to a public forum such as Facebook or Snapchat, where unintended consequences might follow for a particular community member.

D. Intimidation

Conduct by a member of the University Community which maliciously and with specific intent to intimidate or harass another person because of that person's protected class status and which:

- 1. Makes physical contact with another person; or
- 2. Damages or defaces any property of another person; or
- 3. Threatens by word or act to do one of the above if there is a reasonable cause to believe that such an act will occur

E. Assault

Conduct by a member of the University Community which maliciously and with specific intent to harm another person because of that person's protected class status and which:

- 1. Makes physical contact with another person; or
- 2. Damages or defaces any property of another person; or
- 3. Threatens by word or act to do one of the above if there is a reasonable cause to believe that such an act will occur.

Sexual Misconduct Policy

Sexual Misconduct, as defined by this Policy, includes, inappropriate behavior which meets the standard for Misconduct, but includes (but is not limited to) behavior regarding the following:

- Unwelcome touching
- Unwelcome implications that touching might occur
- Physical intimidation
- Unwelcome sexual language

Sexual Harassment

Sexual Harassment means sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

- submission to such conduct is made either explicitly or implicitly a condition of a Complainant's employment or academic standing;
- submission to or rejection of such conduct is used as the basis for employment decisions or for academic evaluation, grades, or advancement; or
- such conduct has the purpose or effect of unreasonably interfering with a Complainant's work or academic performance, or creating an intimidating or hostile environment regarding education, employment, housing, or participation in AUW activities.

Stalking

Stalking means a course of conduct directed at a specific Complainant that would cause a reasonable person to fear for that person's own or someone else's safety, or to suffer substantial emotional distress. Substantial emotional distress means significant mental suffering or anguish that may, **but** does not necessarily, require medical or other professional treatment or counseling

Retaliation

The University's policy on harassment and sexual harassment prohibits retaliation. Retaliation is an adverse action taken against a covered individual because they: complained of discrimination, harassment, or sexual misconduct; cooperated in an investigation; or participated in proceedings brought under these policies. Adverse actions may include: lowering grades; bad letter of recommendation; discipline; salary reduction; negative performance appraisal; or change in job duties.

Responsible Employees & Mandatory Reporting

All University employees, including graduate assistants and fellows, are "Responsible Employees." Responsible Employees are required to share information regarding the alleged sexual misconduct known to them, including the names of the individuals involved in the alleged Sexual Misconduct, if known, with the chair of the committee, or designee.

Individuals that are unsure if they need to report a concern to the Committee should contact the University's designated chair for further discussion.

Complaint/Concern Resolution/Procedure

The Misconduct and the Sexual Misconduct Policy establish procedures for the resolution of complaints and concerns arising under those policies. Under these complaint resolution processes, an investigation is commenced with either an informal complain or the filing of a formal written complaint. Informal resolution (e.g. mediation) may be available under certain circumstances; however, there may be situations where informal resolution is inappropriate (e.g. allegations of sexual assault). Attempts at informal resolution are not required before the filing of a formal written complaint and the commencement of a formal investigation.

The principal goal of the policy is to establish a scholarly environment conducive to student learning and a workplace free from discrimination, harassment, and sexual misconduct. In light of that, all community members need to feel free to come forward to discuss concerns with no fear of backlash or reprisal, even if they are unsure of the severity of the harassment or discrimination, which may have occurred. A community member does not need to be the direct target of inappropriate behavior to be affected by inappropriate behavior, and third-party reports should be considered.

Therefore, the most common interim measures and accommodations available are non-punitive “no contact” orders on campus and modifications of work or class assignments. An individual does not need to file a formal complaint with the University or law enforcement to receive a reasonably available accommodation, such as a no-contact order. If a criminal act is alleged, the complainant will be strongly encouraged to use the formal legal process, and not restrict complaints to the University committee. The University committee will assist and support in these cases.

Additionally or in lieu of non-punitive no-contact orders or formal criminal investigation, a formal University investigation process will be available. A formal investigation is carried out by an investigating subcommittee formed from the Committee, or in some cases calling on community members from outside the committee. Subcommittees to address each complaint will be formed of at least one faculty, one staff, and one student member, each of whom has no substantial prior interaction with the person reporting misconduct. The investigating subcommittee will interview the parties and any witnesses. Prior to interviewing the responding, or accused, party, they are provided notice of the complaint filed against them, including a copy of the written complaint. In some cases, if judged appropriate and necessary, the complaint may be anonymized. The parties may submit written statements or other physical evidence to the investigator. The investigator may also independently secure evidence. After the completion of the investigation, the investigator prepares a written report, referred to as a Determination that includes a summary of the evidence reviewed, a statement of the applicable University policies, an analysis of the evidence as it relates to those policies, findings of fact related to the evidence, and, ultimately, a conclusion as to whether or not a policy violation occurred.

Under the complaint resolution procedures of the University, the burden of proof is decided by a “preponderance of the evidence” that is presented by the individual filing the complaint that a policy violation has occurred. As such, the evidence must show that it is more likely that a violation did occur than that a violation did not occur. In the event a policy violation is found to have occurred, the investigator will forward the Determination to the appropriate University official for discipline or sanctioning. The committee does not have the authority to discipline individuals; however, as part of the investigative report, the investigator will make recommendations as to appropriate discipline and interventions as to stop the discrimination, harassment, or sexual misconduct, address its effects, and prevent its recurrence.

All complaint resolution and sanctioning processes are also carried out in accordance with the applicable employee handbooks.

Privacy & Confidentiality

Under this Policy, the private nature of information provided to the committee and/or the committee chair will be accorded the utmost respect. However, there may be times where information received by the committee may be disclosed. These circumstances are outlined in both policies, and include, but are not limited to the following situations:

- i. to the extent necessary to eliminate the alleged discrimination, harassment, or sexual misconduct;
- ii. to the extent necessary to remedy the effects of the alleged discrimination, harassment, or sexual misconduct;
- iii. to the extent necessary to complete an investigation in to the alleged discrimination, harassment, or sexual misconduct;
- iv. to the extent necessary to complete any disciplinary processes related to an investigation carried out by committee; or

Resource Information

In addition to the committee, there are other resources available to individuals subject to discrimination, harassment, and sexual misconduct both on campus and in the local community. The committee and committee chair will gather that information and have it readily available for community members.

SOCIAL MEDIA POLICY FOR AUW STUDENTS

The following policy has been developed to give guidance and direction to students on the use of social media while studying at the Asian University for Women (AUW). Students should be aware that the same standards that apply for interacting within and outside the AUW Community in real life also apply online. The same respect, courtesy, and professionalism expected in real life interactions should be displayed online.

This policy applies to all students and to any personal communications on a social media platform which directly or indirectly reference AUW. This policy applies to social media communications made at any time, whether privately or publicly, and from anywhere, including away from campus and on personal devices, whether to an individual, to a limited group or to the world.

Nothing in this policy is intended to have the effect of limiting either freedom of speech or academic freedom.

For the purpose of this policy, social media is defined as any online interactive tool which encourages users to create and share content or to participate in social networking. Examples of some widely used social media are Facebook, Flickr, Instagram, YouTube, LinkedIn, Snapchat, Twitter, blogs, discussion forums, instant messaging, or any website which allows public commenting or posting.

Social Media and Its Use

Expected Standards of Behavior

Students are personally responsible for what they communicate on or through social media. Communications on social media must be respectful at all times and in accordance with this policy. Use of social media must not infringe on the rights, or privacy of other students, or staff and students must not make derogatory comments or judgments about other students, staff or third parties. Students must take particular care when such communications on social media can identify them as students of Asian University for Women to members of staff, other students, or other individuals. All use of social media must comply with the AUW's policies, including:

- Student Code of Conduct
- Policy on Responsible Use of AUW Computing Resources
- Computing on Campus

The following non-exhaustive list may be considered to be of an unacceptable nature and are prohibited from being posted:

1. confidential information (which may include research not yet in the public domain, information about fellow students or staff or personal matters, non-public or not yet approved documents or information);
2. engage in personal/confidential information discussed during a class
3. vilifying any student for their opinions etc expressed in class.
4. details of complaints and/or legal proceedings/potential legal proceedings involving AUW;
5. personal information about another individual, including contact information, photos, videos, without their expressed permission;
6. comments or remarks from fake accounts or using another person's name without their consent;
7. material, including images, that is threatening, harassing, discriminatory, illegal, obscene, indecent, defamatory, or hostile towards any individual or entity;
8. any other posting that constitutes a criminal offence;
9. anything which may bring AUW into disrepute or compromise the safety or reputation of colleagues, former colleagues, students, staff and those connected with the University

Roles and responsibilities

All students are responsible for:

- ensuring that any use of social media is carried out in line with this and other relevant policies;
- informing the relevant staff member(s) when an institutional account is to be used;
- seeking relevant authorisation for official posts prior to publication;
- regularly monitoring, updating and managing content that is being posted

Social Media for Educational Purpose

Where social media is used as a teaching and learning tool through official AUW websites and accounts, all students must read, understand and agree to the terms of use of the social media website and the University's terms and conditions relating to the use of social media in this context before accessing and posting content on social media in a teaching and learning context.

Social Media for Personal Use

AUW acknowledges that students may use social media in their private lives and for personal communications. Personal communications are those made on, or from, a private social media account, such as a personal page on Facebook or a personal blog. In all cases where a private social media account is used which identifies the University, it must be made clear that the account holder is a student at the University to avoid the impression that views expressed on or through that social media account are made on behalf of the University.

As a student you should be aware of your association with and responsibilities to AUW, and ensure that your profiles and related content are consistent with AUW's policies, including but not limited to, data protection, dignity, electronic mail usage.

You must also be aware of the potential impact of anything which you post online. Therefore, you should avoid posting anything online that:

- you would otherwise not wish to be in the public domain
- you would not be willing to say personally to an individual

You should also be aware that any digital material that you post online could reach a wider audience than you would have expected or intended. Once digital content has been created and shared, you will have limited control over its permanence and audience.

Cyber Bullying via Social Media

AUW has zero tolerance policy towards any form of bullying or harassment by or of members of University staff or students. The following examples illustrate the types of behaviour, displayed through social media communications, which the University considers to be forms of cyber bullying:

- Malicious libelling, spreading rumours, lies, intimidating, offensive or threatening comments via internet on any social platform
- Derogatory and humiliating comments, remarks through e mail, text message, facebook posts etc with the intent to harass or humiliate a student, staff or any other person of AUW.

Any student who is experiencing cyber bullying by another student or a member of the University staff, will have full support of the University.

Refer to the Student Handbook under the Disciplinary Procedures for Violating University Policy.

Intellectual Property

- All students must ensure that they have permission to share any third party materials, including all images, photographs, text and videos, before uploading them or linking to them via social media and, where sharing is permitted, should ensure that such materials or shared links are credited appropriately.
- In addition, all students must check the terms and conditions of a social media account and/or website before uploading material on it; by posting material to social media accounts and/or websites, you may be releasing ownership rights and control of the content. For this reason, you must exercise caution in sharing all information.
- AUW is not responsible for, nor does it hold any ownership, of any content posted by its students, other than content posted by students using University accounts, or in the course of their duties, as a form of professional communication.

Brand

AUW's name, identity and logo may only be used in accordance with the University's brand guidelines.

Monitoring

AUW reserves the right to monitor, without further notice, student activities using its IT resources and communications systems, including but not limited to social media postings, to ensure that its rules are being complied with and such activities are for legitimate purposes.

Reporting

Any complaints received under this policy will be reported, on an anonymised basis where appropriate, to the relevant body within the University.

Breach

Any breach of this policy may result in disciplinary action. Disciplinary action will be taken in accordance with the procedures outlined in the Student Handbook. Disciplinary action may be taken regardless of when the breach is committed and regardless of whether any University equipment or facilities have been used in committing the breach. Where conduct may be an illegal criminal offence, the University may report the matter to the police.

COMMUNITY LIVING

RESIDENCE LIFE POLICIES, SERVICES & PROCEDURES

Residency Requirement Policy

In recognition of the wide range of educational and social benefits derived from living in campus housing, AUW provides residential facilities for its students. Priority for campus housing is granted to all international students, as well as students from Bangladesh whose home address is other than in Chittagong. When available, AUW also provides access to its residential facilities to students from Chittagong.

AUW typically provides campus housing for six (6) academic semesters (excluding summer semesters), or three (3) academic years. It includes Pre-Access Academy programs, such as Pathways for Promise, the year of Access Academy, and the years of undergraduate studies. Under exceptional circumstances, housing is provided for students who live within commuting distance of the University, who would otherwise not qualify for University accommodation.

International students, and Bangladeshi students from outside Chittagong who do not wish to avail of University accommodation are required to complete the residency requirement by submitting a writing request to the Office of Residence Life. This should be notified at least two (2) working weeks prior to the beginning of the semester. The student may be required to meet with Residential Life staff, University administration, or faculty, to fully determine if the student can successfully carry out her studies while living off-campus. A decision will be given to the student in writing from the Office of Residence Life when all parties have been consulted and the request assessed. Students who have been granted approval to reside outside of AUW's campus will attend the University as Day Scholars.

Any student who presents false information in connection with a request for exemption will be referred to the Director of Student Services office for further action.

Housing during Vacation (semester breaks, summer/winter breaks, holidays, etc.)

Students are allowed to stay on campus during holiday breaks, summer and winter vacations.

Students may stay at AUW during summer session if they are taking courses at AUW. Students outside of the commuting distance wishing to stay on campus when they are not taking courses, during the gap term in between semesters, may stay with the permission from the Office of Residence Life. If students are given approval to reside on campus during these times, the Residence Life Office may relocate students to new residence dorms when required.

ORL visit without notification

AUW reserves the right to enter its facilities at any time, including during breaks. ORL will conduct a residence hall walk-through before each long break and perform supervised spot-checks to ensure students comply with all policies. Any occupant(s) in any room(s) found to violate a policy will be subject to interrogation and further action, as appropriate.

Keys

Students are expected to take keep their keys safe. If a key is lost, students should report it immediately to respective RA to minimize the possibility of theft or break-in. Resident who loses or damages the key will have to pay BDT 80 to obtain a replacement or a new key and pay for related expenses such as changes to locks or other repairs. Residents should also carry their key with them at all times. After office hours, resident will not be allowed to borrow any key from ORL except in emergency situation like fire or other unexpected disasters. During office hours – between 9:00 am to 5:30 pm – a resident may borrow the key with valid reason by paying BDT 50 as fine.

Storage

Limited on-campus storage is available during the summer months for students leaving early and is not attending summer courses. First preference will be given to students from outside Chittagong. Students may store up to three boxes. Each box must be securely closed and clearly labeled the the name, AUW ID number, contact information and dates of the storage period.

To make arrangements to avail storage facilities, residents need to contact Residence Life via email at residence.life@auw.edu.bd or look out for emails from ORL in the weeks leading up to any long break.

All stored items will need to be picked up at least 5-7 days prior to the start of the semester. Residence Life will send a notification with a designated deadline by which the items should be collected. After that date, items may be discarded and associated costs may be billed to students. All items are stored at the student's discretion own risk; , thus the University may will not be held responsible. If a student is unable to pick up their storage by the given deadline, it is the student's responsibility to coordinate with friends on campus to pick up their storage. Requests must be made via e-mail and include the name(s) of the person(s) who will be collecting the items. Residents who fail to collect their storage are sent reminder emails. In case the resident is not able to collect, ORL will charge find of BDT 100 per day. All items are stored at the student's own risk; University will not be held liable for any lost, damaged or stolen items kept in the store.

Check-in Procedures

Once on campus, new students will receive an orientation briefing and other materials from the Office of Residence Life (ORL), including a Move-In Move-Out (MIMO) form, other relevant information and the key to their rooms. The student will sign the form to verify all information recorded.

Returning students can check in to their selected room directly upon arrival from vacation. Any resident failing to collect their new room key may contact ORL on working days from 9:30am to 5:00 pm. **Returning students arriving on weekends or after office hours will be required to send an email to ORL in residence.life@auw.edu.bd at least two working days in advance to make alternate arrangements like leaving their room keys with their RA or RA on duty.**

Immediately upon occupying a room, each student must complete, review and submit the Move-In portion of the MIMO Form to her Resident Assistant (RA). Any damaged item will be recorded at this time by RA. Room occupants will be held financially responsible and accountable for unnoted damages or missing items. Cost estimates are listed in the MIMO Form. The cost of damage to common belongings will be shared by all the occupants of the room.

Check-out Procedures

All students living in the dorms are required to check out of their rooms at the end of the academic year. For Pre-Access and Access Academy students, the checkout time will be determined by the relevant program academic calendar.

All students' rooms, furniture, bathrooms, common spaces and corridors must be clear of personal belongings, free of debris, and cleaned before the resident check-out. To avoid charges, all AUW property must be placed where it was originally located.

Check out procedures:

- You must clean your room and surrounding area(s).
- remove all personal locks from furniture in the room. All items left in the room will be removed and cost for damage or missed items are billed to resident.
- your room will be inspected by a Residence Life staff member who will check the condition of your room against the Move-In Report completed at the beginning of the year. Final billing assessments will be made based on any discrepancies found by the Residence Life staff.
- return the room keys to the Residence Life office.
- room occupants will be held responsible for the condition of their room, the furnishings in the room, and any damage to the room or furnishings that occur during their occupancy.
- after a resident checks out of a room, if any remaining items in the room appear to be of high value, University will contact the student or graduate at their AUW email account to notify them of the left items. The University will hold the items for a week after notification, following which the items will be discarded at the University's discretion.
- these policies are subjected to change at the discretion of Residence Life with advance notice.

- Students who have been issued a bill for any damage will not receive their diploma until all fines and dues are paid in full.

Emergencies

Students reporting any emergencies in a residence hall or elsewhere on campus should contact the relevant department such as AUW Security, the Health and Wellness Center, or Office of Residence Life. Students are also encouraged to save important contacts on their personal cell phone including the list titled "Emergency Contact Information".

The "Emergency Contact Information" list is available in the residence halls and all academic buildings. ORL will send the an updated contact list at the beginning of each year.

Students are also strongly encouraged to share their contact information with the University in case of an emergency. It is student's responsibility to update the information.

For non-emergency situations in the residence hall, please contact your nearest Resident Assistant or e-mail the department, as appropriate.

Appliances

AUW residents are not permitted to install any new appliances such as mini fridges, air conditioners, heaters etc. in their rooms. Other prohibited items include: electric cookers, hot-pots, and toasters. Due to fire hazards, these items can only be used in the common space under supervision. All electrical appliances and extension cords in rooms must comply with standard electrical safety standards.

Please note that:

- Extension cords cannot be used with other extension cords.
- Extension cords cannot have multiple things plugged in at the same time.

Any person(s) or room(s) found to violate this policy will be penalised and their items discarded. If students have queries or needs, please email residence.life@auw.edu.bd.

Students are encouraged to share other appliances with roommates and friends to optimize energy consumption. Students are strongly discouraged to utilize their electrical appliances during power outages. To prevent short-circuits, please ensure that all items are unplugged when not in use. Ensure that no items are left on or plugged only in someone's presence.

For cooking purposes, students can utilize common kitchen spaces that are available in the residence halls. Random spot checks will be undertaken in the halls to ensure that students comply with these rules.

Damage Policy

Any damage or misuse of property belonging to AUW or other person(s) will be subject to penalty. Each student is responsible for the general condition of the assigned premises, including damages, defacement, and general order. Occupants will be held responsible for the condition of the room and furnishings in the room, and for any damage that may occur during occupancy. Charges for damage or vandalism will be charged to the occupants. Continued or excessive damage to University housing will result in serious disciplinary actions in accordance with the University Policies for Student Conduct, including suspension and expulsion. Damage resulting from inappropriate behavior or unintended use of equipment or facilities will be charged to the responsible student.

When damage or vandalism of common areas, such as bathrooms, lounges, recreation rooms, or corridors occurs, the individual identified will be subject to disciplinary action. When the appropriate perpetrator cannot be determined, residents may be held collectively responsible at the University's discretion with equal portion of the charges will be assigned to each student.

Students are not permitted to perform maintenance tasks or paint any part of their accommodation. Students may fill out the online "Facilities Issue Form" available upon request from Residence Life staff. Tampering with or altering hardware on doors, including locks, hinges or closures, is considered a fire and safety violation.

Moving University equipment or furniture from the room or other areas is prohibited without the approval of Residence Life. Altering or tampering with the electrical systems is strictly prohibited.

Residents held responsible for damage or losses will be billed and must make payment immediately upon notification. Any question or appeal about a bill must be done within 30 days of the date on the bill.

Disorderly or Disruptive Conduct

Disorderly or disruptive conduct is prohibited in all areas of the campus including rooms, hallways, common spaces, lobbies, stairways and libraries - conduct that threatens, harms, or interferes with regular or normal functions of an on-campus living environment. Such conduct includes, but is not limited to, fighting, excessive noise, public disturbance, harm to self, or others, personal attack online and verbal, and lewd or indecent conduct. To ensure a productive academic environment around the clock, residents are expected to adhere to courtesy hours 24 hours a day.

Compliance with Staff (Both Resident Assistants and Residence Life Officials)

Each resident is required to follow all written and verbal instructions of University staff, including Resident Assistants, promptly and act in an appropriate and civil manner regardless of their position. Failure to accurately identify oneself to staff or to comply with staff in performance of their duties will be treated as a violation of student policy. Serious misbehavior towards Resident Assistants or Staff members will also be a violation of student policy.

Any complaint regarding staff or faculty should be made to the Director of Student Services or the Dean of Faculty respectively. Students may also direct the complaints to the staff or faculty member's supervisor.

Guest Policy

Due to the heightened security measures implemented by AUW, guests will not be allowed in the Residence Halls.

Students who wish to invite guests to attend official university events must e-mail Security and Residence Life the guests' name, address and contact information at least two working days in advance. Approved guests must register at the Security Desk and provide one copy of National Identity (NID) Card with recent picture at the University's main entrance.

Hall Sports Policy

Due to the risk of damage to facilities, personal injury, and disruption of the sleep or study atmosphere in the residence halls, the playing of sports within the residence halls is strictly prohibited. This policy specifically includes but is not limited to: playing ball, throwing Frisbees or other objects, water/food fights, etc. Residents are encouraged to use the AUW gymnasium, or local parks/recreational areas for sports activities.

Pet Policy

No animals or pets are allowed in the AUW residence halls. Please refrain from feeding local/roaming pets to ensure they don't follow students back inside the residence halls.

Leaving the AUW Premises

All leave requests will be reviewed by Residence Life officials, thus the leave form must be filled out by 16:30 at least one day before their desired leave. To obtain leave for breaks/holidays/weekends, students must sign up by 16:30 of the last working day. Students are encouraged to sign up earlier if they know the dates when they will stay off-campus. Students should also fill out the form during breaks in the event that they should go off-campus.

It is important to note that there are fingerprint scanners installed on campus. All students need to imprint their fingerprint at the scanner near the main gate to enter or exit the premises every time at AUW. Any resident failing to imprint her fingerprint will have to pay the fine of BDT 100 and disciplinary action will be taken against her.

The use of the other fingerprint scanners varies, and instructions will be e-mailed to students accordingly. Record of students leaving and returning to campus will be sent to a central database, which will have the most updated information.

Resident Assistants (RA) will give further details about this process at the start of new academic year. Failure to submit the Leave Form or to scan your fingerprint more than once will result in disciplinary action as per the Three Strikes Policy. Based on the severity of the offense, students may also face repercussions including but not limited to written warning(s), referral(s) to the Director of Student Services, community service, or phone call(s) to parents. Further disciplinary action, if needed, will be at the discretion of the Management. AUW understands that there could be different cultural expectations regarding this. However, this institutional policy exists to ensure the best option for the safety of all students.

AUW's first and foremost priority is the safety and security of its students. Students will be notified and expected to adhere to any changes or updates as necessary.

Students are encouraged to exercise caution when they are outside AUW premises at any time of the day and must carry their ID card with them. AUW cannot ensure safety for student's off-campus, thus AUW may not be held liable for any personal injury or damage that occurs outside AUW premises.

Open Hours:

At their own discretion and liability, students are permitted to be outside AUW premises during the following time frame without completing the leave form: 06:30 to 20:30 (6:30 am to 8:30 pm local Chittagong time).

On weekends (Friday- Saturday), students are permitted to stay outside until 21:30 (9:30 pm) without completing the form.

Consequences for returning to campus after Open Hours

Students who do not sign up to stay off-campus for the evening or do not return to campus by 20:30 on weeknights and 21:30 on weekends will be deemed as "missing" and will be held to disciplinary actions for violating University policy (see Disciplinary Procedures for Violating University Policies section of this handbook).

Roommates are expected to notify their RA or ORL if her roommate is missing without prior notice or permission from Residence Life. This will help AUW personnel to ensure safety, and will not result in disciplinary action against the roommate(s) of the missing person.

If a student does not return to campus by the set hour, she will be noted in the Residence Life Disciplinary Database and face consequences depending on the number of cumulative offenses she has against her record. The only exception to this rule is that a student may return to campus after hours if she has notified Residence Life staff or security officer well in advance (at least 1 working day before), and the tardiness is deemed excusable.

Leaving the AUW Premises for overnight stays or beyond the Open Hours

Leave status –

Students who have reserved residential space will be required to live on campus for four (4) nights or more per week (excluding breaks, limited permitted to leave, holidays and weekends), residents failing to stay less than four (4) days in dormitory per week will lose residential status and be enrolled as Day Scholars.

AUW reserves the right to a lot/assign these rooms to other students and /or use for other purpose as AUW may deem fit.

When the residents with approved leave enters the AUW premises their leave will get cancelled automatically once they punch in scanner machine. Students entering even at 11: 55 pm on the same day while on leave their leave will get cancelled and they will be shown as a late arrival.

To stay off-campus after the deadline or through the night, students must obtain permission from Residence Life staff by filling out the Online Student Leave Application Form by 16:30 pm of the last working day prior to the desired leave. Residence Life will give permission according to the Permission to Leave Campus Form which is to be filled out by the student's guardian. This form details the specific permissions guardians may give to students.

All students must imprint their fingerprint on file when leaving and entering the campus. Students refusing to do so will not be able to leave the campus.

It is important for students to follow this protocol to minimize problems and ensure the best safety/security measures on campus. AUW reserves the right to not approve leave for students who have not submitted both the online Student Leave Form and the Guardian Permission to Leave Campus Form on time.

Policy for night Check-In

When a student is present on campus, they must scan their fingerprint by a designated timeline 8:30pm to 10:30pm at their designated Night Check-In fingerprint scanner. Resident Assistants will be conducting random night checks from time to time to verify records.

If a student does not check in by the designated hour, it will be noted in the Residence Life Disciplinary Student Database and the student will face consequences depending on the number of cumulative offenses against her record. The case will be referred to the Director of Student Services for disciplinary action (see Disciplinary Procedures for Violating University Policies). Students who have received multiple warnings may face more severe consequences including suspension, community service, revoking of privileges or expulsion.

All instructions and time frames will be e-mailed to students in advance, and may be updated as necessary.

Missing Student Notification

Students, faculty, or staff members should report to Residence Life Staff if a student has been missing. Once a student is deemed "missing", the appropriate authorities and parents/guardians will be notified.

Quiet hours

Saturday-Wednesday - 10:00 pm to 8:00 am

Thursday-Friday – midnight to 9:00 am

During quiet hours, students are required to keep noise levels to a minimum and not disturb their neighbors. Within a room, roommates should limit behavior that might disrupt quiet hours. For example, students should avoid using laptops, talking on the phone, or keeping lights on in the bedroom. Lights must be switched off by 12:00 am at the latest, unless roommates unanimously agree to leave it on after that time. If a student needs lights, she may use the common spaces, but must keep noise levels down so that students in other rooms are not disturbed. Students must wear headphones if they are using their electronic devices with sound at this time.

During the week of final examinations, quiet hours will be observed 24 hours a day until 9 pm of the last day of exams.

Severity of conduct, based at the discretion of the University, will be used to gauge the appropriate disciplinary action.

Residential Facilities Information:

Lounges/Study Corner use

All residence halls have community lounges to provide residents with a common gathering area and a place to relax and study. Lounges are furnished with couches, chairs, and other amenities. If students would like to reserve one of these spaces for a specific event, they should contact the Residence Life Office at least one working week in advance.

The new student spaces on 20A, 20B & 20C rooftop are also for all students to relax study, collaborate and work in. When available, eligible person/s or groups may use space for literary, recreational, or educational meetings, birthday celebrations or for discussion of matters of general or public interest, subject to these rules and regulations.

The student spaces in rooftop are closed after 12 am. Students are not advised to stay in common space (20A, 20B, and 20C) after 12 am. If any resident is found sleeping or misusing the student's common space, especially libraries in 20A & 20B, she will be charged BDT 100-500 as penalty.

Any personal belonging found unattended in students space will be seized by the officials and will be returned to the resident/owner after five working days and with valid proof.

CCTV camera:

All entrances of all the buildings are monitored by CCTV cameras.

CCTV camera open hours:

9:00 am – 12:00 am

Cleanliness:

Food/utensil are not allowed to be taken back to the rooms

Proper etiquettes should be maintained at all time for all the common spaces

Study corner belongings:

AC remotes, TV remotes, Library books, Lights, Fan, Music Instruments, Furniture's, Couch pillows, floor mats, paintings, showpieces, plants, washroom properties should not be displaced from their respective places and handle with care.

Borrowing of any above material is not allowed under any circumstances.

Disciplinary prohibition according to Student Handbook:

Alcohol and Drugs, Smoking, Gambling, Physical and Verbal attack, Harassment and Hate Speech, Sexual Misconduct and Harassment are not allowed.

Students who fail to adhere to the rules and policies set forth by the University shall be held to the "Three Strikes Policy," which shall be carried out based on the severity of the offense.

Permission for Arranging Parties/Events:

Residents wishing to organize any activities or events in areas generally available to students and the community are advised to seek permission from Residence Life. Before confirming the booking ORL officials will check on the reason and venue. ORL have the authority to cancel any bookings.

Room/ housing selection

1. Housing selection process:

- Housing will be determined based on your room selection.
- Housing is based on seniority (by cohort) within a group. If your living group has 4 people, you will select housing during the senior-most person's turn. For example, if you are a UG1 student who will live with UG3 seniors, then once your room is selected, you do not need to log in to your UG1 time slot.
- UG2 will go first, then UG1, AA and finally Pre-AA.
- Students who fail to graduate in time will not be eligible for free housing on campus. An advance payment of BDT 200 per day for rent & utilities and BDT 210 for food per day will be charged.

2. Rules for Room Selection:

- Students are only allowed to select rooms during their specific batch timings. They may log in at any point during the allotted time period for their batch.
- Room selection should take approximately 3-5 minutes per person/living group or more depending on availability of preferences.
- Please remember failure to select a room at the allocated time will result in the later opportunity to choose a room. If the student misses their slot, they will have to wait for the next announcement of room allocation from ORL.

3. Room Selection Procedure:

- You must use your ID and password to log in to the software and check the availability of the rooms.
- You need to log in via the following link: <http://103.98.135.8/Leave/login.php>
- Go to room allocation
- Select building
- Select a room and click allocate if your desired room is available
- One individual resident can select only one room. She can select other preferred roommate/roommates to join her in that room. However, she cannot select another room for her or another resident.

4. Choice of roommates:

- Students may log in alone (if they don't have any preferred roommate) or in a group during their session
- If a student wants to take a room with preferred roommates she will enter her ID/s in the mandatory field or those students must login to the session with their preferred roommate's information (i.e. whether they will be PAA/AA/UG1/UG2 from 2018).

Please note:

- As per the Registrar's records, enter your student ID (eg.150088) during your allotted time. If you are unsure of your year, it is the student's responsibility to check with the Registry about your academic year standing.
- Students should login in order of seniority from each group in case their first choices are unavailable. At least one senior most person must be able to login from each group.
- It is important to note that students who have reserved residential space must live on campus for four (4) nights or more per week (excluding breaks, limited permitted to leave, holidays and weekends). Failure to do this will result in losing residential status and being enrolled as Day Scholars. At that time, AUW reserves the right to utilize their rooms for other purposes.
- Graduating students who will be staying for academic work will be assigned to a new room on the basis of permission from the academic register.
- If you have questions or concerns, please email us at residence.life@auw.edu.bd or visit us during working hours (10:00 am to 5:00 pm, Sunday-Thursday).

Once a student has selected a room, she may change so long as changes are allowed. Rooms may not be changed during the room change freeze. For rules related to room changes, please see the policy below. Beds and furniture will be decided by the roommates, seniority, or on a first come first serve basis if all roommates are from the same cohort. In case of multiple room changes, first preference will be given for those who had originally signed up for the room.

Any updates to this system will be e-mailed to all students in advance.

Room Changes

Students are not allowed to change rooms after the deadline given by ORL. Students will only be able to move rooms once each semester. Changing your room without approval from the Residence Life office is strictly prohibited for safety reasons, and can be deemed as an Improper Check-In/Check-Out; students found to have changed rooms will face disciplinary action and will be placed at the bottom of the Room Assignment/Selection process for next term.

Any updates to this system will be e-mailed to all students in advance.

Room Decorations

No items may be attached to or hung from the ceiling. Residents are not to attach items to any other surface (wall, door, floor, or furniture) unless an adhesive is used which will not cause any marks or damage. Residents may not use glue, nails, tacks, staples, or screws. No papering or painting of rooms or furniture is permitted. Students will be financially responsible for removal, repair, or any damage. Students are not allowed to alter the electrical devices in the room.

ORL staff member taking visits with guest or other department official will provide prior notice to any student to visit their room. Advance notice need not be given if ORL staff members are visiting. ORL staff of the University, at their discretion, may enter rooms for inspection if they believe that giving notice will interfere with their ability to maintain order and discipline, or endanger the health and safety of students and/or University employees, or where immediate entry is deemed necessary to protect and/or to maintain property, or where immediate entry is otherwise allowed by law.

Entering or allowing other persons to enter a student's assigned room without permission of a resident of that room is prohibited.

Room Security

Residents should keep their door locked at all times. They should not open their room door unless they know the person. Staff will identify themselves.

AUW is not responsible for the loss or damage of personal property of residents. Residents should keep their valuable items locked in the drawers provided. Residents are encouraged to bring or buy small padlocks. These must be removed at the end of each academic year. If a resident suspects theft, she should notify RA and Residence Life staff. The student will be asked to fill out the Incident Report Form specifying the facts and details of the incident. The form will be used by Residence Life and the Security department to investigate the incident.

Residents may not use personal locks on dorm room doors.

Unauthorized Possession/Theft

Students are prohibited from theft or the unauthorized possession of the property of another. Anyone found to have stolen from the University or from those working and residing within the AUW premises will be subjected to disciplinary procedures, including suspension or expulsion.

Residents are encouraged to keep record of serial numbers of valuable items, such as electronics. At their own discretion, students can also use electronic applications to track their items.

Solicitation and Advertising

To protect the privacy of the residents, door-to-door solicitation or distribution of various promotional materials is prohibited in the dorms. No advertising or posting may be placed on the outside of buildings, windows, or doors. These policies apply to all individuals and groups except when written permission has been specifically granted by the Director of Student Services.

RESIDENT ASSISTANTS

House System

The Residence Halls are divided into seven Houses: **Wisdom, Truth, Justice, Courage, Imagination, Service and Joy**. The house names were given by past students and signify the attributes of AUW graduates.

Each House has two or more Resident Assistants (RAs), who play a vital role in building the AUW community. The RAs are students who have been trained to facilitate community meetings, resolve conflicts, develop programs, and act as a resource for students on campus. These students work closely with Residence Life staff to make the Houses as welcoming, safe, and positive as possible.

Resident Assistants' Roles and Responsibilities

The Resident Assistants are responsible for maintaining a positive dormitory environment, making themselves available for dorm-mates, supervising common space, and enforcing common space rules and regulations, as well as fulfilling other day-to-day duties.

The Resident Assistants' commitment, roles, and responsibilities are as follows:

1. Perform nightly head counts as assigned
2. Plan and create intentional, interesting programs (both active and passive)
3. Show respect and sensitivity for cultural differences: Promote a tolerant and welcoming environment
4. Maintain an active role; and be available for dorm-mates
5. Help develop a sense of community, as well as consider individual needs
6. Maintain a positive residential environment in the House
7. Be available to residents
8. Create engaging activities to foster a sense of community
9. Organize intramural House activities
10. Supervise Common Space: Student Lounge/Room, Kitchen, Hallways
11. Enforce common space rules and regulations
12. Call and facilitate House meetings
13. Be familiar with safety protocols, emergency-response procedures
14. Report behavior that is inappropriate or policy violations
15. Coordinate with all departments for programming and maintaining common dorm spaces as necessary

If any student is caught breaking the rules, Resident Assistants may adhere to the following procedure:

1st offense:

Depending on the nature of the offense, the Resident Assistant may give a verbal warning however; they may record the name in the Residence Life disciplinary file.

2nd offense:

Report the incident to the Residence Life staff and include in the Residence Life disciplinary file.

3rd offense:

A disciplinary warning will be issued by the Director of Student Services. Please note that disciplinary warnings have severe consequences. If a student receives a disciplinary warning, it can affect her in a number of ways: she may not be able to compete for internships or summer programs, participate in AUW-sponsored events, and she may have other privileges revoked.

Additionally, the above steps may not be followed in sequence depending on the severity of the violation. For example, if a student is noisy during quiet hours, the above steps will be followed in order. However, if a student verbally or physically harassed or abused someone, the Resident Assistant will immediately report the incident to the Residence Life staff, skipping the first two steps.

Resident Assistants are not responsible for tasks such as:

- Cleaning rooms or common spaces
- Bringing water
- Going to Maintenance or other departments about individual issues in the residence hall
- Bringing toiletries/bedding/supplies
- Other students' valuables (if left in common space)
- Maintaining fridge cleanliness

If a House Member believes that a Resident Assistant is not carrying out her responsibilities, she should contact the Residence Life staff.

House Member's Roles and Responsibilities

A House Member's responsibilities are very similar to a Resident Assistant responsibility. She should promote a tolerant and welcoming environment, be respectful towards her peers, develop the sense of community and maintain a positive residential environment. Additionally, she is responsible for upholding housing rules as outlined in this Handbook.

Changing Houses

All students will be placed in a House based on the location of their room.

Water and Energy consumption

To reduce energy, turn off all lights, air conditioners, and electrical appliances when not in use and when leaving a room. Additionally, please do not waste water as Chittagong suffers from a chronic shortage of water.

Students may leave lights on in common areas to ensure complete visibility.

MAINTENANCE OR REPAIR OF STUDENT ROOM FACILITIES

Students can request maintenance or repairs for their room by asking the Maintenance Department staff, or by filling out the **"Facilities Issue Form."**

Furnishings in Student Rooms

No University furnishing can be removed from a student's room without permission from the Residence Life staff. Similarly, common space furniture that is provided for the general use of all students is not to be removed for use in individual rooms. Assigned furniture not found in the common space at the end of the year will be billed to the residents of that immediate area.

If furniture from individual rooms is found in common areas at anytime, the student will receive a warning from their Resident Assistant. If the furniture is not moved within 24 hours, notice will be given to a Residence Life staff member, who will then follow up with the student. If a resident wishes to move their furniture, they must obtain permission from Residence Life staff.

Maintenance Policy

1. Each student get furnishing facilities one bed, one reading table, one side table, one cupboard and one chair but extra furniture prohibited except for provided furniture.
2. Some facilities provided once at a time (Door lock, lock latch, socket, and plug)
3. Some electronic facilities (Rice cooker, curry cooker, presser cooker, iron, water heater, hair dryer) prohibited for student dormitories.
4. All electrical facilities should turn off after usages.
5. Furniture cannot move to other place without Office Residence life or maintenance permission.
6. Only once get room key for the 2nd time has to pay to Office of Residence Life .

CLEANINESS AND HOUSEKEEPING

All students are responsible for keeping the campus premises clean, and for properly disposing of all trash and recyclable items.

Cleanliness of individual rooms is the sole responsibility of its occupants. Group living requires that residents perform certain duties to keep their rooms clean and well-maintained. Food items need to be kept in sealed containers, cafeteria dishes must be returned to the cafeteria, and trash removed daily so as not to attract insects and pests. Excessive clutter, continued presence of garbage in rooms, and unsanitary conditions are not permitted and may result in a disciplinary warning or action.

Residential students will receive household items by the Housekeeping staff the day of arrival at AUW, packet containing with one bed sheet, one pillow case, one blanket, one blanket cover and one mosquito net.

Cleaning supplies

Cleaning supplies for individual rooms will be provided to students. These items may include a broom, bucket, and cleaning soap. These will be stored in each dorm common area. If supplies are missing, contact the Resident Assistant first. If they are unable to locate these supplies, please report the issue to Housekeeping Staff. Every Thursday from 9.30am to 3.30pm (except holiday) is supply day.

Laundry Service:

Every Wednesday from 9.30am to 3.30pm (except holiday) is Laundry day. Blanket cover will be washed twice a year and Mosquito net and blanket will be washed once a year.

Pest Control

Every week outside of the building and once a year entire dorm has been done by outsider.

Students should return all AUW items which were provided by Housekeeping department before their departure.

Any items that are not accounted will be charged as follows:

Bed sheet replacement price BDT400
Pillow case replacement price BDT100
Mosquito net replacement price BDT350
Blanket replacement price BDT850
Blanket cover replacement price BDT450

Additionally, students are responsible for cleaning and maintaining private bathrooms. Housekeeping staff will provide a bi-monthly cleaning service for all bedrooms and private bathrooms. If students leave excessive clutter or do not dispose of unhygienic waste in these areas (e.g. used sanitary napkins), cleaning staff may refuse to clean those areas at their discretion. The common areas and common washrooms will be cleaned daily. If students feel that the Housekeeping Department is not adequately cleaning these spaces, they may submit a written complaint through the facilities issue form. That being said, students are expected to keep all public areas, such as lounges and student life spaces, as they found it or in better shape.

Trash

There are large trash bins in the common spaces of each building to maintain overall cleanliness. Bathroom and lounge waste containers are not to be used for disposing of personal trash. Housekeeping can take personal trash if wastepaper bins are placed in designated areas and picked up afterward in a timely manner. Please see Housekeeping schedule prior to placing trash bins outside. Trash is not permitted on balconies. Please ensure trash is not kept outside for too long due to potential problems with pests and insects.

If students have queries or needs, please e-mail housekeeping@auw.edu.bd or directly contact with Housekeeping department at 20G building room 500

CAMPUS SAFETY AND SECURITY

The AUW Security and Protocol Department is dedicated to ensure the security and safety within the campus. The department ensures the existence of a reasonably safe environment by providing round-the-clock security and access control, monitors and responds to any threat to security, maintains public order, responds to any emergencies including fires, earthquakes, and power outages.

Fire Safety

A violation of any policy listed below could result in judicial action, including suspension or expulsion.

1. *Fire Alarms:* Tampering with a fire alarm is a punishable offense. Each student present on a floor where a fire alarm sounds must immediately leave the building. Any student who does not evacuate when a fire alarm sounds will be violating this fire safety policy, and thus face judicial action.
2. Once outside the building, persons may not enter a building while the alarm is sounding anywhere in the campus. The building may be entered only after instructions are given by the appropriate official. For safety reasons, fire drills will be routinely scheduled during the semester in all buildings.
3. *Fire Safety Devices:* Fire alarms and fire extinguishers are located in every building. Familiarize yourself with their locations.
4. *Fire Precautions:* Precautions must be taken against a potential fire, thus smoking is prohibited on AUW premises. Other precautions include turning off all electrical appliances and plug points prior to leaving the room or to turn off the stoves prior to leaving the kitchen space.
5. *Circuit Breakers:* Tampering or taping of circuit breaker is not acceptable. This threatens the safety of everyone in the community. Circuit breakers mechanically break an electrical circuit any time the circuit becomes overloaded. When the system becomes overloaded the surge of energy can damage devices and/or cause fires.
6. *Candles and Open Flames:* The possession of candles or incense is not permitted in campus housing. The use of objects with open flames is prohibited. Possession of open flame items will result in confiscation and/or disciplinary action, which will be decided at the discretion of AUW management.
7. *Firearms, weapons, fireworks and explosives:* The possession of firearms (e.g. guns, pistols etc.), weapons, unused fireworks, weapons and other explosives are strictly prohibited on campus. Using fake fire-arms to induce panic in the community is also prohibited, and will result in serious disciplinary action, including suspension or expulsion.
8. *Obstructions in Rooms:* No items inside a student room shall obstruct the doorway or impede exiting or entering the room. This includes furniture, curtains, hanging items, clutter on the floor, wires or any other object that could impede entry or exit. Additionally, a clear view from the doorway into the room is required. Therefore, no items shall block the view into the room (e.g., curtains, furniture, linen, sheets, paper, etc.).
9. *Items on Fire Equipment:* No items may be hung, adhered or affixed to any fire equipment (e.g., fire extinguishers).
10. Hallways must always be clear of any decorative items or other personal belongings. These can prove as a fire hazard by accelerating the rate of a potential fire by spreading rapidly throughout the residence hall.
11. *Wires on Floor:* Wires shall not be placed in an area where they can be stepped on, come in contact with water (rainfall or leaks), or where it may cause a tripping hazard. Wires must never be taped to the floor. This includes wires from power cords, speakers, etc. Residents need to ensure that wires are not located where they can be worn or damaged. Students should take caution when running wires along the walls, around doorframes, and behind furniture. This includes wires pinched in tight spots, which can break and become a fire hazard. Make sure that the wires are not pressed against any furniture that may move and cause damage. Any damaged wires must be discarded. Also, wires may not be attached to or hung from the ceiling.
Any student whose actions cause a fire alarm to sound, interfere with a fire alarm system or with fire fighters, tamper with, inappropriately use or remove fire extinguishers or other fire safety devices, including smoke detectors, exit signs, and room alarms, is subject to judicial action. Behavior that activates the fire/safety system will be considered a major safety policy violation.

Emergencies Protocol

It is critical that building occupants comply with instructions from the University to evacuate or to take shelter. A prompt response to any notice is critical to your safety until the warning or the state of emergency is called off. AUW conducts regular trainings for students and staff on security and safety: Students are required to participate, as well as provide input for campus security enhancements.

Earthquakes

During earthquakes, all residents should stay as calm as possible. At their risk and discretion, students can choose to either stay inside their respective room, possibly in a contained space under a table/desk, or go outside. Either way, residents must proceed with caution to minimize injuries. If you choose to go outside, walk in a single file to minimize injuries, and use your arms to cover your head as you exit. Please do not run.

If you chose to stay inside, once the tremors have stopped, carefully and efficiently go to the ground floor and look for the Fire Marshals, who will then direct students to a safe space. Once in a safe space, students should also report to their RA to conduct a head count.

Do not use elevators at this time.

Fires

Residents should be aware of all Emergency Exits in their residence hall. In case of a fire, residents should exit the building in a single file to minimize personal injury, and ensure safety for all. They should watch for Fire Marshals, who will direct them to the appropriate area to wait until it is safe to re-enter AUW premises.

Do not use the elevators during a fire.

Cyclones:

In the case of severe thunderstorms or cyclones, please take shelter away from electric outlets and windows. If possible, shut all windows and unplug all electrical items. Refrain from utilizing electric appliances of any sort at that time. In case of flooding in your apartment, please contact Maintenance or a Resident Assistant.

Campus Security will issue warnings if needed, based on information received from their reliable sources. It is important that students follow all instructions to ensure the safety of all residents.

During severe weather, you may use the elevator at your discretion.

Being Stuck in Elevator:

In the event that you are stuck in an elevator, stay calm and try to call a friend on campus or the Security Front Desk. If you happen to see an elevator that is stuck or not working, please notify Security, Maintenance, or Residence Life right away.

Active Threat:

In the event of an active threat on campus, all AUW community members are encouraged to use their own discretion. For their convenience, yellow and green signs titled "Emergency Contact Information" have been emailed to all AUW members and posted in all residence halls and academic buildings. Please save designated phone numbers from this list on your phone to call in case of an emergency.

In the event of an active threat on campus, at your discretion please go to the nearest building, and leave via the designated exits. If this is not possible, please go to the nearest safe space, lock the door, if possible bar the door with heavy objects, switch off all lights, turn phone(s) to silent and call emergency services personnel immediately. Please ensure your position is away from the door or windows to minimize/avoid injury.

Lost and Found

The Lost and Found Box is located at 20G Ground Floor (Security Desk or Control Room).

Hartal Policy

Once a hartal is called, the Office of the Registrar will make an announcement via email of the date and hours. Classes will be held as scheduled, unless otherwise announced. Based on the severity of the hartal, Management will announce whether it is safe for students to leave campus the evening before a hartal begins or during hartal hours. In the event that a student must leave AUW premises for a personal commitment during any hartal, she must obtain permission from Security Department.

EXTENSION OF VISA OF INTERNATIONAL STUDENTS

The responsibility for getting the visa extension of International students is primarily lies on the student herself.

They must abide by the following procedure;

1. The duly filled up 'visa extension application form' to be submitted to the Security and Protocol Office (20 G Room no. 104) within 02 (two) to 03 (three) months ahead of the expiry date of the existing visa.
2. Late fine levied, due to the late submission of the application to be borne by the concern student.
3. Students submitting the application must be ready to visit the visa office for interview at any given schedule by the Security and Protocol Office. However, compassionate case may be rescheduled but an early intimation is to be given.
4. Students of India and Pakistan need to register themselves with 02 (two) copies of passport size photo either at the port of entry or on arrival at AUW to the Police authority of Chittagong within 07 (seven) days from their arrival in Bangladesh. Failing which will impose BDT 2,000 to BDT 5,000 for the late registration.
5. Students should not leave Bangladesh without having the validity of visa until the date of return to Bangladesh. If they do so, they will have to get fresh 'Student Visa' from the consular office of their country at their own arrangement.

POLICE CLEARANCE CERTIFICATE

Student needs "Police Clearance Certificate (PCC)" may apply online (www.police.gov.bd) and get it done on her own. If she needs assistance from AUW, she will have to pay the fees to Finance Department and coordinate with Security and Protocol Department.

VISIT TO CHITTAGONG HILL TRACTS (KHAGRACHARI, RANGAMATI AND BANDARBAN)

Chittagong Hill Tracts (CHT) is restricted area and it requires permission by the local Government (District) authority to visit by any foreigner. Any international student intends to visit CHT must approach through ORL or OSA to Security and Protocol Office and she/they must provide detail information (specific date and time of visit, visiting area and places, scanned passport copy etc) and coordinate **minimum 07 (seven) working days prior to visiting date** to process for getting the permission.

THE HEALTH AND WELLNESS CENTER

The HWC is a center for health and wellbeing of the AUW community utilizing the concepts of primary health care to promote the physical and psychosocial wellbeing of the community. Trained and licensed physicians, nurses and psychologists provide a comprehensive array of health resources to support students, faculty and staff. HWC encourages cooperation and involvement to develop an individual's responsibility for their own health.

The HWC's mission is to provide a multicultural, holistic, proactive and educative health care service by offering:

- Quality and compassionate health care.
- Non-judgmental care that respects individual differences in a confidential environment.
- Development of life skills necessary to enhance their personal wellness and ability to be successful in Physical, Mental/Emotional and social life.

AUW HEALTH COVERAGE

HWC provides a comprehensive system of affordable, accessible and appropriate primary health care that encompasses health promotion and illness prevention as well as treatment of some minor illness. The Center also provides equitable referral systems that foster greater collaboration across other health sectors.

SERVICES OFFERED

Health Screening

Prior to AUW admission, students will submit thorough screening, all the medical records, and appropriate health documents. AUW will not shoulder medical expenses for any pre-existing medical conditions. HWC will not be responsible for any complications arising from non-disclosure of their pre-existing medical conditions.

Preventive Care

Upon arrival of new students and faculty, Health Team presents their protocol and basic information regarding the health services of the HWC as part of information dissemination and awareness campaign. Attendance is required.

Physical Examination

The nurses and doctor at HWC conduct basic health examination at least within one month after the new students' arrival. Routine laboratory tests which includes:

Complete blood count
Urine R/M/E Analysis
Serum creatinine
HBsAg screening
Anti HCV (Hepatitis C screening)
HIV

Any other tests, as per the recommendation of the consultant physician

It is mandatory for all students to come on their scheduled date and time for physical examination.

Vaccination Program

AUW will provide vaccines for the following:

- Hepatitis-B (4 doses)

Students will be informed about the scheduled dates for the vaccination program in advance.

De-licing and de-worming campaigns

De-licing and de-worming campaigns are conducted every six months.

Students can also come to HWC to receive De-licing shampoo and de-worming medicine as per they need.

Consultation with HWC Nurses on Duty/ AUW Doctor Consultation

Students who are feeling sick or unwell may come to the Health and Wellness Center for a consultation, allowing the nurse on duty to do thorough assessment and examination. Referral to doctor or other members of the health team is may be advised whenever necessary.

Doctor's Hours: Three days a week

Sunday, Tuesday, Thursday 5:00pm – 8pm.

The doctor is also available on call for any emergency

(Any change in doctor consultation hours will be announced via email)

Note: In case a student is unable to come to HWC, she can call at 01926673038 and seek assistance from HWC.

Provision of Appropriate/Prescribed Medicines

- HWC has stock medicines readily available for students
- Prescription medicines should first be prescribed by the HWC physician
- Medicines prescribed by outside specialists shall be shouldered by the individual themselves

Diagnostic Tests and Procedures

HWC may cover the following laboratory tests free of cost to the students:

- CBC
- Urine R/M/E
- X-rays
- Ultra-sonography

Routine laboratory tests not included in the list above must be shouldered by the individuals themselves.

Referral to Specialist Outside of AUW

- HWC coordinates and arranges appointments to outside health care services as per prescription by HWC physician
- All expenses including consultation fee, prescribed medicines and laboratory tests from outside consultations are to be borne by the individual themselves
- Dental services and eye consultations are not covered by HWC

Outside Hospitalization of Students

- HWC is readily available to refer and assist students for outside hospital admissions
- Parents and relatives of the respective student may be informed
- Parents/relatives of the Bangladeshi students are required to be present to accompany their ward in the hospital

Student Health Assistant (SHA):

Student Health Assistants are available on call to assist nurses on duty and provide guidance to sick students. Nurses or Administrative Officer of HWC will arrange SHAs' to assist sick students if/when necessary.

Follow-up care

HWC will co-ordinate and arrange follow up consultation for students. Students are required to co-operate with HWC regarding their follow up care.

Absence report:

The HWC prepares and submits a daily student absence report in Google Drive to the appropriate authority. HWC does not send direct email to faculties regarding absence of sick students. Inclusion in the absence report will only be on grounds of a valid medical reason. Students need to submit themselves physically at HWC for a thorough health assessment by nurse on duty. Students who are assessed to be incapable of attending their class are required to stay at the Center for further observation and management.

Patient Rights from HWC:

- Inspect and obtain a copy of their diagnostic test reports and medical prescriptions.
- Students have the right to choose a health care provider or place of hospitalization outside of HWC and must assume all financial obligations for off-campus medical/surgical care. In such cases students/their guardian will be required to sign a waiver that releases AUW from any responsibilities.
- Students will be informed of procedures before they are performed.
- The Director of Student Services and/or the Vice Chancellor may be informed of health issues as necessary.

COUNSELING AND PSYCHOSOCIAL SERVICES

The aim of the Counseling Unit of HWC is to promote mental health wellbeing in the AUW community. The most prior aim of AUW psychologist is to provide psychological services for keeping them psychologically enriched. Mental Health program contains multiple services include individual counseling session, group counseling, workshops, talks and training regarding mental health issues. It includes non judgmental and compassionate care for all. HWC provides quality professional counseling and psychosocial support to students challenged by personal and situational issues which may impact on their personal or academic life.

- Trained Mental Health professionals' help for students to deal with various psychosocial issues like depression, anxiety, stress, homesickness, time management, adjustment problem, relationship conflict, family issue, cultural shock, exam phobia, procrastination, crisis management and/or other psychosocial issues.
- The Counseling Unit offers a broad range of confidential services, such as assessment, psychotherapeutic intervention, evaluation and referrals.
- The Campus Psychologist operates within the ethical requirements (maintaining confidentiality) regarding this profession.
- Your records are maintained within the service and accessible only by psychologist within the service, unless a student is perceived as imminently harmful to herself or others.

Recognizing Students in Crisis:

All students have their ups and downs. However, when students exhibit behavior that suggests that the problems the person is dealing with are more than the normal ones, intervention may be warranted. Such behaviors may include:

- Specific threat of physical harm to self or others
- Overtly suicidal thoughts, suicidal attempt
- Highly disruptive behavior (hostile, aggressive, violent, etc.) and/or social isolation
- Loss of contact with reality (experiencing visual or auditory hallucination or actions at odds with reality)

There are several avenues to take when a student has been identified as being "in crisis" depending upon her behavior. Some actions by a student may call for a more significant response particularly if the student poses an immediate and serious threat of physical harm to self or others. Such cases must be dealt by Psychologist promptly but other HWC members (nurses, doctor), concerned authority such as Director of Student Services and/or concerned department such as Residential Life and parents of the students must be informed. No Harm Contract should be signed for students' safety and students must be in regular consultation with Psychologist.

Bullying

Students are prohibited to exhibit any bullying behavior to other students and/or other members of the community. Bullying is including but not limited to: using superior strength or influence to intimidate someone to force someone to do what one wants, harassment, public shaming, online defamation, to torment. Browbeat or slander etc.

Any report on such instances will be taken very seriously. It is recommended that students familiarize themselves with the local and national laws regarding using any communication platform such as online social media.

Emergency Situations:

- Identifying and referring students in crisis, intervening immediately after the emergency situations may help students to develop more positive coping strategy to recover from the shock, grief and other negative impacts of the event.
- Sudden death of a friend, peer, classmate, family member etc
- Disaster such as earthquake, war etc.

General Steps to follow by students in an Emergency Situation:

1. Call AUW Health and Wellness Center Number or come to the health center to report the event or refer the student and also report Res. life department about the situation/incident.
2. Make a complete assessment of the situation immediately. Such as when did the incident(s) occur? What has happened or what do you suspect will happen? What action or steps have you or your friends taken thus far?
3. Do not share this information with any unauthorized person in the AUW community. Keep it confidential and only disclose relevant information to the concern department or staff (Psychologist, Physician/Nurse).
4. Communicate and cooperate with concerned Department or person to get the real scenario of the situation. Respond to mail or call to support the student's recovery.

The Health and Wellness Center's Confidentiality Policy

The clinic at the Health and Wellness Center (HWC), its auxiliary, and its administrative staff will maintain patient privacy and confidentiality at all times. Although, at times it will be necessary to share student health information with the Director of Student Services and/or the Vice Chancellor. Staff will:

- Always ensure medical records are stored in a location only accessible to staff.
- Always ensure that patient assessments and treatments take place in a private location, closing doors or windows when necessary.
- Always encourage patients to seek medical advice and treatment at the HWC clinic instead of in public areas.
- Always maintain a professional relationship with students (patients).
- Never discuss information concerning one student (patient) with another unless the student (patient) has signed a consent form.

When sharing information between clinical staff, other healthcare providers, or the Dean of Students or Vice Chancellor is necessary:

- Clinical staff will discuss this with the patient.
- Share information in a private location.
- Share only what information is necessary.

The only exception to this policy is if there is an immediate safety issue for other patients, staff, or the public. In such situations, the concern will be immediately directed to the Senior Nurse.

If a student believes this confidentiality policy has been breached, she should write to the Director of Student Services detailing the offense.

Policy for Pregnant Students at AUW

As a general matter, AUW strongly encourages students to defer pregnancy until after graduation as pregnancy and child-rearing present unique challenges in terms of physical and emotional health. It can also conflict with studies, as students will likely need to take a leave of absence and thereby interrupt their studies, perhaps altering the preferred sequence of their studies, and delay their graduation by as long as one academic year. The student will also most likely be unable to fully engage in community activities at AUW.

However, AUW recognizes that from time to time, a student may become pregnant while enrolled at AUW. In such instances, AUW has adopted the following steps for students to follow.

1. Any student who suspects she is pregnant because of missed periods, or has confirmed pregnancy by a doctor, **must** inform the Health and Wellness Center (HWC) **in writing** as soon as she becomes aware of the pregnancy. The HWC will inform the the Director of Student Services, and the information will be kept confidential by all parties. The Director of Resident Faculty will arrange for the student to become a day scholar; the Director of Student Services will evaluate whether the student is enrolled in any courses that could present a health risk to the pregnant student or her unborn child. The Director of Student Services will also assist the student in taking a leave of absence, should the student choose.

2. The student may continue her studies at AUW, but only as a day scholar. At present, AUW does not have the necessary facilities, which include health care and housing, needed to ensure the health and safety of a pregnant student or her child. Therefore, a student cannot live on campus or receive prenatal healthcare from the HWC. The student should seek healthcare in the form of regular checkups on her own. Students needing referrals can consult the HWC. The student should also learn, preferably by consulting her doctor, about how to have a healthy and safe pregnancy and what signs to look for to determine if she should seek help immediately.
3. The student may request **in writing** a leave of absence for up to one academic year any time during her pregnancy (please see AUW's Withdrawal Policy for details on how to go on a voluntary leave of absence). A student choosing to remain enrolled while pregnant must meet all academic standards, including attendance.
4. The student may return to live and study at AUW after giving birth. However, the current AUW campus is not equipped to house mothers and their children, so a student choosing to live on campus will have to arrange housing, including care and feeding, for her child prior to returning.

Support and Resources for Pregnant Students/Mothers

AUW supports the continuing education of mothers, and to that end, we hope to design provisions in the permanent campus for mother and child. Within the current campus, AUW will designate one space for nursing mothers who wish to have their child visit them on campus¹. The visit should be scheduled only when the student does not have class and is free to meet with the baby and any accompanying adult. For safety and security reasons, and in accordance with AUW's rules for visitors and guests, the child and any accompanying guest must remain within the designated space and be accompanied by the mother at all times.

Additional resources available to pregnant students, or students who suspect they are pregnant, include one pregnancy test through the HWC (no questions asked); books on healthy pregnancy, childbirth, and infant/young childcare and feeding, all of which can be found in the library; and the counselors at the HWC. Students are encouraged to schedule a confidential appointment with a counselor at any time during or after their pregnancy.

Safety

A student choosing to remain enrolled while pregnant is solely responsible for the health and safety of herself and her unborn child. Additionally, she should consult with her doctor and professors to determine if any of her coursework presents a risk to her or her unborn child.

Any pregnant student taking science laboratory courses such as organic chemistry, biochemistry, molecular biology, genetics, and environmental chemistry/toxicology, should consult the faculty teaching these courses to determine their safety.

The pregnant student should also consult her doctor about any physical education classes she is enrolled in. Generally, some light exercises do not harm a healthy, pregnant woman or her unborn child. However, the student should only continue with her physical education courses if advised so by her doctor.

Any student who discovers that she cannot continue with a course because of possible health risks can work with the Registrar's Office to withdraw from the course.

Privacy, Confidentiality, and Equality

AUW is committed to protecting the privacy of its students and ensuring confidentiality. Any information a student shares about her health will be kept confidential, unless a student is perceived as imminently dangerous to herself or others.

Further, AUW and its staff will treat all students, including pregnant students or students who have terminated a pregnancy, equally, without judgment or discrimination, and demonstrate a sensitive approach.

Any student who experiences any sort of discrimination or mistreatment on the grounds that she is pregnant or has terminated a pregnancy must report it immediately. She can report the incident to the Director of Student Services, the Head of Res Life, or the Counselor at the HWC.

¹ The designated space cannot be used as an area for daycare; AUW does not provide infant/child care on campus.

STUDENT SERVICES

DIRECTOR OF STUDENT SERVICES

The Director of Student Services is the main administrative contact for students. The Director serves as the link between the students and the faculty, administrators, and staff. The Director of Student Services will assist students in achieving their academic and personal goals by answering questions, and, when appropriate, referring students to various departments, offices, or community resources that can best meet the student's needs. Finally, the Director of Student Services works with students, faculty, and administrators to review and formulate policies that pertain to students, their rights, and their services.

OFFICE OF STUDENT ACTIVITIES (OSA)

The Office of Student Activities (OSA) strives to meet the social needs of students through co-curricular and extra-curricular activities including Student Clubs and Organizations, events, student publications, and student government.

For more information about the policies and procedures of the Office of Student Activities, please contact the OSA Program Coordinator and/or the Director of Student Service (DoS).

STUDENT CLUBS

Student clubs and organizations provide opportunities for students to meet with others who share a common interest. Student clubs range in focus from discussing issues related to women to teaching English in the community to advocating for peace and change in the world. These opportunities allow students to explore personal interests outside the classroom while developing leadership and group work skills.

Clubs are founded and operated by students with the guidance of a faculty adviser. Students are responsible for organizing club meetings and programs; faculty advisers are responsible for guiding the club in its mission and practice. Each club must have a self-elected board that can fulfill the administrative responsibilities of the club. Student clubs provide opportunities for students to meet with others who share a common interest. They range in focus from discussing issues related to women to teaching English in the community to advocating for peace and change in the world. These opportunities allow students to explore personal interests outside the classroom while developing leadership and group work skills.

For more information about student clubs, please refer to the Club manual (available in the website) and/or contact the Program Coordinator.

STUDENT EVENTS AND PERFORMANCES

Events:

This policy is applicable, but not limited to, AUW clubs and/or students wanting to organize events listed on the Events Calendar and/or outside of the calendar:

1. AUW Clubs and/or students have to complete the Event Proposal Form and email it to the OSA Program Coordinator/ Assistant Coordinator four weeks in advance.
2. The OSA Program Coordinator & Assistant Coordinator will review the proposal. The proposal will be further discussed with the Interim Student Support Committee as and when needed.
3. The OSA Program Coordinator/ Assistant Coordinator will inform via email whether or not the event is approved. If the event is not approved the reason(s) will be explained.
4. If the event is approved the OSA Program Coordinator/ Assistant Coordinator will send an email notification to the respective AUW departments of the event approval and inform the AUW Club and/or student(s) scheduling a meeting with them.
5. Events should be wrapped up by 9:00pm if it's held in Rooftop or Tale Space (please see the section of ***Outsider Guest at Event*** to maintain the policy if outsiders are invited in the event)

ONLY after the event is approved the club and/or student(s) can contact the following departments during the office hours (Sun-Thurs 9:30am-5pm):

- a. Office of Student Activities (OSA) – to discuss the details of logistics, budget, and overall planning. The AUW Event Budget Form is to be completed and submitted to OSA at least 7 (seven) working days before the event unless otherwise budget is required even before 7 (seven) days prior the event.
- b. Maintenance – for all logistical support please email Head/ Supervisor of Maintenance and make sure to send a copy to the OSA Coordinator.
- c. Housekeeping – for arrangement of food and cleaning please email Head/ Supervisor of Food and Housekeeping and make sure to copy the OSA Coordinator.
- d. Transportation – for transportation please email Supervisor of Travel and Logistics and make sure to copy the OSA Coordinator.
- e. Venue Schedule – for venue scheduling please email at venue.scheduling@auw.edu.bd and make sure to copy the OSA Coordinator.
- f. Club Advisor:
 - I. CC club advisor is must in any event related email
 - II. Presence of club advisor is must in any event
- g. Venue Booking Capacity
 - Rooftop – 200
 - Tale Space – 40

*Refer to the **Venue Usage Policy***

- g. Security – for security purpose please email Director of Security and make sure to copy the OSA Coordinator.
 - I. Security Department should be informed by event organizer about the event
 - II. Briefing with Head of Security Department and all the event volunteer is must before 3 days
 - III. A complete list with name, phone number, NID number and address of all outsider guests should be sent to Security Department and OSA before 3 working days if the outsiders guest is allowed to attend the event
- h. Outsider Guest at Event:
 - I. Special permission is required to be taken from Director of Student Service in case of inviting outsider guest in any student event inside AUW. Outsider guests will be allowed to enter the AUW premises without prior permission.
 - II. With Outsiders Cultural program is not allowed after 8:30pm
 - III. No event should be held during any holiday (with outsiders)
- i. Office of Student Activities (OSA) – for borrowing stationery and/or decoration material please meet with OSA office Assistant at the B Lounge office with the request list at least a few days prior the event. Last minute requests will not be entertained (refer to the OSA Policies for borrowing stationery).

IMPORTANT NOTE:

After every meeting the AUW Club and/or student is to send the meeting minutes to the meeting attendees. The AUW Club and/or student(s) are to have the Events Planning Checklist signed by all the AUW departments after the meeting is over. The completed checklist is to be given to the OSA Program Assistant Coordinator at least a week before the event is scheduled.

If the AUW Clubs and/or student(s) wish to invite outside guests, they will need to meet with the OSA Program Coordinator, Assistant Coordinator and Security Dept. A guest list is to be created (including mobile number, identification number, email, etc.) and emailed to Security Department and the Office of Student Activities (OSA).

Announcement – for sending emails to AUW community please email the OSA Program Coordinator and not AUW Announcement directly.

- First event email invitation must be sent at least five working days prior the event
- First reminder email invitation must be sent at least three days prior the event
- Second reminder email invitation must be sent a day prior the event
- Final reminder email invitation can be sent on the day of the event

(OPTIONAL) **Posters** – Please refer to the AUW Posting Policy

Rehearsals, if applicable for the event, must be held at the B-Lounge. One dress rehearsal can be held at the 20G Rooftop a day prior the event.

AUW Club and/or student(s) organizing the event will be penalized if any of the rules are not followed.

AUW Club and/or student (s) organizers will be responsible for repair and maintenance cost if AUW property has been destroyed/damaged during an event.

Event budget needs to be settled within a week after the event is over. Original receipts need to be submitted to the OSA Coordinator.

Receipts must be original including the date, name of institution, address Receipts must have signature of the shopkeeper after payment Receipts must have signature of the student buying the items Students are not to write anything on the original receipt

Refer to the AUW Event Budget Form for details for recording travel expenses and items not having original receipts

AUW Club and/or student(s) organizing the event will have to take full responsibility of returning the borrowed items and/or furniture to the respective places.

Performances

All performances and events performed by AUW students must be reviewed and authorized by the Director of Student Services, Assistant Dean of Students, and/or the Vice Chancellor. Performances and events will be evaluated based on the appropriateness for the campus audience.

Student performances outside the campus will not be permitted unless the performance is extremely organized, shows especially high talent, and is deemed appropriate for using the AUW name. Students wishing to perform outside the AUW campus should contact OSA staff early in their planning process.

STUDENT PUBLICATION POLICY

AUW recognizes that student publications can help achieve a wide range of goals, such as:

1. Share and communicate factual information
2. Provide practical experience to students interested in publications
3. Provide an accurate day-by-day historical record of institutional activities and life
4. Provide an opportunity to publish creative writing

Thus, AUW encourages students to come up with student publications that serve students and their interests, help provide a record of campus life, and function as an educational forum for students.

AUW also encourages students to practice responsible journalism, and take their editorial and student responsibilities seriously. These responsibilities are outlined below.

Editorial/Student Responsibilities

All student publications are expected to reflect the highest ideals of responsible journalism, including truthfulness and decency. The editor of each publication is responsible for adherence to these standards and AUW will not bear any responsibility for any publication in violation of these standards. The entire contents of the publication—news columns, editorial matters, campus information, rules and regulations, etc.— will be reviewed by the editor and student staff who shall in all instances reserve the right to edit or delete any materials that fail to meet this standard.

Students working with publications shall:

- a. verify all information to be printed and recheck for accuracy;
- b. be fair and objective in the presentation of news and opinion;
- c. encourage letters to the editor from the entire university community that reflect a variety of opinions, including those that differ from the editors;
- d. consult with their advisor for counsel.

The editors of each publication shall ensure that staff adhere to the requirements established by the editor/publication. It is the responsibility of the editors of each publication to determine duties of their staff members and supervise performance of assigned duties. The editor shall make all attempts to stay within prescribed time guidelines. If a student publication will not meet a deadline, the advisor should be notified immediately. The editors of each publication shall meet with advisers at least twice per semester to ensure the proper management of the publication.

Other Rules and Regulations:

1. Student publications will be free of censorship in the publication and dissemination of their views as long as these are not represented as the views of AUW, and as long as all editorial/student responsibilities are upheld.
2. Student publications may not use the University logo or seal.
3. Every student publication must identify the agency, group, or organization responsible for its preparation and distribution.
4. All student publications must register as a club through the Office of Student Activities.

Term Break

During term breaks, OSA organizes various activities for students who remain on campus. Indoor and outdoor games, sports tournaments, movie nights, karaoke and dance parties, quizzes, reading sessions, and field trips are among the common activities students can enjoy during their breaks. To facilitate these activities, OSA hires students through the Work-Study Program to plan, organize, and lead these activities.

Workshops, Talks and Seminar

OSA organizes workshops, talks, and seminars that help AUW students learn skills, gain insight, and cultivate curiosity about the world through other people's experiences. These events give students exposure to global personalities and issues that inspire them to recognize and nurture their own passions.

STATIONERY BORROWING AND SCANNING**Stationery**

- Students/Clubs can borrow stationery for events approved by OSA.
- All stationery requests must be made at least two days in advance.
- Students cannot borrow stationery for their personal uses.
- When returning borrowed materials, the borrower must deliver it directly to the OSA personnel. The student should not leave the materials on the table or unattended. Materials lost because they were not returned properly will be billed to the borrower.

Note: If students/clubs fail to return the borrowed items within the mentioned date, OSA will implement the following actions:

- Notification and observation for 3 days
- 2 BD Taka per day for each item for 5 days
- 5 BD Taka per day for each item for 15 days

If the item is not returned within 15 days, student/club will lose privileges to borrow items from OSA for rest of the semester.

In case the borrowed item is lost, the borrower will have to pay for the cost of the lost item.

Scanning

The Office of Student Activities (OSA) offers scanning service for all students. OSA will scan personal documents such as passports, forms, photos, etc. Scanned documents will be emailed to the student and/or copied into a USB.

- The first page will be free; however, students have to pay 1 taka each for scanning more than 2 pages for every document such as passports, certificates or any other papers.
- To scan a large file (more than 20 pages), OSA should be given at least 1 working day to get it done. Scanning services is available Sunday-Thursday 10am-4.30pm.

Announcement Board

Announcement boards are located throughout campus. The following board locations are available for student use: dining hall, library, 20H Student Union. All posters, flyers, and banners must be approved in advance by the Office of Student Activities (OSA). All unauthorized postings will be removed by OSA. *Refer to the AUW Posting Policy for details.*

Day Scholars

Students from Chittagong, and those who have been granted an exemption from residency, will be able to attend classes as Day Scholars.

Students who have reserved residential space, but fail to live on campus for four (4) nights or more per week (excluding breaks, limited permitted leave, holidays and weekends) will lose residential status and be enrolled as Day Scholars. At that time, AUW reserves the right to utilize their rooms for other purposes.

A limited number of permitted leaves will be available outside designated holidays, breaks and weekends at the discretion of AUW officials.

WORK-STUDY POLICY

Purpose

The Work Study Program is designed to provide AUW students with part-time employment on campus to help meet their financial needs and to introduce them to the work culture. This program also:

- assists students in developing a positive attitude toward work
- teaches students good work habit and time management
- skills enhances students' sense of responsibility
- provides students with valuable learning experience while doing worthwhile
- work meets the needs of the University in performing day-to-day operations

Eligibility

To be eligible for Work Study, a student must maintain good academic standing and must be a full-time undergraduate student (enrolled in at least 3 courses each semester). Students facing academic actions such as Academic Probation or will not be allowed to hold a work study position unless approved by the Director of Student Services

Forms

At the beginning of the fall and spring semester, the Office of Student Activities will provide everyone with the following forms:

- I. Requirements Form
- II. Student Application Form
- III. Student Information Form
- IV. Student Application Form Work Agreement Form
- V. Student Evaluation (to the Supervisors)
- VI. WSP Supervisor Evaluation (to the students)

These forms are also available on the AUW website.

Payment

Students will be paid at an hourly rate of Bangladeshi Taka 80/- (eighty)

Conditions of Employment

Student Employee may not exceed the maximum 10 hours per week unless she has special permission from the Director of Student Services. Student Employee may not exceed the 40 hours per month. If extra work load is expected for a given month it must be informed to the Supervisor and the OSA Program Coordinator ahead of time.

Student Employee may not work during their scheduled class periods.

Student Employee may not hold more than one position at any one time unless she has special permission from the Director of Student Services.

Student Employee may apply to different positions while still engaged in one position, however, she has to quit one job before she can start another.

All positions will automatically be terminated at the end of each academic year. All positions must be advertised for each new academic year.

Offices may employ the same Student Employee they had employed in the previous academic year after the new application process (if the same student applies again) but are encouraged to bring in change and give all students opportunities to gain work experience.

Student Employee who are graduating or leaving at the end of Spring semester must not continue their position after the month of April.

Student Employee are encouraged not to hold the same job for more than two academic years.

Student Employee is not to be paid for studying while on the job. In case of makeup classes, assignments, and quizzes, Student Employee can request for a study leave.

Student Employee may only be employed to facilitate the professional activities of AUW. Student Employee may not be employed for the personal benefit of any office staff/faculty.

For more information about the program, please refer to the Work Study manual (available in the website) and/or contact the OSA Program Coordinator.

² Supervisors can consult with the Registrar and the Dean of Students for academic information of the student

STUDENT GOVERNMENT

The Student Government (SG) is a self-governing organization, representing the interests of AUW students. The government body is made up of four elected executive members (President, Vice-President, Secretary, Treasurer) and six elected class representatives for each class represented in the AUW student body (UG 1/2/3/4, AA and Pre- AA). The elections are facilitated by The Office of the Director of Student Services each year.

The Student Government, advised by the Office of the Director of Student Services and a faculty or staff advisor (nominated by Student Government officials), works with students and administration to improve the quality of student life at AUW. The AUW Student Government meets routinely with Vice Chancellor, Director of Student Services and students to collect agendas and come up with feasible possible solutions.

Contact with SG Member

Students, who want to contact with SG member they can leave an email to SG email address:

auwstudentgovernment@auw.edu.bd

For a full list of events, please refer to the Events Calendar.

OSA works closely with students to plan and carry out these activities. Any students interested in planning any of the above listed activities or to plan an event not listed in the Events Calendar, please contact OSA.

Cultural Celebrations

OSA organizes events and activities that recognize and celebrate the diverse cultures and traditions AUW students bring to the campus. Some of the major events are listed below:

Durga Puja
Bengali New Year
Eid
Saraswati Puja
Halloween
International Mother Language Day
Bangladesh Independence Day
Christmas

Easter
 International Women's Day
 New Year (Global)
 Buddha Purnim
 Lunar New Year
 Nawroz

REPRESENTING AUW AT OUTSIDE CONFERENCES, FUNDRAISING, AND OTHER EVENTS

From time to time the opportunity will arise for AUW students to attend conferences, fundraising events, named scholarships, etc. These can be good opportunities for the students selected as well as for the University. The procedure used in the selection of students will vary because of the wide range of opportunities that are available each year and the diverse requirements to participate in them. Presented here is an outline of the general procedure that will be followed in the selection of students to participate in these special events. Please note that this is a general guideline for selection and for any particular opportunity, the guidelines may differ.

In general, opportunities to represent AUW, especially those that require the student to travel outside of Bangladesh, will be announced to the student body by email and/or will be posted by the Center for Career Development & International Programs or Office of Student Services in appropriate places. In addition to the description of the opportunity, the requirements for applicants will be posted. Where an application is required, that will also be sent/made available.

For all opportunities, strong applicants will:

- Have acceptable grades, with evidence of strong critical thinking skills
- Have good character (being a good member of the AUW community, in the dorms and in the classroom)
- Have good emotional stability and maturity
- Demonstrates evidence that she will be a good ambassador of the University
- Show a lively interest in the community and global world about her (in engaged and creative classroom work, through strong leadership in meaningful extra-curricular activities, etc.)
- Have strong recommendations from faculty and staff

For specific opportunities, there will be other criteria, such as: For Fundraisers: Strong speaking skills, including the capacity to engage an audience, a confident presentation style, good spoken English skills, ease with extemporaneous speaking, Strong social skills, including ease in mixing with adults in informal settings, Ability to articulate the AUW experience in a convincing manner, including comfort in reflecting on the student's own experiences with AUW
 Background, where appropriate, to match the requirements of the Fundraiser (e.g., a regional fundraiser and AUW prefers students who are from the region)
 Excellent written and critical thinking skills

For Academic Experience:

- Highest academic achievement in the disciplines for which the training is being offered
- Career choices that would most benefit from the type of training being offered
- Strongest work habits and other evidence that the student takes seriously academic training

Please note that this means that these opportunities will NOT be spread "evenly" across the student body, but rather will be given, as in every other competitive situation, to those students who best fit the criteria that are required for each opportunity.

Requests for Funding for Conferences and Events

Students may apply for funding to go to conferences and events. To apply for funding, students must request through their department chair. A request for funding does not guarantee funds will be provided. Students may apply for loans through AUW for travel to conferences. Students must speak to the Director of Student Services. Loans are subject to the repayment policies stipulated by the Finance Office. In any AUW travel experience, students are not allowed to ask donors for money, scholarships, internships, or employment. Students who violate this policy will be held to the Disciplinary Procedures for Violating University Policies found in this handbook. All conference/ seminar/ workshop attendance must be registered through the prescribed form which is available with the Office of the University Registrar and CDIP. The External Programs Form from the CDIP office must be completed/ signed and submitted to the Office of the University Registrar.

UNIVERSITY SERVICES

AUW LIBRARY

<http://www.auw.edu.bd/library/>

Opening Hours: 09:00am – 12 midnight, everyday

Library staffs are available on: Sunday – Thursday 09:00am – 22:00pm

The AUW library supports the University's mission and vision by providing access to print and online collections that foster learning, teaching, and research. The library also seeks to enrich the life of the AUW community by providing practical information, and resources for recreational reading and intellectual exploration and growth.

Library Identification Card

Library cards with a borrower's identification number are prepared for all faculty, students, and staff. The Library Circulation Officer preserves these cards and keeps book records against cards when material from the library is borrowed.

Library Collection

Printed Materials: The library has a rich collection of printed books on language, literature, arts, social science studies, science, etc. It has more than 27,000 tangible books, and more than 1000 documents, including journals, magazines, reports, etc.

Electronic Resources: The library subscribes to a huge number of electronic resources covering almost every branch of human knowledge intended to promote scholarly and research activities by the faculty members, staff, and students of AUW. For more information on the electronic resources subscribed by the AUW Library, please visit <http://www.auw.edu.bd/library/library/pages/Online-Resources.php>. The library has access to over 40,000 full-text online Journals, 6,200 full-text e-Books, 2,000 online magazines/periodicals/newspapers, and thousands of primary source documents and working papers. Users may also search a particular journal by title, subject, or publisher name.

Audio Visual Materials: The Library has more than 1600 DVDs, 700 music CDs, and many English language learning CDs.

Kindles: The library has 20 Kindles with a number of e-books.

Newspapers: The library has subscriptions to 9 national and local newspapers in Bengali and English.

Reference materials: Encyclopedias, dictionaries, almanacs, etc. Reference materials are non-circulating materials, and can only be read in the library.

Library Facilities

Catalogue Search: AUW library has a computerized catalog system. Users of AUW Library can search books in the catalog within AUW network. Library users can search books by Author, Title, Keyword and Subject and also check the status of books. The library catalog (<http://www.auw.edu.bd/library/MainBSearch.php>). Users can also renew books online. The DVD and CD collection is also catalogued online: <http://www.auw.edu.bd/library/MainDVDSearch.php>. Users can also see their

Library account details online at <http://www.auw.edu.bd/library/login.php> . It requires a username (AUW ID) and password (Library Membership number).

Training: The Library offers Information Literacy Training for students and faculty, especially on online resources.

Cyber Corner: In the Library Cyber Corner, there are 7 computers for using AUW Library's online resources. Users can use computers for 2 hours at a time after signing in the register.

Reading Rooms: The AUW Library maintains comfortable reading rooms. The users are eligible to use this reading room in between 9:00 am. - 12:00 midnight for 7 days in a week.

Individual Study Corner: Library has one special corner for individual study. There are separate reading spaces for Faculty and Students in 'Individual Study Corner'.

Faiz Ahmed Faiz Poetry Corner: AUW Library newly introduces 'Faiz Ahmad Faiz Poetry Corner'. Faiz Ahmad Faiz was a Pakistani national, intellectual, revolutionary poet, and one of the most celebrated writers of the Urdu language, having been nominated four times for the Nobel Prize for literature. Including Faiz Ahmad Faiz poems, there are many collections of poetry available in AUW Library.

Non Violent Resistance Corner: AUW Library also introduces one new corner: 'Non Violent Resistance Corner'. The Non Violent Resistance is dedicated to offering youth an alternative to violence. Major nonviolent resistance advocates include Mahatma Gandhi, Leo Tolstoy, and Martin Luther King, Jr. books available in this corner.

Rabindra Corner: AUW library also has 'Rabindra Corner' which is completely dedicated for the collection of books by or about Rabindranath Tagore.

Japanese Corner: In this section user can find wide range of Japanese language textbooks, story books, Japanese grammar, Japanese characters, Dictionary etc. CD's are attached with most of the textbooks. This corner focuses on resources of a reading knowledge of Japanese.

Chinese Corner: To provide information about the Chinese society, culture and language, AUW Library has Chinese Corner. Most of these books are on Chinese Language & Literature, Culture and History.

Multilingual Book Collection: To acknowledge the students backgrounds and their mother tongue, AUW library also established a 'Multilingual Book Corner' with multilingual books.

Graduate School Admission Corner: The objective of Graduate School Admission Corner is to provide students who are interested in pursuing an advanced degree with materials that will help them understand the admissions process and prepare for graduate school admissions examinations. The resources available include admission test preparation for GMAT, GRE, GRI, MBA, SAT, LSAT, TOEFL, IELTS, IBT, etc. There are also some Career Counselor's handbooks, PhD application handbooks, and other resources.

Video Corner: AUW library has 1 video corner. Users can watch movies for 2 hours and 30 minutes at a time after signing in the register.

Religious Books Corner: The corner is dedicated to sacred religious texts from all major religions.

AUW Publications Corner: This is a collection of publications from AUW from its earliest days.

Renewal

Loan items can be renewed two times, providing they have not been reserved by another borrower. User will be unable to renew items if they have any fines or an item has reached its maximum renewals allowance. User need to return any items reaching maximum renewals to the Library. User can come to the library and renew their books manually. User can also renew their library books in online. User will find the renewals option on the due date and one day before the due date.

Reservations

Users can reserve library items for 2 days. By providing library account details users can reserve their desired title.

Institutional Repository

AUW Space is the digital repository of the Asian University for Women. It collects, preserves, and distributes the research and scholarship produced by the students, faculties and staff of AUW. Senior theses, published and unpublished papers, presentations, summer project or internship reports, data sets, audio and video files, and photographs can all be deposited here.

Remote Access to Online Resources

AUW library provides remote access of online library resources through Ezproxy. AUW authentic users could be able to get remote access of library online resources through Ezproxy server.

Library Procurement

Library team procures books on recreational/pleasure reading. The purpose of this initiative is to encourage members of the AUW community to think about the campus library in a new way. Of course, the library is always there for the academic use; however we hope that the users will expand their use of the library to include recreational/pleasure reading. Through the addition of recreational/pleasure reading materials, the AUW library hopes to serve users in a new and unexpected way.

Library Loans

Students can borrow 1 DVD and 4 other library items.

Faculty/Staff can borrow 1 DVD and 6 other library items.

Loan Period

Books – 10 days (students); 15 days (Faculty/Staff)

DVD/ CD – 2 days

Loose Journals – 4 days

Course reserve materials – As per faculty need/suggestion

When taking out library resources, please check that they are in good condition. Take good care of resources you borrow and report any damage to the librarian.

It is your responsibility to return and renew items you have checked out on or before due-date. The Library will send you a courtesy reminder e-mail for overdue items.

Late fees and Fines

Week 1 – Notification and observation

Week 2 – 2 taka per day for each item

Week 3-4 – 5 taka per day for each item

If items are not returned within 30 days, you will lose loan privileges.

Lost or damaged items

Library patrons must pay library for replacement if borrowed items are lost or damaged.

Recalls

If you have borrowed a book that is urgently needed by another student or faculty member, you may be asked to return it before the due date. Please do so immediately.

Library Rules

- In consideration of others, please be as quiet as possible.
- The use of cell is not permitted in the library.
- There is a place for the user to store personal belongings, food and drinks before entering the library.
- Before entering the library, the user must have to entry their name in the register.
- The use of laptop computers are allowed in the library but that they are quiet in operation.
- The use of equipment likely to disturb other readers is not permitted in the library.
- Library staffs are empowered to stop any activity in the library which they consider harmful to the safety or to the protection of the collections.
- Do not put any valuable things in the library (like money, ornaments, laptop, phone)

COMPUTING ON CAMPUS

Upon registration at AUW, each student is given an email account including a username and password to logon to AUW computers. At orientation, students will have a computer training session with information about the technological resources available at AUW.

Computer Labs

AUW has six computer labs with a total of 127 computers:

- 3 labs are located in 20A, Level
- 4 Lab 01 has 15 computers
- Lab 02 has 16 computers
- Lab 03 has 10 computers
- 2 labs are located in 20/G, Level
- 3 Lab 04 has 24 computers
- Lab 05 has 30 computers
- 1 lab is located in 20H, Level
- 3 Lab 06 has 30 computers

Computer Lab Hours

Students wishing to use a lab computer must sign up for a time slot the day before. The sign-up sheet can be found on the IT Notice Board. The IT lab is available for general student use on nights and weekends.

- Sunday-Thursday: 08:00 – 17:00 (IT classes only)
- Sunday-Thursday: 17:00– midnight (General student use)
- Friday-Saturday: 08:00– midnight (General student use)

Support Staff / Computer Lab Monitors

IT support staff will generally be available from 9am to 5:30pm daily, except on Fridays, Saturdays, and holidays; however, students are encouraged to visit the IT office during 12-2pm weekdays, as IT staff will be most available during those hours. From the hours of 5pm to 12am, student supervisors will monitor the IT labs.

Computer Lab Rules

All students are required to follow computer lab rules and to respect the student monitors and supervisors. Students who do not follow the rules as outlined below will be asked to leave the lab and may have their computing privileges revoked.

1. IT labs are NOT available for use after midnight, unless otherwise noted by IT personnel.
2. Before leaving a computer, make sure to log off.
3. Make sure to turn off the lights, fans, and A/C at midnight when IT labs close.
4. Listening to music without headphones is not allowed.
5. Users may not play online games while using a University computer.
6. Chat facility and voice facility may be used for up to ONE hour. However, if a student wants to do her homework, she will get first preference.
7. Chatting and voice facility may be only be used in Lab 3 (20/A). Chatting and voice facility cannot be used in Labs 1, 2, 4, 5, and 6.
8. Library computers are not to be used for chatting and voice facility.
9. All users must listen to and follow the guidelines of the monitoring student and supervisor, as they uphold the rules of management.
10. Users facing difficulty in using computers or other lab facilities should speak to the supervisor or student monitor. Computers can break down when they are misused.
11. Users should be quiet and not speak loudly or make noises that can disturb other users.
12. No one may enter the IT lab without their ID Card.
13. Users may not bring food or drink into the IT Labs.
14. Users should be respectful of others' work and their need to use the computers. They should not use a computer beyond the time slot that they have signed up for if someone else needs to use it.

File Storage

There is allocated space for students to save their files to the network server. To save documents, students should first save the files to the server and then backup the files on an USB flash drive.

Personal Laptop

Use Students with personal laptops may wish to bring them to AUW to use them in the classrooms, libraries, dorms, café, or other places on campus. Students who want their laptop to be connected to the AUW network must follow the rules stated below.

Any student who wants to connect to the AUW network must first purchase an AUW licensed antivirus program and have it installed on the laptop. The antivirus software may not be uninstalled at any time. If it is uninstalled, the laptop will be disconnected from the network and the internet.

Additionally, students may not install any kind of P2P (peer-to-peer) software on the laptop, as this kind of software transfers viruses into the network. If a student installs P2P software, AUW will disconnect the laptop from the network and give the student a warning. If the offense is repeated, the laptop will be disconnected from the network permanently.

All students must also uphold the **Policy on Responsible Use of AUW Computing Resources**, which can be found in the "University Policies" section of this Handbook.

POLICY ON RESPONSIBLE USE OF AUW COMPUTING RESOURCES

The computing resources at AUW support the educational, instructional, research, and administrative activities of the University. The use of these resources is a privilege that is extended to members of the AUW community. As a user of these services and facilities you have access to valuable University resources, to sensitive data, and to internal and external networks. Consequently, it is important for you to behave in a responsible, ethical, and legal manner when utilizing these resources.

In general, responsible use means monitoring your own computer usage, respecting the rights of other computer users, the integrity of the physical facilities, and all pertinent license and contractual agreements. If an individual is found to be in violation of the Responsible Use Policy, the University will take disciplinary action, including the restriction and possible loss of network privileges. A serious violation could result in more serious consequences, up to and including suspension or termination from the University. Individuals are also subject to national and local laws governing many interactions that occur on the Internet. These policies and laws are subject to change as national and local laws develop and change.

This policy applies to all users of computing resources owned or managed by AUW who are using both personal and AUW-owned computers and network services.

Policy

AUW's computer systems, data networks, and information technology services may be used only for lawful purposes and in a manner consistent with college policies. All users of AUW computing resources must:

- Comply with any and all applicable laws and AUW policies regarding acceptable use of computing resources. Use only computers, computer accounts, and computer files for which s/he has authorization.
- Not share accounts and passwords with persons to whom they have not been assigned.
- Not provide access to internal campus resources to persons who would not otherwise have that access.
- Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.
 - Recognize the finite capacity of AUW computing resources and share these resources fairly so as not to degrade their performance for others.
 - Refrain from using AUW computing resources for business or other personal use not related to the mission of the University.
 - Refrain from using AUW computing resources for the purposes of fundraising or for the purpose of implying that the user speaks on the behalf of AUW.
 - Be attentive to the possibility of worms, viruses, spyware and other invasive software that may compromise the working of a personal computer as well as the AUW IT network.

Security and Privacy

Be aware that your use of AUW computing resources is not completely private. AUW users are granted use of computers, electronic information systems, and network services to conduct University business. There may be instances when the University, based upon approval from authorized officers, must monitor the activity, accounts and documents of individual users without notice.

The University may disclose the results of such monitoring, at its discretion, to relevant University personnel and/or law enforcement officials, and may use these results in appropriate University disciplinary proceedings.

Printing Station

- I. We have setup a central print station for all students in 20G Lev-3.
- II. Print station is open from Sunday to Thursday 8am to 12am, also Friday 11am to 3pm, 8pm to 12am and Saturday 9am to 12am.
- III. Student must send their print job via Email to the print station email account.
- IV. Students can send their print request from anywhere by attached their print request file into the email.
- V. To collect their printed copy, students have to visit the print station.
- VI. Before collecting their printed document, students have to fill-up a small slip and submit it to the staff along with their blank paper.
- VII. The staff will verify the slip data and the email and print the file.
- VIII. Students can request for 20 pages, above 20 pages student have to get faculty approval on the slip.
- IX. No color print is allowed.
- X. No Images will allow printing.
- XI. No printing is allowed on color paper.
- XII. Students have to maintain a queue to collect their print jobs.
- XIII. No print request is allowed via USB pen drive.

STUDENT ID CARDS

Shortly after registering at AUW, each student will receive AUW Student ID card, which will identify her by photo, name, ID number, and blood group. On the back side of the card, importation information such as the AUW address and emergency telephone numbers will be printed. The Student ID card is provided free of charge, but if it is lost or stolen, the student must apply to Res Life for a new card and pay a fee of 200 taka.

A minimum of 12-15 days is needed to get a replaced ID card, if a student needs her ID card on emergency basis she has to pay Tk. 1000/- for a replaced ID card.

With a new security system in place at the AUW entrance gate, students must scan their finger and show their ID cards to enter and exit the AUW premises. ID cards will also be scanned to enter IT labs and to check out books from the library. Additionally, student ID cards are important at events on and off campus, such as certain conferences, seminars, and programs. Please wear your ID card at all times while on the AUW premises.

All students must show their ID Card to the duty person at Security Desk (20G Ground Floor) and guard(s) on duty at the main gate while going out or coming in at AUW Campus.

For your safety and security, please do not allow anyone to use your ID card.

ANTIVIRUS SOFTWARE FOR STUDENTS

- If a student is interested to use Internet facility on her laptop only she has to purchase license antivirus.
- All personal laptops must be protected with License Antivirus provided by AUW IT department.
- All students need to fill up an “**Anti Virus Request Form**” before purchasing license antivirus.
- All students are required to pay an amount mention in the form to get Antivirus from IT.
- Payment to be made to AUW Finance department. After payment the user will submit their Laptop with completed antivirus request form to IT department.
- While submitting laptop in IT department the user needs to remove the password from the laptop.
- Students are required to make sure the laptop is in working condition and that all device drives are installed on the laptop.
- Students need to understand that the payment will entitle the user to have Antivirus only on one Laptop.
- While receiving service from IT, the user is required to produce original **Money Receipt** to IT, IT will put the Antivirus license no & a service delivered seal on it and will return to the user.
- If antivirus is removed from the users laptop, the user needs to show the **Money Receipt** to IT for re-installation for the Antivirus software.
- For re-installation of Antivirus the user will have to bring the same laptop & IT will cross check with the laptop serial number, if the serial number does not match Antivirus will not be issued again.
- The user needs to understand that Antivirus license has a fixed time period (a start date and end date). If a user purchased Antivirus after the start date, the period between Antivirus license start date and license Purchase date will be lapsed and the user will lose benefit of those days.
- IT needs at least one working day to install antivirus after receipts of a Request from the user.
- IT will accept only 20 laptops per day.
- Students must check the **Antivirus license and the period** before leaving IT department with their laptop.
- Internet will not be provided on students mobile, tabs, iPhone, iTab or other devices.

THE CENTER FOR CAREER DEVELOPMENT & INTERNATIONAL PROGRAMS (CDIP)

CDIP is designed to equip the students of AUW with the professional skills and knowledge necessary for success in the world of work today. The CDIP is a strong advocate of experiential education and professional development through engagement with the world of work whether in the private sector, public sector or academic field. Professional experience outside the classroom environment complements each student's academic endeavors through internships and part-time jobs.

Students are encouraged to begin self-awareness during their first year of undergraduate study. Self-awareness workshops are offered every Fall Semester. During the second year of academic study, students are encouraged to pursue industry research and exploration and personal branding. Through networking, students are encouraged to secure at least one internship prior to their graduation from AUW. During student recruitment or admission processes, employers and graduate schools strongly consider internship experiences, and community or voluntary services, in addition to academic achievements.

CDIP Support and Services

Workshops on various professional topics are held each semester at AUW. Workshops include various themes such as self-discovery, resume writing, work competencies, cover letter writing, interview skills, networking skills career exploration, strategic job search techniques, grad schools, behind the scenes (industry exploration) and many interesting topics that help students acquire the skills and knowledge to succeed outside the university environment.

Other services include one-on-one Consultation for crafting resume, cover letter, grad school application etc., Mentorship Programs, Focus Group Discussions, Career Resources (Career Nook & Library, Online Platforms), Job Advertisements through the CDIP Job Portal.

Eligibility

AUW student at all academic levels may avail of the services provided by this office. However CDIP may reserve the right to investigate and forfeit career services assistance to students proven to have violated ethical standards and CDIP "Ground Rules and Student Pledge" (refer to AUW website for details).

Students are required to follow standards of professional and ethical conduct in all matters associated with the CDIP and CDIP constituents: employers, internships, and others. Students who violate standards of professional and ethical conduct will no longer be eligible for CDIP services.

Policy on Reneging a Job or Internship Offer

Once students have ACCEPTED an offer verbally or in writing for a full-time position, internship or volunteer work, it is against CDIP Policy to withdraw an acceptance with the employer without first consulting with a CDIP staff, particularly if the opportunity and application process was done through CDIP. Reneging on a job offer is ethically wrong, unacceptable and not only damages one's personal credibility and professional reputation, but also reflects badly on AUW. In addition, the employer may decide to discontinue recruiting at AUW, thus jeopardizing opportunities for future candidates.

If a student *RENEGES* (backs out after accepting) on an offer, CDIP reserves the right to call her for investigation and escalate unethical or inappropriate actions to the Interim Student Support Committee (ISSC) for further review. Based on the final decision of the committee concerned, your on-campus recruiting and internship or job listing rights may be permanently revoked.

When a student makes a good faith agreement with an employer to accept the position, a formal commitment to the employer made and this needs to be honored. Certainly, there may be unexpected circumstances that make this impossible (family and personal issues, illnesses, an unexpected move), but even in these cases, as a responsible and ethical student, **every candidate who has accepted an offer whether verbally or in writing owes it to their future employer and to CDIP to have a valid reason and must be timely and honest in withdrawing her acceptance.**

If a candidate decides to renege on their commitment, the obvious repercussions of this decision is the fact that one has more than likely “burned a bridge” with that company and with the individuals who were contacts at that company (remember that these individuals may one day work at a different company in which you may be interested). Reneging candidates will also develop a reputation within the field. Keep in mind that in any employment field, there are networks and communities of professionals who interact during professional association meetings, conferences, professional development seminars and they will talk about their experiences about the candidate who reneged.

AUW ALUMNAE RELATIONS

The AUW Alumnae Relations in collaboration with the AUW Support Foundation supports the institution’s priorities by connecting alumnae to the university and to each other. Alumnae Relations through CDIP encourages and recognizes the personal and professional development of AUW alumnae and promotes the culture of respect, ambassadorship and gratitude. At the same time, the group advises and assists AUW with alumnae engagement, activities and concerns.

DINING HALL SERVICES

AUW will supply food in every particular meal time announced by the authority catered from in house cooking arrangements featuring meals drawn from recipes and menus from all countries represented in the student body. Utensils and crockery will be supplied at the Dining Hall and are not allowed to remove from the dining hall. There will also be an afternoon tea time.

Meal time:

Breakfast - Weekend 7:30am - 9:30am, Holiday 8:30 am-10:00 am

Lunch - 11:30am - 2:00pm

Afternoon Tea - 3.30pm – 5:00pm

Dinner- 6:30pm - 8:30pm

Dinning Policy

Students are permitted to take food in boxes for themselves only. In case of any emergency or problem, student needs to send an email explaining the reason to food department. By submitting proper ID number, another student can take food or it can be kept in dining hall (Till dining closing) as per request email.

Students cannot take utensils (Plates, knives/spoon/forks, cups, bowls) out of the dining hall

- ❖ If a student is very ill at the Health Center, the student will have food provided over there
- ❖ Students have to keep their plates to the wash counter after having meal.
- ❖ Every student will get their allocated portion of food advised by health specialist and authority.
- ❖ Washing hands is mandatory before having food to be away from disease.

Students, who have permission to stay off campus after 8:30 pm, may request food to be kept for them in the Dining Hall after hours. Please email Faria Tahmin, Assistant manager- Food services, Email: faria.tahmin@auw.edu.bd in advance to request for the special permission.

Students Finger Print Scanning

- ❖ Student must scan their finger print in the machine at 20H Dining
- ❖ If students are unable to scan their finger print they have to contact with IT department & sort out the problem

Procedure for Day Scholar students

The rate of meals for day scholars has been fixed at Tk. 75 per meal. Total Meal price is BDT 210.

Actual meal price is 220 taka (Lunch - 80, Dinner - 80, and Breakfast - 60 Taka).

Payment for meal should be made to the dining hall monthly.

Finger Print Scanning is mandatory during each meal time.

If you have any queries, restrictions or food allergies, please contact Food Services department
Email: food.services@auw.edu.bd after first consulting with the Health and Wellness Center.

OFFICE OF THE ACADEMIC REGISTRAR

The Office of the Academic Registrar maintains students' permanent academic records and implements and administers academic policies, the scheduling of classes, the completion of degrees, registration, course listings, and student status. The office also generates official academic transcripts for Access Academy and Undergraduate students. For details about academic policies, please refer to the Academic Bulletin on the University website. For any additional queries please write to them at academic.registry@auw.edu.bd.

The WRITING CENTER

The Writing Center's primary objective is to improve the writing skills of students, whether academic writing skills, business writing skills, or English language skills, in order to support the university in its institutional mission and vision. The center seeks to support students in any aspect of their writing, be it for a particular class assignment or general writing skills. To this end, our planned activities include workshops as well as individual and group sessions, to ensure that our students receive the attention they need to become better writers, regardless of their background.

The workshops will inform and educate students on discipline-specific academic writing, including writing for the sciences, social sciences or humanities. Business writing workshops will cover CV and cover letter writing. Group sessions will allow students to learn alongside other students, to encourage mutual learning. The individual sessions are more tailored, to answer specific questions that students will have in the course of their studies at AUW. Such individual sessions will be confidential, so that students have a safe environment to ask questions.

The Writing Center seeks to operate in collaboration with the rest of AUW. We work with faculty members from the various academic departments, the AUW library, the Pathways to Promise program, the Access Academy, and the Center for Career Development and International Programs. The Writing Center will also engage AUW alumnae and the wider community in our Writing Center series of talks, where friends of AUW are invited as guest speakers to explore and discuss issues germane to writing.

OFFICE OF ADMISSIONS

The Office of Admissions has the primary responsibility of promoting the visibility of AUW to prospective students, high school and college counselors, and the general public, disseminating admissions information and materials to prospective students and working closely with the Country Coordinators to target countries to recruit promising young women from diverse cultural, religious, ethnic, and socio-economic backgrounds from across South and Southeast Asia and the Middle East.

ATHLETIC FACILITIES

The AUW Gym, located in 20H 700, is available to all students when classes are not in session. The gym is equipped with treadmills, cycling machines, free weights, and other exercise equipment.

There is also a basketball court, a badminton court, and a cricket pitch across the street opposite the CDA officer resident area (also known as CDA Court). To reserve the field for a sporting event, please contact Maria Chakraborty, Associate Director of PE & Karate Instructor, at maria.chakraborty@auw.edu.bd

TRAVEL AND LOGISTICS

All official transport requests from students should be approved by the Office of Student Activities or Career Development Center depending on the nature of the request.

For any personal request, the van may be hired from AUW recommended Rent-a-Car Service. The contact details for Rent-a-Car will be available at the Travel & Logistics Department.

FINANCE AND ACCOUNTING

The Office of Finance and Accounting maintains the university's financial records and prepares financial statements for both internal and external users. The office also handles financial aid and payment of invoices and reimbursements. Any students or student groups that have questions concerning finance and accounting matters should contact the office directly. Questions regarding finance and accounting policies should be directed to the Chief Financial Officer. Details of the Tuition Fee Policy and Student Loan Policy is available in Finance Office and the Office of Student Activities (OSA).

GUEST HOUSE, DHAKA

If a student is travelling to/through Dhaka on official University assignment, she must inform the Assistant Dean of Students, and also please email Office of Residence Life and sharmeen.rafat@gmail.com for booking the Dhaka Guest House, if available.

Students have to bear the cost meal:

- No Room Charge
- Meal plan breakfast, lunch, and dinner has to be bought by themselves

Current students will get first priority while the Graduating Seniors will get accommodation depending of the availability until the month of June.

No Alumni are allowed to use the Dhaka Guest House if allowed then with payment of Tk 1500/- per night.

STUDENT ID CARDS

Student ID card, which will identify her by photo, name, ID number, and blood group. On the back side of the card, importation information such as the AUW address and emergency telephone numbers will be printed. The Student ID card is provided free of charge, but if it is lost or stolen, the student must apply for a new card to the Office of Residence Life and pay a fee of 200 taka.

All students must show their ID Card to the duty person at Security Desk (20G Ground Floor) and guard(s) on duty at the main gate while going out or coming in at AUW Campus. Additionally, student ID cards are important at events on and off campus, such as certain conferences, seminars, and programs.

For your safety and security, please do not allow anyone to use your ID card.

MAIL

All incoming mail will be sorted by a student's family name, and she will be notified via email. Students should have their letters and packages sent to the address below:

Student Name (Family Name, Given Name)

C/O Asian university for Women
Room Number

20/A M.M. Ali Road

Chittagong—4000, Bangladesh

Outgoing mail will be posted twice a week on Mondays and Thursdays. Students should deliver mail to the **Front Desk Officer**, located in **20G**, prior to 11am on those days. Students are responsible for providing the appropriate postage. Letters sent to other countries usually reach the destination within 10 to 15 business days by regular post. If students receive packages with postage due, they will be responsible for paying the postal fees.

TELEPHONES

PURCHASING A PHONE OR SIM CARD

A representative from a local mobile phone company will be available at Student Orientation to provide information about mobile phone services and to help you obtain a mobile phone/new SIM card should you wish to purchase one.

DIALING CODES

To call a landline within Bangladesh, dial 0 + area code + number. For example, if you want to call Dhaka, Bangladesh, you should dial 0 + 2 (Dhaka's area code) + number.

To call a phone outside of Bangladesh, you must dial 00 + country code + area code + number. For example, if you want to call Mumbai, India, you should dial 00 + 91 (India's country code) + 022 (Mumbai's area code) + number.

If you are unsure about what calling codes you should use, visit www.countrycallingcodes.com.