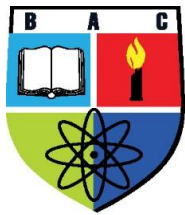


# General Policy on Student Conduct & Facilities



**BAC** International  
Study Centre

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## **1. Admission Validity:**

If a student after admission does not continue for 2 years, his/her admission will be terminated and will need to pay full amount of the admission fee for continuing.

## **2. Campus Security:**

BAC International is committed to assisting all members of the BAC International community in providing for their own safety and security. BAC International's Security Officers are trained to provide for the safety and protection of all individuals on campus, 24 hours a day, and 7 days a week. Therefore, our security officers have all the rights given by the organization to ask you for the ID if you are not carrying it for any reason. The Security Officers also reserve the right to check your personal belongings, if necessary.

## **3. Student's Smart ID Card:**

Students are issued Smart ID Cards. They are required to produce to authorized persons on demand. In case of its loss or damage the student must immediately report to the BAC International authority. After paying Tk. 500, the students may request to issue another smart ID Card.

## **4. Student Access Control System:**

All students will be issued a smart ID card. They must carry it while entering the campus and must display it as long as they are inside the campus. All the card holders should go through the validation process to enter the campus. Please remember that without a valid Student ID Card no student will be allowed to enter into the BAC International premises. Any invalid card holders may be questioned by the security personnel. The card will be invalid for the following reasons:

- Failure to pay the tuition fee by the 15<sup>th</sup> of every current month
- Violation of BAC International Code of Conduct

## **5. Attendance Policy:**

BAC International is committed to the philosophy that every student should attend every class. Regular attendance is expected in all classes and is essential for student success. If any student misses a class, a phone call will be made. If a student misses two consecutive classes, a letter will be sent to the parents. Below are the only legal excuses permitted by BAC International:

- a) Student's illness
- b) Sickness or death in the family
- c) Medical appointments
- d) Approved educational trips
- e) Impassable roads or weather
- f) Approved religious observances
- g) Quarantine

Excessive student absences are the most identified factor affecting academic failure and drop outs. At BAC International Study Centre, we are very concerned that our students and parents realize the importance of consistent attendance. BAC International Study Centre introduces following attendance policy to ensure high percentage of attendance.

**For ND & HND Students:**

- i. If a student has below 60% attendance in first month of a semester in each module, s/he needs to apply to CEO mentioning the valid reason for absence with valid documents.
- ii. If a student has below 60% attendance in second month of a semester in each module, s/he has to retake the module in next semester.
- iii. If a student is unable to meet the average attendance percentage within 60%-70% & 71%-75% in first month of a semester in each module, BAC International Study Centre shall issue him/her a WARNING LETTER.
- iv. If a student is unable to meet the average attendance percentage within 60%-70% in second month of a semester in each module, s/he has to pay a fine of Tk. 1,000/- (One Thousand) only.
- v. If a student is unable meet the average attendance percentage within 71%-75% in second month of a semester in each module, s/he has to pay a fine of Tk. 500/- (Five Hundred) only.
- vi. If a student has below 75% attendance s/he will be assessed overall on pass grade only.

**University of London**  
**Diploma in Law/LLB:**

Excessive student absences are the most identified factor affecting academic failure and drop outs. At BAC International Study Centre, we are very concerned that our students and parents realize the importance of consistent attendance. BAC International Study Centre introduces following attendance policy to ensure high percentage of attendance.

- i. There will be an attendance review monthly.
- ii. 80% class attendance is mandatory in a month.
- iii. If a student is found having below 80% attendance in first month, he or she shall be served a formal warning letter stating such matter.
- iv. If a student fails to ensure 80% attendance in second month, his or her parents or guardian is required to give undertakings that student shall maintain 80% attendance.
- v. If a student is still found having below 80% attendance even after the guardian's undertaking, he or she shall be rusticated from BAC International Study Centre.
- vi. If however a student has failed maintain 80% attendance in a month for valid reasons, he or she needs to apply to CEO of BAC International Study Centre mentioning the valid reason for absence with valid documents along with the recommendation of parents.

**University of Derby (Top Up):**

- i. There will be an attendance review monthly.
- ii. 80% class attendance is mandatory in a month.
- iii. If a student is found having below 80% attendance in first month, he or she shall be served a formal warning letter stating such matter.
- iv. If a student fails to ensure 80% attendance in second month, his or her parents or guardian is required to give undertakings that student shall maintain 80% attendance.
- v. If a student is still found having below 80% attendance even after the guardian's undertaking, he or she shall be rusticated from BAC International Study Centre.
- vi. If however a student has failed maintain 80% attendance in a month for valid reasons, he or she needs to apply to CEO of BAC International Study Centre mentioning the valid reason for absence with valid documents along with the recommendation of parents.

## 6. Policy on Assignment Submission, Mitigating Circumstances and Penalties on Late Submission:

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### 1. Introduction

1.1 This policy will apply to all taught programme submissions from August 2014 onwards.

### 2. Definition of Submission Deadlines

2.1 Students should be made aware that submission deadlines are the latest time/dates for submission without penalty and that earlier submissions are welcomed and encouraged – that it is good practice and is psychologically beneficial to them, to submit coursework before the specified deadline day.

2.2 All formal Assignment submissions must be made to Sr. Asst. Manager (Academic Administration) (not to tutors or lecturers) so that all submissions can be properly logged. Any assignment not submitted to Sr. Asst. Manager (Academic Administration) shall be deemed to have not been submitted.

### 3. Physical submission in person

All formal Assignment submission must be made to Admin Officer (Academic Administration) in physically.

3.1 **Electronic Submission:** Submission of formal coursework by email is acceptable for some grounds like transportation problem, sudden illness and weather condition. Before submission of formal coursework by email the student have to contact with School Head and grant permission for email submission.

3.2 **Submission by email:** Submission of formal coursework by email must be made to Admin Officer (Academic Administration) (not to tutors or lecturers) and Cc to School Head/Coordinator with your name and reason mention in subject area on the email.

### 4. Mitigating Circumstances and Late Submissions

4.1 Students, who are unable to submit assignment by the given deadline for unforeseen reasons, must submit formal supporting evidence (including medical certificate with contact number, travel document etc) before the submission deadline in order for their mitigating circumstances to be considered. The relevant mitigating circumstances must be submitted in the normal manner for mitigating circumstances to School Head/Coordinator.

**4.2** Students, who are unable to submit assignment by the given deadline for family reasons, must contact with the school head/coordinator by their parents before the submission deadline in order for their mitigating circumstances to be considered.

**4.3** The Mitigating Circumstances Committee may:

- Decide that the mitigating circumstances are accepted and define a revised submission deadline for the student;
- Consider the mitigating circumstances not significant and decide either no extension on deadline or the normal penalty should apply;

## **5. Penalties of Late Submissions**

5.1 Students, who are unable to submit assignment by the given deadline and do not meet the mitigating circumstances, will have to follow the late penalty (fine) structure.

5.2 The following caps will be uniformly applied, in the absence of accepted relevant mitigating circumstances:

<b>Late from Deadline Date</b>	<b>Fine</b>
Up to 5 days late	BDT 500
Up to 7 days late	BDT 2000
More than 7 days late	Retake that Module

## **7. Dropout Policy:**

If any student is absent in two consecutive semesters he/she will be terminated from the Programme for which s/he was enrolled.

## **8. Examination and Academic Offences/Misconduct Policy:**

### **Introduction:**

BAC International is committed to ensure high standard in programme delivery and all kinds of assessment. Thus, the legitimate interest of the students and the BAC International's reputation are safeguarded. Any offence which may entail compromise with these standards will be investigated thoroughly. If confirmed, such an offence will result in severe consequences, including the possibility of termination of registration and enrolment.

Academic offence represents activity/action of a student who tries to gain improper advantage for her/himself by breaking, or not following, the Academic Regulations concerning any part of the programme or its assessment process.



This policy is intended to help students to gain clear understanding of Academic Regulations related to offence and misconduct and to help them avoid minor misunderstandings before they become serious.

### **Categories of Academic Offence:**

#### **Plagiarism:**

(i) An offence occurs when a student submits as her/his own work of which s/he is not the author.

(ii) Plagiarism occurs when a student:

- a) Does not acknowledge the work of another person or persons.
- b) Does not identify the source or cite quotations in any work presented for assessment.
- c) Uses images, music, video, patents or other creative materials without acknowledgement of their derivation.
- d) Makes copy of another student's work without their knowledge.
- e) Submits the same piece of her/his own work for assessment and award of credit in other modules/Units

#### **Plagiarism and academic offences:**

An academic offence could include plagiarism or improper conduct in exams.

BAC is committed to ensure that highest standards are maintained in the conduct of assessment during the course of curriculum administration. It is, therefore, essential that all students diligently avoid committing an academic offence. Academic offences apply to coursework, examination and all kinds of assessment. Committing an academic offence is considered very serious and dealt with severely.

**Plagiarism:** A student is liable to be found guilty of plagiarism if any work presented for individual assessment contains the unacknowledged work of some other person(s). If this involves deliberate misrepresentation of material as the student's own work in an attempt to deceive the examiners then the offence is very grave indeed.

All sources should be cited and all quotations from the works of other authors clearly identified as such.

If a student's work is found to contain verbatim (or near verbatim) quotations from the work of other authors (including other students, past or present) without clear acknowledgement, then plagiarism has been committed whether or not the student intended to deceive the examiners.

## **Referencing**

When you are writing your assignments it is important that you reference all your sources of information correctly to avoid plagiarism and conform to good academic practice. Make sure you understand the referencing guidelines for your subject.

**Collusion:** Where there is a requirement for the submitted work to be solely that of an individual student, collaboration is not permitted. Students who improperly work together in these circumstances are guilty of collusion.

In case of determining the assignment of a student is plagiarised or not the decision of the module tutor/assessor is final. If a piece of work is considered to be plagiarised by the assessor the student will have to retake this course.

### **Collusion:**

Where there is a requirement for the submission of work to be solely that of an individual student, collaboration is not permitted. Students who improperly work together in these circumstances and/or who permit the copying of their work by others are guilty of collusion.

### **Impersonation:**

A student who is substituted by another person in an examination, or who submits by substitution the work of another person as her/his own, is guilty of deception by impersonation. The offence of impersonation can be applied both to the student and the impersonator.

### **Improper conduct in formal examinations:**

An offence is committed when a student possesses unauthorized paper, material or electronic devices such as mobile phones, programmable calculator or electronic dictionaries, or communicates with another student during an examination.

If on entry to the examination room students find themselves inadvertently in possession of any such material or device they must declare and surrender it immediately prior to the start of the examination.

An offence is also committed if there is evidence of the use of unauthorized material in a student's response(s) to examination questions.

### **Examination Room Regulations:**

Candidates must note the following Examination Room regulations. All regulations apply on entry to the examination room. Failure to comply will be deemed to be in breach of examination regulations and will be subject to the outcomes of an academic offence.

Strict silence must be observed at all times in the examination room. The examination is deemed to be in progress from the time the candidates enter the room until all the scripts have been collected.

Candidates will only be admitted up to thirty minutes after the commencement of the examination. No extra time will be allowed. If any candidate arrives after thirty minutes has elapsed they will not be allowed to enter the examination.

Candidates must provide evidence of their identity by prominently displaying their BAC International ID card on the desk. BAC International will conduct identity checks. Candidates may not be permitted to sit the examination if they do not have ID with them.

All briefcases, bags, books, pencil cases etc. must be placed to one side of the examination room as instructed and not left beside the desks. All gangways should remain clear of obstruction. Candidates taking open book examinations may only use books, notes etc. specified by the examiner.

Candidates must ensure there are no unauthorised materials on their desk or on their person. Dictionaries, books and notes are not permitted unless specified otherwise on the examination paper.

No unauthorised electronic devices are permitted on a candidate's desk. All devices must be turned off and stored in bags at the side of the examination room, or face down under the candidate's chair. Candidates are responsible for any electronic device taken into the examination room. Retaining any unauthorised electronic device on the person will be deemed to be in breach of examination regulations. Candidates are permitted to use, non-programmable calculators. Candidates should ensure that such devices do not contain unauthorised material. If devices are found carrying such information the candidate will be deemed to be in breach of examination regulations.

If the students find themselves inadvertently in possession of unauthorised materials or devices they must immediately declare and surrender them to an invigilator before the examination starts.

Candidates must not consult the question paper until instructed to do so. No extra time is allowed for completing the entries required on the front cover of the answer book. When time is called at the conclusion of the examination all writing must cease immediately.

Candidates must not speak to or otherwise communicate with any other candidate throughout the examination. Sharing materials during the examination is also not allowed.

Candidates taking computer-based examinations must not attempt to access unauthorised resources, including web pages, instant messaging programmes, email and shared folders.

Candidates must ensure that any additional sheets are securely tied inside the answer book with the tag provided and that their name or examination number is entered at the top of each sheet.

Candidates must remain seated until all answer books have been collected and the invigilator gives the signal to leave the room.

No candidate may leave during the first thirty minutes of the examination

Any candidate who finishes early must hand in their answer script before leaving their desk. They must leave the room quietly, in order not to disturb other candidates. Candidates will not be permitted to re-enter the room once their script has been collected.

## **Procedure for Examination and Academic Offences/Misconduct:**

### **Plagiarism:**

10% plagiarism is accepted for students work or assignment.

If there is plagiarism within 11%-30%, students will get a chance to resubmit the assignment after correcting the defeated work by deadline.

If plagiarism level is 31%-50%, students will get a chance to resubmit the revised assignment by deadline with a fine of Taka 500/-.

If the level extends to 51%-65% plagiarism, students will get a chance to resubmit the revised assignment by deadline with a fine of Taka 1000/-.

In case of plagiarism is above 65%, students will not get any chance to resubmit and they will retake the unit in the next semester.

**Collusion and impersonation:** If any student is accused of collusion or impersonation in the exam room, his/her answer script will be seized instantly and delivered to institutional Disciplinary Committee through academic administration for punishment. In this case, no chance will be given to the accused student to continue the examination.

### **Composition of Disciplinary Committee:**

Disciplinary Committee will be consisting of:

**Chair:** Barrister Md. Rahat, Lecturer & Coordinator, School of Law

**Member-01:** Farhana Parveen, Lecturer, School of Business

**Member-02:** Mustafizur Rahman, Lecturer, School of IT

In case of collusion and impersonation, the Committee may call upon the concerned faculty for clarification and take the decision in pursuance with regulations.

**Step-01:** A show cause notice will be issued to the accused student and s/he will be requested to respond within **Three (03)** days to the Committee.

**Step-02:** A hearing will be held in front of the Disciplinary Committee in presence of concerned faculty and the accused student. At the end of hearing, the Committee will dispose up the issue with a decision. The decision of the Committee shall be final

## **9. Library Rules:**

The BAC International library has a collection of over 5000 textbooks, research materials periodicals on various subjects. It has a user friendly open-stack easy access system. The library provides up-to-date information to students.

BAC International students should abide by the following rules to obtain BAC library services.

1. You must maintain silence in the library.
2. You may borrow two books at a time for a maximum of seven days. The books may be renewed once for the same period. You must show a valid library ID (BAC ID card) to the circulation desk at the time of book issue or renewal. You may also borrow one audio-visual material such as CDs or DVDs for three days only.
3. A fine of Tk. 10/- (Ten) per day for a book will be imposed if the book is not returned on the due date.
4. No book will be issued to any student incurring such fine until it is paid.
5. A cumulative fine composed of the original price plus a 20% service charge will be imposed for each book or other library resource that you have damaged, degraded, or lost.
6. You must not carry your personal belongings (such as bags, books, jackets etc.) inside the library.
7. Eating, drinking and smoking are not allowed inside the library. BAC International is a fully smoking free zone.
8. You are not allowed to use mobile phones inside the library.
9. You cannot enter into the Library with personal books and handouts. You can use only Library Books/ Resources in Library.

## **10. Rules for Computer Use:**

BAC International is dedicated to providing the most modern facilities both in terms of hardware and software and is committed to upgrading these facilities to keep pace with changing technology. Every student is expected to observe proper decorum when using the computers. Students should understand that any behavior which is unacceptable in person is also unacceptable in computer use. Students who need to use computers for institutional/educational work have priority. Students must abide by the following rules:

1. Playing games on the computer or over the network is prohibited.
2. Participation in electronic meeting places such as chat rooms, building on-line social network for non-school related activities is prohibited.

3. Students are not allowed to install software onto the computers or tamper with software already installed by institution personnel.
4. A student's password is confidential and should not be revealed to another student. A student revealing his or her password to another student will be fully responsible for any misuse of his/her account.
5. Students are not to acquire or use another student's password.
6. The use or downloading of profane or obscene language and objectionable materials, music file, video, political, anti-social, gambling, dating sites are not permitted.
7. Hacking is illegal and prohibited.
8. Any type of computer action that makes any computer or computer system inoperable will not be tolerated and the student will be liable for fine.

### **11. Gym & Common Room Facility:**

At BAC International we have a trained gym instructor to help the students to work out in the proper manner, so we expect students to follow him. If a student uses the gym instruments on his/her own will and any health hazard is caused the institution will not be held liable for the cause. Any type of action that will make any of the sports or gym facility inoperable, that student will be liable for fine. In order to avail the facility certain rules are to be followed by all who use the gym.

- **Dress Code for Gym:** To maintain the cleanliness of the gym equipments, students must not use the same pair of shoes worn outside the gym for the purpose of exercise. Students must bring separate sets of clothes and shoes to be used in the gym.
- **Common Rooms for boys:** Gaming facilities such as pool table, carom, chess, board and play station etc are available. In order to avail the common room facilities certain rules are to be followed:
- **Game Equipments:** For availing any game equipment students must submit their BAC International ID card to the librarian at the library. After finishing the game they must return all the equipment in good condition in order to collect back their ID.
- **Game CD:** Student must only use the game CD's available at BAC International to play with the Play Station. The use of personal game CD or DVDs are strictly prohibited in the game room.
- **Common room:** A common room for girls has also been renovated. Girls are strictly prohibited to enter the boys' common room likewise boys are also prohibited to enter the girls' common room at any point of time during their stay in the campus.

## 12. Co-curricular activities:

There are five clubs at BAC International. The clubs will maintain regular activities to enhance skills and/or just for fun. The activities of different clubs will include – organizing special activities or events, organizing competitions or tournaments etc. Every club has its own set of rules. Students must abide by the rules. The clubs are as follows:

- BAC Cultural Club
- BAC Photography Club
- BAC IT Club
- BAC Social Welfare Club
- BAC Sports & Adventure Club

## 13. Student's Attire:

It is compulsory for all students to wear a proper dress with ID Card. Students are required to be properly attired at all times and to observe a sense of decorum when they are within the BAC International premises. Attire with offensive or provocative messages is not allowed.

- **Female Students-** The female students shall wear shalwar, kamiz and dupatta and others which should be in line with Bangladeshi culture and religious traditions.
- **Male Students-** The male students should wear shirt, T-shirt and others with trouser and shoes.

Students also have to wear clothes in accordance with activity within campus, for example:

- Wearing neat decent clothes and shoes are obliged when students is in class/examination/administration office (having consultation with lecturer);
- On sport activity, students is obliged to use sportswear;
- On cultural activity, students are obliged to wear Pajama and Panjabi
- On formal ceremony, students are obliged to wear more formal dress.

## 14. Cleanliness in campus environment:

- Students have to keep the physical environment clean, either buildings, open area or other infrastructure that reside in campus;
- It is not admissible to make articles or streaks on the wall or other campus environment;
- Maintain, arrange and clean over the rooms and materials that have been used for each campus activity;
- Throw away any garbage on garbage bin that has been provided.
- Food and drinks are strictly prohibited in teaching facilities, library and student lounge.



## 15. Parking Regulations:

Parking is not available at the BAC International campus. Therefore, BAC International authority will not bear any responsibility for any uncertain circumstances.

## 16. Lost And Found:

All lost and found articles are kept in the “Lost and Found” box at the security department of the organization. Articles which are not claimed within a reasonable time period will be donated to charity. Students are responsible for checking “Lost and Found” for articles of their own.

## 17. Photocopy:

Photocopy services are available on the ground floor. The students can avail this facility against payment.

## 18. Use of Hand phones:

All hand phones are to be switched to silent mode during lectures, tutorials, meetings and briefings and in areas such as the laboratories, libraries, computer clusters, classes and examination centres.

## 19. CODE OF CONDUCT FOR BAC STUDENTS

An environment of peace and tranquility is a pre-condition to the pursuit of higher learning in an institute. That is why BAC International is determined to maintain a safe environment, free from indiscipline, disorder and violence.

Therefore, BAC adopts “BAC International Code of Conduct for Students” for the purpose stated above.

<b>Intolerance</b>	All members of BAC International are expected to be tolerant and respectful towards others irrespective of race, religion, class, gender and status in the institute or with the community at large. Any attitude or conduct of an individual or group of individuals failing to be so respectful and tolerant and disrespect to others is an act of intolerance.
<b>Physical Abuse</b>	The institute is committed to safety and security of all its students. It seeks to maintain an environment free from acts of violence. Any act of physical violence such as beating, kicking, and unwanted physical contact by any student of the institute is an act of physical abuse.
<b>Smoking</b>	The institute would like to ensure a public environment, which is smoke free. All students of the campus community are expected to refrain from smoking. Smoking is forbidden in all indoor and outdoor locations of BAC International.
<b>Violence</b>	Possession and use of firearms, explosives, knives, etc. is an act of violence.

<b>Damage to Property</b>	Any damage to property caused by arson, wilful act or reckless behaviour is damage to BAC International property.
<b>Unseemly Conduct</b>	Any offensive conduct, improper expression or language in communicating with faculty members, officials or others is an unseemly conduct.
<b>Fraud</b>	Providing false information with a view to deriving benefit thereby and forging of documents, records, etc. is an act of fraud.
<b>Theft</b>	Misappropriation or removal of BAC International property without any lawful authority is an act of theft.
<b>Mischief</b>	Tempering with or unauthorised use of any BAC International equipment or other properties such as doors, locks, computers, telephones, is an act of mischief.
<b>Narcotic Offence</b>	Taking, inducing others to take drugs within the campus or any outdoor locations of BAC International is an act of narcotic offence.
<b>Undesirable Behavior</b>	A behaviour in or off the campus that tarnishes the image of BAC International is an act of undesirable behaviour.
<b>Indecent Behavior</b>	Any behaviour or expression intended to tease or annoy members of the opposite sex or use of otherwise improper words or gesture is an act of indecent behaviour.
<b>Disorderly Behavior</b>	Any breach of BAC International rules, regulations or policies is an act of disorderly behaviour.
<b>Academic Dishonesty</b>	Cheating, presentation of other's work as own, preparing work to be used for somebody's works, knowingly furnishing false information about academic matters to a BAC International official are acts of academic dishonesty

**Statement of Disciplinary Committee:**

The Disciplinary Committee has the authority to take decisions and impose penalties. It has jurisdiction over all offences listed in the code. Any violation of the code shall attract disciplinary action against the student.

Thanking you,

BAC International Management

**Declaration:**

**WE HAVE READ AND DISCUSSED THE INSTITUTIONAL RULES. WE UNDERSTAND THE RULES AND THE CONSEQUENCES OF VIOLATING THESE RULES. WE WILL ACCEPT THAT THE DECISION OF THE DISCIPLINARY COMMITTEE WILL BE FINAL AGAINST THE DELINQUENT STUDENT.**

Name : \_\_\_\_\_ Programme: \_\_\_\_\_

ID: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date : \_\_\_\_\_