

Daffodil International University (DIU)

102 Shukrabad, Mirpur Road, Dhanmondi, Dhaka - 1207

Memorandum

Date : 04 July 2018

From : Registrar

Signature
4.7.2018

To : All Employees of DIU (Teachers and Administrative)

Subject: Code of conduct for the students of DIU

Description:

I am directed to inform you that, as recommended by Disciplinary Committee and subsequent approval of the Management of DIU, a **Code of conduct for the students of DIU** has been approved (Policy attached here) and attached here for your kind information.

CC:

Honorable Chairman, BoT

Honorable Vice Chancellor

Honorable Pro- Vice Chancellor

Honorable Treasurer

Office copy

Code of conduct for the students of DIU

1. Principles

This Code of Conduct has been formulated to provide a clear statement of the University's expectations of students in respect of academic matters and personal behavior.

Study at the University presents opportunities for interacting with other members of the University community. The University recognizes and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the requirements set down in this Code of Conduct.

Daffodil International University reaffirms its commitment to:

- High academic standards, intellectual rigor and a high-quality education;
- Intellectual freedom and social responsibility;
- Recognition of the importance of ideas and the pursuit of critical and open inquiry;
- Tolerance, honesty and respect of relationships throughout the University community; and
- High standards of ethical behavior.

All students are required to be aware of and act consistently with these values.

2. Coverage

This Code of Conduct applies to all students of the Daffodil International University, in respect of all actions and activities relating to or impacting on the University or its students and employees. It must be read in conjunction with the statutes, rules, and resolutions of the University.

3. Definitions

In this Code of Conduct the following affairs may be indulged:

University: Daffodil International University

Student means all students of the Daffodil International University, including exchange students, DIL students, Summer Exchange program etc.

Employee means all staff of the Daffodil International University, (including full-time, part-time or Contractual).

Suspension: Written notification to the student explaining that she/he has been suspended from the university for a certain period of time and s/he is not allowed to attend classes or examinations during this period of time.

Warning: Written notification to the students explaining that he /she is to be more careful about his/her duties and behavior related to being a student.

Expulsion from University: Written notification to the student explaining that she/he has been expelled from the university.

- a. **Expulsion** may be for a certain period (one semester/two semesters or more) and she/he is not allowed to attend classes or examinations during this period of time and he/she is not to exercise any of his/her rights as a student during the period of time. Another
- b. **Expulsion is for good i.e Permanent Expulsion: In this case the student will be ineligible to be admitted in this university anytime in future.**

Student Code of Conduct

Personal conduct

All students must:

- treat all employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity;
- maintain a cooperative and collaborative approach to inter-personal relationships;
- act honestly and ethically in their dealings with others.
- respect the privacy of everybody.
- ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students to carry out their study, research or work at the University, to access or use the resources of the University including in the Library, Lecture theatres and Laboratories;
- ensure that they do not become involved in or encourage discrimination against or harassment or bullying of employees, honorary appointees, consultants, contractors, volunteers any other members of the public or other students.

Academic Conduct

All students must:

- ensure that their enrolment and progress in their awarded course is lawful and consistent with the rule and resolutions of the Daffodil International University. Students must not enroll with other University at the same time with this University.
- read all official correspondence from the University, including email;
- act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests;
- avoid any activity or behavior that would unfairly advantage or disadvantage another student academically;
- conform to the University's requirements for working with others.

Discipline is an important aspect of Daffodil International University (DIU). The University serves as an instrument for molding the character and behavior of the student and this prepares them to take up their future careers as well as the mantle of leadership. Also it is generally accepted that education constitutes the single most important instrument for the acquisition of knowledge and skills that indispensable for the building of manpower base to promote socioeconomic advancement.

Therefore, DIU has formulated above code of conducts. If students violate those, university will take preventive measure and also will hand in punishment to offenders to maintain peace and academic environment of the university. Punishment may be warnings, expulsion for one or more semester or expelled for good from the university depending on the gravity of the offence. Guardians will be involved in this process.

Signature

Violations of code of conduct and the Punishment

Sl	Type	Description	Punishment
1	Classroom Discipline	Students are expected to maintain respectful and decorous behavior towards students, staff, and faculty while in the classroom and on the university premises. Ill-discipline includes: interrupting learning through talking out of place, use of mobile phones in class, arrogance, using slang/rude words or behavior, etc. It also includes loud talking or disruptive behavior during classes and exams.	<ul style="list-style-type: none"> • May be issued Warning Letter • May be suspended one or more semester. • May be expelled from the university
2	Undesirable Behavior	A behavior in or out of the campus that seems offensive to the society as well as to tarnish the image of the University is an act of undesirable behavior.	<ul style="list-style-type: none"> • May be issued Warning Letter • May be suspended one or more semester. • May be expelled from the university
3	Inappropriate Conduct	Any offensive conduct, act or use of improper/vulgar expression or language in communicating with faculty members, University officials or others on campus, is an act of unseemly conduct.	<ul style="list-style-type: none"> • May be issued Warning Letter • May be suspended one or more semester. • May be expelled from the university
4	Unlawful Obstruction	Interference or obstruction intended to prevent a person from free movement on campus is unlawful obstruction. Any intention to or prevention of a person from movement to or from any University activities is an unlawful obstruction.	<ul style="list-style-type: none"> • May be issued Warning Letter • May be suspended one or more semester. • May be expelled from the university
5	Indecent Behavior	Any behavior or expression intended to tease or annoy members of the opposite gender or use of otherwise improper words, gestures, clothing or acts is indecent behavior.	<ul style="list-style-type: none"> • May be issued Warning Letter • May be suspended one or more semester. • May be expelled from the university
6	Subversive Activities	Any act or behavior or speech which is regarded as a threat to the public, national security, or sovereignty of Bangladesh or any other country is considered a subversive activity through social media or any other written document.	<ul style="list-style-type: none"> • May be issued Warning Letter • May be suspended one or more semester. • May be expelled from the university
7	Group affirmation against DIU	Group affirmation verbal, in writing and in social media or any other form of expression, is strictly forbidden and is considered an act of agitation. Offenders on account of agitation are liable to one or a combination of severe sanctions.	<ul style="list-style-type: none"> • May be issued Warning Letter • May be suspended one or more semester. • May be Expelled from the university in case of grave conducts.

Handwritten signature

8	Ragging and Bullying	Ragging/Bullying can include: intimidation, humiliation, ridicule or offence; physical threats; exercise of power over another through negative behavior; insulting, abusing, disparaging or intimidating behavior or words.	<ul style="list-style-type: none"> • May be issued Warning Letter • May be suspended one or more semester. • May be expelled from the university
9	Cyber Bullying	Cyber Bullying is "the use of electronic communication to bully a person." It falls under this policy if the bullying is between students AND occurs on the university premises OR adversely affects the safety of students while in university.	<ul style="list-style-type: none"> • May be issued Warning Letter • May be suspended one or more semester. • May be Expelled from the university in case of grave conducts.
10	Violence /Physical Abuse	Any act of physical violence such as beating, kicking, and unwanted physical contact by any member of the University or their agents is an act of physical abuse.	<ul style="list-style-type: none"> • May be issued Warning Letter • May be suspended one or more semester. • May be expelled from the university
11	Intolerance/ Racism	All members of the University are expected to be tolerant and respectful towards others irrespective of race, religion, class, gender creed or status in the University or with the community at large. Any attitude or conduct of an individual or group of individuals failing to be so respectful and tolerant and disrespect to others is an act of intolerance.	<ul style="list-style-type: none"> • May be issued Warning Letter • May be suspended one or more semester.
12	False / Frivolous Complaints	Making a complaint to the University authority in an attempt to mislead, misuse or impede university protocols is a false or frivolous complaint.	<ul style="list-style-type: none"> • May be issued Warning Letter • May be suspended one or more semester.
13	Fraud/ Deception	Providing false information in order to derive benefit by forging of documents, records, etc. is an act of fraud. Fraud includes, but not limited to: knowingly reporting a false emergency; misuse or falsification of university or related documents by actions such as forgery, alteration, or improper transfer; submission of information known by the submitter to be false to a university official.	<ul style="list-style-type: none"> • May be issued Warning Letter • May be suspended one or more semester. • May be expelled from the university
14	Dress Code	All students should wear clean and decent dresses. No student should come to DIU premises wearing any indecent dresses.	<ul style="list-style-type: none"> • May be issued Warning Letter • May be suspended one or more semester. • Guardians may be called
15	Disorder/ Agitation	Riot or incitement to riot, application of force or coercion or organizing meetings/procession/demonstrations intended to solicit support or obtain signatures to show support or compel any member of the University to participate in	<ul style="list-style-type: none"> • May be issued Warning Letter • May be suspended one or more semester.

Signature

		activities subversive of discipline or of functioning of University is an act of disorder or agitation.	<ul style="list-style-type: none"> • May be expelled from the university
16	Disorderly Behavior	Any breach of University rules, regulations or policies is an act of disorderly behavior.	<ul style="list-style-type: none"> • May be issued Warning Letter • May be suspended one or more semester. • May be expelled from the university
17	Disruption	Disruption is an act or a combination of actions by an individual or a group of individuals, who interfere with the smooth and regular functioning of the University. Authorized officers of the University have the right to restrain or prohibit such disruptive behavior and take such other action as may be deemed fit and proper.	<ul style="list-style-type: none"> • May be issued Warning Letter • May be suspended one or more semester. • May be expelled from the university
18	Disobedience	Failure or refusal to obey University rules or someone in authority is an act of disobedience.	<ul style="list-style-type: none"> • May be issued Warning Letter • May be suspended one or more semester. • May be expelled from the university
19	Unauthorized Recording	Recording, storage, sharing, distribution of images, videos or sound by any means without consent is unauthorized recording and is strictly prohibited in the University.	<ul style="list-style-type: none"> • May be issued Warning Letter • May be suspended one or more semester.
20	Misuse of ID	Students should not enter the University premises without Identity Cards. A student may not voluntarily lend his or her ID to another person for any reason. Willfully lending one's ID to another will result in disciplinary action for both the original student and the recipient.	<ul style="list-style-type: none"> • May be issued Warning Letter • May be suspended one or more semester. • May be expelled from the university
21	Academic Dishonesty/ Plagiarism	Cheating, presentation of someone else's work as your own, preparing work to be used for someone's works, knowingly furnishing false information about academic matters to an university official are acts of academic dishonesty. Plagiarism is using others' ideas, words, concepts, images, or intellectual property in general without clearly acknowledging the source of that information.	<ul style="list-style-type: none"> • May be issued Warning Letter • May be suspended one or more semester. • May be expelled from the university
22	Copyright Infringement	The DIU logo, publications, audio-visual productions and other media materials are the official property of the university. All creative works of students (even in the form of raw footage) done under offered courses are also considered as university property. One may not use the logo, video, photographs and other media materials without written authorization.	<ul style="list-style-type: none"> • May be issued Warning Letter • May be suspended one or more semester. • May be expelled from the university
23	Cyber-Crime	Misbehavior and crimes committed through email, blogs, social networking sites, DIU network or DIU Web Portal, or	<ul style="list-style-type: none"> • May be issued Warning Letter

Signature

		mobile phones such as: fraud, cheating, identity theft, harassment, pornography, subversive activities, indecent behavior, software and media piracy, web-site vandalism, release of viruses or worms, spam, advertising, spying, hacking, and cyber-bullying.	<ul style="list-style-type: none"> • May be suspended one or more semester. • May be expelled from the university
24	Mischief	Tampering with or unauthorized use of any University equipment or other properties such as doors, locks, computers, telephones, lifts, projectors, etc. is an act of mischief.	<ul style="list-style-type: none"> • May be issued Warning Letter • May be suspended one or more semester. • May be expelled from the university
25	Possession of Weapons	Possession, use, or stashing of any kind of firearms, explosives, harmful chemicals, knives, clubs, etc. is strictly prohibited in the University.	<ul style="list-style-type: none"> • May be issued Show Cause Letter • May be suspended one or more semester. • May be expelled from the university
26	Theft	Misappropriation or removal of University property or the property of others without any lawful authority is an act of theft.	<ul style="list-style-type: none"> • May be issued Warning Letter • May be suspended one or more semester. • May be expelled from the university
27	Damage of Property	Vandalism, arson, willful act or reckless behavior leading to damage or destruction of University property or the property of others is damage of property.	<ul style="list-style-type: none"> • May be issued Warning Letter • May be suspended one or more semester. • May be expelled from the university
28	Smoking	Daffodil International University is a smoke-free university. All members of the campus community are expected to refrain from smoking. Smoking is forbidden in all indoor and outdoor locations of the University.	<ul style="list-style-type: none"> • May be issued Warning Letter • May be suspended one or more semester.
29	Drugs	Use, production, distribution, sale, possession or stashing of drugs in a manner prohibited under law is an offence. This includes, but is not limited to, alcohol, marijuana, stimulants, narcotics, yaba, and the misuse of prescription drugs.	<ul style="list-style-type: none"> • May be suspended one or more semester. • May be expelled from the university
30	Gender Harassment/ Eve Teasing	Sexual harassment or Eve Teasing is defined as inappropriate, unwanted and unwelcome conduct or behavior of a sexual nature perceived as harassment by the receiver, which has an adverse effect on the dignity of women and men both inside and in certain circumstances outside the University. These cases will be overlooked by the Gender Harassment committee.	<ul style="list-style-type: none"> • May be suspended one or more semester. • May be expelled from the university permanently.

Handwritten signature