

NSU Code of Conduct for Students



NORTH SOUTH UNIVERSITY
Center of Excellence in Higher Education

Keywords

NSU	-	North South University
CoC	-	Code of Conduct
DC	-	Disciplinary Committee
VW	-	Verbal Warning
CG	-	Calling of Guardian
WW	-	Written Warning
MF	-	Monetary Fine
DP	-	Disciplinary Probation
SP	-	Suspension
EP	-	Expulsion

Preamble

North South University (NSU) is committed to the freedom of speech as stated in article 39 of the Constitution of the People's Republic of Bangladesh and constructive debate of alternative views, theory, and data. It recognizes and respects all peaceful and non-obstructive forms of dissent, whether individual or collective, that are within the university regulations and which do not interfere with the regular and essential academic/ non-academic operations of the university.

NORTH SOUTH UNIVERSITY IS DETERMINED

- to promote a safe and comfortable learning environment, and
- to enforce student discipline, and
- to promote and ensure academic integrity and campus civility, and
- to assure students who are alleged to be responsible for unacceptable conduct receive fair and impartial consideration.

AND FOR THESE ENDS

- to promote practice of decent behavior and create and maintain a peaceful learning environment, and
- to provide guidelines for imposition of discipline in the university, and
- to define prohibited conduct and disciplinary action to be taken in the event of such misconduct,

HAVE DEVOTED TO COMBINE OUR EFFORTS TO ACCOMPLISH THESE AIMS.

Accordingly, the NSU authority, through the representation of the Disciplinary Committee (DC), who have performed their responsibilities in good and due form; do hereby establish NSU Code of Conduct (CoC) for Students.

1. The Disciplinary Code

1.1. Purpose

The purpose of this code is to outline the acceptable standard of conduct and disciplinary actions applicable to students, in case of violations of the standard conduct. It is acknowledged that a disciplinary code and disciplinary actions are necessary for the smooth operation of an educational institution and the safety and fair treatment of all students.

Moreover, this code provides guidelines and references for the disciplinary authority to ensure justice, while also applying disciplinary sanctions if needed.

1.2. Underlying Principles

This code is based on the following principles:

- Any violation of the CoC, as stated in this document, is a cause for initiating necessary disciplinary action(s). The judicial system is subject to the authority of the Vice-Chancellor of the university as he/she deems appropriate, except that the DC shall have the authority to approve disciplinary warning as a sanction. The DC shall consider the cases and make recommendations to the Vice-Chancellor for necessary sanction(s).
- Proctor's Office has the authority to the application of discipline at the university and at any event that is organized under the university banner, inside or outside the premises. The Proctor's Office ensures that there is no violation of the CoC.
- When enforcement of discipline is needed, emphasis is given on guidance and rehabilitation rather than the imposition of punishment.
- The DC is the apex body related to disciplinary matters concerning students.

- If a student is alleged of an activity that violates both this code and the law of the land, then disciplinary action at the university will normally proceed, while civil or criminal proceedings will be initiated by informing the law enforcement agency. The application of discipline in all instances must be consistent and fair.

1.3. Disciplinary Sanctions

Based on the severity of the misconduct, the range of official sanctions shall be recommended by the DC for violation of regulations (both academic and social). The disciplinary sanctions are the following:

1.3.1 Verbal Warning

In case of moderate offense, an assistant proctor under the guidance of the proctor should conduct a disciplinary interview with the student involved along with the student affected/witness(es) that may result in an initial official warning. This is a notice to the student that his/her conduct was questionable and that if the student is eventually found in violation of a rule while on disciplinary warning; subsequent action may be more severe. The verbal warning shall become a matter of record in the student's file to track the student's behavior for future reference.

1.3.2. Calling of Guardian and Written Warning

More serious offense or repetition of the misconduct can result in calling of guardian along with a final written warning where the student and guardian shall execute a bond to take on the liability of any future disciplinary actions.

The final written warning shall be recorded in the student's file to track the student's behavior for future reference.

1.3.3. Loss of Privilege

Loss of privilege is the withdrawal of privilege, use of a service or participation in an activity for a specific period of time consistent with the offense committed and the rehabilitation of the student. Loss of privilege may be imposed separately or in addition to any other sanction(s).

1.3.4. Monetary Fine

Students will be charged with a monetary fine for violating specific codes of conduct. The monetary fine will be imposed based on the violation of code and/or repetition of the occurrence.

1.3.5. Disciplinary Probation

Disciplinary Probation status shall be for a specific length of time in which any further violation of the CoC puts the student's status with the university in jeopardy. The status of disciplinary probation is assigned for a specific period of time. Though the student will be allowed to continue with courses at the university, disciplinary probation status may affect qualification for some awards, prizes or student financial aid and/or impose some conditions or tasks to comply. If the student is found "in-violation" for another violation of the CoC, while on disciplinary probation, more severe sanctions may be imposed- such as suspension or expulsion. While on disciplinary probation, a hold will be placed on a student's record for record-keeping purposes.

Where the violation of the code requires rectification for future progressive and or corrective measures in conduct, Proctor's Office will keep the student on disciplinary probation. During this disciplinary probation period, the student's behavior will be closely monitored and he/she will be called to the Proctor's Office for hearing.

1.3.6. Temporary Suspension

The student may, if necessary, be temporarily suspended, before, during, or pending the outcome of the inquiry. Such a sanction requires the student to leave the campus immediately. It may be imposed upon a student by the Department Head (Academic), or the Chairperson of the DC, or the Proctor, should he/she have sufficient reason to believe that the alleged student is an immediate threat to the safety of persons, property or to the essential functions of the university. Any instantly suspended student, who returns to the campus during the period of interim suspension, shall be subjected to disciplinary dismissal or disciplinary expulsion. Any student who is summarily suspended will be required to stay off university property until an official hearing is conducted by the DC.

1.3.7. Disciplinary Suspension

The cases where a student is accused of major breach of conduct by committing a severe misconduct will be directed to the highest authority of disciplinary affairs, the DC. For example, a student may be suspended for up to 2 semesters as per the decision made by the DC. The suspension shall exclude the student from registration, class attendance, participation in university events and activities, and use of university facilities for a specified period of time. In cases where the student is currently attending courses, s/he will be allowed to finish the semester without prejudice. The disciplinary suspension will then start from the following semester for the stipulated period of time. If the student has voluntarily refrained from registering for the semester during which the DC holds its hearing, that semester will not be counted within the stipulated period of disciplinary suspension. Disciplinary suspension becomes a matter of record in the student's file.

1.3.8. Disciplinary Expulsion

Disciplinary Expulsion is a sanction that removes the student from the individual's academic program and permanently separates a student from the university without the opportunity to graduate or re-enroll at the university in the future. Disciplinary expulsion shall be executed by the approval of the Vice-Chancellor of the university. An overlay will be permanently placed on the student's transcript. Further, a hold will be permanently placed on a student's record for record-keeping purposes and reported in student's transcript.

Disciplinary expulsion is executed where a series of previous progressive and corrective measures have not produced the anticipated effect, or a series of verbal and/or written warnings have not been effective, or a student is alleged to have committed an inexcusable offense.

1.3.9. Restitution/Compensation to the University

Restitution requires a student to pay for damages to or misappropriation of university property or the property of members of or visitors to the university. Such restitution shall be charged to any student who alone, or through group activities, organizes or knowingly participates in the events causing such damages or costs. Restitution may be imposed separately or in addition to other sanction(s).

1.4. Schedule of Offences

- The disciplinary action in the columns represents the maximum proposed punishment that may be imposed depending on the type/severity of the breach and the number of times it has been committed by the student.
- While charging a disciplinary action, previous breaches and punishments, which are still valid, must be considered when deciding the action to be taken against a related breach to a past offense.
- If the deciding authority is of the opinion that there are valid justifying factors, the penalty shall be reduced.
- The schedule of offenses and proposed action indicated are merely served as a guideline and does not constitute inflexible rules that have to be followed. The circumstances and the merits of each case must be taken into account and the deciding authority is expected to use his/her discretion to make a proper judgment.
- North South University reserves the right to amend this code and/or charge a student with an offense that although not contained within this code but is deemed an offense in terms of the common law and acceptable practice.

1.5. Filing a Complaint

If a student or group of students have concerns about treatment by another student(s), it is appropriate to seek help from the Proctor's Office. Security personnel available at designated places around the campus are the first point of contact in any on-campus students dispute. The security personnel will direct student(s) involved in dispute to the Proctor's Office. The student (i.e. complainant) feeling mistreated may directly come to the Proctor's Office, meet the available assistant proctor, narrate the incident and file a complaint. The complainant is required to file a written complaint in a formal complaint form which is available at the Proctor's Office. Upon receiving the formal complaint, the Proctor's Office will initiate the investigation and conduct disciplinary process stated in this CoC which provides detailed procedures and authorities for dealing with different types of problems. Students are also welcome to lodge a complain electronically by emailing the detail of the mistreatment to the Proctor or any of the assistant proctors.

2. Definition, Sample Offenses, and Punishments

2.1. Disruptive and intolerable behavior to hinder university activities

Definition of Wrongful Conduct(s)	Sample Offense/ Explanation/Guideline (Non-exhaustive)	Punishment for the alleged offense		
		1st time	2nd time	3rd time
An action or combination of actions by a student or a group of students that unreasonably interferes with, hinders, obstructs or prevents the smooth and regular functioning and operations of the university, including the holding of classes and exams and/or any administrative, extra-curricular or co-curricular functions.	Action includes omission, abetment either orally, or in writing or using audio/video record or any physical activity, either virtually or on-campus or off-campus causing or abetting chaos in the university premises by creating noise, obstructions to avert holding classes and exams and/or administrative, extra-curricular or co-curricular activities.	WW & CG	SP	EP

2.2. Intolerance

Definition of Wrongful Conduct(s)	Sample Offense/ Explanation/Guideline (Non-exhaustive)	Punishment for the alleged offense		
		1st time	2nd time	3rd time
An attitude, feeling or belief(s) wherein a student, or a group of students, shows condemnable disrespect to a socially acceptable belief(s) or behavior(s) of other individuals or groups based on, including but not limited to, gender, race, religion, class, political affiliation, caste, status or position in the university or the community at large.	Condemnable disrespect to someone else's belief(s) or feelings or sentiments which include behavior that is motivated by malice, ill-motive, or any form of culpable state of mind without any rational justifications.	WW & CG	SP	EP

2.3. Intimidation or Threat

Definition of Wrongful Conduct(s)	Sample Offense/ Explanation/Guideline (Non-exhaustive)	Punishment for the alleged offense		
		1st time	2nd time	3rd time
1. Threatening or behaving recklessly or creating undue pressure on other individual or university personnel/authorities with intent to unduly influence other/others to act in an unreasonable manner.	Direct threat of violence, includes but not limited to either verbal or written or by electronic message or using social media (i.e., Facebook, Messenger, Whatapp, Instagram, Twitter, and whatever defined time to time as social media)	CG & SP	EP	

<p>2. Wrongfully soliciting support, signatures or participation of others in activities of a rebellious character, detrimental to the normal functioning of the university.</p> <p>3. Participating in any activity that disrupts any ordinary functioning of the university by unlawful force or violence or provocative acts.</p>	<p>Rebellious behavior includes conduct which is in a gross deviation from what a reasonable person would expect and causes danger or threat to other/others.</p>	<p>CG & SP</p>	<p>EP</p>	
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2.4. Smoking, vaping and other similar activities

North South University (NSU) campus is an absolutely non-smoking facility. The continuation of this practice will require the willingness, understanding, patience, and adherence to rules by all members of the campus community.

Definition of Wrongful Conduct(s)	Sample Offense/ Explanation/Guideline (Non-exhaustive)	Punishment for the alleged offense		
		1st time	2nd time	3rd time
Smoking, vaping, and similar activities related to inhaling and exhaling substances that is harmful to human beings or have the potential to create harmful dependency.	Smoking or vaping inside the NSU campus.	MF BDT 500	MF BDT 3,000 & WW	SP
	Possessing cigarettes, e-cigarette, vaping device, any other device and/or any material which can lead to a fire hazard.	Seizure of the item(s) & VW	WW & CG	

	Smoking in close proximity to the NSU Campus	VW	WW	MF BDT 500
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2.5. Drugs and controlled substances

Definition of Wrongful Conduct(s)	Sample Offense/ Explanation/Guideline (Non-exhaustive)	Punishment for the alleged offense		
		1st time	2nd time	3rd time
1. Consuming alcohol and or any other intoxicating substance including but not limited to any prohibited drugs at NSU premises. 2. Entering the NSU campus in an intoxicated state.	Consumption of alcohol and or drugs inside the NSU campus.	EP		
	Being under the influence of alcohol and or drugs while at campus.	MF up to BDT 25,000 & CG & SP	EP	
	Manufacturing, selling or delivering or in possession of alcohol, any illegal drugs and/or controlled substances.	CG & SP	EP	
		In extreme cases, the student will be immediately handed over to the law enforcement agency on recommendation from the NSU authority without the need to call for a committee meeting.		

2.6. Possession and/or use of weapons/explosives

Definition of Wrongful Conduct(s)	Sample Offense/ Explanation/Guideline (Non-exhaustive)	Punishment for the alleged offense		
		1st time	2nd time	3rd time
Carrying or being in possession of firearms, hazardous or dangerous material or device, explosives or explosive materials, gas lighter, box of matches or something that can cause fire etc. inside the boundary of NSU campus.	Use of firearms, fireworks, explosives or explosive materials (such as bombs, cocktails, hazardous chemicals) or anything similar in nature. Fireworks except as and when authorized by a designated university official.	EP Seizure of the item/material		
	In possession of arms, fireworks, explosives or explosive materials (such as bombs, cocktails, hazardous chemicals) or anything similar in nature.	CG & SP Seizure of the item/material	EP	
	Carrying or in possession of knives, sharp objects, clubs, sticks or any item which can cause death or injury to any person, or for the purpose of threatening or intimidating any person.	WW & CG Seizure of the item/material	SP	EP
		In severe cases, student (s) will be handed over to the law enforcing agencies for holding any of the above-mentioned weapons.		

2.7. Physical Abuse

Definition of Wrongful Conduct(s)	Sample Offense/ Explanation/Guideline (Non-exhaustive)	Punishment for the alleged offense		
		1st time	2nd time	3rd time
Any act of physical violence, such as beating, punching, kicking, use of physical force, body posture or gesture or body movement that inflicts or threatens to inflict pain on any individual within the university campus without any lawful justification.	The physical harming of a student through unnecessary use of physical restraint; use of unnecessary force in holding or restraining; improper use of physical or mechanical restraints; use of seclusion without proper orders or cause; slapping, kicking, hitting, pushing, shoving, choking, hair pulling, biting, etc.; inappropriate horseplay; raising a hand or shaking a fist, crowding or moving into personal space; intentional inflicting of pain, etc.	CG & SP	EP	

2.8. Sexual Harassment

Definition of Wrongful Conduct(s)	Sample Offense/ Explanation/Guideline (Non-exhaustive)	Punishment for the alleged offense		
		1st time	2nd time	3rd time
<p>1. Unwelcome sexual advances, touching and/or groping.</p> <p>2. Requests for sexual favors, and other verbal or physical harassment of a sexual nature that is unwanted and offensive.</p> <p>3. Promising favors in exchange for sexual conduct and any form of pleasure-seeking that humiliate others.</p>	<p>Teasing, offhand comments, sexual or dirty jokes indicating someone, comments on physical attributes or living places, relationship status, spreading rumors about or rating others as to sexual activity or performance, talking about one's sexual activity in front of others and displaying or distributing sexually explicit drawings, pictures and/or written material, sending of unsolicited emails of sexual nature, instant messaging (or comment) through mobile SMS, any social media including but not limited to Facebook, Instagram, Twitter, WhatsApp, lmo, Viber and so forth, blogs, web pages, etc. or forcefully making physical contacts that is sexual in nature.</p>	<p>In extreme cases, the student will be immediately handed over to the law enforcement agency on recommendation from the NSU authority. CG & SP</p>	<p>EP</p>	
	<p>Recording private conversation and/ or secretly videotaping private body parts with an intention to threat someone for any form of pleasure-seeking and/ or for other benefits.</p>	<p>In extreme cases, the student will be immediately handed over to the law enforcement agency on recommendation from the NSU authority. CG & SP</p>	<p>EP</p>	

2.9 Indecency in behavior, exposure, language, and acts of cruelty to people or animals in public or on social media

Definition of Wrongful Conduct(s)	Sample Offense/ Explanation /Guideline (Non-exhaustive)	Punishment for the alleged offense		
		1st time	2nd time	3rd time
<p>1. Indecent behavior : Indulgence with any sexual or sexually motivated behavior as well as public displays of affection at NSU campus, which is contrary to the local moral or other standards of appropriate behavior or generally accepted standards of propriety or decorum.</p>		SP	EP	
<p>2. Indecent exposure : Deliberate exposure in public, the innerwear or parts of his/her body in circumstances where the exposure is contrary to the local moral, or other standards of appropriate behavior, or generally accepted standards of propriety or decorum</p>		VW	WW	MF Up to BDT 5000
<p>3. Obscene, indecent, aggressive and/or any offensive language : Using obscene, indecent or aggressive language, or pictures that may cause distress through verbal/written communication, insinuating/suggestive posts, trolling, stalking, cyber-bullying, etc. to other members (s) of the NSU community</p>		WW	MF Up to BDT 5000	SP
<p>4. Acts of cruelty to people or animals : Treating people or animals with cruelty, which is contrary to the local moral or other standards of appropriate behavior or generally accepted standards.</p>		WW	SP	EP

2.10. Acts of Academic Dishonesty

Definition of Wrongful Conduct(s)	Sample Offense/ Explanation/Guideline (Non-exhaustive)	Punishment for the alleged offense		
		1st time	2nd time	3rd time
<p>Academic dishonesty includes the following and any other forms of academic dishonesty:</p> <p>1. Aiding and abetting Academy dishonesty: Knowingly, helping, procuring, or encouraging another person to engage in academic dishonesty or misconduct.</p> <p>2. Cheating: Any dishonesty or deception in fulfilling an academic requirement such as:</p> <p>(a) Using or attempting to use crib sheets or possession of unauthorized material or technological devices, electronic sources, stolen exams, unauthorized study aids in an academic assignment, or copying or</p>	<p>Work includes any scholarly or non-scholarly creation of the mind.</p>	<p>The faculty member shall have the initial jurisdiction to assign:</p> <p>a) A failing grade (F) for the work in connection with which the violation occurred.</p> <p>Or,</p> <p>b) A failing grade (F) for the course in which the violation occurred.</p> <p>Or,</p> <p>c) If the Faculty member /the Chair of the Department /the Dean of the School refer the academic dishonesty issue to the</p>		
	<p>Seeking or receiving assistance from others to write assignments, online exam papers, or providing them to others in exchange for money or not.</p>			
	<p>To access (either physically or through the internet, or electronically or any other way of having access) anything (files, question papers, answer scripts, grade sheets, other official records, CD, DVD, office room, key, and so forth, papers, staplers, photocopy machine, printer, and so forth) which is confidential and regarded as the NSU property.</p>			

<p>colluding with a fellow student in an effort to improve one's grade.</p> <p>(b) Possessing any material or devices intended to be used in the aid of exam by writing in desk, body parts, or in any analogous objects or substances.</p> <p>(c) Obtaining unauthorized assistance or accessing, reviewing, or obtaining answers from another person or source.</p>		<p>Proctor's Office, the Proctor will investigate and will award relevant punishment in consultation with respective NSU authority (i.e., Office of the Vice Chancellor).</p>		
<p>(d) Furnishing unauthorized assistance or answers to another person.</p> <p>(e) Possessing, using, distributing, or selling unauthorized copies of academic materials.</p> <p>(f) Representing academic work by another person as one's own.</p> <p>(g) Doing academic work in place of another person.</p> <p>(h) Electronically or physically obtaining unauthorized access to, or altering the</p>	<p>A student completed a course in past, helped writing assignments, online exam papers, or providing them to other current student(s) in exchange for money or not</p>	<p>If the Faculty member /the Chair of the Department /the Dean of the School refer the academic dishonesty issue to the Proctor office, the Proctor will investigate and will award relevant punishment in consultation with respective NSU authority (i.e., Office of the Vice Chancellor). WW & CG & MF up to BDT 20,000</p>	<p>SP & MF up to BDT 30,000</p>	

computer files of the faculty member or university confidential records, or agency, or altering or destroying those files.

3. Fabrication:

(a) Falsifying, inventing, or misstating any lab data, research statistics, information or citation in an academic assignment, field experience, academic credentials, job application, or placement file;

(b) Knowingly furnishing misleading/ false information to a university official or to the university about academic matters

4. Plagiarism:

(a) Submitting someone else's published or unpublished works (i.e. words, images, other materials) in whole or in part, or in paraphrase as one's own without fully and properly crediting the author with footnotes, quotation

<p>marks, citations, or bibliographic references.</p> <p>(b) Submitting as one's own original work, material obtained from an individual, agency or the internet without appropriate reference to the person, agency, or webpage as the source of the material.</p> <p>(c) Submitting as one's original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.</p> <p>(d) Submitting one's own previously written, oral or creative work without modification and instructor permission.</p> <p>5. Facilitating academic dishonesty</p> <p>(a) Assisting or attempting to assist any person to commit any act of academic misconduct such as allowing</p>				
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<p>someone to copy a paper or test answers.</p> <p>(b) Dissemination of information about the contents of exam papers or selling, sharing or otherwise providing copies of a quiz or exam, wholly or partially completed written assignments to others or receiving them.</p>				
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2.11. Disobedience

Definition of Wrongful Conduct(s)	Sample Offense/ Explanation/Guideline (Non-exhaustive)	Punishment for the alleged offense		
		1st time	2nd time	3rd time
<p>1. Unreasonably disobeying, interfering, resisting, or failing to comply with the directive of an identified university official acting in an official capacity.</p> <p>2. Trespassing and similar forms of unauthorized presence within the university campus.</p>	<p>Misbehaving, arguing unreasonably and/or showing aggression over direction(s) of any official of the university.</p>	<p>WW & CG</p>	<p>MF Up to BDT 10,000</p>	<p>SP</p>
<p>3. Trespassing</p>	<p>Unauthorized access to any place of the campus, such as entering opposite gender lounge/ toilet, faculty/ staff office, faculty/staff lounge, faculty/ staff only area/ restricted area.</p>	<p>WW</p>	<p>MF Up to BDT 10,000</p>	<p>SP</p>

2.12. Deception

Definition of Wrongful Conduct(s)	Sample Offense/ Explanation/Guideline (Non-exhaustive)	Punishment for the alleged offense		
		1st time	2nd time	3rd time
Furnishing false information to the university with the intent to deceive.	Student (s) involved in forgery, alteration or misuse of university documents and records.	EP		
	Intentional making of false statement and or complaint against other students, authority or faculty members in order to deceive or conceal the truth.	CG & SP	EP	
	Presenting false guardian, false/ misleading medical documents or any other kind of false/ misleading information (verbal, written, through social media, or in any other way) to any faculty member or administrative personnel of NSU.	MF up to BDT 25,000 & CG	SP	EP
	Knowingly furnishing false information on academic matters.	CG & SP	EP	

	Knowingly and willful falsification of educational data.	CG & SP	EP	
	Forgery, alteration or misuse of university documents, records, funds.	EP & Restitution		

2.13. Security Check and Parking Rule

Definition of Wrongful Conduct(s)	Sample Offense/ Explanation/Guideline (Non-exhaustive)	Punishment for the alleged offense		
		1st time	2nd time	3rd time
<p>1. Non-cooperation with security personnel authorized to check the student's bodies, bags, and belongings in the prescribed manner.</p> <p>2. Violating the parking rule of NSU.</p>	<ul style="list-style-type: none"> • Student is noncompliant to the request of security check and or misbehaving with the security personnel. • Showing unnecessary arrogance and anger against security personnel during security checks. • Failure to produce parking card. • Failure to produce NSU ID card to the security personnel by vehicle passengers. 	VW	WW & CG	SP
	<p>Noncompliance to the parking rules of the university (i.e.: wrong parking, over speeding inside and around the campus) or misbehaving with the security personnel at the parking area.</p>	MF of BDT 100 and Seizing of NSU parking card for 3 days.	WW	CG

	A student trying to bring unauthorized visitor(s) from parking entry points.	MF up to BDT 25,000	SP	EP
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2.14. Online Attendance through RFID

Definition of Wrongful Conduct(s)	Sample Offense/ Explanation/Guideline (Non-exhaustive)	Punishment for the alleged offense		
		1st time	2nd time	3rd time
1. Failure to wear student ID while on campus. 2. Swiping other student's ID or allowing others to use his/her ID card to facilitate entrance to the NSU campus or in class.	A student giving proxy attendance of another student who is absent in class.	MF up to BDT 5,000 & WW	CG & SP	EP
	An absent student who handover his/her ID for proxy attendance. Note: If a student forgets to bring his/her ID, the temporary pass taken from NSU authority should be presented to the respective faculty member for manual attendance of that day.	MF up to BDT 10,000 & WW	EP	

2.15. Forgery of Identification Document

Definition of Wrongful Conduct(s)	Sample Offense/ Explanation/Guideline (Non-exhaustive)	Punishment for the alleged offense		
		1st time	2nd time	3rd time
Forging or misusing of any identification document or adopting any other unlawful means (i.e.: ID card/Parking card) to enter NSU premises.	Duplication of own NSU ID card of/ by a genuine NSU student.	MF up to BDT 10,000	CG & SP	
	A genuine NSU student, who helps outsider(s) to enter the NSU campus by any unlawful means.	MF up to BDT 25,000 & the outsider will be handed over to the law enforcing agency.	CG & SP	
	A genuine NSU student, who duplicates/creates NSU ID and helps outsider(s) to enter the NSU campus.	MF up to BDT 35,000 & the outsider(s) will be handed over to the law enforcing agency.	CG & SP	
	A genuine NSU student, who helps other current NSU student(s) to enter the NSU campus by any unlawful means.	MF up to BDT 5,000	WW	CG & SP
	A genuine NSU student, who duplicates/creates NSU ID and helps other current NSU student(s) to enter the campus with it.	MF up to BDT 25,000	WW	CG & SP
	A student is found to rent his/her ID, original or duplicate, to others for entering the campus.	EP		

2.16 Property Damage

Definition of Wrongful Conduct(s)	Sample Offense/ Explanation/Guideline (Non-exhaustive)	Punishment for the alleged offense		
		1st time	2nd time	3rd time
<p>1. Intentionally or negligently causing harm/damage to the university property or property of other students, faculty members or staff, or any lawful visitor.</p> <p>2. Hacking or damaging NSU server/ website.</p>	Arson	EP & Restitution		
	Willful or negligent or malicious damage or destruction of property.	EP & Restitution		
	Reckless behavior causing damage to property.	CG, SP, Restitution & MF double the value of property damaged.	EP & Restitution	
	<ul style="list-style-type: none"> • Tampering with elevators, security devices such as doors and locks, university equipment such as computers, projectors, RFID devices and electronics and/or other university property. • Hacking NSU server, online classrooms, NSU website (s), and official social media pages. 	CG, WW, Restitution & MF double the value of property damaged.	SP, Restitution & MF double the value of property damaged.	

2.17 Theft				
Definition of Wrongful Conduct(s)	Sample Offense/ Explanation/Guideline (Non-exhaustive)	Punishment for the alleged offense		
		1st time	2nd time	3rd time
Appropriation of property belonging to others within NSU campus with intent to permanently deprive the other of it.	Misappropriation or conversion of university funds, supplies equipment, labor, material, space or facilities	EP & Restitution		
	Possessing, storing or transporting goods, stolen from the university and/or other students, or faculty member, or staff.	SP & Restitution & MF double the value of the goods stolen.	EP & Restitution	
	Aiding or abetting theft/hiding of university property	CG, SP & MF double the value of the goods stolen	EP & Restitution	
	Misappropriation of sponsor funds, any form of money embezzlement and lack of transparency in declaring supporting financial documents by student or student bodies of NSU, including student clubs and other ventures managed by students.	SP & Restitution & MF double the fund involved	EP & Restitution	

2.18 Tarnishing the image of the university or university personnel and other activities subversive to the state and its policy

Definition of Wrongful Conduct(s)	Sample Offense/ Explanation/Guideline (Non-exhaustive)	Punishment for the alleged offense		
		1st time	2nd time	3rd time
Tarnishing the image of the university and its members by any means whatsoever without any valid excuse or justification.	A student individually or jointly, directly or indirectly, physically or online, using social media or any other virtual or communication platforms attempts to engage or engages inside or outside of the NSU campus to damage the university's image/ reputation or disrupts the functioning of its normal activities, or directly or indirectly causes or is likely to cause harm or distress to the university or its subsidiary entity/entities.	EP		
	A student deliberately or negligently, individually or jointly, directly or indirectly contributes in disseminating any electronic mail or electronic mail messages on the NSU campus, over social media or any other of communication platforms to defame, degrade, demean, or instigate other students, faculty members, administrative officials/staffs or any other member of the university irrespective of religions, cultures, ethnicities, or origin.	SP	EP	

	<p>A student deliberately or negligently, individually or jointly, directly or indirectly engages himself or herself with acts for the purpose of instigating or supporting any form of extremism or terrorism, or any other similar form of activities, or attempts to engage with activities contrary to the law of the country, subversive to the state and its laws and policies, detrimental to the local, national and/or global peace and security.</p>	<p>EP And will be handed over to the law enforcing agency</p>		
	<p>A student posting publicly in social media platforms targeted to demean any faculty member, official and the institution including deliberate falsification and use of derogatory comments on any public posts relating to faculty member, official and the institution.</p>	<p>SP & MF up to BDT 10,000</p>	<p>SP & MF up to BDT 20,000</p>	<p>EP</p>
	<p>A student individually or jointly collects money from any NSU student, alumni or faculty members or staffs for any purpose including donations/contributions without taking prior written approval from the university authority.</p>	<p>SP & Restitution</p>	<p>EP</p>	

	A student individually or jointly using the name, symbol, logo, etc. of NSU in any form, such as social or electronic media or any facility that benefits current students or alumni without prior approval of NSU authority.	SP & Restitution	EP	
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2.19 Unethical interference in any proceedings at NSU

Definition of Wrongful Conduct(s)	Sample Offense/ Explanation/Guideline (Non-exhaustive)	Punishment for the alleged offense		
		1st time	2nd time	3rd time
Unlawful interference with any proceedings of the admission test and related activities.	A student or a group of students are found interfering, in any proceeding of the admission process.	SP	EP	
Unethical interference with any proceedings of the university by leaking official or personal documents of any employee of the university in advance to cause deliberate unrest.	A student or a group of students are found sharing official documents/unofficial announcements of the university with others that are not officially shared with students by the university authority. Or, A student or group of students posted publicly unofficial announcements/official documents in social media by collecting them from unofficial sources.	SP	EP	

2.20. Night stay at campus

Definition of Wrongful Conduct(s)	Sample Offense/ Explanation/Guideline (Non-exhaustive)	Punishment for the alleged offense		
		1st time	2nd time	3rd time
Staying at the campus at night for the preparation of any program/events or conducting any activity or any other reason whatsoever unless the prior permission from the Office of the Vice-Chancellor along with the consent from parents is obtained.	A student or group of student stay at campus late at night without taking permission from the office of the Vice-Chancellor.	CG & SP	EP	

2.21. On-Campus Promotional Activities

Definition of Wrongful Conduct(s)	Sample Offense/ Explanation/Guideline (Non-exhaustive)	Punishment for the alleged offense		
		1st time	2nd time	3rd time
1. Promoting business and commercial activities in the form of banners, posters, sample demonstrations, stalls, and product placement or by any other analogous means of any non-NSU entity without obtaining permission from the Proctor's Office.	Promoting business and commercial activities or social causes take place without taking approval from Proctor's Office.	WW & MF up to BDT. 100,000	SP	EP
2. Negotiating with sponsors outside NSU, without declaring the code of ethics of NSU or other applicable rules of the university to the sponsor(s).	Size, dimension, and area of display failed to follow the instruction of the Proctor's Office.	WW	MF up to BDT. 5,000	MF up to BDT. 10,000

<p>3. Promoting on-campus activities by student clubs in violation of the applicable NSU rules.</p>	<p>Student club promoting club activities without having prior approval from the Proctor's Office.</p>	<p>The Proctor's Office will take punitive measure in consultation with the Student Affairs Office and the Office of the Vice Chancellor. The Vice Chancellor will have the discretion to award the punishment.</p>		
	<p>Hampering learning environment, creating an obstacle for others while promoting club activities.</p>	<p>The Proctor's Office will take punitive measure in consultation with the Student Affairs Office and the Office of the Vice Chancellor. The Vice Chancellor will have the discretion to award the punishment.</p>		

2.22. Breach of contract or consent terms

Definition of Wrongful Conduct(s)	Sample Offense/ Explanation/Guideline (Non-exhaustive)	Punishment for the alleged offense		
		1st time	2nd time	3rd time
1. Failure to abide by the terms of reference stipulated in the contract of service by a Teaching Assistant (TA).	A TA is found doing an unauthorized activity(ies) or involves in any form of undue treatment to an NSU student.	WW or Termination of a TA contract	SP	EP
2. Failure to abide by the terms of any consent form provided by the university authority after officially accepting it.	A student complains or condemns publicly, or creates unrest regarding a matter that has been previously agreed upon by the student through an official consent form.	SP	EP	

2.23 Student club activities

Definition of Wrongful Conduct(s)	Sample Offense/ Explanation/Guideline (Non-exhaustive)	Punishment for the alleged offense		
		1st time	2nd time	3rd time
<p>1. Any activity contrary to the policy and rule of the university as authorized by the higher authority.</p> <p>2. Getting involved with any club activity/activities without being a valid member of any club approved by NSU authority.</p> <p>3. Failure to maintain club rooms or the surrounding environment in clean and hygienic condition.</p> <p>4. Covering the windows in club rooms or creating any obstruction to blur the vision from outside</p>	<ul style="list-style-type: none"> • Posting/ hanging/ displaying of any wrong/ unauthorized/ unapproved promotional material. • Promotional material posted/ hanged/ displayed in wrong/ unauthorized/ unapproved areas. • Wrong/ unauthorized/ unapproved size of promotional material. 	<p>The Proctor's Office will take punitive measure in consultation with the Student Affairs Office and the Office of the Vice Chancellor. The Vice Chancellor will have discretion to award the punishment.</p>	<p>Club activities suspended for one semester</p>	<p>Club activities suspended for one year</p>

<p>Club member (s) does not meet NSU requirements.</p>	<p>WW & MF up to BDT 10,000</p>	<p>The unqualified member(s) will be expelled from the student club.</p>	<p>The unqualified member(s) will be banned from all the student clubs.</p>
<p>Former club member(s) and/or non-member(s) entering in the club room, or unauthorized participation in club activities.</p>	<p>WW & MF up to BDT 10,000</p>	<p>The unqualified member(s) and/ or non-member(s) will be banned from all the student clubs.</p>	
<p>The current member(s) helping former club member(s) and/or non-member(s) entering in the club room, or unauthorized participation in club activities.</p>	<p>WW & MF up to BDT 10,000 & canceling club membership</p>	<p>The member(s) will be banned from all student club membership /activity</p>	<p>Club activities suspended for one semester and the member(s) will be banned from all the student clubs.</p>

	<p>Member(s) keeping any of the following areas dirty, untidy and unhygienic: club room and/or surrounding club area and/or any area of the campus during preparation of events.</p>	<p>WW</p>	<p>The member(s) along with the current president and executive member responsible for this incident will be expelled from the student club and the club activities suspended for one semester.</p>	<p>Club activities suspended for one year</p>
	<p>Member(s) leaving garbage or any used promotional material(s) in any area of the campus after any event.</p>	<p>WW and MF up to 1,000</p>	<p>The member(s) along with the current president and executive member responsible for this incident, will be expelled from the student.</p>	<p>The member(s) will be banned from all student clubs.</p>

			club and the club activities suspended for one semester	
	Member(s) covering the windows and/or doors of club rooms in any way.	WW	Club activities suspended for one semester	Club activities suspended for one year
	Student club offering memberships to students on academic probation (or students with CGPA under 2.5).	WW	The member(s) along with the current president and executive member(s) responsible for this incident, will be expelled from the student club and the club activities will be suspended for one semester	Club activities suspended for one year

3. The Formal Disciplinary Actions

The DC is headed by the Honorable Chairperson of the DC, who is a Member of Board of Trustees and selected by the other Board of Trustee members under the leadership of the Chairman, Board of Trustees. The Chairperson of the DC is appointed for one Fiscal Year (July-June). The Proctor serves as the member secretary of the DC. The DC comprises of the following members: the Vice-Chancellor, the Deans of all academic schools and, the Registrar.

3.1. In case of violation of the code, rules, and regulations, the matter shall be reported to the Chairperson of the DC. The DC will provide the accused an opportunity of being heard to ensure the basic concept of procedural fairness. The following procedures shall be adhered to:

3.2. The Committee shall notify the student and his/her guardian about the charges against him/her in writing in advance to file an objection as a defense.

3.3. The hearing shall be conducted in accordance with the rules of procedure and evidence previously outlined in the CoC. Irrelevant and hearsay evidence will not be considered. The inquiry in disciplinary proceedings will be based on the innocence or guilt of the person(s) accused of violating the CoC.

3.4. At the hearing, the student being charged shall have ample opportunity to explain the circumstances surrounding the incident and are encouraged to present pertinent evidence and the testimony of witnesses in person. In addition, both parties shall be afforded the opportunity to comment on any written statements or other evidence presented, and to respond to questions. The Chairperson in agreement with the DC may overrule any request made under section 3.4 considering an adverse impact on any witness and his/her personal, psychological or medical information of a sensitive nature; or the privacy or welfare of any witness or of the accused student.

3.5. The Chairperson or a person designated by the Chairperson will present the charges and pieces of evidence against the accused before the committee.

3.6. The Chairperson and/or any other member of the DC shall have the right to examine witness(es). The testimony of an unknown or unidentified witness(es) is inadmissible.

3.7. The imposition of sanctions shall not be based solely upon the failure of the accused to answer the charges. In the event of the failure or refusal of the accused person to appear at the hearing, the evidence in support of the charges shall be presented and considered in absentia.

A decision in the form of a written report of the original hearing will be made consisting of the followings:

1. Notice of charges and other documents
2. A summary of the evidence presented
3. All the findings and
4. Sanction(s) recommended

3.8. A review against the final decision must be submitted through a written application within 10 calendar days from the notification of the sanction to the Chairperson of the DC.

3.9. Review Procedure:

(a) The decision given by the DC may be reviewed. All review applications will be considered and decided by the DC. Students must send their review application to the attention of the Chairperson of the DC.

(b) The student must send the review application within 10 calendar days of receiving written notification of the decision.

(c) The student seeking the review decision must indicate, in writing, the specific bases or reasons for his or her application. The review application should include the following: student's name, ID number, local address, phone number, grounds for review, and appropriate and detailed information regarding why the review application should be granted.

(d) The DC will consider the review application and issue a decision. The student will receive written notification of the review decision from the Office of the Proctor. The decision of the DC is final.

THE UNIVERSITY RESERVES THE RIGHT TO AMEND, ADD TO OR ADAPT ANY PROVISION OF THIS CODE. SUCH AMENDMENTS WILL HOWEVER BE COMMUNICATED TO ALL STUDENTS