



# **CO-CURRICULAR POLICY**

UNIVERSITY OF LIBERAL ARTS BANGLADESH

effective Summer 2013

## A. CO-CURRICULAR POLICY

The University of Liberal Arts Bangladesh believes that co-curricular activities are essential to a Liberal Arts education, by building important skills that complement classroom learning, such as leadership, teamwork, and creativity. To that end, ULAB provides wide scope for co-curricular activities within and outside the campus.

As the education, safety, and security of ULAB students are of paramount importance, all rules and regulations must be followed without exception.

### A.1 Definitions

**Co-Curricular Activity:** An activity complementing, but not part of, the regular curriculum.

**Field Trips:** A Dhaka-area trip, usually only a few hours to one day. Field trips are solely educational in purpose. Each department, course, or club is expected to arrange at least one field tripper year, under the active supervision of a faculty member.

**Study Tours:** A stay of some duration (from few days to potentially weeks) outside of the Dhaka area, for concentrated study in a given field, under the active supervision of a faculty member. Study tours are solely educational in purpose. They are not likely to be common, but may be employed for some courses, for example, for GED 324: Experiencing the Past.

The goal of a Field Trip or Study Tour is to provide students active and hands-on experience related the specific course or club. They are characterized by interactive teaching methods, meant to maximize the students' involvement. Emphasis will be given on teamwork, problem solving, and active participation.

**Recreational Events:** Cultural events, club days, picnics, etc. for the purpose of fun, which may be arranged by official clubs or departments of the university, under the direct and active supervision of a faculty member.

***Recreational events organized by individual or groups of students, without oversight and active participation of a faculty member, are NOT recognized by the university.***

### Chaperones

Type	Chaperones required
Field Trips	Faculty instructor/advisor, up to 40 persons.
Overnight / out-of-Dhaka activities (including boat rides)	<ul style="list-style-type: none"><li>• At least two (2) adult chaperones, one of whom must be the advising faculty member, up to 40 students.</li><li>• Up to 80 students, 3 chaperones.</li><li>• Up to 120 students, 4 chaperones, etc.</li></ul>
Female students on overnight or out-of-Dhaka activity	One of the chaperones must be a female.
Extreme locations or very large gatherings	Trained first-aid personnel must be available.

Accompanying faculty will travel with the students in the same vehicles.

## Consent Forms

Any out-of-town and/or overnight activity requires written consent by the students' guardians. Students who do not have guardians' consent are not allowed to attend those events. The Consent Form is provided at the end of this section.

It is the responsibility of the faculty member to ensure consent forms are collected from the students. Faculty members will turn over consent forms to the Approving Authority (see below).

## Process of Approval

### Who may organize ULAB activities:

- ULAB Departments
- ULAB Courses
- Official ULAB Clubs
- ULAB Administration (Pro/Vice Chancellor's Office, Registrar's Office, Communications Office, Library, Career Services Center)

All departmental, course, or club activities require the active participation of a faculty member. Active participation means planning the event, obtaining proper permissions and chaperones, and attending the event itself.

### Who may not organize ULAB activities:

- Individual students or groups of students may not organize any activities on- or off-campus in the name of ULAB.
- Outside groups or non-approved clubs may not organize any activities on- or off-campus in the name of ULAB unless specific written permission has been given by the Registrar.

## Approval Authority

Type	Approval Authority
Academic activities	Head of the relevant department
Club activities	Co-Curricular Coordinator
Non-academic events	Registrar or Pro/Vice Chancellor, as appropriate

Any out-of-town and/or overnight activity requires a written plan be submitted IN ADVANCE to the Registrar for approval. The plan must include: fee per student, source of funding, sponsor details, expenditure plan, duration of the trip, names of supervisors, security and risk management actions.

## Fees, Charges and Budgets

Charges may accrue for co-curricular activities. In all cases payments will be made on submission of bills/voucher and only if the trip is budgeted. The university policy on compensation is as follows:

**Field Trips:** Day field trips within Dhaka City Corporation are expected to be self-funded, using local transport. No university compensation will be given.

**Study Tours only:**

- Students may be eligible for 50% of the transport-related costs subject to a cap of 500 BDT maximum. Food and accommodation costs will be borne by students.

**Recreational Events:** Small fees may be charged for recreational events to cover admission fees or food. Fees may not be excessive.

**Clubs:** The University provides a set budget for each club each term. The budget must be submitted in advance by the club Finance Secretary and must be approved by the Co-Curricular Coordinator. Late submission of proposed budget may result in loss of budget for the next term. The University will bear the majority cost of activities of clubs that represent the institution officially in legitimate, relevant, and reputable external events, competitions or tournaments. The University reserves the right to review and approve any proposed external event before offering funds.

All other external events or intra-mural sports must be financed by the members' own funds, though donations, fees, or sponsorships.

**A.2 Apprenticeship Program:**

The MSJ Department offers apprenticeship programs. By definition, an apprentice is a person who learns the skills of a specific craft or trade by receiving hands-on training from someone who is already an expert. By working with an expert in the field, the apprentice will learn the necessary techniques and theoretical knowledge to work independently in the future. The apprenticeship program covers the fields of film, photography, multimedia and journalism (print and electronic). The objectives of the program are to boost the MSJ Department's peer teaching methodology; to create core student groups that can assist the MSJ Department in its conduct of internal and external activities; to facilitate student communication within the MSJ Department and with other Departments in the university through various media tools; and to develop advanced skills of students passionate in particular media forms and channels. The fields, expected outputs and descriptions of the apprenticeship programs are summarized as follows:

Field	Expected Output	Description
Film	Project Concepts, Scripts, Narrative Films, Documentary Films	Project concepts, scripts and/or films developed by students under the mentorship of an expert.
Photography	Project Concepts, Photo Exhibits	Project concepts and/or photographs developed by students under the mentorship of an expert.
Print Journalism	ULABian Campus Paper	Campus Paper Once every Semester.
Radio Broadcasting	ULAB Campus Radio	Daily Weekday One to Two Hour Programs on news, opinions and entertainment.
TV Broadcasting	ULAB Campus Television	Weekly One to Two Hour Programs on news, opinions and entertainment.

### A.3 Clubs

The mainstay of co-curricular life at the university is its clubs. The clubs will maintain regular weekly activities to enhance skills and learning. The activities of clubs may include: educational field trips, workshops, seminars, games, concerts, intra- and inter-university competitions or tournaments, etc.

The Co-Curricular Office will organize all-club activities, such as Club Days, Boishakhi Melas, etc.

#### Policy for Club Activities

1. Clubs must be officially approved by the university. No outside group or party may start a club on campus. While students are free to belong to an outside group, they may not use the university premises or facilities for its activities; nor will they have access to university patronage.
2. Each club will be run under the guidance and supervision of a Faculty Advisor, who will directly appoint the executive committee of the club.
3. In the event a faculty advisor leaves the post, the Co-Curricular Coordinator will choose a new advisor. The executive committee may propose a faculty member, but the proposal must be approved by the Co-Curricular Coordinator.
4. Each student must become a member of a club for at least for a year, but a student may be a member of a particular club for a maximum of three years in her/his entire university life.
5. Upon formation, each club must submit its Mission Statement to the Co-Curricular Coordinator.
6. The tenure of the executive committee is one year, but the faculty advisor will monitor its performance and can make changes or dissolve the committee, if they prove to be incompetent, or act in ways contrary to the policies, purpose or the spirit of the club. Any violation of the "ULAB Code of Conduct" is an automatic disqualifier for committee position, if not club membership.
7. The executive body of the clubs will consist of minimum three and maximum six members. The committee will consist of following positions:
  - a) President
  - b) Vice President
  - c) General Secretary
  - d) Finance Secretary
  - e) Organizing Secretary
  - f) Publicity Secretary
8. Duties of the Executive positions:
  - a) President duties: Preside over club meetings, participate actively in policy making, maintain liaison with the faculty advisor and perform other such duties as President of the club.
  - b) General Secretary duties: Keep the records of membership, record the attendance at the meetings, send out notices of meetings of the club, record and preserve the minutes of such meetings and perform such other duties as usual pertain to the office of Secretary.
  - c) Finance Secretary duties: Have custody of all funds and perform other such duties as pertain to the office of Finance Secretary.

9. The executive committee will meet at least once a month and call general meetings as needed.
10. The number of club members is minimum 10 and maximum 60 for all clubs.
11. Clubs will recruit new members in the week following Club Day each term.

#### **List of Active Clubs (variable)**

	<b>Name of Club</b>	<b>Advisor</b>
1	ULAB Shangskriti Shangsad	Shahin Ara
2	ULAB Business Club	Shajedul Alam
3	ULAB Debating Club	Shahnewaz Kabir
4	ULAB Computer Programming Club	Rashedul Islam
5	ULAB Media Club	Shazzad Hossain
6	Theatre ULAB	Nadia Rahman
7	ULAB Sports Club	Tahsan Khan
8	ULAB Film Club	Bikash Chandra Bhowmick
9	ULAB Adventure Club	Mehdi Rajeb
10	ULAB Social Welfare Club	Dr. Pinky Shah
11	ULAB Sustainable Development Club	Shafiqul Islam
12	ULAB Language Club	ATM Sazedul Haq
13	ULAB Electronics Club	Farhana Sabrina

#### **A.4 Co-Curricular Office**

Contact the Co-Curricular Coordinator to get information on clubs and club days.

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 Co-Curricular Coordinator  
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 Room A 515