

**Protocols, Guidelines & Grounds for Student Leave from the  
Savar Residential Campus  
(READ CAREFULLY & RETAIN FOR THE DURATION OF YOUR STAY AT  
THE SAVAR RESIDENTIAL CAMPUS):**

For all Student Leaves from the Savar Residential Campus, every student **must** fill out *three forms* provided by the *Faculty Board for Student Academic Administration* and provide *all three* in 'hard copy' [paper copy] along with all supporting documents also in *hard copy* to the office of the Assistant Dean, Dr. Tahseen Ali or Senior Lecturer Ms. Chaitee Chakraborty.

The ***Faculty Board for Student Academic Administration***, headed by the **Assistant Dean** is the **final authority** for the ***approval*** or ***rejection*** of all Student Leave Requests.

For the Spring 2025 Semester there are two Faculty Board members:

**Assistant Dean** Dr. Tahseen Ali and Senior Lecturer Ms. Chaitee Chakraborty.

You may go to either of them in-person with your leave requests.

Ms. Chaitee Chakraborty's faculty office is located in the OB Building Basement, Faculty Room 1 (next to the lifts/elevators).

Dr. Tahseen Ali's Faculty Office is located in the OB Building Basement, Faculty Room 2 (next to the OB Basement Meeting Room).

- a. ***Supporting Document for Student Leave Form*** (Form Version: September 28, 2024). This is also known as 'Form 2'.
- b. ***List of Missed Course Classes & Activities Form*** (Form Version: September 22, 2024). This is also known as 'Form 3'.
- c. ***Student Leave Request Form*** (Form Version: September 26, 2024). This is also known as 'Form 1'.

**NOTE: The *Student Leave Request Form* ['Form 1'] can and should be used as a *multi-purpose* template for other formal written applications to the Assistant Dean for non-Leave related academic and non-ELA/SLL issues.**

All Student Leave Petitions require documentary evidence specific to the nature of the individual request.

The *current* and *valid* '*Student Leave Request Form*' was last updated on September 26, 2024. This has been shared with campus administration so that you have access to a 'soft copy' [Microsoft Word Document]. Be sure that you are using this current form.

The student *must sign and date the form by hand*. Everything else must be typed. No hand-written *Student Leave Request Form* petitions will be accepted by the Board.

The *current* and valid ‘*Supporting Document for Student Leave Form*’ was updated on September 28, 2024. This has been shared with campus administration so that you have access to a hard copy [PDF Document]. Be sure that you are using this current form.

The *current* and *valid* ‘*List of Missed Course Classes & Activities*’ was updated on September 22, 2024. This has been shared with campus administration so that you have access to a ‘soft copy’ [Microsoft Word Document]. Be sure that you are using this current form.

**1. Students must fill out the forms correctly and precisely. Failure to do so will lead to an automatic rejection of the petition and students will have to redo it. Do not change fonts or make any other structural changes to the Forms, including Form 1. For Form 1 and Form 3, you may only *adjust* your written content so that it fits on one page. Note that as there is information in the ‘Header’ and ‘Footer’, there will be an ‘active’ second page, therefore print only as needed without wasting a second page unnecessarily. Provide precise times and days as to when you will be leaving and returning to the Campus; including all particulars in brief; such as whether you will or will not be missing academic classes and or ELA/SLL activities and so on.**

It is also recommended that you notify your Dormitory Supervisor of your impending Leave and seek their advice preparatory to completing and submitting the three Forms.

Once signed, photocopies will be made and the originals will be given to the student for them to obtain their passes and final clearance for their Leave.

**2. A.** For all *emergency leaves*, or when the Assistant Dean and Ms. Chakraborty are in classes, faculty meetings or temporarily unavailable or not on campus, contact the campus superintendent's office; they will provide an *emergency leave approval*. Alongside the **two** campus superintendents there are others within campus administration who are *authorized to sign emergency leave approvals*. See the ‘Leave Authority Approval Chart’ on the bulletin board outside Faculty Room 2 for the current names for this Semester provided by campus administration. However, when the student returns from said leave; the student **must** submit the three Forms with all supporting documentation and evidence to the Office of the Assistant Dean.

***Form 1 is required; Form 2 or relevant pages [you do not need to print out the instructions page] and Form 3 as necessary.***

This is necessary for Course Subject waivers, exemptions, make-ups and consideration for ELA/SLL activities; and a *cross-check* will be done for all students who have taken emergency leaves but not submitted documentation for verification upon their return to the Savar Residential Campus.

**2. B. Note: The ‘Leave Process’ is applicable and required for ‘on-campus’ absences as well; i.e., when students are ill or unable to attend classes while**

**still at the campus and thus need to initiate the process to receive consideration for academic and or extracurricular activities.**

3. You may and should notify Dr. Tahseen Ali, Ms. Chakraborty and campus administration about any emergency leaves by email, *however; the paper copies of the three Forms and supporting documents in paper form are required upon your return to campus.*

**4. A.** You are responsible at all times for the completion of the *Supporting Document for the Student Leave Form* by securing the signatures of all relevant Faculty members and others as necessary for your leave dates; completing the *List of Missed Course Classes & Activities Form* [as and if necessary] and completing the subsequent *Student Leave Form* accordingly.

**At their discretion Faculty members may require you to obtain an approval first [a signed Form 1] before they take action on Form 2. Once you complete the Process submit the completed copies to the Office of the Assistant Dean or to Ms. Chakraborty.**

**4. B.** Those students pre-planning for leave on weekends [Fridays & Saturdays] are required to meet with Ms. Mitali, the ELA/SLL Coordinator by that Wednesday before she leaves the campus at 15.45hrs (03.45pm) to discuss all aspects and practicalities of the upcoming weekend's ELA/SLL programs and activities.

5. *Misrepresentation, intentionally or unintentionally, of what classes or activities that you will be missing when you go on leave will be grounds for voiding of requested Course Subject waivers, exemptions, make-ups, consideration for ELA/SLL activities and you will be subject to further penalties depending on the nature of the misrepresentation.*

6. Your Course Instructors and ELA Activities Coordinator will be informed of all voided petitions and you may thereafter be subject to additional penalties.

7. All Student Leave Petition requests are examined on a case-by-case basis; if you feel there are exigent and exceptional circumstances that apply to your petition then do not hesitate to visit and discuss your case in person with the Assistant Dean before submitting the formal Petition. However, remember that in person discussions do not *automatically* guarantee the approval of Petitions.

8. Here are the **two lists and the 'Own Cognizance' Option, List A** which describes the possible options for Leave Petitions with documentation which will be given full consideration as far waivers, exemptions, make-ups and ELA/SLL activities are concerned [although you may *still* not receive the associated certificate for the missed activity; contact Ms. Mitali, the ELA Coordinator for more details when necessary and applicable], and a **List B** which contains grounds on which Leave Petitions will be automatically rejected:

**WARNING:** Do not under any circumstances attempt to *cajole, manipulate, pressure or threaten anyone* associated with the Leave Process from whom you require a signature for the completion of your verification documentation. This applies to your parents and or legal guardians as well.

The documentation that you provide in support of your Leave Petition will be adjudicated fairly based on its own merits and demerits including with all cross-checks in confidentiality as and when necessary.

**List A: (Full Consideration will be given, except in certain cases of awarding of ELA/SLL certificates):**

1. All Appointments for Governmental Paperwork, Documentation, Examinations & Appointments at Foreign Embassies (Including but not limited to: Bangladesh National Identification Card; Bangladesh Driving License; Bangladesh National Passport; Bangladesh Civil Service, Bangladesh Foreign Service, Bangladesh Administrative Service or Bangladesh Armed Forces Examinations; Visa appointments or retrieval of passports at Foreign Embassies in Dhaka).

2. All Physical and Mental Health related issues (Including but not limited to: high fever; infectious ailments; vaccination appointments in Dhaka; appointment with personal doctors in Dhaka; medical treatment abroad with or without family members).

**HOWEVER;** *Full Consideration is reserved for emergencies and other exigent situations; it will **not** be given for routine, optional and regular visits which can be reasonably and judiciously rescheduled around the days and times of your academic classes and ELA/SLL activities.*

*Any attempts to deliberately **circumvent** academic classes and ELA/SLL activities for non-emergency, optional and regular visits will be **rejected**.*

**MEDICAL DOCUMENTATION & VERIFICATION:** The On-Campus Medical Officers (Dr. Uzzal Chandra Tangchangya and Dr. Meraj Rashid Lipa) will provide *both medical determination* to the Assistant Dean for leave petition applications *and* when a student *extends* her/his leave while off-campus.

**IMPORTANT: When** a student returns from an *extended medical leave* [that is; after having petitioned to *extend* a medical leave while already off-campus] **and** returning from a medical leave in *general*; the student **must** visit the On-Campus Medical Officers **first** with all necessary and precise documentation for verification of the validity of the *extended medical leave*. Students should take an additional **Page 4 of Form 2** to the Medical Officers for usage as deemed necessary by the Medical Officers.

**Students should always keep their medical files updated with the On-Campus Medical Centre. This is not only so that the Medical Centre has the latest information to assist the students but also to be able to provide verification of extended medical leave documentation in a timely manner. The failure to keep one's medical files updated with the Medical Centre may necessarily delay the verification of extended medical leave documentation.**

**NOTE [IMPORTANT!]:** Dr. Uzzal Chandra Tangchangya and Dr. Meraj Rashid Lipa will provide *their professional determination* of student medical documentation at their *discretion and time* as they deem necessary to the Assistant Dean Dr. Tahseen Ali.

DO **NOT** ATTEMPT TO *RUSH THEM* INTO SIGNING; **OR INSIST** THAT THEY SIGN FORM 2 BEFORE YOUR VISIT WITH THE FACULTY BOARD.

They will do so at their *discretion* and may simply provide comments as necessary in Form 2 until later or your return from an *extended medical leave*.

3. All **major & recognized** Religious Festivals **only** of All Faiths.

4. All University-sanctioned programs at home and abroad (Including but not limited to: National events; inter-university programs or competitions)

5. Participation in a Family Marriage Ceremony (**ONLY**: Self; Blood Siblings).

**Note: The “Marriage Ceremony” ONLY refers to the *actual event*; i.e., the secular event or court registration and or the *religious equivalent* for all Faiths. All ‘pre-wedding ceremonies’, i.e., the ‘mehndi’ celebration; pre-wedding receptions and so on of any kind AND all ‘post-wedding ceremonies’ of any kind are NOT covered by the full consideration clause.**

6. Death in the Family & Other Unforeseen Events (Including but not limited to: deathbed visits; attending to family involvement in major accidents; sole family member in case of medical emergency).

7. Banking & Related Essential Fixed Daytime Duration Tasks (Including but not limited to: Visit to BRAC Bank to pay university fees; Attending official, legal or administrative summons in Dhaka).

8. Leave Petition Due to Exigent & Exceptional Circumstances (Case-by-Case only; subject to approval by the Assistant Dean & Ms. Chakraborty; meet in person to discuss possibility if you feel your case has merit).

### **List B: (Automatic Rejection) OR Own Cognizance**

1. Participation in the Marriage Ceremony of Family Members who are not Blood Siblings.

2. Repairs for Mobile Devices and Laptops (Alternative Solution: Request family members to come to the gate of the campus to take and hand back devices).

3. Personal "Shopping Trips" in and around Savar for Short Durations.

4. Participation in all Birthdays; Parental Wedding Anniversaries; Large Family Gatherings; Seeing-off family members heading to foreign destinations & all other non-essential participatory activities (This is not an *exhaustive list* and other claims lacking any merit whatsoever will also be rejected immediately).

### **OR ‘Own Cognizance’:**

If a student chooses this option; insisting on being given leave on their *own cognizance* then *thereafter* they will be *responsible* for all the penalties that accrue for the duration for academic and ELA/SLL activities and any other associated sphere of required student participation. No consideration will be given for any make-up examinations, assignments, quizzes or tasks and any missed ELA/SLL activities and neither should any student *retroactively claim or attempt to claim* such consideration after having taken this option. State clearly in the *Student Leave Request Form* that you do this *knowingly* and *willingly* and will *not* make any retroactive claim for consideration.

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