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Residential Life

1. Is there a hostel at the university?
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4. Are students allowed to go out during the day?
5. Are students allowed to stay at their own/relative's house overnight?
6. Am I allowed to be employed in any outside job (e.g. a private tuition)?
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Library and IT Use

A. Library

1. How many books are in the library?
2. What are the Library hours? Can I borrow/return books at any time?
3. How many books am I allowed to borrow at a time?
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5. What are the specific rules for library usage?

B. IT Usage

1. How many computer labs and computers are there at the AUW?
2. Are all the computers connected to the Internet?
3. What is the timing of the Computer Lab?
4. What am I allowed to do and not allowed to do in the computer lab?
5. Can I use a microphone to talk with my family/friends at home using the AUW computers?
6. I have a desktop/laptop computer of my own. Can I bring it to AUW?
7. Will I be given Internet connection to my own computer?
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Student Life

A. Student Employment

1. What is the student employment program?
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B. Student Clubs

1. What student clubs are there at the moment?
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Category A: General Information about AUW

1. What are the programs offered at Asian University for Women?

The Asian University for Women (AUW) offers two programs: Access Academy and the Undergraduate Program for different target groups.

2. What is the difference between the Access Academy and the Undergraduate Program of Asian University for Women (AUW)?

The Access Academy is a one year foundation program before entering the AUW. The program is offered to young women who may not have the requisite English, Mathematics, and Computer skills necessary for English medium studies at the university level.

The AUW undergraduate program is open to both Academy and non-Academy students. Access Academy students who have successfully completed the year-long Academy curriculum and achieved a designated level of proficiency may enroll directly into AUW. Students with English proficiency are encouraged to apply directly to AUW.

3. How many countries do the students at AUW come from?

Currently, there are a total of 296 students from thirteen countries: Afghanistan, Bangladesh, Bhutan, Cambodia, China, India, Myanmar, Nepal, Pakistan, Palestine, Sri Lanka, United States and Vietnam.

4. Is there a quota for the number of students from any country?

25% of all students will be taken from Bangladesh. Student numbers from other countries will depend on the number of applicants and the Admission Test results.

5. Is the Access Academy required in order to gain acceptance into AUW?

No, the Access Academy is not a mandatory program to gain acceptance into the University. Students who have excellent English skills should apply directly to AUW.

6. If I am admitted into the Access Academy, does this mean I am automatically admitted into AUW?

No, students will be required to successfully complete the Access Academy program curriculum, as well as demonstrate a designated level of proficiency to qualify for entrance into the University.

Category B. Access Academy:

a. Application Procedure

1. Who can apply to the Access Academy?

In order to apply for admission to the Access Academy, an applicant should:

- Be a female between the ages of 17-25 years
- Have completed 10+2, a total of 12 years' education
- Have secured marks of above 60% or equivalent grades in Secondary School Certificate (SSC)/equivalent and Higher Secondary School (HSC)/ equivalent examinations including a minimum score of 60% in English and at least 60% marks in the last Mathematics exam.
- Demonstrate leadership potential, commitment, and the ability to work for positive social change.

*Students who will appear for 2010 Higher Secondary Certificate (HSC)/equivalent examinations are also eligible to apply, provided they supply their test results and recommendations from the Head of the Institution.

2. How to apply for the Access Academy?

The application process is similar for both Access Academy and Undergraduate Program.

You can either:

- Apply Online through our online application system, or
- Apply manually.

Following are the steps for applying manually:

Step 1: Get the form

You can either:

- Download the Application Forms from the website
- Get a form from the Country Coordinator/Divisional Coordinator

The complete Application package includes:

- An Access Academy Application Form
- A Financial Aid Form
- Institutional Recommendation Form
- Community Recommendation Form

Step 2: Fill the Application Forms

All the above mentioned forms must be duly filled.

Step 3: Send the form to the Office of Admissions

A. Attach the following documents with the completed application forms:

- Certified/Attested copies of all academic transcripts and certificates
- Copies of any other certificates received (extra-curricular)
- 2 copies of passport size photographs with the name of the applicant written behind
- Copies of all relevant financial documents to be enclosed with the Financial Aid form (e.g. Bank statement, income tax certificates, etc.)

B. And Send:

- Directly to the Office of Admissions (20/G, M. M. Ali Road, Chittagong-4000, Bangladesh), or
- To Your Country Coordinator (for International Applicants)

3. Is there any application cost? If yes, how much?

No, there is no application cost.

b. Admission Procedure:

1. What is the timeline for Admission?

- Application Form available online: November 15, 2009
- Application Deadline: January 30, 2010
- Entrance Test date: March 2010 (Shortlisted candidates will be notified of exact dates)
- Classes start: August 2010

2. If I send an application, will I be surely called for the Entrance Test?

No. There will be an initial screening of the Application Forms. After initial screening, only selected candidates will be invited for the entrance test.

3. What will be the basis for the initial screening?

All applicants will be rated during the initial screening, based on their socio-economic condition, academic performance, leadership potential, commitment to positive societal change and other additional qualifications.

4. What will be tested in the Entrance Test?

The Entrance Test will consist of a written portion and a personal interview. The written portion will test the students' English and Mathematics proficiency.

5. I am from a Science/Commerce/Humanities background. Which subjects do I need to study for the Admission Test?

Only English and Math skills will be assessed on the Entrance Test.

6. Where can I get a sample of the questions?

Sample questions will be available on our website (www.asian-university.org) before the Entrance Test

7. What are the next steps after the Entrance Test?

Students will be required to submit a reply form indicating their interest to get enrolled at AUW. Students who accept their admission to AUW will be required to submit a Health Form.

8. What if I accept admission and then want to reject it after sending the Reply Form?

That would be a grave mistake. If you are doing so, you should know that you are depriving another potential candidate of this unique opportunity.

9. Why is the Health Form required? Do I need to do a complete health check for completing this Form?

The Health Form is needed to evaluate your general state of health and prepare AUW for any health issues. Preliminary tests should be conducted by a certified doctor, whose address and seal should be indicated clearly on the Health Form

10. Will my admission status be influenced by the information provided in the Health Form?

No. As the University is a completely residential facility, it is important for us to keep the health related information of each of its students. The health form is only for the purpose of keeping information regarding your health needs. For example, if you mention that you have allergy to certain foods, we will try to provide you diet accordingly. However, there might be an exception in case of severe transmittable disease(s), if it is a matter of risk for the other students.

Please note that any information provided in the Health Form will be considered as confidential and will not be disclosed to any other student/guardian unless there is an emergency need.

c. Financial Policies

1. What is the cost of education for the Access Academy?

The Cost of education for the Access program is US \$10,000 per year. This includes:

- Residential facilities (lodging & food)
- Primary Health Care
- Tuition

However, a substantial amount of financial aids is available.

2. What are the guidelines for Financial Aid for Access Academy students?

Guidelines for Financial Aid:

- 75% of the students in the Access Academy will be awarded full financial aid that cover tuition, room and board.
- ONLY students whose parents do not have any university-level qualification will be considered for full financial aid.
- 25% of the places in Access Academy will be for students who can pay the full or partial fees for tuition, room, and board.
- Contingent upon acceptable academic achievements, financial aid will be renewed annually until graduation from AUW.
- A student cannot apply for any change in the financial aid status AFTER she has started at AUW unless something drastic has occurred to change her family's financial situation, but this will be a rare occurrence.

3. If I am considered for financial aid, does it mean I will be receiving travel grants for traveling to and back from Chittagong?

Travel grants may be awarded to international students who need them, but will be restricted to a one way ticket to Chittagong and a ticket home after graduation from AUW. Any other travel in between will be at the student's own expense. Students receiving partial financial aid will pay for their own travel expenses to Bangladesh and back. However, certain cases may be taken into consideration based on information received from the CC.

4. If I get a financial aid for the Access Academy, does it mean financial aid will be provided for my Undergraduate Program as well?

Yes, Students accepted to the Access program with financial aid and who are subsequently accepted into the undergraduate program will be supported throughout the course of their studies at AUW (both BA and MA) as long as they maintain acceptable academic performance. Similarly, students with partial financial aid will continue to receive the same amount of aid throughout their course of study at the University.

5. Will students receive a monthly stipend at the Access Academy?

No. There are opportunities for students to engage in student employment program, where they will be able to earn some money to meet their basic needs.

Category C: Undergraduate Program

a. General Information

1. What subjects are offered at AUW?

Courses will be offered in Arts and Humanities, Social Sciences, and the Natural Sciences. Please click [here](#) for a more specific list of courses in the undergraduate program.

2. What is a Liberal Arts education?

The AUW curriculum is based on the American system of liberal arts education. This kind of education enables students to focus on one area of expertise, known as the major, as well as gain important skills in communication, logic, and critical thinking necessary for a successful career in any field. Students also have the opportunity to study academic subjects of their own personal interest; giving students a more broad and in-depth understanding of the world. AUW graduates will have wide variety of soft skills, allowing them to function in many diverse roles and providing them with a greater avenue of employment opportunities.

Students have the opportunity to major in the following subjects:

- Literature and Women's Studies
- Biological Sciences
- Politics, Philosophy, and Economics
- Information Communication and Technology

Upon completion, students will have earned a Bachelors (BA) degree in their field, e.g.; BA in Biological Sciences.

3. I am interested in studying business/medicine/law. How do I get a degree in these subjects at AUW?

Upon earning a bachelor's degree at AUW, students will be qualified to apply for professional or post-graduate studies of their choice to most universities in the world. AUW will offer academic counseling and assistance to students who wish to pursue a post-graduate or professional degree outside of AUW. AUW will also assist students in applying for grants and financial aid to fund their additional studies.

4. What are the Master's Programs offered in AUW?

Currently, we are providing a Master's Program in Information Communication and Technology (ICT), in collaboration with Aalborg University of Denmark. We are also exploring opportunities for further Masters Programs in different areas. Please check our website for latest update on curriculum.

b. Application Procedure

1. What are the requirements for admission into the Undergraduate Program at AUW?

In order to apply for the Undergraduate Program of AUW, an applicant must:

- Be a female between the ages of 17-25 years
- Have completed 10+2, a total of 12 years' education
- Have received an average of 70% of marks or equivalent grades in the final examinations including a minimum score of 70% in English. Students from the Science stream should have secured at least 70% marks in Mathematics
- Demonstrate leadership potential, commitment, and the ability to work for positive social change.

*Students who will appear for 2010 Higher Secondary Certificate (HSC)/equivalent examinations are also eligible to apply, provided they supply their test results and recommendation from Head of the Institution.

2. How do I apply to the Undergraduate Program?

The application process is similar for both Access Academy and Undergraduate Program.

You can either:

- Apply Online through our online application system, or
- Apply manually.

Following are the steps for applying manually:

Step 1: Get the form

You can either:

- Download the application form from the website
- Get a form from the Country/Divisional coordinator

The complete Application package includes:

- Undergraduate Application Form
- Financial Aid Form
- Institutional Recommendation Form
- Community Recommendation Form

Step 2: Fill the application forms

All the above mentioned forms must be duly filled.

Step 3: Send the form to the Office of Admissions

C. Attach the following documents with the completed application forms:

- Certified/Attested copies of all academic transcripts and certificates
- Copies of any other certificates received (extra-curricular)
- 2 copies of passport size photographs with name of applicant printed behind photo
- Copies of all relevant financial documents to be enclosed with the Financial Aid form (e.g. Bank statement, income tax certificates, etc.)

D. And Send:

- Directly to the Office of Admissions (20/G, M. M. Ali Road, Chittagong-4000, Bangladesh), or
- To Your Country Coordinator (for International Applicants)

3. Is there any application cost for applying to the Undergraduate Program? If yes, how much?

No, there is no application cost.

c. Admission Procedure

1. What is the timeline for Admissions?

- Application Form available online: November 15, 2009
- Application Deadline: January 30, 2010
- Entrance Test date: March 2010 (Shortlisted candidates will be notified of exact dates)
- Classes start: August 2010

2. How will my application be assessed for admission into the Undergraduate Program of AUW?

Admission to AUW is based on a combination of factors such as: academic performance, academic and other references, admission test results, leadership experience and intent, community involvement, student interview, involvement in extracurricular activities and more.

3. What will be tested in the Entrance Test?

The Entrance Test will comprise of a written portion and a personal interview. The written portion will test the students' English and Math proficiency.

4. I am from a Science/Commerce/Humanities background. Which subjects do I need to study for the Admission Test?

Assessment will be of English and Mathematics only.

5. Where can I get a sample of the questions?

Sample questions will be available on our website before the Entrance Test

6. What are the next steps after the Entrance Test?

Students will be required to submit a reply form indicating their interest to get enrolled at AUW. Students who accept their admission to AUW will be required to submit a Health Form.

7. What if I accept admission and then want to reject it after I sent the Reply Form?

That would be a grave mistake. If you are doing so, you should know that you are depriving another potential candidate from this unique opportunity.

8. Why is the Health Form required? Do I need to do a complete health check for completing this form?

The Health Form is needed to evaluate your general state of health and prepare AUW for any health issues. Preliminary tests should be conducted by a certified doctor, whose address and seal should be indicated clearly in the Health Form

9. Will my admission status be influenced by the information provided in the Health Form?

No. The Health Form is only for the purpose of keeping information regarding your health needs. For example, if you mention that you have allergy to certain foods, we will try to provide you with alternative dietary choices.

d. Financial Policies

1. What is the cost of education for the Undergraduate program at AUW?

The Cost of education for the Undergraduate program is US \$10,000 per year. And can be paid in three installments each year. This includes:

- Residential facilities (lodging & food)
- Primary Health Care
- Tuition

In brief:

Program: Undergraduate

Duration: 4 years (Bachelor's)

Consolidated Total Fees: US \$40,000 (US \$10,000 per year)

Payment during first year: US \$10,000

Payment at admissions: US \$1,000 (10% of first year's fees)

However, substantial need-based financial aid is available. A number of scholarships will also be available to outstanding students.

2. How do I qualify for a scholarship? What does need-based mean?

All students are required to fill out the **Financial Aid Form** along with the AUW Application Form and Recommendation Forms. If the student is accepted to the university the financial aid application will be reviewed and evaluated each year. The tuition amount will be determined based on the family's financial situation and ability to pay. Students will be granted a financial aid for the balance amount. Aids may be full or partial.

For example, if a student can afford to pay \$1,000 per year, she will be granted an aid for the balance \$9,000.

3. If I fill out the Financial Aid Form will I be guaranteed the support?

No. If a student's parents can afford the cost of the tuition, the student will not be offered full financial aid. If they cannot pay the full amount, partial aid may be provided. Students may qualify for work-study (the opportunity to work at AUW to earn extra money) There will be a review of the financial aid status annually.

4. If I do not qualify for the Access Academy, and I cannot afford the tuition for AUW, will this affect my chances of being accepted?

No. Admission to AUW is purely merit based. However, students need to fill out the Financial Aid Form. The student's candidacy for a financial aid will be based on this information.

5. On what condition can my financial aid be revoked?

A student's financial aid can be revoked under the following conditions:

1. If the student does not fill in the FAF truthfully/if there is inconsistency in the information provided, the student will risk losing the acceptance and/or financial aid.
2. Poor academic performance.
3. Gross behavioral misconduct.
4. Any other significant changes in the student's well-being.

Category D: Residential Life

1. Is there a hostel at the university?

Our University is fully residential.

2. Do I have the option of living at home and attending classes?

Students are required to live on campus during the academic sessions, so that they can fully immerse themselves in their studies and take part in all areas of student life. Students will be able to visit their families during weekends and holidays and whenever possible/applicable.

3. I heard the campus is still under-construction. Where are the students going to be located meanwhile?

Currently the campus is located in a group of rented buildings in the center of Chittagong. These buildings are equipped with modern amenities.

Construction of our own campus will start in near future. Students will be located there once the construction has been completed.

4. Are students allowed to go out during the day?

Not during class hours. Students are allowed to go when classes are over, from 3-30 pm to sunset.

5. Are students allowed to stay at their own/relative's house overnight?

Yes, during weekends & holidays. But they must inform the Resident Faculty.

6. Am I allowed to be employed in any outside job (e.g. a private tuition)?

Foreigner students are not allowed to work according to BD law. Bangladeshis can seek outside employment, as long as they return to the university at prescribed times. Students must keep in mind that study should always be their priority.

7. Are there any other residential policies that students should follow?

- a. Students should not expect home cooking; an accommodative attitude towards food should be adopted.
- b. Students must fill out medical declaration forms to document serious conditions including asthma, migraines, arthritis, and allergies.
- c. When classes are in session, students should not seek leave of absence unless there is an emergency.

Category E: Library and IT Use

a. Library

1. How many books are in the library?

The library contains:

- a. Approximately 8000 books
- b. 40 DVD movies, 571 Music and Learning CDs
- c. 30 titles of magazines and journals
- d. Thousands of Online Journal access through online databases--INASP/PERI consortium, HINARI, JSTORE, J-Stage, PubMed Central etc.

2. What is the timing of the Library? Can I borrow/return books at any time?

Library Timing:

Sunday-Wednesday: 9.00am – 11.00 pm

Thursday: 9.00am – 05.00 pm

Friday: 12.00 pm- 05.00 pm

Saturday: 12.00 pm-11.00 pm

Students are not allowed to borrow/return books after 5.00 pm. Moreover, books cannot be borrowed or returned during weekends.

3. How many books am I allowed to borrow at a time?

Students can borrow up to 4 books at a time, with a single library card, for 10 days. Each book must be returned or renewed within 10 days. Faculty members/staff can borrow 6 books for 15 days.

4. Are we going to be provided with our text books, or do we need to borrow the text books from the library?

When print textbooks are required, the university will provide them. The books will have to be shared, in most cases, with other students. They will either be distributed to small groups of students by faculty, or they will be available in the library for borrowing or consultation.

5. What are the specific rules for library usage?

- Patrons are asked to maintain a studious environment in the library
- The use of cellular phones is not permitted in the library. Patrons should turn off their mobiles or put them in silent mode before entering.

- Patrons are not allowed to bring food items or water inside the library. These must be kept in the shelf in front of the library.
- Patrons are asked to not reshelv books.

b. IT Usage:

1. How many computer labs and computers are there at the AUW?

We have 6 labs & 91 computers in the IT labs.

2. Are all the computers connected to the Internet?

Yes, all the computers are connected to the Internet.

3. What is the timing of the Computer Lab?

The lab is open from 8am to midnight each day.

4. What am I allowed to do and not allowed to do in the computer lab?

- You should respect the usage of the computers and its related devices.
- You should not make any kind of loud noise to disturb students working beside you.
- You should not bring any kind of food or drinks into the Lab as these attracts pests and insects.
- You must keep the Labs clean at all times.
- You should follow all the rules of the IT Lab.

5. Can I use a microphone to talk with my family/friends at home using the AUW computers?

Yes, you can.

6. I have a desktop/laptop computer of my own. Can I bring it to AUW?

A laptop is ok but not a desktop.

7. Will I be given Internet connection to my own computer?

To be given Internet connection to your own computer you need to have licensed AntiVirus software.

8. Where do I store my data in the computer? Will I be given a pen drive?

You will be given space in the server of 1GB and only students on financial aid will be given a Pen Drive from AUW.

Category F: Student Life

a. Student Employment

1. What is the student employment program?

The Student Employment Program is AUW's centralized effort to provide part-time and on-campus employment to students. It is designed by the Office of Student Affairs (OSA). The idea is to empower our students by enabling them to earn their pocket money without hampering their academic endeavors.

2. Is there any limit for the working hours of a student employee?

Yes, students can work maximum three hours per week. Although it seems short, three hours per week leaves enough time for students to do their assignments, engage in various club activities, maintain their social ties, and study on their own.

3. Approximately what is the maximum amount of money I can make through the student employment program?

Three hours per week translates into 12 hours per month. Each student will earn BDT 600 (at the hourly rate of BDT 50) per month, which is enough for a student's pocket money in Chittagong, Bangladesh. In cases of extreme situations, the Acting Vice Chancellor can allow students to work more than 3 hours per week. Unless the Acting Vice Chancellor gives special permission to a student to work longer hours, the 3-hour per week rule is applicable for all.

4. What sort of job will I be able to do as part of the employment program?

The employment program offers positions depending on the needs of the different departments and offices of AUW. For example, almost all offices need administrative assistance. Some offices have more specialized job descriptions. Thus, a student's job can be mostly making copies and putting up posters around campus; for someone, it can be taking photos in discussions and sessions outside classroom; for someone else, it can be mainly academic (i.e., helping the faculty members with their research activities, per se); yet for some other person, it can be database creation and maintenance. It is necessary that the students apply for the jobs they feel they are most interested in.

b. Student Clubs

1. What student clubs are there at the moment?

From last year, AUW has Independent Publishing Club, Yoga Club, Art and Photography Club, Community Service Club, Film Club, and Sustainability Club. Guitar Club, Basket Ball Club, Karate Champions' Club are some of the new ones in the making.

2. Is there opportunity for students to open new clubs?

Yes, students are encouraged to form clubs and student organizations according to their hobbies and interests. As long as membership is open to all students and the purpose of club activities are in accordance with the AUW mission, students can form any club they want.

3. Is there a maximum or minimum number of clubs students can enroll in?

There is no maximum number; students can enroll in as many clubs as they want. Similarly, there is no minimum enrolment requirement either. While it is encouraged that students join at least one club of their choice, this is not mandatory.

4. Will the club activities be counted as a part of academic performance?

No, club activities will not be part of academic performance. Clubs and student organizations focus on extracurricular activities – these are all outside the curriculum.

c. . Student Government

1. What is the student government program?

Student Government is the representative body that directly deals with the university administration to highlight issues as well as to come up with solutions or ideas. Student government also engages the entire student body and leads various meaningful and fun endeavors. Being a member of the Student Government requires commitment, strong sense of responsibility, watching out for fellow students, and putting extra hours. Proper execution of the duties also gives great satisfaction and notable recognition among fellow students, faculty, and staff.

2. How is the student government chosen?

Student Government officers are elected by AUW students through the democratic process. Following the UN model, AUW students also elect a Country Representative from each member country; these Country Representatives are an integral part of the Student Government.

3. Who can run for Student Government?

All upper and lower division undergraduate students are eligible to run for the positions of President, AUW Vice President, Secretary, and Treasurer. Access Academy students may run for the positions of Access Academy Vice President and Assistant Secretary. All students are eligible for Country Representative Positions as well.