



**Inspiring Education in Bhutan**

**Student Handbook**

**B.Sc. Nursing and Midwifery**

**2022-2023**

# Personal Information

**This Handbook belongs to:**

.....

**Student ID / Enrollment No:** .....

**E-mail address:** .....

**Mobile phone:** .....

**Blood group if known:** .....

**Address while at college:**

.....

.....

.....

**Permanent address (if different):**

.....

.....

## **Mother's/Father's/Guardian's Information**

**Name:** .....

**Mobile:** .....

**Email:** .....

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**PRAYER FOR LONG LIFE TO HIS MAJESTY THE KING  
DRUK GYALPO JIGME KHE SAR NAMGYEL WANGCHUCK**

ཨོ་སྤྱི། དཀོན་མཚོག་ཙ་གསུམ་སྐྱབས་གནས་རྒྱ་མཚོ་ཡིས། །དགོ་ལེགས་རྟེན་འབྲུང་དམ་པའི་མཚོག་སྤྱི་བས། །

ས་སྐྱོང་འཛིན་པ་མེད་པའི་སར་མཚན་ཅན་གྱི། །སྐྱོ་ཚོ་ཡུན་བརྟན་མངའ་ཐང་རྒྱས་པར་ཤོག །

*Om Swati Kuencho-tsa-sum Chab-ney Jamtsho-yi Geley Ten-jung Dampi  
Chok-tsel-wai*

*Sa-chong Jigme Gesar Tsen-chen gi Ku-tsey Yuen-ten Nga-thang Gye par-sho*

བཅོམ་ལྷན་ཐུགས་རྗེའི་དབང་ཕྱུག་ཚེན་པོ་ཡིས། །བྱིན་རྒྱབས་བདུད་རྩི་ཆར་རྒྱུན་རྣམ་ཀུན་པའ། །

མི་དབང་ཚོས་རྒྱལ་དམ་པའི་སྐྱོ་ཚོ་བརྟན། །ཆབ་སྲིད་མངའ་ཐང་དར་ཞིང་རྒྱས་པར་ཤོག །

*Chom-den Thu-ji Wangchuk-chenpo yi Jinlab Dutsei Char-gyuen Nam-kuen phab  
Mi-wang Chogyel Dam-pi Ku-tse ten Chab-si Nga-thang Dar-shing Gye-par sho*

སྦྱིགས་དུས་འགོ་མཐོན་པདྨ་ཀུ་ར་ཡིས། །འཚིམ་པའི་ཚེན་གྲུབ་པའི་མཚོག་སྦྱིན་པས། །

མི་དབང་ཚོས་རྒྱལ་དམ་པའི་སྐྱོ་ཚོ་བརྟན། །ཆབ་སྲིད་མངའ་ཐང་དར་ཞིང་རྒྱས་པར་ཤོག །

*Nyin-dhue Do-goen Pema-kara-yi Che-mi De-chen Dupi Chok-jin-pey  
Mi-wang Chogyel Dam-pi Ku-tse ten Chab-si Nga-thang Dar-shing Gye-par sho*

སྐྱབས་མཚོག་དག་དབང་རྣམ་པར་རྒྱལ་བ་ཡིས། །གསང་གསུམ་རྗེའི་དབང་བསྐྱུར་མི་བསྐྱུ་བས། །

མི་དབང་ཚོས་རྒྱལ་དམ་པའི་སྐྱོ་ཚོ་བརྟན། །ཆབ་སྲིད་མངའ་ཐང་དར་ཞིང་རྒྱས་པར་ཤོག །

*Chap-cho Ngawang Nam-par Gyal-wa-yi Sang-sum Dor-ji Wangkur Mi-lu-wai  
Mi-wang Chogyel Dam-pi Ku-tse ten Chab-si Nga-thang Dar-shing Gye-par sho*

ཕན་བདེའི་འབྲུང་གནས་རྒྱལ་བའི་བརྟན་པ་འཕེལ། །རྒྱལ་སྲོན་འབངས་འཁོར་དམ་གཅེན་མཐུན་འབྲེལ་ཟེ། །

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*Phen-deyi Jung-ney Gyal-wai Tenpa-Phel Gyal-lyon Bang-khor Dam-tsang  
Thuen-drel-zap*

*De-ki Phuen-tshok Pel-youen Gyung-du Chur Jong-di Zam-ling Kuen-tu Zey-Jur-chi*

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# 1. Welcome from the President

Dear Student,

It is with great joy and enthusiasm that I welcome you to the Royal Thimphu College, which will be your home for the next three/four years.

As Royal Thimphu College celebrates its 14 years of service to the Nation, in keeping with the College's purpose, "**Inspiring Education in Bhutan**", we rededicate our commitment to continuously improving our processes and resources and providing you with stimulating and enjoyable learning experiences to enable you to achieve your full potential. In alignment with the Royal Kasho on education (17<sup>th</sup> December 2020), we will assist your start or stay on the journey of personal development to grow into well-rounded responsible citizens, with physical, mental, emotional, spiritual, and moral values, that enable each one of you to serve the tsa wa sum.

We are aware that the prospects for the year ahead remain dynamic and ever-changing, but positive and promising with the wise leadership from the throne and the excellent management of the COVID-19 pandemic by the Government. We are happy to inform you with confidence, after over a year of continuously building our infrastructure and improving teaching-learning processes in countering the pandemic, that we now have the infrastructure, technical skills and the progressive mindset required to overcome any challenges to complete the academic semesters in time with the expected quality.

As you begin this exciting journey, this handbook will guide you in aligning yourself with the College's vision and mission, and to the codes of conduct that embody our core values of integrity, dedication to excellence, continuous learning, and respect for oneself and others.

We see you as young leaders in the making. The faculty and the staff are fully committed to facilitating that process, and we hope to fulfill and exceed your expectations.

No doubt you will encounter many challenges here, but these are part of the process that supports your growth, so we expect each one of you to engage with your fullest enthusiasm. I, along with the faculty and the staff, hope you will find this phase of your life here truly inspiring, and we will do our best to help you make it so.

Congratulations for choosing RTC for your higher education!

**Tshewang Tandin**

## 2. Vision, Mission, and Values

### Vision

Royal Thimphu College seeks to become an institution of academic excellence that sets inspiring standards for education by challenging its students to achieve their full potential and to become independent life-long learners who are well-rounded, responsible citizens.

### Mission

- To contribute to educational excellence in Bhutan by providing an education meeting international standards at a reasonable cost.
- To foster students' individual development to prepare them for successful careers in a rapidly changing world and to strengthen their capacity to be active and responsible members of their professions and communities.
- To create an institutional culture that helps individuals develop their distinctive capabilities while fostering commitment to the college and its mission.
- To be a crucible of new ideas and knowledge that serves to enrich people's lives and enhance the welfare of society.

### Values

**Excellence** - We value a culture of excellence: academically, professionally, and holistically. We have a sense of responsibility for our performance and accountability for our actions. Our community members imbue a sense of ownership and commitment to their roles in the community, whether student, staff, or faculty.

**Integrity** - We value integrity in all our conduct, including academic integrity, and we act with honesty, honor, and truthfulness.

**Respect** - We value respect for oneself and others: respecting the rights and dignity of all members within our community and beyond, and sustaining an environment that fosters health, safety, civility, decency, and personal responsibility. We also respect and remain open to the perspectives of others.

**Continuous learning** - We value a spirit of continuous learning, improvement, and innovation with a growth mindset.

### 3. Academic Calendar: 2022-2023

<b>FALL SEMESTER (AUGUST - DECEMBER 2022)</b>	
25 Jul, Mon	New Faculty & PLs report to college at 9:30 AM
25 - 27 Jul, Mon-Wed	New Faculty orientation program
25 - 27 Jul, Mon-Wed	Reassessment Examinations for Sem II, IV, VI & VIII
28 Jul, Thu	Returning faculty report for work at 9:30 AM; Semester opening meeting
28 - 30 Jul, Thu-Sat	Semester planning by faculty
01 Aug, Mon	Semester I students (Regular) report for registration; Resident students check into their residences (9-12 AM); Orientation starts after lunch.
02 Aug, Tue	Orientation for Freshmen
02 - 04 Aug, Tue-Thu	Returning resident students report to Residence Halls
04 Aug, Thu	Online E-Learning Orientation for the Freshmen
05- 07 Aug, Thu - Sat	New academic session begins, first day of classes for the 1st, 2nd, 3rd, 4th year Re-Assessment: PBoE & Results Declaration
02-08 Dec, Fri-Thu	Semester-end (Final) Examinations
09-Dec, Fri	Residence Halls/dining hall close after lunch; students leave for vacation (All students are expected to leave their residence halls during the winter break)
19 Dec, Mon	All SE grades submitted
20 Dec, Tue	Meetings of the Program Board of Examiners
<b>SPRING SEMESTER (JANUARY - JULY 2023)</b>	
25 Jan, Wed	All faculty and PL to report to college at 9:30Am
16 - 18 Feb, Thu - Sat	New Faculty orientation program
25-27 Jan Wed-Fri	Semester planning by faculty
30-31 Jan Mon-Tue	Reassessment Examinations for Semester I, III, V & VII
31 Jan, Tues	All resident students report to Residence Halls
01st Feb, Wed	Classes begin for all students; Reassessment: PBoE & Results Declaration
23-29 Jun Fri-Thu	Semester-end (Final) Examinations
30-Jun Fri	Residence halls/dining hall close after breakfast (except for the 3rd Year and the volunteers for graduation); Students leave for vacation (Resident students must vacate their Residence Halls at this time and completely move their belongings from their rooms when they leave)
12th Jul, Wed	Meetings of the Program Board of Examiners
21-Jul	Declaration of the semester results; Semester review and Semester Closing

**Note:** Academic calendar is tentative and can be subject to change upon directives from KGUMSB

## 4. Facilities and Support Services

**Residence Halls:** RTC currently has numerous modern Residence Halls available to daytime students with double-, triple- and quadruple-occupancy rooms, and laundry facilities. RTC provides beds, desks, chairs, curtains, and closet space. In addition, some students will be accommodated in larger apartments with similar furnishings. Residence Mentors (RMs) will facilitate student life, assisted by student Residence Assistants (RAs).

**Library:** A well-stocked library containing newspapers, magazines, and novels for recreational reading as well as many academic materials and a collection of digital materials is open during regularly scheduled hours. The library also has internet-connected computers. The library is available free to all members of the RTC community. Outsiders can acquire annual membership by paying a fee. Extended library hours may be provided before final examinations as needed.

**Information and Communication Technology:** RTC currently has three fully equipped labs with computers with high-speed internet connections. These computer labs are available for academic work at regularly scheduled hours. In addition, Wi-Fi connection to the internet is available throughout the campus including Residence Halls.

**Accessing Announcements and Information on Campus Activities:** Students are encouraged to frequently consult the RTC announcement boards and the college websites ([www.rtc.bt](http://www.rtc.bt) and [my.rtc.bt](http://my.rtc.bt)), because they are excellent sources of information on announcements, college activities, and the like.

**Dining Hall/Kitchen:** Nutritious and wholesome vegetarian and non-vegetarian meals are hygienically prepared in the college kitchen. The dining service can take residents' dietary restrictions into consideration if a Residence Mentor is notified in advance.

All resident students are provided with three meals a day - breakfast, lunch, and dinner. Meals are self-service and students are expected to demonstrate good hygiene and table manners. Day Scholars may purchase meals if they wish. The current plan for meal times in the dining hall is listed below.

	<u>Class days</u>	<u>Holidays</u>
Breakfast:	07:00 AM - 9:30 AM	07:30 AM - 09:30 AM
Lunch:	12:00 PM - 01:00 PM	12:00 PM - 02:00 PM
Dinner:	07:00 PM - 09:00 PM	07:00 PM - 09.00 PM

Dining hall hours may be adjusted during holidays and vacation periods when the dining hall is open. **Students must swipe their ID cards on entering the dining hall to eat.**

**College Cafeteria and Dry Canteen:** In addition to the dining hall, RTC has two places where students and other members of the RTC community can



purchase food and snacks. The Cafeteria, located next to the Book/Convenience Store, is open for breakfast, lunch, and dinner.

**Book/Convenience Store:** A book store including copying and printing facilities and a mini-mart is provided for students' convenience. Students are individually responsible for meeting their financial obligations at this facility.

**ATM:** An ATM, located in Academic Block B just behind A01 is available to facilitate convenient banking for students, faculty, and staff.

**Sports Facilities:** Because sports promote healthy physical activity and develop social connections between students, RTC provides excellent sports facilities for the use of all members of the RTC community including a football ground, indoor and outdoor basketball courts, volleyball, badminton, and futsal courts, table tennis, archery, and khuru facilities as well as the SIESA Fitness Centre. Necessary equipment is available from the student government for football and basketball. Students need to supply their own equipment for other sports.

**Health Care:** The National Referral Hospital is a short distance from RTC, so high-quality medical care is readily available when students need it. **The college also has a trained nurse available at regularly scheduled times and on an emergency basis.** Students with chronic/serious health problems should bring required medications with them and make arrangements for needed care. Students with a medical condition likely to affect other members of the RTC community must promptly inform the Residence Mentor or the Registrar.

**Reporting of Sexual Harassment:** Sexual harassment (engaging in unwelcome sexual behavior including but not limited to gestures, statements, written remarks, or engaging in other offensive, humiliating or intimidating behavior of a sexual nature) is completely inconsistent with the codes of conduct applying to all members of the RTC community. It is taken seriously at RTC and will lead to disciplinary action for the person engaging in it. Should students experience such inappropriate behavior on the part of RTC faculty or staff, they are strongly encouraged to report it to trusted authorities at the college, such as a faculty member, a counselor, the Associate Dean, the Dean, or the RTC President so that appropriate action can be taken. Sexual harassment of one student by another should also be reported and will lead to consequences determined by RTC's Disciplinary Committee.

**Counseling Service:** College is a time of transition and an opportunity for personal as well as academic growth and development. Optimizing this development, and handling the stresses it often entails, can be a challenge. Thus, RTC provides personal counseling through the college counselor to help students deal with the stresses of daily life as well as issues related to alcohol or drug use. **Private meetings can be scheduled for confidential discussions of personal issues or problems.** Please see the bulletin boards for information on how to arrange such meetings which are normally held in the private Counseling Room located on the upper floor of the Executive Centre.

**Career Skills Development:** The College provides a wide range of activities to help students succeed in the job market. For example, it provides sessions to help students learn how to write effective cover letters and resumes and opportunities for students to hear from and interact with representatives of various Ministries, corporations, CSO's and businesses regarding hiring processes. Classes to help students prepare for the Bhutan Civil Service Preliminary Exam are also provided. Specifically, College provides expert guidance on the enhancement of qualifications and nursing employment opportunities for the BSc. Nursing & Midwifery graduates in the national and international markets.

In addition, RTC alumni are invited to the college to share their experiences in obtaining jobs and progressing in their careers.

**Campus Security:** RTC is deeply committed to providing all members of its community with a safe and secure environment. It employs security staff, who should be the first point of contact in any possibly threatening situation, to facilitate the achievement of this goal. However, all members of the community can contribute to creating a safe and secure environment by respectful behavior toward each other and prompt reporting of any concerns they may have to the security staff or other appropriate campus authorities such as the Residence Mentors. Students should be aware that CCTV cameras are in place in numerous public locations on campus. The Security Office is located near the top of the stairs that start in RTC's main lobby in the A-block.

**Transportation:** City bus services from City Bus Station, Thimphu till RTC is available. You will have to board the City Bus from your nearest bus stop till Ngabiphu Terminal (Zero Point). Depending on the place you reside, you may have to use the buses on the subsidiary route to catch the bus on the main trunk route (Dangrina to Ngabiphu Terminal) where there will be buses every 10 min. Bus from the old Thimphu Highway will also ply to Ngabiphu Terminal.

From Ngabiphu Terminal, there will be a bus to RTC Gate every 15 min. These buses will get you to RTC conveniently before your respective class start/end timings for which you will need to plan your journey accordingly.

Please check the college website ([www.rtc.bt](http://www.rtc.bt) and [my.rtc.bt](http://my.rtc.bt)) for information regarding the bus schedule. A concessional discount of 30% will be provided to all students with the SMART CARD. Please be aware that for those students who have not availed of the SMART CARD, you will have to pay regular / adult fare (without the 30% concessional discount).

**Vehicle Parking: Parking on college roads is not permitted and fines will be levied on vehicles parked there.** All students parking vehicles do so at their own risk.

**Day Student Car Parking:** Day Scholars who drive cars to campus must park outside the college gate. They can do so at their own risk.

**Motorcycle Parking.** Day scholars who ride motorcycles to campus park in the area provided outside the college gate.

**Lost and Found:** Students who find lost or misplaced items on campus should turn them in to the RTC Security-in-charge or Male Mentor in the Security Office behind the ATM office near classroom A34. Similarly, anyone misplacing items can check there to see if they have been located.

**Suggestion Boxes:** In keeping with RTC's commitment to constant improvement, suggestion boxes, which students are encouraged to use, are located in several places on campus.

## 5. Academic Information

**Degree Programmes:** Currently, the college offers the following academic programmes to entering students:

- Business Foundations (1st year of BBA and B. Com)
  - Bachelor of Business Administration (BBA) with majors in Human Resources Management, General Management, and Marketing
  - Bachelor of Commerce (B. Com) with majors in Accounting and Finance
- Bachelor of Science (BSc.) in Environmental Management
- Bachelor of Science (BSc.) in Nursing and Midwifery
- Bachelor of Sports and Health Sciences

### **Bachelor of Arts:**

- BA in Anthropology
- BA in Development Economics
- BA in English Studies
- BA in Mass Communication
- BA in Political Science and Sociology

From the list of undergraduate degrees offered at the Royal Thimphu College, except for BSc. in Nursing and Midwifery; and Bachelor of Sports and Health Sciences, all the other undergraduate degrees mentioned above are awarded by the Royal University of Bhutan (RUB). The degrees in Nursing and Midwifery; and Sports and Health Sciences are awarded by the Khesar Gyalpo University of Medical Sciences of Bhutan (KGUMSB). Because this programme - BSc. in Nursing and Midwifery under KGUMSB differs in numerous ways from RTC's other programmes, to avoid confusion, this handbook is specifically prepared for the students enrolled in the BSc. in Nursing and Midwifery programme.

**Conditions for obtaining an KGUMSB degree in B.Sc. Nursing and Midwifery:** To obtain this degree, students must pass ALL the modules listed in the 4-year long BSc. Nursing and Midwifery degree programme. Students in this programme take five new modules or the equivalent every semester. The details of the programmes can be found in the academic programme booklets available in the library.

**Shifting Between Academic Programmes:** Normally, students cannot shift between academic programmes due to limitations on classroom space and faculty resources, as well as the administrative difficulties shifting causes. **However, during the first three days of each academic year, first-year students who wish to shift to a different programme (for which they meet the minimum entrance criteria) should write an application to the Dean in which they will indicate their current and preferred programmes.** Parents/guardians will be contacted to ensure the student's request has their endorsement. Seats opening up in the preferred programme will typically be assigned to eligible students based on an assessment of their academic strengths. Please note that such changes in programme are not automatic on seat availability but are at the discretion of the Dean.

### **Teaching-Learning at RTC:**

**General:** There is a big difference in the teaching-learning methods used in most school settings and at the college level. While at school, learning is usually closely supervised and very often geared towards achieving high grades on national exams so that students qualify to receive merit-based scholarships. In sharp contrast, a college education should prepare students to function effectively in the world of work, which in turn calls for many life skills such as working well both individually and as part of a team, thinking critically, working independently, and being a life-long learner, etc. Thus, students are expected to take responsibility for their own learning at RTC. Faculty guide students, provide them with sources of information and help them find solutions to problems rather than providing them with ready-made solutions to problems.

We expect RTC students to become active learners, looking for information in class, in the library, on the internet, and in other sources, and learning how to evaluate it and apply it to everyday problems.

**Specific:** The 4-year B.Sc. Nursing and Midwifery Program is offered at 2 campuses. The 1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> Year theory units will be offered at the RTC Nagbiphu campus while the 3<sup>rd</sup> year will be offered entirely at the sister campus based in Gelephu. This arrangement is to facilitate adequate clinical exposure by being closer to the hospital and to timely fulfill the highly demanding practical requirements.

The teaching-learning will be a mix of theory and practical sessions. Theory will be classroom-based sessions that include lectures, discussions, seminars, presentations, and projects. Practical sessions will include skill demonstration by the tutor followed by lab practice and skill re-demonstration. Re-demonstration by the students should be deemed satisfactory through a skill competency test termed a "skill sign-outs". These skill sign-outs are conducted on a one-to-one basis wherein the concerned tutor will evaluate the skill performance of the student. Sign-out will be completed upon satisfactory performance by the student and as deemed by the tutor.

**Clinical and Community Postings:** Upon successful completion of the skill sign-outs, students are required to complete prescribed practical hours through posting at hospitals and primary health care centers. The purpose of these

postings is to apply theory to practice and to acquire knowledge and skills. The following table roughly maps out the posting calendar for the entire course.

<b>Year/Semester</b>	<b>Timeline</b>	<b>Duration</b>	<b>Place of Posting</b>
1 <sup>st</sup> Yr/I Sem	April/May	2 weeks	Lungtephu Military Hospital (LMH), Thimphu Dewathang Military Hospital (DMH)
1 <sup>st</sup> Yr/II Sem	April-May	6 weeks	LMH/DMH
2 <sup>nd</sup> Yr/III Sem	April-June	8 wks	Central Regional Referral Hospital - Gelephu (CRRH)
2 <sup>nd</sup> Yr/IV Sem	April-June	10 wks	CRRH
3 <sup>rd</sup> Yr/V Sem	April-June	14 wks	CRRH
3 <sup>rd</sup> Yr/VI Sem	April-June	14 wks	CRRH
4 <sup>th</sup> Yr/VII Sem	Aug-Sep	6 wks	CRRH/DMH
4 <sup>th</sup> Yr/VIII	Jan – June	24 wks	CRRH/DMH

### **Clinical /Community Posting Requirements**

Nurses must wear uniforms while working in the hospital/community setting. This is important to prevent cross infection and for aesthetic appeal. As student nurses, all students are required to wear uniforms during clinical/community postings. Students must have 2 sets of uniforms throughout the training program. Freshers should start getting uniforms ready once they enroll in the program. Uniforms can be made from any non-traditional tailoring shops in the town.

<b>Uniform for hospital posting</b>				
<b>S/No</b>	<b>Boys</b>	<b>No.</b>	<b>Girls</b>	<b>No.</b>
1	White cotton trousers	2	White cotton half kira	2
2	Black blazer Black sweater	1 1	Black blazer Black sweater	1 1
3	Black Leather Shoes	1	Black leather shoes without heels  Blue/White Slippers (only for Community postings)	1  1
4			Hair bun net (black color)	2
<b>Uniform for community posting</b>				
1	White trousers with RTC Shirt	1	Kira with RTC Shirt	1

Students must carry articles to aid in delivering nursing care efficiently. Fob watch and Pocket articles are the 2 main articles students must carry at all times while working in the hospital/community settings. Pocket articles contain a list of the following items:

1. Multicolor pen
2. Scale
3. Pencil & eraser
4. Pencil sharpener
5. Small notebook
6. Medical scissors
7. Pocket hand sanitizer
8. Medical penlight
9. Tourniquet
10. Tape (micropore)
11. Measuring tape (soft)
12. Black color pouch to keep articles

Students must carry a community bag during community postings. It is a critical part of at-home patient care. In addition to the above pocket articles, students must carry the following:

1. The Bag Itself
2. Stethoscope
3. BP Instrument
4. Thermometer
5. Single-Use Items — these items are designed to be discarded after one use for sanitary reasons, and they include alcohol prep pads, adhesive remover pads, disinfectant wipes, paper towels, adhesive bandages, and personal protective items such as gowns, face masks, and face shields.
6. Sharps Container
7. Lotion and Hand Sanitizer.
8. Hand Soap and Disinfectant — if you have room, bring along hand soap and disinfectant so you can clean up both your bag and yourself if necessary as you go from visit to visit.
9. Gloves

**Practical Resources:** This programme uses resources listed below for practical requirements:

*1. Nursing and Midwifery Practical Record Book*

This is a mandatory document that all students should carry when they enter the program. This will be available through the college bookstore or can be printed by the individual student. The purpose of this book is to maintain records of all the procedures performed by the student during the 4 years degree program. This is an important document that each student should take care of. It will be subjected to review by Bhutan Medical and Health Council upon completion of the program and can serve as an employment criterion.

*2. Nursing Practical Manual*

This is a manual containing all the checklists of nursing procedures. In addition to the checklists, this also contains guidelines and rubrics for assessments. To this effect, serves as an easy reference for all the nursing procedures for the entire program.

### 3. Midwifery Portfolio

This is a reference document for all midwifery procedures. Students are required to make entries of all the midwifery requirements in this portfolio. Students are issued with this portfolio in their 3<sup>rd</sup> year.

**Academic Support and Enrichment Services:** RTC has a Learning Resource Centre (LRC) which provides free individual tutoring to help students build basic skills in subjects such as English, Dzongkha, and mathematics. Peer tutoring is also available in some subjects. To learn more about how to enroll, timing, meeting places, etc. please go to My.rtc.bt and click on the Learning Resource Centre tab under the Academics tab. The college also works hard to provide enrichment opportunities that vary from year to year. Examples of such opportunities include a book club and classes designed to prepare students for the RCSC exams or language exams such as TOFEL that are helpful to those wishing to work or study abroad.

**Continuous and Summative Assessment:** Assessment in this course is broadly divided into Continuous Assessment (CA) and Summative Assessments. The Continuous Assessment shall include but not limited to the following:

- Assignment
- Presentation
- Class and Course Test
- Viva-voce

The summative assessment shall include but not limited to the following:

- Theoretical Examination
- Practical Examination (PE)
- Project Works/dissertation/Thesis
- Viva-voce

This course also practices active formative assessments and takes into consideration during the overall assessment of the student. In order to understand the types of assessment used in each module, there is a need to understand the types of modules.

This course has mainly 4 types of modules. The first one is a theory module with no practical unit, the second one is a module with theory and practical units, and the third one is a practical module without a theory unit, also known as practicum modules. The final one is a module that will be assessed 100% on continuous mode and will not have a semester-end exam. In other words, these modules are called 100% CA Modules.

Generally, modules with both theory and practical units have 2 sets of assessments. The first set is CA and SE in Theory and the second set is CA and PE for the practical units. Overall, CA is weighted at 40% and the SE at 60% with exceptions to practicum. For practicum modules, CA is weighted at 50%

and PE is weighted at 50%. Generally, written assignments, presentations, quizzes/tests, class preparedness, and participation make up the Theory CA and sign-outs, performance evaluations, reflective journals, drug books and case portfolios make up the Practical CA. Practical Exams are generally conducted with Observed Structured Clinical Examination (OSCE) or Observed Structured Practical Examinations (OSPE) and oral viva.

**Accessing Information on Marks, Attendance, and Final Result:** RTC has developed a database to allow students, their parents/guardians, and faculty members to access information on student attendance and marks online during the course of their academic programmes. The purpose of this is to facilitate student success in meeting attendance requirements and in performing academically. Final results will be published within 2 weeks of result submission by RTC to the University. The final result of each semester can be accessed at the KGUMSB Website <https://kguis.kgumsb.edu.bt>. For access, each student has to log in to the website using the login credentials: **Username:** University Reg. Number and **Password:** B.o.B. (YYYY-MM-DD). University Reg. Number would be provided within one month of entry to the program.

**Faculty Advisers:** All first-year students are assigned an adviser to provide them with academic support as well as to bring to their attention opportunities for enrichment. Students are encouraged to take the initiative to consult their advisers about academic issues whenever it would be helpful to them. **They are required to seek out a meeting with their adviser if they fail one or more modules in order to map out a plan to remedy that situation.**

**KGUMSB Regulations Regarding Progression:** Many assessment, re-assessment, and progression practices for the course is determined by the KGUMSB Academic Regulations as RTC is affiliated with KGUMSB for this programme. Students are urged to consult the programme document, their adviser, or the Dy. Dean if they have questions about the following or related material. The information below is rather detailed. However, it is included here because it is complicated and of vital importance.

**Students for this programme must pass ALL modules in order to graduate with a degree.**

**To progress to the next semester, students must pass ALL the five modules in which they are enrolled as part of that year's curriculum.**

**Requirements for Passing a Module:** To pass each module, a student must secure a **minimum of 50% overall in the module. They must at the same time also achieve a minimum of 50% individually in both continuous assessment (CA) and the semester-end examination (SE).**

It is important to note that a student failing in CA is not eligible for the SE and thereby has to repeat and pass the CA to become eligible for the SE. For the modules with practical units, students need to pass practical CA and PE. A



student failing in practical assessments of the module is ineligible for the particular module's theory exam. Such a student needs to pass the practical component to become eligible for the theory exam.

Students failing in less than 3 of the five modules in a given semester are eligible for re-assessment and if the student fails in the re-assessment, then the student is considered a semester fail. A student failing in more than 3 of the 5 modules in a given semester will be considered a semester fail and has to repeat the semester next year if they wish to, with the junior cohort. A student shall not be allowed to repeat the same semester more than one time. In this case, he/she shall discontinue the program.

**Re-Checking of SE Examination paper:** Students wishing to get their semester-end answer books re-checked may do so by paying non-refundable Nu 200 per module within 10 working days of the result declaration. *Such re-checks will be limited to clerical re-additions of the marks on the answer book.* Students who pass in re-examination shall be awarded with a maximum of pass mark only.

**Re-Admission Policy:** Students who failed a semester but desire to continue their studies at RTC must apply for re-admission, preferably one month prior to the start of the semester to which re-admission is requested. However, anyone seeking readmission to the first semester is strongly encouraged to apply by mid-March in order to make sure a seat is available for them. Different re-admission policies exist depending on whether students are in their first semester, whether they fail due to attendance deficits or academic deficiencies or whether they have previously withdrawn from the college. Details are available from the Dean's Office and on the college website under the admissions tab there.

**Marks:** BSc. Nursing & Midwifery faculty assign the grades indicated below for various levels of academic achievement:

<b><u>Judgment of Performance</u></b>	<b><u>Mark</u></b>
Outstanding	80% and above
Very good	70 – 79.9%
Good	60 – 69.9%
Satisfactory	50 – 59.9%
Failing	49.9% and below

A student will be awarded a mark of zero for non-submission of a component of work in a module.

**Absence from Examinations:** A student who is absent from an examination due to illness or other cause acceptable to the Board of Examiners or who performs badly for a reason acceptable to them shall be allowed to take the examination and it shall be treated as a first assessment.

**Appeal:** Students have the right to appeal a decision of the Programme Board of Examiners if new relevant evidence which the student was exceptionally unable to present to the meeting with the Programme Leader and the subject tutor becomes available or if an irregular procedure was used in recommending and/or making that decision. This appeal must be lodged in writing with the Secretary of the Academic Appeals Committee within 14 days of the date of the decision appealed against.

**Parental/Guardian Notification:** RTC will notify the parents/guardians of students a) whose academic/attendance record during the semester suggests that they are in serious danger of failing one or more modules, b) whose record at the end of a semester suggests they may lose DAHE scholarships, or c) who fail one or more modules. Furthermore, semester-end results as well as grades and attendance during the semester will be available to all parents/guardians as well as to students, and RTC will be responsive to parental/guardian requests for information about the academic standing of students. The college reserves the right to be in touch with parents/guardians at other times as well, when it believes such communication would be in a student's best interest.

**Conditions for Retention of RTC Scholarships:** The College awards RTC scholarships to incoming students with outstanding records and potential. Students holding RTC scholarships will be eligible to continue receiving them only by fulfilling certain conditions. To retain RTC scholarships, individuals are required to be role models for other students. If they breach any of the student codes of conduct, they may lose their scholarships for the following semester or longer.

In addition, in order to retain their RTC **academic** scholarship for an additional year, scholarship students must have obtained at least 65% aggregate marks **or** have secured at least a top 20% position in their programme cohort at the end of the academic year for which the scholarship was given.

To retain an RTC **sports** scholarship, scholarship students must be actively involved in, and serve on, the relevant RTC team for the sport(s) specified in the scholarship offer letter. Such students must also progress to the next level as per the KGUMSB progression criteria in order to retain the scholarship beyond the first year.

**Reinstatement of Lost RTC Scholarships.** Students previously on RTC scholarships who lose their scholarships for failing to fulfill the necessary conditions may be considered for reinstatement of such scholarships only after meeting the required academic and behavioral conditions mentioned above. Such reinstatement is not guaranteed.

**Other Scholarships:** Students receiving scholarships funded by sources outside of RTC will have to meet the requirements specified by the donor to retain and/or renew that scholarship. In addition, RTC expects them to serve as role models for other students.

**Recognition for Academic Excellence and Attendance – President’s and Dean’s Lists:** Students whose academic performance is outstanding will be recognized with a certificate at an annual Prize Award Day ceremony for being on the Dean’s list or the President’s list, depending on their level of achievement. In addition, students with an outstanding academic record during their entire time at RTC will be given special recognition at the college’s graduation ceremony.

## 6. Student Activities

Involvement in student activities provides rich opportunities to explore new interests, deepen existing interests, and develop leadership and social skills that are valuable in the job market. RTC provides many such opportunities and strongly encourages students to initiate activities of interest to them.

**Student Clubs:** Students have the opportunity to join clubs reflecting their interests in areas such as trekking/nature and community service, as well as in literary and other cultural and academic activities. They also have the exciting opportunity to start new clubs that will enrich campus life. RTC encourages such initiatives and facilitates the active functioning of a variety of student clubs by providing the Student Government with substantial funds that can be allocated to support club activities.

**Sports:** As indicated previously, the college has excellent facilities for sports and games as well as a sports coordinator to facilitate broad student participation in such activities.

**Student Government:** Students elect peers to the Student Government which helps to convey the interests and opinions of the students to the RTC administration, faculty and staff, to provide student input to on-campus services like the dining hall, and to organize activities that enrich student life and enhance the campus environment. The Student Government also has broad responsibility for allocating funds to new and existing RTC clubs. Appropriate recognition such as certificates is awarded to Student Government members.

## 7. Student Employment

RTC has part-time job opportunities for dedicated hard-working students who wish to earn some money while enriching campus academic and social life. The following are some of the jobs for which students can apply. Recruiting for such positions occurs during the spring, which means that these positions are normally not available for entering students.

**Residence Assistants (RAs)** are responsible for assisting the Residence Mentors, directly helping college residents with problems or questions, for providing students with the necessary information, for encouraging the observance of college codes of conduct, and for referring residents to the appropriate staff when necessary. There are two RAs per Residence Hall.

**SIESA Fitness Centre Assistants** are responsible for helping those using this facility to learn how to use the equipment there safely and responsibly. This job

provides an opportunity for students to learn about the operation of a fitness centre and the equipment found therein as well as to contribute to the health of the RTC community

**IT Lab Assistants** are responsible for assisting the IT faculty with the operation of the computer labs and for providing students and staff with technical assistance. This job provides an excellent way for students to build their skills as well as to assist other members of the RTC community.

**Library Assistants** are responsible for assisting the librarian. This job provides an opportunity for students to learn about library operations while helping students and staff make good use of this resource.

## **8. International Activities and Opportunities**

RTC provides its students with many opportunities to expand their horizons through contact with the world outside of Bhutan. For example, in addition to having members of the faculty and staff from numerous countries on four continents, the college has a prize-winning partnership with Wheaton College in the U.S. that brings groups of Wheaton students to live and study at RTC for a semester. Arrangements with other colleges in the United States, as well as in numerous countries including Canada, Hungary, Switzerland, several other countries in Europe, the U.K., and Japan, bring other international students to the college as well. Furthermore, individual students from North America, Africa and elsewhere in Southeast Asia have begun to enroll from time to time at RTC as degree candidates.

RTC students also have the opportunity for enriching international study and travel experiences. For instance, in each of the past several years a group of RTC students was hosted by the SEISA Group in Japan and we expect to continue that exchange in the future. In addition, Wheaton College now annually hosts a two-week visit to their campus for a modest number of RTC students and RTC students have studied in the U.S. at Pitzer College in California since the 2016-17 academic year. Also, numerous students have recently studied in Europe and USA for a year on exchange programmes. Our students have also attended a cultural camp in Indonesia in several recent years. Many of these opportunities involve no direct additional cost to the students, although only partial funding by the RTC is available for others. Typically, participants are selected for such activities through an open process in which the opportunity is announced to eligible students who may then apply to be considered for selection for participation. Information about this is available from the International Relations Office.

## **9. Day Scholar Information and Facilities**

**Day Scholar Status:** Because Day Scholars, who commute daily to RTC for its daytime programme, constitute a large and very important segment of the RTC community, the college provides a variety of facilities for their use:

**Frequent Scheduled Bus Transportation to/from Thimphu:** As mentioned earlier, City bus services from City Bus Station, Thimphu till RTC is available. Please check the college website ([www.rtc.bt](http://www.rtc.bt) and [my.rtc.bt](http://my.rtc.bt)) for information regarding the bus schedule. A concessional discount of 30% will be provided to all students with the SMART CARD. Please be aware that for those students who have not availed of the SMART CARD, you will have to pay regular / adult fare (without the 30% concessional discount).

**Lockers:** Day Scholars can rent lockers to store their books, coats, and other possessions on payment of a modest fee and a security deposit. Those interested should contact the Male Mentor/Security in Charge at their office near classroom A-34.

**Dining Hall/Canteens:** Day Scholars can purchase meals at the dining hall, the college canteen. They can pay on a per meal/item basis at any of these facilities or sign up with the dining hall for a monthly contract. Those wishing to sign a contract for meals should contact the dining hall contractor.

**Full Use of RTC Facilities:** Day Scholars have full access to all academic and recreational facilities including the library, computer labs, music room, SEISA Fitness Centre, football, basketball, badminton, volleyball, table tennis, khuru, archery facilities, etc.

**Student Government Representative:** The Student Government includes a Day Scholar representative so that any specific concerns that Day Scholars have can be addressed effectively. Of course, Day Scholars are free to run for any position and the Day Scholar representative assists other Student Government members with a wide range of their duties.

**Shift to Resident Student Status:** If they wish, students admitted as Day Scholars may apply to the Registrar for accommodation in the Residence Halls. Such accommodation may be provided if space is available.

## 10. Emergency Numbers

**Police: 113**

**Fire: 110**

**Ambulance: 112**

# 11. Contact Information

Following is the contact information for individuals with whom you may need to be in touch. This list was prepared before the beginning of the semester, so information for some pertinent individuals is not available. More complete contact information, including faculty contact information, will be made available shortly.

Contact	E-Mail	Phone
<b>Dean of Academic Affairs:</b> Dr. Shiva Raj Bhattarai	dean@rtc.bt	02-351804/ 351801 (ext.107)
<b>Registrar:</b> Ms. Pema Chhoden Wangdi	pemawangdi@rtc.bt	351805/351801 (ext.116)
<b>Dean of Development and External Relations:</b> Dr. Samir Patel	samirp@rtc.bt	17823936 (ext.120)
<b>Head of Administration and Finance Department:</b> Mr. Bikash Chhetri	bikash@rtc.bt	17304070 (ext. 160)
<b>Associate Dean of Academic Affairs:</b> Ms. Nawang Yangden	nawangy@rtc.bt	17500529 (ext.146)
<b>Assistant Academic Manager</b> Mr. Tandin Dorji	tandindorji@rtc.bt	17634302 (ext.127)
<b>Academic Officer:</b> Ms. Sera Wangmo	serawangmo@rtc.bt	17339443 (ext.148)
<b>Asst. Academic Officer:</b> Ms. Bijayata Rai	bijayatarai@rtc.bt	17367949/ 77457462 (ext. 148)
<b>Asst. Academic Officer:</b> Ms. Kinley Dolma Dorji	kdolmadorji@rtc.bt	77719514 (ext. 132)
<b>Asst. Academic Technical Officer:</b> Mr. Sonam Tenzin	sonamtenzin@rtc.bt	17301349 (ext. 133)
<b>Asst. Academic Officer (CE Coordinator):</b> Ms. Sherab Choden Dorji	sherabcdorji@rtc.bt	17334497 (ext. 148)
<b>Assistant Academic Officer (LRC):</b> Ms. Sarita Poudel	saritapoudel@rtc.bt	17970963
<b>Office Assistant:</b> Ms. Kinley Zangmo	KinleyZ1@rtc.bt	77683006 (ext. 114)
<b>Office Assistant:</b> Mr. Nar Bahadur Biswa	nbbiswa@rtc.bt	17275113 (ext. 114)
<b>Assistant Student Services &amp; Admission Manager:</b> Mr. Sanjay Pradhan	sanjaypradhan@rtc.bt	77794595 (ext. 134)
<b>Asst. Student Services Officer:</b> Mr. Namgay Tshering	namgayt@rtc.bt	77876003 (ext. 119)
<b>Health Officer/Student Services Officer:</b> Ms. Deepanjali Dewan	deepenjalidewan@rtc.bt	17581088 (ext.149)
<b>Student Services Officer:</b> Mr. Tashi Wangdi	tashiwangdi@rtc.bt	17743924 (ext. 105)
<b>Football Coach Cum Manager:</b> Mr. Ugyen Dorji	ugyendorji@rtc.bt	17605163/77653858 (ext. 149)
<b>Finance Manager:</b> Ms. Mephram Zangmo	mephram@rtc.bt	17345282 (ext.106)
<b>Finance Officer:</b> Ms. Leki Dem Tamang	lekidtamang@rtc.bt	17521905 (ext. 141)
<b>Finance Officer:</b> Mr. Tashi Dorji	tashidorji@rtc.bt	17472197 (ext. 113)

<b>IT Manager</b> Mr. Namgay Tshering	namgaytshering@rtc.bt	17115352 (ext. 150)
<b>IT Officer:</b> Mr. Rohan Subedi	rohansubedi@rtc.bt	17952582 (ext. 144)
<b>Senior IT Assistant:</b> Mr. Dil Bahadur Ghishing	DBGhising@rtc.bt	17619430 (ext. 109)
<b>Librarian:</b> Ms. Gyanu Pradhan	gyanupradan@rtc.bt	17519092 (ext. 128)
<b>Librarian:</b> Ms. Jitshen Dema	jitshendema@rtc.bt	17570986 (ext. 128)
<b>Counselor:</b> Ms. Tenzing Choden	tenzingchoden@rtc.bt	77775557
<b>Counselor:</b> Ms. Junias Rasaily	juniasrasaily@rtc.bt	77389559
<b>Human Resource Manager:</b> Mr. Namgay Tenzin	namgaytenzin@rtc.bt	17564747 (ext.118)
<b>Asst. HR Officer</b> Ms. Chimmi Dema	chimmidema@rtc.bt	17747441 (ext. 161)
<b>Asst. HR Officer</b> Ms. Shachitta Gurung	shachittagurung@rtc.bt	17479280 (ext. 147)
<b>Office Assistant</b> Ms. Sukumari Rai	sukumari@rtc.bt	17625610 (ext. 103)
<b>International Relations Manager:</b> Ms. Kencho Pelzom	kenchopelzom@rtc.bt	17273085 (ext. 157)
<b>Sr. International Relations Officer:</b> Ms. Tshering Yangchen	tsheringy@rtc.bt	17599908 (ext. 166)
<b>International Relations Officer:</b> Mr. Tenzin Namgyel	tenzinamgyel@rtc.bt	77286035 (ext. 130)
<b>International Relations Officer:</b> Ms. Namgay Dema	namgaydema@rtc.bt	77733967 (ext. 156)
<b>Asst. International Relations Officer:</b> Mr. Sonam Tashi	sonamtashi@rtc.bt	77634940 (ext. 130)
<b>Asst. International Relations Officer:</b> Ms. Jamyang Choden	jchoden@rtc.bt	77330818 (ext. 155)
<b>Asst. International Relations Officer:</b> Mr. Rigzin Dorji Wangdi	rigzindwangdi@rtc.bt	77458559 (ext. 130)
<b>Business Development Officer:</b> Mrs. Sonam Yangzom	sonamyangzom@rtc.bt	77373195 (ext. 145)
<b>Business Development Officer:</b> Ms. Tshering Yangdon	tsheringyangdon@rtc.bt	17598681 (ext. 145)
<b>Executive Centre Assistant:</b> Ms. Sherab Wangmo	sherabwangmo@rtc.bt	17933205/351837
<b>Executive Centre Assistant:</b> Ms. Dawa Lhamchu	dawalhamchu@rtc.bt	17920658/351837
<b>Asst. Administrative Manager:</b> Mr. Pem Tshering	pemtshering@rtc.bt	17641499 (ext.108)
<b>Administrative Officer:</b> Mr. Dawa Drakpa	dawadrakpa@rtc.bt	77214515 (ext. 139)
<b>Asst. Administrative Officer:</b> Mr. Nima Norbu	nimanorbu@rtc.bt	17500524 (ext. 139)
<b>Estate Manager:</b> Mr. D.P. Guragai	dpguragai@rtc.bt	17609164/77609165
<b>Senior Estate Officer:</b> Mr. Namgay Wangdi	namgaywangdi@rtc.bt	17942223 (ext. 140)
<b>Male Resident Mentor &amp; Security in Charge:</b> Mr. Tashi	tashimm@rtc.bt	17894357/02-351814 (ext. 137)

<b>Female Resident Mentor</b> Mrs. Pema Yangchen	pemayangchen@rtc.bt	17653422/02-351813 (ext. 137)
<b>Security Supervisor</b> Mr. Dal Bir Waiba	dalbwaiba@rtc.bt	17954072
<b>Security Gate</b>		<b>Ext. 165</b>
<b>Security Guards</b> Mr. Jampel Wangchuk		17771522 77272259
Mr. Tshering Lhendrup		17279300
Mr. Kuenzang Chophel		17658364
Mr. Dhan Bahadur Sherpa		17557101
Mr. Dorji Wangchuk		77766366
Mr Pema Gyeltshen		17677216

## 12. RTC Codes of Student Conduct & Procedures

RTC seeks to promote a core set of values including integrity, dedication to excellence, individual responsibility, as well as respect for oneself and for others, even if they come from very different backgrounds, and for the college infrastructure and natural environment. Consistent with its emphasis on respect for all, the college is also determined to foster safety and security for all members of its community and for their property. The codes of conduct developed for students and for staff are intended to embody these and closely related values, as are college procedures and practices. Observing them helps students achieve the goals that the College aspires to inspire in all members of the RTC community of "Discovering our best, Doing our best, and Living our best."

**The codes of student conduct pertaining to core areas of student life and related rules and procedures appear next. They should be reviewed carefully because students are fully responsible for knowing and observing them. Disciplinary action, described in sections 21-23 may follow a breach of these codes.** Because these codes of conduct and procedures reflect the college's core values and are designed to further the attainment of the college's goals, students may be subject to disciplinary action, including but not limited to suspension and expulsion from the Residence Halls or from the college itself on short notice, for failure to observe them.

## 13. Academic Code of Conduct

Academic honesty is a core element of integrity that is essential to effective learning and to a well-functioning academic community based on principles of trust, civility, respect for knowledge, and a search for true excellence. Similarly, active participation in the academic life of the college not only helps students to achieve excellence themselves. It shows respect for faculty efforts and allows students to contribute to the learning of their classmates. From these observations come the fundamentals of the student academic code of conduct:

**Academic Honesty: Students will behave honestly in their academic work, as in other areas of their lives.** Cheating or helping others to cheat on any aspect of coursework including exams and other assessments is a serious



offense. Plagiarism, the presentation of another's ideas, writing, or other work as one's own, is a serious kind of cheating. This includes, among other things, paraphrasing by altering a few words or the order of ideas as well as direct copying of text, graphs, photographs, etc. without acknowledging the source. Students unsure of how borrowing from another's work should be properly acknowledged have the responsibility to consult with relevant faculty regarding acknowledgment procedures appropriate to their discipline. To assist faculty members in detecting plagiarism, RTC has purchased access to Urkund software. This very flexible and effective plagiarism prevention and detection tool provide automatic plagiarism checking for assignments submitted through RTC's VLE. Alternatively, it can check assignments e-mailed to a given address by students and then send a plagiarism report to the relevant faculty member. In addition, faculty members can upload files received from students for checking by Urkund if they prefer. Students should know that all faculty are expected to familiarize themselves with this software and to use it for assignments in which plagiarism could be an issue.

Other forms of academic dishonesty, include but not limited to outsourcing work, colluding with other students on independent assignments, submitting the same work in multiple classes, providing false information to receive special consideration, inventing or otherwise counterfeiting information, helping another to cheat or cheating oneself through trying to gain unauthorized advance access to exam questions or to bribe college employees, are also very serious offenses that will result in disciplinary action. More detail on these issues can be found in the college's Academic Dishonesty and Plagiarism Policy which is posted on my.rtc.bt.

Be sure to consult it or appropriate college officials if you have any doubts about what is acceptable.

Finally, in order to create an environment conducive to honest behavior in exams, all cell phones, books, and papers must be left in lockers, hostel rooms, or at home during mid-term and semester-end exams.

### **13.1.Code of Conduct during Clinical and Community Postings**

- 13.1.1. All students must be 100% in attendance during the posting.
- 13.1.2. Students should report to duty on time. Failing to do so will be reflected in performance evaluation grading.
- 13.1.3. Make-up duties will be allowed for genuine cases. Absence due to confirmed sickness and demise of family members will be considered as genuine cases.
- 13.1.4. Students missing duty without permissible reasons will be considered absent.
- 13.1.5. Students should refrain from using any narcotics and other drugs including alcohol at all times while on duty. If caught intoxicated, the case will be directly forwarded to the College Disciplinary Committee and will be dealt with accordingly.
- 13.1.6. Students should follow and abide by the scheduled sign-outs. In the event that the student fails to show up without any genuine reason, the marks awarded will automatically be zero.

- 13.1.7. Students should use phones only for academic purposes and they should always be on silent mode. Students found misusing phones while on duty would result in disciplinary action.
- 13.1.8. Students should always maintain the confidentiality of patient information and protect privacy. Taking pictures of patients and patients' files without consent are strictly prohibited as per the BMHC Rules and Regulations.
- 13.1.9. Students should always carry pocket articles during clinical/community posting.
- 13.1.10. Students should always carry a community bag during community posting
- 13.1.11. Students should always be in proper and clean uniforms.

**13.2. Forms of Cheating/ Malpractices during Examinations: Following are different forms of malpractices/ cheating identified by KGUMSB regulations**

- 13.2.1. Being in possession of unauthorized materials such as typed/hand-written notes, torn pages of books, or any material connected or not connected with the examination.
- 13.2.2. Carrying and using prohibited electronic devices/equipment during the examination such as mobile phones, Bluetooth, headphones, cameras, pen drives, tablet PCs, laptops, etc.
- 13.2.3. Consulting with other candidates and persons inside or outside the examination room during the examination.
- 13.2.4. Threatening or physically or verbally abusing or indulging in any form of misbehavior with other candidates, invigilators, and examiner in the examination room during the examination.
- 13.2.5. Moving from your assigned seat without the permission of the invigilator.
- 13.2.6. Theft of examination materials for reproduction and transmission to other candidates.
- 13.2.7. Copying from another student and allowing other student/s to copy.
- 13.2.8. Allowing another student to write answers in your answer script.
- 13.2.9. Submission of another person's work.
- 13.2.10. Persons impersonating an actual Examinee

**KGUMSB Rule Regarding Penalty for Malpractices/ Cheating on**

**Semester-End Exam:** If a student is found engaging in malpractice during the examination, he/she shall be asked to leave the examination hall immediately. Answer scripts of the particular paper of examinees involved in malpractices will not be evaluated and awarded zero in that paper.

**Class Attendance:** Classroom activities are a core part of academic life from which students profit and to which students contribute, especially in an academic environment like RTC's which stresses continuous assessment.

Every student shall be required to achieve the following attendance requirement as prescribed by the Academic Regulations of KGUMSB. **Every student is required to have a minimum of 90% attendance for each theory module and a minimum of 95% attendance for practical unit or fieldwork. Students not fulfilling the required attendance will not be allowed to sit for the examinations of that module or paper.** However, students who have been given medical leave (due to hospitalization or referred medical travel), who have been given medical leave due to family emergencies (such as death in the family), or who are absent due to participation in events organized by external organizers may get to appear exams after authorized approval from the Dean.

Repeated late arrivals at class and/or early departures from class may be consolidated and counted as an absence since this disrupts learning and class time is lost through such behavior as it is when classes are missed completely.

To get a medical leave, students must submit **valid medical documents** to the Dean's office within 10 days following the last medical treatment for an illness. Medical leave is only granted in cases of hospitalization or travel outside of Thimphu for treatment as referred by a Doctor. To get emergency family leave, students must receive **prior** permission either from the Registrar's office or the Residence Mentor (residential students only) **before** missing classes. To get leave for RTC-sponsored activities, the student must also get prior written permission from the Registrar for Student Services related activities, or from the relevant Dean for academic or Department of External Relations and Development sponsored activities. The duration of all leaves will be decided on the basis of the nature of the situation and the evidence provided.

Credit is also given for attendance at certain major college events, such as the Distinguished Speaker Series, in recognition of their importance to the entire RTC community. Such credit is counted towards the attendance threshold needed to be eligible to take semester-end exams. However, because the number of such occasions is quite limited and much learning occurs in classes, students definitely should not count on it to make up for frequent class absences.

**Classroom Behavior - Promptness, Preparation, and Attentiveness:** In order not to disrupt the learning of others or miss important material themselves, students are expected to enter each class on time. Those missing assessments or having inadequate time to complete assessments due to late arrival in class should not expect extra time to do such work. **Also, as indicated above, repeated late arrival to class or early departure from it may be counted as an absence even if the missed time does not total to a full class session.**

**Students are also expected to come to class prepared, having completed their assignments and bringing any needed materials, such as books, pens, and notebooks.** Finally, once in class students are expected to attend closely to the learning activities occurring there and to refrain from personal conversations or other activities that disrupt the learning environment.

**Electronic Devices:** To provide an environment conducive to focus on academic activities, students should turn off all electronic devices, such as cell phones, when they enter the library, IT labs, their classrooms, and events such as college assemblies. These devices should remain off until students leave these places.

**Computer Labs for Student Use:** We are pleased to offer students at RTC the opportunity to access the Internet from the computers in the computer labs and the library. Access is also available via Wi-Fi across the campus. It is important that you follow certain rules of decorum when you use the RTC computer labs. Please use common sense and understand that there are faculty and students nearby who are trying to get work done. Keep the noise down, be polite, and try not to disturb those who are trying to study, prepare lessons, and maintain office hours. Please understand that the use of these computers is a privilege, not a right, and the privilege of using these systems will be revoked if you are not respectful of the rights of all who share our computing resources. Violations of the RTC Codes of Conduct through improper online behavior will be treated as seriously as in-person violations (for example, using the IT facilities/internet for ragging or harassment).

**Appropriate Use of Computer Labs:** IT labs are to be used for class projects, assignments, programming, typing practice, homework, and research. This type of use always takes precedence over Facebook, Instant Messaging, reading the news, general web surfing, etc. You may be asked by a Lab Assistant to give a computer to another student if you are not doing academic-related work and some labs may be set aside solely for academic-related use.

**Inappropriate Use of Computer Labs:** Certain online activities are not permitted at any time. These include downloading and installing software without permission of the IT department, viewing pornographic websites, listening to music without headphones, watching YouTube or other video content (due to bandwidth constraints), using VoIP telephone applications such as Skype, and using RTC computers for malicious activities such as hacking or sending/posting inappropriate messages. Computer games are prohibited at all times

When logged onto a computer, you are responsible for any violation of computer use. **Keep this in mind if you are considering giving your login to another student. You will be held responsible for anything that student does on the computer under your login.** So, you need to think very carefully about lending your login and password to anyone else. **The RTC computers are monitored by the RTC IT department; so please be aware that IT staff can see what you are doing on the computer and do not do anything that would be inappropriate or would embarrass you or your family.** Violations of this appropriate use policy may result in students being banned from the computer labs.

**Storing Your Personal Files in the Computer Lab: Do not keep any personal files, assignments, or documents on computer lab or library computers. Your RTC network login will automatically create a**

**“MyPersonalFiles” folder at rtcCloud (cloud.rtc.bt), accessible by internet from on or off campus.** You may store your personal files and assignments here, and this folder is private so that only you can see it. This is the correct place to store your RTC personal files.

**Personal files on computer lab and library hard drives will be automatically deleted when computers are rebooted, normally at the end of each day.** You must keep your files in your private rtcCloud “MyPersonalFiles” folder or on a USB pen drive if you want to save your work. **Please keep this in mind and save your work in a safe place, not on lab computers.**

## 14. RTC Library

The library at RTC provides materials and services of use to you during your college career. The library can help you if you need:

- Resources to help you complete an assignment (the librarian will consult with you or your teacher)
- Help searching for information on a topic
- To get help in understanding citation styles and how to use them properly
- To see a current newspaper or magazine
- To find a book to read for pleasure

### **Library Hours: (Subject to change)**

- Monday - Friday 8:30 AM – 9:00 PM
- Saturday 8:30 AM – 5:00 PM
- Sunday 5:00 PM – 9:00 PM

### **General Rules**

- Please enter and use the library in a quiet and respectful manner.
- Please do not bring food or drinks into the library.
- Please keep your cell phone conversations outside.
- Please leave your belongings outside the library.
- Please do not bring outside books into the library. If you absolutely need to bring one in, request permission in advance from a member of the library staff.
- Respect everyone's right to use the library. Keep the noise level to a minimum so that students may read and work on assignments without being distracted.
- Quiet group discussions are allowed on the lower floor of the library. The upper floor of the library is reserved for silent reading and study.
- The computers inside the library are only for research use. No email, Facebook, etc.
- The computers just outside the library are for short-term use, including e-mail.
- Vandalism of the library space, as well as vandalism or theft of library property, will not be tolerated.
- Violation of these rules will result in a loss of library privileges and possibly further disciplinary action as well.

### **Borrowing Books**

- You must present your current RTC student ID in order to check out a book. NO exceptions!
- You may borrow up to five (5) items for fourteen (14) days.
- Please take care of items you check out. You will be charged for damaged or lost items as well as for items that are kept beyond the indicated due date.
- Reference materials (materials that are so frequently consulted that they need to be always on hand in the library) may not be checked out. Reference materials include dictionaries, encyclopedias and atlases.
- Reserve materials (materials in such high demand that the library needs to ration access to them) may be checked out for a limited time period. Reserve materials include textbooks and items from the faculty files. These must be returned at or before the designated time.
- **Many resources needed for assignments are kept in digital form on the college intranet. So, make sure you learn how to access and use them early in your time at RTC.**

## 15. Residence Hall Code of Conduct

A place in the Residence Hall is a privilege, not a right, so assignment to on-campus housing in a given year does not guarantee it in future years. RTC's emphasis on respecting the rights and dignity of all members of the RTC community and creating an environment that fosters health, safety, civility, decency, as well as personal responsibility leads to the following code of conduct to which all students must adhere. Living respectfully with others and our environment often calls for conscious effort and sometimes even for limitations on our behavior in the interest of others' welfare and safety.

- 15.1. **To provide an environment conducive to effective learning for everyone, quiet hours** must be observed by all students. Specifically, no loud music, noise, or behavior likely to distract those studying such as playing basketball near the Residence Halls is permitted between 9 pm and 7 am six nights a week (Sunday-Friday). Quiet hours on Saturday evening start at 11.00 pm and extend until 7 am on Sunday.
- 15.2. Resident students should be in their Residence Hall for the night by 9 pm. If they have a **compelling** reason to be out later or to stay out overnight, they must contact the Resident Mentor in advance and complete a required Exit Information Slip (EIS). EIS will not be issued for activities such as visiting friends or attending parties or late dinners. Should students request an EIS related to personal family issues. The RM's may contact the parents to inform them of the anticipated late return to the College.
- 15.3. **Day scholars are not permitted on campus after 9 pm, except when official college activities extend beyond that time, in which case they should exit the campus promptly after the activity ends. Day Scholars are not permitted to visit the residence hall and in no case may they stay on campus overnight.**
- 15.4. Resident students should be back on campus before 9 pm. Students returning to campus after 9 pm without an EIS must surrender their ID card at the gate. Late returning students will be sanctioned if they

repeatedly fail to present a properly completed EIS at the gate. Students with a completed and signed EIS will be permitted to enter the campus after 9 pm if they hand over to the security guard a completed and signed Exit Information Slip (EIS). However, no student will be permitted to enter campus after 11 pm, even if they have an EIS.

- 15.5. Residents should keep their rooms, common areas, and surroundings clean and hygienic. The proper disposal of trash is an essential part of this process, both in the Residence Halls and elsewhere.
- 15.6. Residents should continue to reside in their allotted rooms and leave the original furniture, fixtures, etc. there unless they obtain the Residence Mentor's permission to do otherwise.
- 15.7. Residents' family members and friends of the same sex may be entertained within the Residence Halls during non-quiet hour times, as long as they do not disturb roommates or other students.
- 15.8. Individuals who are not members of the RTC community, their families, or officially invited guests and RTC students of the opposite sex are not permitted in the Residence Halls without the Residence Mentor's/Registrar's approval.
- 15.9. Students are not permitted to cook food in their rooms. However, they may have one water boiler per room, as long as they are careful to turn it off when they are not in the room, due to environmental and safety concerns.
- 15.10. During the winter no more than one radiator heater per room (must be thermostat controlled) can be brought into the Residence Halls if residents wish.
- 15.11. Environmental and safety considerations lead to the necessity to turn off all lights and electric appliances when students are not in their rooms.
- 15.12. Neither residential students, Day Scholars, nor continuing education students are permitted to enter campus Residence Halls housing the opposite sex at any time. Students wishing to meet those of the opposite sex must do so in the public areas outside of the Residence Halls.
- 15.13. Residents and other students should conduct themselves in a way conducive to making the Residence Halls as safe as possible for themselves and others. Specifically, they should refrain from handling the fire extinguishers except in training or fire emergency situations.
- 15.14. Residential students must park their vehicles in the parking lot just outside the college gate and at their own risk.
- 15.15. Smoking is not allowed on the RTC campus, including its Residence Halls.

## 16. Residence Hall Procedures

**Maintenance Requests:** Any damage reports or maintenance requests should be directed to the RAs in the relevant Residence Halls or the appropriate Residence Mentor.

**Security of Personal Belongings:** Residence Hall security is all students' responsibility, and concerns about this matter underlie much of the Residence Hall code of conduct. Students should lock their doors when they leave their rooms and carry their keys with them, report unescorted visitors, and not give

access to unaccompanied guests. RTC cannot assume responsibility for articles stolen, lost, or damaged in the Residence Halls or elsewhere on campus, so be sure to take the precautions necessary to protect your valuables.

**Enforcement of Codes of Conduct. Both Resident Mentors (RMs) and Resident Assistants (RAs) have the responsibility to enforce RTC Codes of Conduct, as well as to provide students with support and assistance. Thus, they have the right to enter Residence Hall rooms as needed to ensure observance of these codes and students have the corresponding responsibility to let them do so.**

RA's can give students violating the RTC Codes of Conduct or Procedures verbal warnings and/or refer them to the RMs. The RMs can give students written warnings, all of which, including the first, will be passed onto the Registrar to become part of the student's permanent record. A second warning from the RM could result in a sanction from the Registrar which could include loss of the privilege of living on campus in coming semesters. A third warning will be brought to the President's attention and could result in the student's immediate removal from campus housing. However, the procedure described here does not preclude disciplinary sanctions without a series of warnings should an offense be serious enough to warrant them in the opinion of the President or the RTC Disciplinary Committee.

**Damage Inspection and Assessment:** Rooms are inspected before students move in, and residents are held responsible for keeping the room and its contents in the condition in which they were handed over. Residents will be assessed for any damage to the room or the hall or for loss of property there.

When two or more students occupy a room and it cannot be determined who is responsible for the damage or loss there, all residents of that room will be assessed equally. The same logic applies to common areas such as bathrooms, hallways, and lounges which are also inspected before students arrive at the college each year and when they leave. Thus, a floor community will be assessed equally for damage to floor areas if the individuals responsible are not determined. All residents of a hall will be assessed equally for damage that may occur in common areas of the Residence Halls that cannot be accounted for (e.g., stairwells, lounges). Assessments must be paid within one month of notification regarding the charges.

**Withdrawal from College Housing/Dining:** Any student wishing to withdraw from RTC housing must first speak to the Residence Mentor and then with the Registrar. **No refunds will be made for the remaining part of the semester for either housing or food costs if a student stops using these services.**

**Access to On-Campus Housing for Returning Students:** Students admitted as residential scholars shall normally be assigned on-campus housing throughout their years of study at RTC, although this is not guaranteed. For example, they can lose access to on-campus housing due to academic failure which leads to a hiatus in their enrollment at RTC, to disciplinary problems, to



failure to participate in a timely way or in the manner prescribed in the housing assignment process conducted for returning students, etc. Residential students who voluntarily become Day Scholars will have to reapply for on-campus housing should they later wish to return to it. Such accommodation is not guaranteed, but it may be provided if space is available. Students admitted as Day Scholars may later apply for on-campus housing by contacting the Registrar who will decide if the request can be accommodated.

**Assignment to On-Campus Rooms of Different Types for Returning Students:** Near the beginning of the spring semester, students will be notified of the dates during which they can apply for specific types of on-campus rooms (double, triple, quadruple) for the following academic year. Students eligible for on-campus housing in the following academic year will form two-, three- or four-person groups and apply as a group for double, triple, or quadruple rooms. **Room-types will be allotted on a first-come first-served basis to applying groups composed entirely of eligible students who have already paid their semester fees.** Eligible students who do not get the type of room they request can form new groups of different size and participate in the second round of applications for under-subscribed room types. More details will be supplied before the room assignment process begins each year.

**Financial Obligations:** Non-refundable payment of all semester fees, including residence and dining contract fees, is due by the end of the first week (five full working days, excluding RTC observed holidays) returning students are on campus each semester. For additional important related information, see the Financial Obligations and Fee Payments section later in this handbook.

## 17. Dining Hall/Cafeteria Code of Conduct

- 17.1. Respect for the physical environment of the campus and community members' ability to enjoy it, for college staff, and for RTC's physical property leads to the following code of conduct related to RTC food services.
- 17.2. Food from these sources should be consumed there and not taken elsewhere.
- 17.3. Packaging materials and containers from snack foods must be disposed of properly rather than being left littering classrooms or other parts of the campus.
- 17.4. Eating utensils such as plates, spoons, glasses, etc. should be left in the food service area where they were obtained in order to avoid loss of such items with subsequent shortages of them leading to increased costs.
- 17.5. After eating, diners themselves shall put all cups, plates, waste food, etc. in the designated places.
- 17.6. Students shall not instruct the food services staff or enter the kitchen/storerooms.
- 17.7. Students may not eat or drink in classrooms, the amphitheater, the auditorium, etc.

## 18. Dining Hall Procedures

- 18.1. Students shall produce their RTC ID card every time they dine in the dining hall. Individuals not presenting a valid RTC residential student ID must pay for their meals.
- 18.2. Students requiring a special diet for medical reasons (e.g. no oil) should request the dining hall manager to arrange this in advance.
- 18.3. Daytime and Continuing Education students and all students' guests are welcome to eat in the dining hall/cafeteria if they pay for their meals either on a per item/meal or contract (Day Scholars only) basis.

## 19. RTC General Student Code of Conduct

Although there are some specific codes of conduct pertaining to specific areas of life at RTC, there are also some general behavioral guidelines stemming from RTC core values that apply to students whatever they happen to be doing at the moment. As is apparent, the following code flows quite directly from concerns about core values, most especially respect for others and their property and for the safety and welfare of members of the RTC community.

- 19.1. Students shall behave with courtesy and show respect for everyone both inside and outside the campus, including all college staff and service workers as well as all other students. Thus they will not, for example, **a) engage in any form of ragging or sexual harassment, b) form groups intended or likely to promote disparagement or antagonism between those from different backgrounds or between members of different classes or other groups at RTC, c) harass others based on factors such as the other's gender, their religion or regional backgrounds, or their year of enrollment at RTC, d) post malicious or negative comments about other students online.**
- 19.2. Students shall carry valid identity cards issued to them by RTC at all times on campus and produce them when requested to do so by college staff, including security staff. Security guards at the gate will not allow students entry to the campus after 9 pm without their ID cards and/or an Exit Information Slip.
- 19.3. Students may not bring visitors on campus after 6.30 pm and they are responsible for seeing that their visitors already on campus, leave by that time.
- 19.4. Students must accompany their visitors on campus at all times and will be liable for sanction in event of their guests' misbehavior.
- 19.5. No unauthorized/unregistered vehicles are permitted on campus after 6:30 pm.
- 19.6. Students shall use RTC property in a manner intended to further their own and others' academic excellence. For example, computer resources will not be diverted for purposes of entertainment when they are needed for academic pursuits and library rules will be followed to ensure that all members of the RTC community have access to the library resources they need.
- 19.7. Students are responsible for behaving in a way that promotes the preservation of their own and RTC property and that respects the rights of

others to their own property. For example, defacing RTC buildings or grounds with graffiti is prohibited.

- 19.8. Students are responsible for preserving RTC's natural environment through behaviors such as avoiding littering. For this reason, the consumption of **doma** is strongly discouraged.
- 19.9. All Bhutanese students shall wear national dress when in the academic area of campus during class hours and at formal RTC events. In other areas, or at other times, they should dress modestly while in public and in the community areas of the Residence Halls.
- 19.10. Students are responsible for behaving in a way conducive to their own health and safety as well as in a manner that takes into consideration the health, safety, and welfare of other members of the RTC community. Such considerations lead to the following rules and to the RTC Alcohol and Drug Policy that apply to all students:
  - a. Gambling is not permitted on campus.
  - b. Firearms and weapons of any sort, including knives large enough to serve as weapons, are not allowed on campus.
  - c. Physical assault of any kind on anyone is a serious breach of the RTC code of student conduct, as is behavior intended to inflict harm to individuals' emotional well-being and/or their reputations.
  - d. Day Scholars bringing vehicles to campus must operate them responsibly, with the safety of themselves and others in mind.
  - e. Fireworks and firecrackers may not be used on campus.

## 20. Student Excursion Policy

- 20.1. When residential students participate in off-campus planned group excursions or activities (e.g. class picnics, etc.), a list of the residential students involved, along with information on transportation, contact details of the organizers, destination, time, and date of return to the Residence Halls must be given to the appropriate Residence Mentors.
- 20.2. Such activities must be held outside of formal RTC class hours (9-5 on weekdays) irrespective of individual students' or classes' schedules and must not compete or conflict with previously planned college-sponsored activities.
- 20.3. RTC does not officially organize non-educational trips/activities. So, students participating in groups in such events should not represent themselves as an RTC group and should not use RTC signs or banners.
- 20.4. Students are responsible for their own safety and conduct while they are away from campus, including when they participate in student-organized off-campus activities and excursions.

## 21. Tobacco Policy

Students who smoke are encouraged to see the Student Counselor to gain assistance with quitting because of the health risks it entails for that student and for others around them. Consistent with Bhutanese law, smoking is not allowed anywhere on the RTC campus, including in all college buildings (the canteen, the dining hall, student lounges, and residence halls, including individual rooms, toilets, or corridors, etc.). Students may be sanctioned by RTC

for violation of this policy, including but not limited to warning letters put in their permanent files and fines. They are also subject to sanction by civil authorities for unlawful smoking behaviors, as for other unlawful behaviors. Please see below for the consequences of smoking on campus that will be administered by RTC.

<b>Violation</b>	<b>RTC Actions for Tobacco Policy Violations</b>
1 <sup>st</sup> Instance	Offenders will be given a fine chit for Nu. 500 payable within 3 days. Parents/guardians will be notified.
2 <sup>nd</sup> Instance	Offenders will pay Nu. 2,000 and have a warning letter put in their Personal File. Parents/guardians will be called to the office with the offender.
3 <sup>rd</sup> Instance	Offenders will pay Nu. 10,000 and face further sanctions from the Disciplinary Committee.

Random checks will be carried out. Those who repeatedly violate the Tobacco Policy may be subject to other escalating disciplinary actions, which could lead to major sanctions or referral to the National Compliance Authority. The college will provide nicotine gums in collaboration with [Bhutan Narcotics Control Authority](#). Students interested should get in touch with the college nurse or counselor.

## **22. Alcohol and Drug Policy**

**WARNING: STUDENTS SHOULD BE AWARE THAT RTC TAKES VIOLATIONS OF ITS ALCOHOL AND DRUG POLICY VERY SERIOUSLY BECAUSE OF THE DANGER SUCH VIOLATIONS POSE TO BOTH THE INDIVIDUAL AND OTHERS. THUS, SANCTIONS INCLUDING EXPULSION FROM THE COLLEGE, IMMEDIATE EXPULSION FROM THE RESIDENCE HALLS, AND LOSS OF ELIGIBILITY FOR RESIDENCE HALL ACCOMMODATION IN THE FUTURE MAY WELL FOLLOW EVEN A FIRST OFFENSE OF THIS KIND.**

- 22.1. Possession or consumption of alcohol by students anywhere on campus, including the Residence Halls, is strictly prohibited.
- 22.2. Possession or consumption of psychotropic substances and drugs (except for those prescribed by a physician for a medical condition) anywhere on campus, including the Residence Halls, is strictly prohibited.
- 22.3. Students are not permitted on the campus while intoxicated or under the influence of other psychotropic substances or drugs not prescribed by a doctor for a medical condition.

**NOTE:** *Students are encouraged to seek assistance if they require support in dealing with an alcohol or drug problem or if they wish to stop smoking.*

**Confidential help** is available from the College Counselors or other sources of assistance to which students can be referred if needed.

## 23. Disciplinary Procedures for Violation of RTC Codes of Student Conduct

Students are subject to disciplinary action for violation of the RTC codes of student conduct on campus, at RTC-sponsored events, or at any other locations or times when the conduct (1) has an adverse impact on the reputation of the RTC, (2) negatively affects, or could affect in the future, the safety or welfare of RTC's students, employees, property or the overall society, or (3) interferes with or obstructs the mission or operations of RTC and/or seriously violates RTC's core values. Thus, offenses for which sanctions may be given are not limited to on-campus behaviors, but include breaches of the law and/or serious misbehavior off campus.

Sanctions for violations shall depend on the offense. A list of possible sanctions appears shortly, but it is not exhaustive as flexibility in suiting the sanction to the offense best serves the interests of the college and its students. For example, in some cases, required community service might be more appropriate than the sanctions listed below. In addition, sometimes a combination of sanctions may be applied. **In deciding on such sanctions, college authorities may take a student's prior inappropriate behavior into account, whether or not it resulted in official sanctions and whether or not the official duration of any prior official sanction is over.**

To help ensure a safe and orderly environment, the RAs and the Resident Mentors carry out ad-hoc patrolling of the college campus (including the Gelephu campus). **Students caught violating the RTC codes of conduct will be liable to be sanctioned without any warning and the college community and the offending students' family may be notified about such sanctions.** In addition, all members of the RTC community, including security personnel, other college staff, and students have the right to lodge a complaint regarding students' behavior with the Registrar.

**Financial Recompense:** Students found guilty of any advertent damage to RTC property will be required to pay a reasonable indemnity in order to continue their enrollment at the college. Additional penalties such as suspension may also be imposed. Failure to pay such an indemnity could lead to RTC's refusal to allow a student to continue his/her enrollment or to provide a certificate of attendance and/or graduation.

**Reduction in Marks:** Students found guilty of academic offenses shall be subject to a reduction in marks, including a zero for the assignment or even failure of the entire module or the entire semester in egregious cases. As with the other sanctions listed here, a reduction in marks will not preclude additional sanctions, including the requirement to redo the assignment or another more major one in its place, probation, suspension, or even expulsion.

**Limited Probation:** A student can be placed on limited probation for disregard of a particular behavioral guideline or substantial violation of RTC's core values. Being put on limited probation means that repetition of a similar offense will lead to more severe sanctions. For example, a student placed on limited probation for "disorderly conduct" could be placed on general probation, suspended, or even expelled if that offense is committed again.

**General Probation:** A student can be placed on general probation for marked disregard of college behavioral guidelines, a gross violation of RTC's core values, disregard of conditions set out as a result of prior disciplinary problems, repetition of offenses normally leading to limited probation, or the like. General probation may be given when the offense is quite serious, when it may bring disrepute to the college, or when a pattern of repeated disregard of a given rule or disregard of more than one rule, procedure, or behavioral guideline exists, whether in a particular instance or over a period of time. Having been put on general probation means that students may be suspended or expelled if their subsequent behavior does not comport with the standards expected of RTC students, even if the subsequent breach of discipline is relatively minor.

**Suspension:** A student can be suspended, that is removed from RTC for a defined period of time such as a week, a semester, or even an academic year, for inappropriate behavior. (Classes missed due to suspension will be counted as absences in computing eligibility to take semester-end exams). Specifically, students can be suspended when the offense is quite serious and/or the President or Disciplinary Committee feels that the productive functioning of the RTC community or its safety is best served by the student's absence. Prior behavior and disciplinary infractions may be considered in decisions about suspension for a given offense even if they did not lead to formal disciplinary action. Suspended students shall be permitted to apply for re-admission after the determined period and may be required to fulfill specific conditions before re-admission. Residence Hall, dining hall, and tuition fees already paid by suspended students at the time of their suspension will be forfeit and no reimbursement of them will be made. Any fees owed to the college at the time of the suspension must be paid in order for re-admission to be considered, but payment of such fees does not guarantee admission.

**Expulsion from the College:** Expulsion, permanent removal from the RTC, will be reserved for offenses warranting the maximum punishment due to their severity or the danger the offense poses to the College or the broader community. In addition to disciplinary expulsion from the RTC, expulsion may occur for academic reasons if required academic standards are not met. Residence Hall, dining hall, tuition, and other fees already paid by expelled students at the time of their expulsion will be forfeit. Residence Hall, dining hall, tuition, and other fees owed by expelled students at the time of their expulsion must be paid. RTC will not issue any certificates of attendance, graduation, or the like if bills remain unpaid. Students who have been expelled for any reason will not be considered for re-admission to the RTC.

**Expulsion from College Housing and/or Loss of Opportunity for Future College Housing:** Generally, for minor offenses, students may be given a

warning by the Residence Mentor before more serious action is taken. **However, students violating the Residence Hall Code of Conduct or engaging in other behaviors that seriously conflict with those expected from RTC students may be required to vacate their seats in the Residence Halls immediately and/or to forfeit the opportunity to be considered for a Residence Hall placement in the following semesters without a warning or refund of their boarding fees.**

**Parental Notification of Disciplinary or Other Issues:** The parents or guardians of students engaging in behavior that violates RTC values and codes of conduct seriously enough to lead to formal sanctions will be notified of the situation by the college. In addition, RTC may notify parents/guardians of behavioral issues if it feels it is in the student's best interest to do so or if verbal warnings do not eliminate behavioral problems.

**Broader Notification of Disciplinary Issues:** RTC reserves the right to notify the college community, students' parents, and the broader public of behavior that violates RTC values and codes of conduct seriously enough to lead to formal sanctions should the President deem such notification to be in the best interests of the college.

**Additional Requirements May Be Set for Students as a Result of Disciplinary Action:** Students receiving sanctions may be required to fulfill various behavioral requirements beyond refraining from additional offenses, with the possibility of more severe sanctions if they do not. For example, a student on limited probation for smoking in his Residence Hall might be required to turn into the Registrar an essay on the negative health consequences of second-hand smoke, as well as to refrain from subsequent smoking on campus in order to have that limited probation expire at the end of the semester. A student not fulfilling any such requirements may receive a more severe sanction.

**Disciplinary Decision-Making Process:** Faculty members have the power to decide on sanctions for first-time academic honesty violations of a relatively minor nature, although ALL academic honesty offenses shall be reported to the Dean. In the case of repeated or more serious academic offenses, the Dean normally has responsibility for deciding on sanctions up to and including general probation, although he may choose to convene a Disciplinary Committee to decide on a sanction in relatively serious cases. The Registrar normally has the responsibility for deciding on sanctions for non-academic behavioral offenses. However, when an offense is serious enough to require immediate attention in order to secure order and safety on campus and to uphold fundamental aspects of RTC's Codes of Conduct, the President may take immediate action up to and including expulsion of the offending student from the college. In cases that the Dean or the Registrar believe should result in suspension or expulsion from RTC, a Disciplinary Committee will automatically be convened. If the committee agrees that suspension or expulsion is appropriate, it will forward this recommendation to the President for a final decision. In all other cases they address, the Disciplinary Committee's decision regarding the appropriate sanction or sanctions is final.

Should students wish to appeal a sanction imposed by the Dean or the Registrar, they may request a hearing from a Disciplinary Committee. This committee will then decide on the sanction to be applied, which may be more or less severe than the original one.

## 24. Student Identification Card Procedures

**Use:** All students will be issued an RTC photo ID shortly after their arrival on campus. This card is very important as it serves as evidence of the student's membership in the RTC community. Students should carry their RTC ID's with them at all times, as they may be asked to produce them on many occasions including meals.

**Students must present their valid RTC ID cards when entering any examination room in order to be able to take the exam, so students should check to make sure they have their ID cards well in advance of exams.**

Students must present their valid RTC ID cards when requested to do so by security guards at the college gate or elsewhere on campus. **These cards become invalid, in spite of the validity date on them, if and when students voluntarily resign from the RTC or leave the college under other circumstances.**

**Replacement:** If an ID card is misplaced or lost, it is the student's responsibility to report the problem to the Registrar's office promptly. Upon payment of a fee, the card will be replaced within a few days. **Only the Registrar's office can issue valid student ID cards, and the acquisition or use of replacement cards issued elsewhere will lead to disciplinary action including but not limited to a warning letter placed in the student's permanent file and/or a fine.**

**Return of ID Cards on Departure from the RTC:** ID Cards must be surrendered to the college when a student leaves the RTC for good or during a period of suspension. The college may also require their surrender at the end of the academic year. Failure to surrender a card when required to do so may result in a fine being deducted from the student's security/caution fee.

## 25. Financial Obligations and Fee Payment

**Timing:** Students are responsible for timely payment of all relevant fees and late payment will result in a penalty. Further, those who do not make satisfactory arrangements for their financial obligations to RTC within 30 days following the last day for on-time fee payment shall not be permitted to continue their enrollment.

**Tuition, Residence Hall, and Dining Contract Fees.** Fees are due at or before the beginning of the relevant semester and must be paid on time to avoid penalty fees. Students may pay for the full academic year at its beginning if they so desire. All first-year students must also make a one-time



refundable security deposit, which will be refunded (less any outstanding dues) after they leave.

**Payment of academic, Residence Hall, and Dining Hall fees are due by the fifth full working day after the date on which residential students are expected to return to campus that semester.**

Payment of academic fees is normally due by the fifth working day after the start of classes: Please note that the College will not accept any payments in cash. All payments should be made via the secure online payment gateway <https://pay.rtc.bt/>. Money receipts will be generated instantly once the payment is successful. Past semesters' money receipts can be viewed by logging into the student/parent/guardian's portal - <https://results.rtc.bt/>.

**Fee Refund Policy:** After the start of a semester, neither full nor partial refunds of that semester's fees shall be made to students leaving the college, voluntarily or otherwise. Fees are charged on a semester basis and are non-refundable because a student starting any given semester occupies a seat in the college that cannot be filled during the remainder of the semester in which he or she leaves. However, advance payments made for the **following** semester will be fully refunded if the student leaves during the preceding semester.

**Penalties:** Failure to pay fees on time will result in the penalties listed here. Under no circumstances will these be waived.

Late Payment	Penalty Amount 2022-23 (Nu.)
Within 7 calendar days after the deadline	<b>Nu. 2,500</b>
From 8 <sup>th</sup> -14 <sup>th</sup> day after the deadline	<b>Nu. 5,000</b>
From 15 <sup>th</sup> - 30 <sup>th</sup> day after the deadline	<b>Nu. 5,000+Nu. 1,000</b> per day starting on day 15
Beyond 30 days after the deadline	The student WILL NOT BE ALLOWED to attend classes and HIS/HER ADMISSION SEAT MAY BE OFFERED TO ANOTHER APPLICANT

**Annual Adjustment of Fees: Annual fee increases should be expected that reflect anticipated increases in the cost of providing both academic and boarding/meal services.**

**Security/Caution Fee Refund:** The security deposit/caution money that students pay before they first enroll is refundable subject to several conditions including a) the student is permanently leaving the college, and b) the student has satisfactorily completed all college-leaving formalities including the return of his/her ID card resulting in the issuance of a "No Due Certificate" signed by the Registrar. Any outstanding financial liabilities the student has to RTC upon leaving will be deducted from this refund. Graduates can pick up the money due to them from the security deposit/caution money when they pick up their transcripts a month or so after successfully completing all RTC coursework. However, if desired it can normally be picked up during business hours if at least 15 days have passed from the date on which the application for the claim

and all necessary documentation was turned into the Finance Office. No award of a degree or issuance of a transcript will be granted until the amount owed is settled if the student's unpaid financial obligations to the college exceed the amount of the remaining security deposit. The deadline for obtaining a refund of the security/caution fee is six months from the date of graduation, withdrawal, expulsion, failure from college, or pending re-admission not completed. After that, no refunds shall be made.

## 26. Participation in Safety Drills

From time to time to promote the safety of all members of the RTC family, the College will hold announced or unannounced safety fire or earthquake drills. All students are expected to familiarize themselves in advance with the emergency gathering places and to participate fully in such drills.

## 27. Right to Update Materials Contained in This Handbook

The Royal Thimphu College is an evolving institution which is always trying to improve and it is subject to the regulations of the Royal University of Bhutan, which may change from time to time. So, it is important to recognize that it is possible that some of the information in this handbook may become outdated and/or new regulations or procedures may be implemented that change or replace earlier ones. When such events occur, every effort will be made to notify students of changes relevant to them through mechanisms such as announcements in student assemblies, notices posted on college bulletin boards and/or on the college intranet or web site and, on occasion, inserts added to this handbook. It is the students' responsibility to take note of such information and to use it in guiding their academic and social behavior.

## 28. College Song

སྐྱེས་ལྗོངས་ཡངས་པའི་གླིང་ལ། །མངའ་བདག་རིམ་བྱོན་རྒྱུ་ལས། །

ཕྱི་ནང་ཤེས་རིག་ཡོན་ཏན། །བྱབ་པར་བཀའ་རྒྱུ་ཆེས། །

Men Jong YaangPai Ling La  
Nga Dah Rimjoen Drin Lay  
Chhi Nang SherigYonten  
Chhap Par Ka Drin Chheso

In this abode of medicinal herbs, thanks to our beloved monarchs, both traditional and modern education have flourished

འབྲུག་གི་རྒྱལ་ས་ཐིམ་ཕུ། །རྒྱལ་འཛིན་མཐོ་རིམ་སློབ་གྲྭ། །

ན་གཞོན་པོ་མོ་ཡོངས་ལུ། །ཤེས་ཡོན་སྤྲེལ་བར་ལེགས་སོ། །

DrukGiGyal Sa Thimphu  
GyelzinThorimLopdra  
NazhoenPhomo Yong Lu  
Shey Yon Pel War Leyso

In the capital city of Bhutan, at the Royal Thimphu College, may wisdom and knowledge spread  
among the youth,

ལེགས་སོན་གཞོན་ཡོངས་ཀྱིས། །ཐ་དང་དམ་ཚིག་བསྟེན་ཏེ། །  
འབྲུག་གི་རྩ་བ་གསུམ་ལུ། །ཕྱག་ཕྱིད་ལྷ་བར་ལེགས་སོ། །

Ley so Naazhoen Yong ki  
Tha dang Dam chhi Ten Ti  
DrukgiTsaWa Sum lu  
Chhagchhi Zhu war LeySo

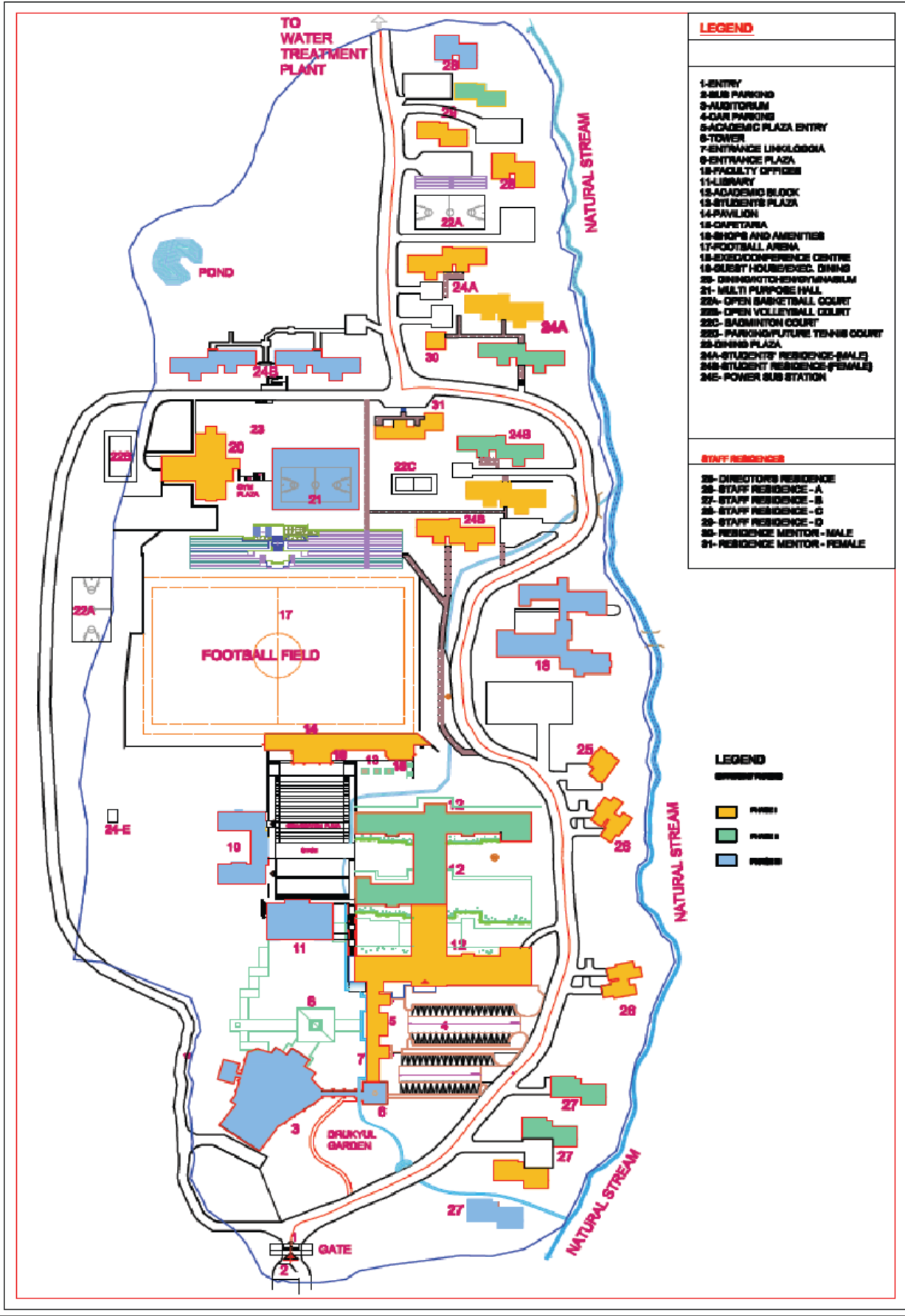
May our youth aspire to serve the *tsa-wa-sum* (king, country and people) with fidelity and  
commitment.

དཔལ་ལྷན་འབྲུག་པའི་ཆབ་སྲིད། །ཚོས་དང་སྲིད་ཀྱི་རིང་ལུགས། །  
གོང་ནས་གོང་དུ་འཕེལ་བའི། །བྲག་ཤིས་སྣོན་ལམ་ལྷ་ག། །

PeldenDrukpaiChhaapsi  
Chhoe Dang Si ki Ring lu  
Gong ney Gong Du Phelwai  
TashiMoenlamZhuGey.

We pray that the traditional *chhoe-sid* (temporal and secular system) that has flourished for ages  
continue to thrive in this glorious dragon Kingdom.

# 29. RTC Campus Map



### 30. Time Table –Fall Semester

<b>7</b>						
<b>6</b>						
<b>5</b>						
<b>4</b>						
<b>3</b>						
<b>2</b>						
<b>1</b>						
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>

### 31. Time Table – Spring Semester

<b>7</b>						
<b>6</b>						
<b>5</b>						
<b>4</b>						
<b>3</b>						
<b>2</b>						
<b>1</b>						
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>



