



Inspiring Education in Bhutan

Continuing Education

**Student Handbook
2023-2024**

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:

༄༅། །འབྲུག་གི་ཆོས་རྒྱལ་ལ། ཁྱི་རབས་ལྔ་པ་དཔལ་འཛིགས་མེད་གེ་སར་རྣམ་རྒྱལ་དབང་ཕྱུག་མཆོག་གི་ཞབས་བརྟན་བརྒྱགས་སོ།

**PRAYER FOR LONG LIFE FOR HIS MAJESTY THE KING
DRUK GYALPO JIGME KHESAR NAMGYEL WANGCHUCK**

ཨོ་སྨྲ་སྟེ། དཀོན་མཆོག་ཅུ་གསུམ་སྐྱབས་གནས་རྒྱ་མཚོ་ཡིས། །དགེ་ལེགས་རྟེན་འབྱུང་དམ་པའི་མཆོག་སྟེལ་བས། །

ས་སྟུང་འཛིགས་མེད་གེ་སར་མཚན་ཅན་གྱི། །སྐྱོ་ཆེ་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་ཆེན་པོ་ཡིས། །བྱིན་རྒྱབས་བདུད་ཅིང་ཆར་རྒྱུན་རྣམ་ཀུན་པམ། །

མི་དབང་ཆོས་རྒྱལ་དམ་པའི་སྐྱོ་ཆེ་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*

སྟིགས་དུས་འགོ་མགོན་པདྨ་ཀླ་ར་ཡིས། །འཛི་མེད་བདེ་ཆེན་གྲུབ་པའི་མཆོག་སྐྱིན་པས། །

མི་དབང་ཆོས་རྒྱལ་དམ་པའི་སྐྱོ་ཆེ་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་མཆོག་དག་དབང་རྣམ་པར་རྒྱལ་བ་ཡིས། །གསང་གསུམ་རྡོ་རྗེའི་དབང་བསྐྱར་མི་བསྐྱུ་བས། །

མི་དབང་ཆོས་རྒྱལ་དམ་པའི་སྐྱོ་ཆེ་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་འབྱུང་གནས་རྒྱལ་བའི་བསྟན་པ་འཕེལ། །རྒྱལ་སྟོན་འབངས་འཁོར་དམ་གཙང་མཐུན་འབྲེལ་བམ། །

བདེ་སྦྱིད་ཕུན་ཆོགས་དཔལ་ཡོན་དགུང་དུ་འཕུར། །ལྗོངས་འདི་འཛམ་གླིང་ཀུན་ཏུ་མཛེས་གྱུར་ཅིག །

*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*

Contents

1. Welcome from the President	4
2. Vision, Mission, and Values	5
3. Academic Calendar 2023-2024	6
4. Facilities and Support Services for continuing education (CE) Students	9
5. Academic Information	14
6. Contact Information	19
7. Emergency Numbers	21
8. RTC Codes of Student Conduct & Procedures	21
9. Academic Code of Conduct	21
10. RTC General Student Code of Conduct	24
11. Tobacco Policy	25
12. Alcohol & Drug Policy	26
13. Dining Code of Conduct and Procedures	26
14. Disciplinary Procedures for Violation of RTC Codes of Student Conduct	27
15. Student Identification Card Procedures	29
16. Financial Obligations and Fee Payment	30
17. Right to Update Material in the Handbook	32
18. College Song	33
19. Time Table - Fall Semester	34
20. Time Table – Spring Semester	35
21. Notes	36

1. Welcome from the President

Dear Student,

It is with great joy and enthusiasm that I extend a warm welcome to you on behalf of the Royal Thimphu College. This institution will serve as your home for the next three to four years.

As we celebrate 15 years of dedicated service to the nation and uphold the College's purpose of "Inspiring Education in Bhutan", we renew our commitment to continuously improve our processes and resources. Our goal is to provide you with stimulating and enjoyable learning experiences that will enable you to reach your full potential. In accordance with the Royal Kasho on education issued on December 17, 2020, we will assist you in embarking on or continuing your personal development journey. Our aim is to help you become well-rounded responsible citizens, equipped with physical, mental, emotional, spiritual, and moral values that enable you to serve the tsa wa sum.

As we embark upon the upcoming year, we acknowledge the dynamic and ever-changing circumstances that lie ahead. However, our unwavering sense of optimism and hope is fueled by our continuous review of procedures, investments in infrastructure development, and enhancement of teaching and learning methods. We take great pride in affirming that we have acquired the necessary facilities, technical expertise, and forward-thinking approach, as demonstrated by the recent confirmation of the **A+ Excellent standard** by the BQPCA (Bhutan Qualifications and Professional Certifications Authority). This reassures us that we are well-prepared to overcome any challenges that may arise. With unwavering confidence, we are ready to navigate these hurdles within the designated timeframe while upholding the expected standards of quality.

As you commence on this exciting journey, this handbook will serve as your guide to aligning yourself with the College's vision and mission, as well as the codes of conduct that reflect our core values of integrity, dedication to excellence, continuous learning, and respect for oneself and others.

We see each of you as young leaders in the making. The faculty and staff are wholeheartedly dedicated to facilitating your growth in this regard, and we aspire to not only meet but exceed your expectations.

Undoubtedly, you will face numerous challenges during your time here, but these challenges are an integral part of the growth process. Therefore, we expect each and every one of you to approach them with the utmost enthusiasm. I, along with the faculty and staff, sincerely hope that you will find this phase of your life at the Royal Thimphu College truly inspiring, and we will spare no effort in supporting you to make it so.

Congratulations on choosing RTC for your higher education!

Tshewang Tandin

2.Vision, Mission, and Values

Vision

An institution of academic excellence that challenges students to achieve their full potential and to become independent, lifelong learners and well-rounded, responsible citizens.

Mission

- Contribute to educational excellence in Bhutan through an internationalised learning environment.
- Foster students' personal and intellectual development, enabling them to lead purposeful lives and engage in fulfilling work.
- Create an institutional culture that helps individuals learn and grow while empowering them to deliver quality services to all stakeholders.
- Stimulate new ideas, knowledge, and practices that serve to enrich people's lives and enhance the welfare of society.

Values

- **Excellence** - We value a culture of professional and academic excellence, taking responsibility for our performance and accountability for our actions. We imbue a sense of ownership and commitment to our roles in the RTC community.
- **Integrity** - We value integrity in all our conduct, and we act with honesty and honour.
- **Respect** - We value respect for oneself and others, sustaining a safe and healthy environment that fosters dignity and personal responsibility, and embracing diversity and openness towards multiple perspectives.
- **Continuous learning** - We value a spirit of continuous learning, improvement, and innovation with a growth mindset.

3. Academic Calendar 2023-2024

FALL SEMESTER (AUGUST - DECEMBER 2023)	
24 Jul, Mon	New Faculty & PLs report to college at 9:30 AM
24th - 26th Jul, Mon-Wed	New Faculty orientation program
24th - 26th Jul, Mon-Wed	Reassessment Examinations for Sem II, IV, VI & VIII
27th Jul, Thu	Returning faculty report for work at 9:30 AM; Semester opening meeting
27th - 29th Jul, Thu - Sat	Semester planning by faculty
27th - 29th Jul, Thu - Sat	Student Leadership Workshop
21st July, Friday	First sermon of Lord Buddha - (Holiday)
31st July, Mon	Semester I students (Regular) report for registration; Resident students check into their residences (9-12 AM); Orientation starts after lunch.
31st July - 02nd Aug, Mon-Wed	Orientation for Freshmen
02 Aug, Wed	Returning resident students report to Residence Halls; Orientation for CE students
03rd - 04th Aug, Thu-Fri	Online E-Learning Orientation for the Freshmen (both Regular and CE students)
03rd Aug, Thu	New academic session begins, first day of classes for the 2nd, 3rd, 4th year Day/ CE Classes Re-Assessment: PBoE & Results Declaration
03rd - 9th Aug, Thu-Wed	Residence Hall, dining, and tuition fees due
07th Aug, Mon	First day of classes for the 1st year
11th - 12th Aug, Fri - Sat	Search Inside Yourself Session for the student leaders
16th Aug, Wed	RTC Club Fair
23rd Aug, Wed	Elections of First Year Representatives
30th Aug, Wed	Prize Award Day
24th Sep, Sun	Blessed Rainy Day (Holiday)
26th Sep, Tue	Last Day of Thimphu Tshechu (Holiday)
27th Sep- 02nd Oct, Wed -Mon	Mid-term Examination
24th Oct, Tue	Dasain (Holiday)
25th Oct, Wed	Disaster Awareness related event by SSD
1st Nov, Wed	Coronation Day (Holiday)
4th Nov, Sat	Descending Day of Lord Buddha (Holiday)
8th Nov, Wed	Blood donation organized by Student Government
11th Nov, Sat	Birth Anniversary of the 4th Druk Gyalpo (Holiday)
29th Nov- 8th Dec, Wed-Fri	Semester-end (Final) Examinations- for RUB Programmes

01st - 8th Dec, Fri - Fri	Semester-end (Final) Examinations - for BSc Nursing & Midwifery Programme, KGUMSB
9th Dec, Sun	Residence Halls/dining hall close after lunch; students leave for vacation (All students are expected to leave their residence halls during the winter break)
14th Dec, Thu	All SE grades submitted - RUB Programmes
15th Dec, Fri	Meetings of the Program Board of Examiners - RUB Programmes
16th Dec, Sat	Declaration of the RUB Programme Results; Semester review and closing dinner.
SPRING SEMESTER (JANUARY - JULY 2024)	
10th -11th Feb, Sat-Sun	Losar (Bhutanese New Year)
15th Feb, Thu	New Faculty & PL report to college at 9:30 AM - RUB Programmes
15th -17th Feb, Thu-Sat	New Faculty orientation program for All
15th -17th Feb, Thu-Sat	Reassessment Examinations for Semester I, III, V & VII - RUB Programmes
19th Feb, Mon	RUB Programme Returning faculty report for work at 9:30 AM; Semester opening meeting
19th ,20th, 24th Feb, Mon,Tue, Sat	-Semester planning by faculty
22nd, 23rd, 24th Feb, Thu, Fri, Sat	-Student Leadership Workshop
21st -23rd Feb, Wed-Fri	Birth Anniversary of His Majesty the King (Holidays)
25th Feb, Sun	All resident students report to Residence Halls - RUB Programme
26th Feb, Mon	Classes begin for all students - RUB Programmes Reassessment:PBoE & Results Declaration - RUB Programmes
26th Feb- 04 Mar, Mon-Mon	Residence Hall, dining, and tuition fees due - RUB Programmes
3rd Apr, Wed	Blood Donation organized by Student Government
22nd - 26th Apr, Mon-Fri	Mid-term examinations
02nd May, Thu	Birth Anniversary of Third Druk Gyelpo and Teachers' Day
18th Apr, Thu	Death Anniversary of Zhabdrung (Zhabdrung Kuchoe) (Holiday)
10th May, Fri	College Concert
15th May, Wed	Student Government Elections
23rd May, Thu	Lord Buddha's Parinirvana (Holiday)
16th Jun, Sun	Birth anniversary of Guru Rinpoche
21st - 28th Jun , Fri-Fri	Semester-end (Final) Examinations- for RUB Programmes
29th Jun, Sat	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)

30th June, Sun	Thirteenth Graduation Day
4th July, Thu	All SE grades submitted - RUB Programmes
5th July, Fri	Meetings of the Program Board of Examiners - RUB Programmes
6th July, Sat	Declaration of the RUB Programme semester results; Semester review and Semester Closing
7th July- 25th	Summer vacation for faculty members
10th July, Wed	First sermon of Lord Buddha - (Holiday)
22nd July, Mon	New Faculty & PLs report to college at 9:30 AM
22nd - 24th July, Mon - Wed	New Faculty orientation program
22nd - 24th July, Mon - Wed	Reassessment Examinations for Sem II, IV, VI & VIII
25th July, Thu	Returning faculty report for work at 9:30 AM; Semester opening meeting
25th - 31st July	Semester planning by faculty
29th July, Mon	Semester I students (Regular) report for registration; Resident students check into their residences (9-12 AM); Orientation starts after lunch.
29th - 31st July, Mon-Wed	Orientation for Freshmen
31st July, Wed	Returning resident students report to Residence Halls; Orientation for CE students
1st Aug, Wed	New academic session begins, the first day of classes for the 2nd, 3rd, 4th year Day/ CE Classes. (7th August- the first day of classes for the 1st year) Re-Assessment: PBoE & Results Declaration
01st - 02nd Aug, Thu - Fri	Online E-Learning Orientation for the Freshmen (both Regular and CE students)

***Bsc. Nursing & Midwifery programme academic calendar is subject to change based on KGUMSB timelines and any changes will be communicated to the faculty and students.*

4.Facilities and Support Services for continuing education (CE) Students

General Information and Assistance: The Academic Officer, whose office is in the Faculty Block, will be available to assist continuing education students during the evenings and on Saturday afternoons. This officer can supply needed information and assistance or give continuing education students information regarding who to contact for such assistance.

College Canteen: RTC has a Canteen where students and other members of the RTC community can purchase food and snacks. The Canteen is located next to the Book/Convenience store. It is open for breakfast, lunch, and dinner and normally closes around 9 pm.

ATM: An ATM, located in Academic Block B just above A-1, 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. These include a football ground, indoor and outdoor basketball courts, volleyball, badminton, futsal courts, table tennis, archery, and khuru facilities as well as a 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 on an emergency basis.** Students with a medical condition likely to affect other members of the RTC community must promptly inform the CE Coordinator or the Associate Dean.

Counseling Service: College is a time of transition and change, of important personal as well as academic growth and development. Optimizing this development, and handling the stresses it often entails, can be a challenge, especially when such challenges are combined with the demands of adult life. Thus, RTC provides personal counseling through the college counselor to help students deal effectively with the stresses and concerns of daily life. **Private meetings can be scheduled for confidential discussions of personal issues or problems in the Counselor's office, which is in the Executive Centre.** Please see the notice boards for information regarding how to contact the counselor or ask the CE Coordinator in the Academic Block.

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, the CE Coordinator, 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.

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 through respectful behavior toward each other and prompt reporting of any concerns they may have to the security staff or other appropriate campus authorities. 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 the main college 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 to 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 and 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).

Parking: Continuing education students shall park their cars/motorcycles outside the college gate. CE students may not park vehicles overnight at the college. Parking on college roads is not permitted and fines will be levied on vehicles parked there.

Lockers: Continuing Education students 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 Finance Office.

Lost and Found: Students who find lost or misplaced items on campus should turn them in to the Academic Officer who is in the Faculty Block during hours when CE classes are held. Similarly, anyone misplacing items can check there to see if missing items have been located. If you lose something you can also check with the Male Mentor, who is Security-in-Charge, who handles the Lost and Found in the daytime.

Suggestion Boxes: In keeping with RTC's commitment to constant improvement, suggestion boxes, which students are encouraged to use, are located on campus. It would be helpful if you label your suggestions as coming from a continuing education student so that we know that your comment applies to that programme.

Accessing Announcements and Information on Campus Activities: Students are encouraged to frequently consult the RTC announcement boards and the college websites (www.rtc.bt and my.rtc.bt) because they are excellent sources of information on announcements, college activities, and the like. CE students are welcome to attend all announced college activities open to students in their academic programme.

Full Use of Campus Facilities: CE students are welcome to use all academic and recreational campus facilities including the library, computer labs, music

room, the Fitness Centre, football, basketball, badminton, volleyball, futsal, table tennis, khuru, and archery facilities, as long as they abide by the rules and regulations pertaining to them. However, to provide a quiet environment for the faculty, staff, and students living on campus, CE students will normally be expected to exit the campus by 9:00 pm.

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, including evening and some weekend hours. These labs are located in the library building and are available to all members of the RTC community for academic-related work when the library is open. In addition, a Wi-Fi connection to the internet is available throughout 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.

Appropriate Use of Computer Labs: IT Labs are to be used for class projects, assignments, programming, typing practice, activities, homework, and research. This type of use always has priority over Facebook, WeChat, reading the news, general web surfing, etc. You may be asked by the Lab Assistant to give the computer to another student if you are not doing academic-related work and some labs are 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. 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. This is prohibited, and you will be held responsible for anything that a student does on the computer under your login.** So, **DO NOT** lend your login and password to anyone else. **The RTC computers are monitored by the RTC IT Office; 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.**

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 login will offer you the full Google Workspace set of tools and Google Drive cloud storage. You may store your personal files and assignments there. 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 Google Drive 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.**

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

The library 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 your tutor)
- help searching for information on a topic
- help putting your paper in the appropriate citation style
- to locate a current newspaper or magazine
- to find a book to read for pleasure

Library Hours:

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

General Library 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 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 entrance 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 most

likely 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 ten (10) days.
- Please take care of the 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.
- **Many resources needed for assignments are kept in digital form on the college intranet and Virtual Learning Environment (VLE). So make sure you learn how to access and use them early in your time at RTC.**

5. Academic Information

Degree Programmes: The undergraduate degrees offered at the Royal Thimphu College to continuing education students are accredited by the Royal University of Bhutan (RUB).

Each of the CE programmes offered is four years long with a total of 30 modules, the same number as students enrolled in the same daytime programme take, even though the latter takes just three years to complete.

Structure of Continuing Education Programme: CE students will take 3 modules in their first 2 semesters and four modules in each subsequent semester. This structure is intended to make the transition to combining work and study easier than it would be otherwise.

Conditions for Obtaining a Degree: To obtain a college degree, students must pass **ALL** modules in their programmes within a maximum of 6 years.

Shifting Between Academic Programmes: Normally, it is not possible for CE students to shift between academic programmes due to limitations on classroom space and faculty resources, as well as the administrative difficulties shifting causes. **However, under unusual circumstances during the first 3 days of each academic year, first-year students who wish to shift to a different programme (for which they meet the minimum entrance criteria) may obtain a form from the Associate Dean on which they will indicate their current and preferred programmes.**

If any seats open up in the preferred programme, they will typically be assigned to eligible students based on an assessment of their academic strengths and

administrative issues. **Please note that such changes in programme are usually not possible. The Associate Dean is responsible for deciding if the request can be approved. The chances of gaining approval increase if each of the two admitted students in different programmes wishes to switch to the programme in which the other is initially enrolled.**

Teaching-Learning at RTC: 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, the programme at RTC is intended to develop many life and career-related skills such as working well both individually and as part of a team, thinking critically, working independently, being a lifelong learner, etc. Thus, students are expected to take responsibility for their own learning at RTC. RTC faculty guide students, provide them with sources of information, and help them find solutions to problems rather than providing them with ready-made answers.

We expect RTC students to become active learners, looking for information in class, in the library, on the internet, other sources, and learning how to evaluate it and apply it to everyday problems. Teaching-learning will be a mix of lectures, discussions, seminars, presentations, projects, etc. The specific programme/module requirements are described in programme documents available in the library.

Continuous and Summative Assessment: Generally, RTC courses have both continuous assessments and summative assessments. Continuous assessments occur during the semester to enable students to gauge their level of learning with feedback from the instructor while there is still time to make needed adjustments in study practices. Continuous assessment mechanisms commonly used at the RTC include class assignments, quizzes and tests, papers, projects, oral presentations, and group work. Summative assessments, such as the semester-end exam, allow faculty to measure what has been learned overall. The weight given to each assessment component will be indicated at the beginning of each module in materials made available to students.

Accessing Information on Marks and Attendance: RTC has developed a database to allow students, their parents/guardians if desired, 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. This database can be accessed very simply from anywhere online **<http://results.rtc.bt>**

Advising: The Associate Dean serves as the academic adviser for Continuing Education students. Students are encouraged to take the initiative to consult with the Associate Dean about academic issues when it would be helpful to them. **They are required to seek out a meeting with this individual if they fail one or more modules to map out a plan to remedy that situation.**

Books: At the beginning of each semester, available textbooks and course packs will be issued by the college to the CE students on a returnable basis.

Royal University of Bhutan (RUB) Regulations: Many assessments, re-assessment, and progression practices at RTC are determined by the RUB *Wheel of Academic Law* because RTC is affiliated with RUB. Students are urged to consult the full document, their adviser, or the Dean if they have questions about the following or related material.

Progression: Students who fail no more than one module in a semester can progress to the next semester in their programmes. Those who fail more than one module during a semester will fail that semester and are not eligible to progress to the next semester. These students must re-apply to repeat the failed semester, which will necessarily mean skipping a semester. They can choose to repeat only the failed modules and must retain the grades of the modules they passed. Alternately, such students can re-apply for re-admission to the college in a new programme and start from the first semester. However, irrespective of whether such students repeat only the failed or all modules during the repeated semester, students have to pay the full semester fee.

Requirements for Passing a Module: To pass each module a student must secure a **minimum of 50% overall in the module while at the same time also achieving a minimum of 40% individually in both continuous assessment (CA) and the semester-end examination (SE)**. Students should note this particular RUB requirement so that there is no confusion.

In other words, in order to pass a module, a student must achieve **all** of the following three:

- 1. Minimum 50% OVERALL AND**
- 2. Minimum 40% in SE AND**
- 3. Minimum 40% in CA**

Re-Assessment: A CE student who has failed no more than one module a semester is eligible for Re-Assessment in the failed module. The Re-Assessment is conducted to re-do either of the failed components of the module i.e. CA or SE. The form of Re-Assessment is decided by the Programme Board of Examiners. The highest overall module grade normally awarded in a module for which a student is reassessed is 50%. A student will however get only one chance of Re-Assessment for any module.

Repeating a Failed Module After Unsuccessful Re-Assessment Efforts. If a Re-Assessment attempt does not result in passing a failed module, the student must repeat the failed module, when that module is offered next at the college. Such repeat of a module is allowed by RUB only TWICE. The grade earned in the repeated module(s) replaces the earlier grade for the module(s). Because students must pass **ALL** modules in their programme to receive a degree (see

Academic Requirements for Obtaining a Degree above), working hard to ensure success when re-taking a module is vital.

All students in this situation are required to attend a weekly module repeat class organized by the college. Students failing a module repeat are not eligible for Re-Assessment.

Fees for Activities Intended to Pass a Failed Module: Because the preparation of Re-Assessments, additional continuous assessment assignments, tutoring, etc. involved in providing opportunities to pass a failed module incurs costs, students are charged various fees for such opportunities.

Re-admission and Continuation of Failed Students: RTC policies on this matter vary depending on the circumstances under which the student failed. Different rules apply for those failing in the first semester of the first year, those failing in later semesters, those debarred due to attendance shortage, *those* who have withdrawn voluntarily, those with disciplinary problems at the college, and those whose *programme is not being offered to the cohort they wish to join after failing*. Details of this policy are available on the college website. **Failed students desiring re-admission must apply by filling out the Re-admission Application Form and submitting it to the Registrar preferably at least one month before the start of the semester in which re-admission is requested. However, for re-admission to the first semester, students are encouraged to apply before mid-March as seats in their desired programme may not be available later. No readmission request will be entertained after that deadline. Failure to reply by that deadline will result in the supposition that the student wishes to withdraw from the college. Thus, irrespective of whether the student formally requests withdrawal from the college, he or she will be removed from the college role if the proper re-admission application form is not filed by the relevant deadline.**

Fees for Re-Admission and Continuation of Failed Students: All students repeating a semester will be charged for the full semester like any other students irrespective of whether such students sit for all or only the failed module(s).

Re-Checking of SE Examination paper: Students wishing to get their semester-end answer books re-checked may do so by paying Nu 200 per module within 15 days after the declaration of the result. *Such re-checks will be limited to clerical re-additions of the marks on the answer book.*

Re-evaluation of SE Examination Paper: Students can request for re-evaluation of their semester-end examination answer scripts. The re-evaluation will be done by a second marker. The average of the two markers marks will be taken as the final score. An administrative fee of Nu. 500 per module (non-refundable) will be levied.

Marks: Faculty members at RTC assign the grades indicated below for various levels of academic achievement:

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.

Daytime Timing of Final Examinations and Final Exam Attendance: Final examinations for CE students are administered in the daytime, not in the evenings. Students must arrange to be available for final exams up to 3 days each semester in their first year and up to 4 days in subsequent years. It is the students' clear responsibility to make themselves available on the dates the exams are administered. According to RUB rules, 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. However, failure to plan adequately to arrange leave in order to take exams is not an acceptable excuse for missing an exam.

Appeal: Students can appeal a decision of the Programme Board of Examiners if new relevant evidence that 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.

Recognition for Academic Excellence – Director's and Dean's Lists: Students whose academic performance is outstanding will be recognized at an annual Prize Award Day ceremony for being on the Dean's list or the Director's list, depending on their level of achievement. They will receive a certificate to mark this accomplishment.

In addition, students with an outstanding academic record during their entire time at RTC will receive special recognition at their graduation ceremony.

6. Contact Information

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

Contact	E-Mail	Phone
Dean of Academic Affairs: Dr. Shiva Raj Bhattarai	dean@rtc.bt	02-351804/ 351801 (ext.107)
Registrar: Ms. Dechen Dolkar	dechendolkar@rtc.bt	351805/351801 (ext.116)
Head of Administration and Finance Department: Mr. Bikash Chhetri	bikash@rtc.bt	17304070 (ext. 160)
Associate Dean of Academic Affairs: Ms. Nawang Yangden	nawangy@rtc.bt	17500529 (ext.146)
Assistant Academic Manager Mr. Asish Rai	asishrai@rtc.bt	17824771 (ext.127)
Academic Officer: Ms. Susmita Rai	susmitarai@rtc.bt	17240754 (ext. 125)
Asst. Academic Officer: Mr. Arjun Subba	arjunsubba@rtc.bt	17268021/77400736
Asst. Academic Officer (CE Coordinator): Ms. Banshika Rai	banshikarai@rtc.bt	17799557 (ext.132)
Asst. Academic Officer: Ms. Bijayata Rai	bijayatarai@rtc.bt	17367949(ext. 133)
Asst. Academic Officer (CITL): Ms. Jamyang Choden	jamyangc@rtc.bt	77831033 (ext. 148)
Asst. Academic Technical Officer: Mr. Sonam Tenzin	sonamtenzin@rtc.bt	17301349 (ext. 126)
Assistant Academic Officer (LRC): Ms. Sarita Poudel	saritapoudel@rtc.bt	17970963 (ext. 169)
Program Leader-CITL: Mr. Kelzang Tentsho	kelzangtentsho@rtc.bt	17400498 (ext. 170)
Asst. Academic Officer (CITL): Ms. Chimi Yuden	chimiyuden@rtc.bt	17962621(ext. 170)
Senior Office Assistant: Ms. Kinley Zangmo	KinleyZ1@rtc.bt	77683006 (ext. 114)
Office Assistant: Mr. Nar Bahadur Biswa	nbbiswa@rtc.bt	17275113 (ext. 114)
Student Services & Admission Manager: Mr. Sanjay Pradhan	sanjaypradhan@rtc.bt	77794595 (ext. 134)
Asst. Student Services Officer: Ms. Karma Pema Wangmo	karmapwangmo@rtc.bt	77210160 (ext. 119)
Health Officer/Student Services Officer: Ms. Deepanjali Dewan	deepenjalidewan@rtc.bt	17581088 (ext.149)
Asst. Student Services Officer: Mr. Ganesh Pokhrel	ganeshpokhrel@rtc.bt	17700572 (ext. 105)
Football Coach Cum Manager: Mr. Ugyen Dorji	ugyendorji@rtc.bt	17605163/77653858 (ext. 123)
Finance Manager: Mr. Prakash Sharma	prakashsharma@rtc.bt	77367189 (ext.106)
Finance Officer: Ms. Mon Maya Chhetri	monmchhetri@rtc.bt	77412922 (ext. 141)

Asst. Finance Officer: Mr. Yenten Jamtsho	yentenjamtsho@rtc.bt	17364682 (ext. 113)
IT Manager: Mr. Namgay Tshering	namgaytshering@rtc.bt	17115352 (ext. 150)
Database Developer: Mr. Sherub Rangdrel	sherubrangdrel@rtc.bt	17788899 (ext. 144)
IT Officer: Mr. Mamick Pradhan	mamickpradhan@rtc.bt	17839732 (ext. 144)
Senior IT Assistant: Mr. Dil Bahadur Ghishing	DBGhising@rtc.bt	17619430 (ext. 109)
IT Technician: Mr. Dorji Chedup	dorjichedup@rtc.bt	17760861 (ext. 109)
Librarian: Ms. Dil Kumari Rai	dilkrai@rtc.bt	17350118 (ext. 128)
Librarian: Ms. Tashi Paldon	tashipaldon@rtc.bt	17674308 (ext. 128)
Counselor: Ms. Tshering Choki	tshokeetpenjore@gmail.com	17912127
Human Resource Manager: Mr. Yeshey Lhendup	yesheyhendup@rtc.bt	17111336 (ext.164)
Asst. HR Officer Ms. Tashi Pema	tashipema@rtc.bt	77726492 (ext. 161)
Asst. HR Officer Ms. Shachitta Gurung	shachittagurung@rtc.bt	17479280 (ext. 161)
Office Assistant Ms. Sukumari Rai	sukumari@rtc.bt	17625610 (ext. 103)
International Relations Manager: Mr. Tshewang Rinzin	tshewangrinzin@rtc.bt	77216932 (ext. 157)
International Relations Officer: Mr. Tenzin Namgyel	tenzinnamgyel@rtc.bt	77286035 (ext. 166)
Asst. International Relations Officer: Ms. Pema Lhanzo	pemalhanzo@rtc.bt	77295161 (ext. 130)
Asst. International Relations Officer: Mr. Sonam Tashi	sonamtashi@rtc.bt	77634940 (ext. 130)
Asst. International Relations Officer: Ms. Jamyang Choden	jchoden@rtc.bt	77330818 (ext. 155)
Business Development Officer: Ms. Tshering Yangdon	tsheringyangdon@rtc.bt	17598681 (ext. 145)
Business Development Officer: Ms. Neelam Adhikari	neelamadhikari@rtc.bt	77789258 (ext. 162)
Marketing & Business Development Officer: Ms. Kezang Tshomo	kezangtshomo@rtc.bt	77490774 (ext. 136)
Asst. Marketing Officer: Ms. Mon Rita Subba	monrsubba@rtc.bt	17869379 (ext. 136)
Executive Centre Assistant: Ms. Sherab Wangmo	sherabwangmo@rtc.bt	17933205/351837
Executive Centre Assistant: Ms. Dawa Lhamchu	dawalhamchu@rtc.bt	17920658/351837
Asst. Administrative Manager: Mr. Pem Tshering	pemtshering@rtc.bt	17641499 (ext.108)
Senior Administrative Officer: Mr. Dawa Drakpa	dawadrakpa@rtc.bt	77214515 (ext. 139)
Asst. Administrative Officer: Mr. Nima Norbu	nimanorbu@rtc.bt	17500524 (ext. 139)
Estate Manager: Mr. D.P. Guragai	dpguragai@rtc.bt	17609164/77609165
Senior Estate Officer: Mr. Tenzin Thinley	tenzint@rtc.bt	17739801 (ext. 140)

Assistant Resident Manager & Security in Charge: Mr. Tashi	tashimm@rtc.bt	17894357/02-351814 (ext. 163)
Female Resident Mentor Ms. Kinzang Tshomo	kinzangtshomo@rtc.bt	77352741/02-351813 (ext. 163)
Security Supervisor Mr. Dal Bir Waiba	dalbwaiba@rtc.bt	17954072
Security Gate		Ext. 165
Security Guards Mr. Jampel Wangchuk		17771522 77272259
Mr. Tshering Lhendrup		17279300
Mr. Kuenzang Chophel		17658364
Mr. Dorji Wangchuk		77766366
Mr. Pema Gyeltshen		17677216

7. Emergency Numbers

Police: 113

Fire 110

Ambulance 112

8. 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, 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 closely related values, as are college procedures and practices.

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 and disciplinary action 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 college on short notice, for failure to observe them.

Because RTC as an institution constantly strives to improve its operation and to meet its goals ever more fully, it will review the materials in this handbook as needed. Any changes made shall apply to all RTC CE students, who will be promptly and fully informed of them.

9. 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 TurnItIn software. This very flexible and effective plagiarism-prevention tool provides 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 TurnItIn 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 are 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 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 books and papers must be left in lockers, hostel rooms, or at home during mid-term and semester-end exams.

RUB Rule Regarding Penalty for Cheating on Semester-End Exam: Students caught cheating on any one semester-end exam will automatically fail all modules in which they are enrolled that semester regardless of the marks they would otherwise have obtained in those modules.

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. **In recognition of the importance of class attendance to individual students and to their classmates, regular classroom attendance is expected of all students, and students not meeting RTC's attendance requirements will not be allowed**

to sit for exams. Students missing out on continuous assessments due to classroom absence will not be allowed to make up such assessments unless documentary evidence of a valid reason for the absence (such as a doctor's note) is provided. **An overall attendance record of 90% in each of the modules is required to be able to sit for the semester-end examinations.** Therefore, the students will be allowed to sit for the SE examination only in the module they have 90% attendance and will be debarred from other modules where they fail to achieve 90% attendance. Similarly, the progression to the next semester will be decided on the passing of 2 modules out of the total 3 or 4 modules offered in the semester including those debarred from writing because of this attendance shortage.

However, students who have been given medical leave (due to hospitalization or referred medical travel), who have been given leave due to family emergencies (such as a death in the family or sickness of a child), or who are absent due to RTC sponsored activities may take final exams with 80% or higher attendance overall.

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. Students are expected to use their 10% attendance buffer to deal with any other incidental sickness or injuries that may require rest but not hospitalization. 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, who will submit a copy of this permission to the Dean. The duration of all leaves will be decided on the basis of the nature of the situation and the evidence provided.

Credit may be given for attendance at certain major college events in recognition of their importance to the entire RTC community. Such credit can be 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 them to make up for frequent class absences.

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.**

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.

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, classrooms, and events such as college assemblies. These devices should remain off until students leave these places.

10. RTC General Student Code of Conduct

RTC has some general behavioral guidelines stemming from the college's core values that apply to students in 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. Observing them helps students to achieve the goals that the college wishes to inspire in all members of the RTC community "Discovering our best, Doing our best, and Living our best."

- 10.1. 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 religious or regional backgrounds, or their year of enrollment at RTC, or d) post negative or malicious comments about other members of the RTC community online or elsewhere.
- 10.2. 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. Normally, security guards at the gate will not allow CE students entry to the campus after 9:00 pm.
- 10.3. 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.
- 10.4. Students must accompany their visitors on campus at all times and will be liable for sanction in the event of their guests' misbehavior.
- 10.5. No unauthorized/unregistered vehicles are permitted on campus after 6.30 pm.
- 10.6. CE students are expected to leave campus by 9 pm unless there is an officially scheduled college event that they are attending and goes past that time. Consistent with this policy, they are not permitted to drive cars into the campus.
- 10.7. 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 needed library resources.
- 10.8. 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.

- 10.9. 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.
- 10.10. All Bhutanese students shall wear the national dress when in the academic area of campus during class hours and at formal RTC events.
- 10.11. 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 applies to all students:**
 - a. Students are not 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 Hall.
 - b. Students should conduct themselves in a way conducive to making the campus as safe as possible for themselves and others. For example, they should refrain from handling fire extinguishers except in training or fire emergency situations.
 - c. Gambling is not permitted on campus.
 - d. Firearms and weapons of any sort, including knives large enough to serve as weapons, are not allowed on campus.
 - e. 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 or their reputations.
 - f. Fireworks and firecrackers may not be used on campus.
 - g. If students organize non-educational activities such as group excursions or activities, these events must be held outside of formal class hours for CE students irrespective of individual students' schedules and they must not compete or conflict with previously scheduled college-sponsored activities intended for CE students. In addition, students participating in such events should not represent themselves as an RTC group and should not use RTC signs or banners. Students are responsible for their own safety and conduct during such activities.

11. Tobacco Policy

For their own and others' health, students who smoke are encouraged to see the College Counselor for assistance with quitting. Consistent with Bhutanese law, smoking is not allowed anywhere on the RTC campus, including in all college buildings (the canteens, the dining hall, student lounges, classrooms, corridors, toilets, etc.). Random checks will be conducted and students may be sanctioned by RTC for violation of this policy. They are also subject to sanction by civil authorities for unlawful smoking behaviors, as for other unlawful behaviors. Please consult the following table to see the RTC's policy on fines for smoking on campus. Those who repeatedly violate the policy may be subject to other escalating disciplinary actions which could lead to major sanctions or referral to the National Compliance Authority.

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.

Violation	Actions for Tobacco Policy Violations
1 st Instance	Offenders will be fined Nu. 500, payable within 3 days
2 nd Instance	Offenders will pay Nu. 2000 and have a warning letter put in their Personal File.
3 rd Instance	Offenders will pay Nu. 10,000 and face further sanctions from the Disciplinary Committee.

12. Alcohol & Drug Policy

WARNING: STUDENTS SHOULD BE AWARE THAT RTC TAKES VIOLATIONS OF ITS ALCOHOL AND DRUG POLICIES VERY SERIOUSLY BECAUSE OF THE DANGER SUCH VIOLATIONS POSE TO BOTH THE INDIVIDUAL AND TO OTHERS. THUS, SANCTIONS INCLUDING EXPULSION FROM THE COLLEGE MAY WELL FOLLOW EVEN A FIRST OFFENSE OF THIS KIND.

12.1. Possession or consumption of alcohol by students anywhere on campus is strictly prohibited.

12.2. Possession or consumption of psychotropic substances and drugs (except for those prescribed by a physician for a medical condition) anywhere on campus is strictly prohibited.

12.3. 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 from other sources of assistance to which students can be referred if needed.*

13. Dining Code of Conduct and Procedures

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 the RTC food services.

13.1. CE students are welcome to eat in the dining hall/canteen and to bring guests with them as long as they pay for their meals on a per item/per meal basis.

13.2. Packaging materials from snack foods must be disposed of properly rather

than being left littering classrooms or other parts of the campus.

13.3. 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 a subsequent shortage of them leading to increased costs.

13.4. Students shall not instruct the kitchen staff or enter the kitchen/storerooms.

13.5. Students may not eat or drink in classrooms, the auditorium, etc.

13.6. Food purchased on campus should be consumed where it was purchased and not taken elsewhere, most especially not to classrooms.

14. Disciplinary Procedures for Violation of RTC Codes of Student Conduct

Students are subject to disciplinary action on the basis of violation of the RTC codes of student conduct on campus, at RTC-sponsored events, or at any other location or time 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 overall society, or (3) interferes with or obstructs the mission or operations of RTC and/or grossly 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 Student Government in cooperation with RAs and the Resident Mentors will carry out ad-hoc patrolling of the college campus. **Students caught violating the RTC codes of conduct will be liable to be sanctioned without any warning and the college community may be notified about such sanctions no matter who reports the violation.** It is important to note that all members of the RTC community, including security personnel, other college staff, and all students, whether in the daytime or during the continuing education programme, have the right to lodge a complaint regarding other students' behavior with the appropriate authority.

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 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 disregarding 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, and repetition of offenses normally leading to limited probation. General probation may be given when the offense is quite serious 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 the student may be suspended or expelled if their subsequent behavior does not comport with the standards expected of RTC students, even if the additional 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 disciplinary infractions may be considered in decisions about suspension for a given offense. 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. All fees already paid by suspended students at the time of their suspension will be forfeited 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 RTC, will be reserved for offenses warranting the maximum punishment due to the severity of the danger the offender poses to the RTC or broader community. In addition to disciplinary expulsion from the RTC, expulsion may occur for academic reasons if required academic standards are not met. All fees already paid by expelled students at the time of their expulsion will be forfeited. Any and all 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 RTC.

Notification of Disciplinary Issues: RTC reserves the right to notify the college community 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. 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 honest offenses shall be reported to the Associate Dean, or the Dean if she is not available. In the case of repeated or even more serious academic offenses, the Associate Dean normally has responsibility for deciding on sanctions up to and including general probation, although she may choose to convene a Disciplinary Committee to decide on a sanction in relatively serious cases. The Dean or Associate Dean normally has the responsibility for deciding on sanctions for non-academic behavioral offenses of continuing education students. 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 Associate Dean or the Dean believes should result in suspension or expulsion, 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 that 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 Associate Dean or the Dean, 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.

Individuals charged with infractions shall be able to present their perspectives on the charge to the Disciplinary Committee directly if they wish.

15. 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 valid RTC IDs with them at all times, as they may be asked to produce them on many occasions including meals and checking out library materials. **These cards become invalid, in spite of the validity date on them, if and when students**

voluntarily resign from RTC or leave the college under other circumstances.

Students must present a valid RTC ID card 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 RTC ID cards when requested to do so by security guards at the college gate or elsewhere on campus.

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 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 that is required may result in a fine being deducted from the student's security/caution fee.

16. Financial Obligations and Fee Payment

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

Tuition 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 pay a one-time refundable security deposit, which will be refunded (less any outstanding dues) after they leave.

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/>.

Fees for Clearing Back-Papers: Students who do not pass a module have numerous opportunities to clear those back papers as described in Section 6 of this Handbook, *Academic Information*. Because providing such opportunities incurs costs to RTC, students are charged fees for such opportunities. For example, students who do not pass a module and who choose to take a Re-Assessment will be charged a non-refundable fee of Nu 1,000 per module exam. (This is the fee for the 2023-2024 year. Like all college fees, it may well be changed in the future). Students who re-take one or more failed modules will also

be charged a fee.

Please note that to encourage students to take every opportunity to clear back papers, students with back papers may be charged for all opportunities to clear them regardless of whether they choose to take advantage of such opportunities.

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. However, advance payments made for the **following** semester will be fully refunded if the student leaves the preceding semester.

Penalties: Failure to pay fees on time will result in the penalties listed here. Under no circumstances will these be waived. The next table lists penalty fees for 2023-24. These fees may change from year to year.

Late Payment	Penalty Amount (Nu.)
Within 7 calendar days after the deadline	Nu.2,500
Within 8 th till 14 th day after the deadline	Nu.5,000
From 15 th to 30 th day after the deadline	Nu.5,000+Nu.1000 /per day starting on day 15
Beyond 30 days after the deadline	Students WILL NOT BE ALLOWED to attend classes/ADMISSION SEATS MAY BE OFFERED TO AN ALTERNATIVE INDIVIDUAL

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 in to the Finance Office. No award of a degree or issuance of a transcript will be granted until the amount owed is settled when the student's unpaid financial obligations to the college exceed the amount of the remaining security deposit. These refunds must be claimed within six months of the date on which the student is no longer enrolled at the college

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

17. Right to Update Material in the Handbook

The Royal Thimphu College is an evolving institution that 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 some of the information in this handbook may become outdated, and/or new regulations or procedures may be implemented. 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 website, and on occasion, inserts added to this handbook. It is the student's responsibility to take note of such information and to use it in guiding their academic and social behavior.

18.College Song

སྤྲུལ་ལྗེ་ཡང་པའི་ལྷིང་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་སྤེལ་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་སོ་ན་གཞོན་ཡོངས་ཀྱིས། །ཐ་དང་དམ་ཚིག་བསྟེན་ཏེ། །
འབྲུག་གི་རྩ་བ་གསུམ་ལུ། །ཕྱག་ཕྱིད་ཞུ་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། །ཆོས་དང་སྲིད་ཀྱི་རིང་ལུགས། །
གོང་ནས་གོང་དུ་འཕེལ་བའི། །བྲལ་ཤིས་སློན་ལམ་ལྷ་གི། །

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 continues to thrive in this glorious dragon Kingdom.

19. Time Table - Fall Semester

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						
2						
3						
4						
5						
6						
7						

20. Time Table – Spring Semester

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						
2						
3						
4						
5						
6						
7						

21. Notes

[illegible]

