



**ROYAL THIMPHU
COLLEGE**

Inspiring Education in Bhutan

Student Handbook

2025-2026

Personal information

This Handbook belongs to:

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Student ID / Enrollment No:

E-mail address:

Mobile phone:

Blood group if known:

Address while at college:

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Permanent address (if different):

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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 KHESAR NAMGYEL WANGCHUCK**

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

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*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་རྩི་ཆར་རྒྱུན་རྣམ་ཀུན་པ། །

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*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་པ་རྒྱ་ཀུ་ར་ཡིས། །འཆི་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་རྩོམ་རྗེའི་དབང་བསྐྱར་མི་བསྐྱུ་བས། །

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*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་སྤོན་འབངས་འཁོར་དམ་གཙང་མཐུན་འབྲེལ་ཟབ། །

བདེ་སྦྱིད་ཐུན་ཆོགས་དཔལ་ཡོན་དགུང་དུ་འཕྱུར། །ལྗོངས་འདི་འཛམ་གླིང་ཀུན་དུ་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

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1. Welcome from the President

My Dear Students,

On behalf of the entire Royal Thimphu College (RTC) family and myself, I extend a heartfelt welcome to each and every one of you. We are truly honored that you have chosen RTC, a college of repute nestled in the beautiful Ngabiphu valley of Thimphu, to begin your higher education journey.

Over the past 16 years, RTC has grown into Bhutan's premier private college, achieving remarkable milestones, including the prestigious A+ accreditation - twice in succession and the highest in the country till recent time. RTC also stands out as the only college who proudly hosts significant number of international students and faculty, enriching the campus with a vibrant and diverse university culture.

This year, we are especially excited to welcome a significant number of *Gyelsups* - bright young men and women shaped by the noble vision of His Majesty the King. We believe your presence will bring fresh energy and vibrancy to our community.

At RTC, students are at the heart of everything we do. Every service, activity, and resource is dedicated to your success. We firmly believe that every student matters, and no one should be left behind. As we begin this new academic year, we all hope to unite around the theme of *Student Success*. This collective call to action is a commitment from management, faculty, staff, and students alike, to work together to help each one of you thrive to become 'well-rounded and responsible citizen.'

We recognize that the journey through college is not always smooth. The transition from school to university life can be challenging. Indeed, we have observed that most student attrition occurs during the first year. Is this a sign that some students struggle to adapt? If so, it is our shared responsibility as educators, staff, and peers to provide the guidance, support, and encouragement you need to overcome these hurdles. It is our shared responsibility to foster your personal and intellectual development and meaningful engagement.

I am confident that with your energy and our collective support, you will quickly find your footing and make the most of the many opportunities here at RTC. Our doors including those of your tutors, mentors, advisors, counselors, and my own are always open to you. None of you should ever feel alone in your journey.

This handbook is your companion for the years ahead. It outlines RTC's vision and mission, our calendar of activities, your responsibilities as a student, and the various support systems available to you. It is designed to help you navigate your academic journey both inside and outside the classrooms - from your classes to the residence halls, playfields, and beyond. We encourage you to engage constructively and cordially with your peers, your faculty, and our international community. These experiences will expand your horizons and help you graduate not just as an RTC student but as a confident, respectable and privileged member of Bhutanese society.

I wish each of you a safe, rewarding, and transformative journey at RTC. Let's work together to make these years among the most memorable and impactful of your lives.

Dr. Shiva Raj Bhattarai

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: 2025-2026

FALL SEMESTER (AUGUST - DECEMBER 2025)	
Dates	Events
24th Jul, Thu	New Faculty & PLs report to the college at 9:30 AM
24th - 26th Jul, Thu-Sat	New Faculty Orientation Program
24th - 26th Jul, Thu-Sat	Reassessment Examinations for Sem II, IV, VI, & VIII
28th Jul, Mon	First sermon of Lord Buddha - (Holiday)
29th Jul, Tue	Returning faculty report for work at 9:30 AM; Semester opening meeting
29th Jul - 2nd Aug, Tue - Sat	Semester planning by faculty
27th - 29th Jul, Sun - Tue	Student Leadership Workshop
30th Jul, Wed	Semester I students (Regular) report for registration; Resident students check into their residences (9-12 AM); Orientation starts after lunch.
30th Jul - 1st Aug, Wed - Fri	Orientation for Freshmen (Regular students)
2nd Aug, Sat	Orientation for CE students
3rd Aug, Sun	Returning resident students report to Residence Halls
4th Aug, Mon	New academic session begins, first day of classes for the 1st, 2nd, 3rd, and 4th year Day/ CE Classes Reassessment: PBoE & Results Declaration
4th -10th Aug, Mon-Sun	Residence Hall, dining, and tuition fees are due
13th Aug, Wed	RTC Club Fair
20th Aug, Wed	Elections of First Year Representatives
27th Aug, Wed	Prize Award Day
5th - 6th Sep, Fri - Sat	SIY training for Student Leaders & Class Representatives
23 Sep, Tue	Blessed Rainy Day (Holiday)
26th Sep- 1st Oct, Fri-Wed	Mid-term Examination
2nd Oct, Thu	Dasain (Holiday)
4th Oct, Sat	Last Day of Thimphu Tshechu (Holiday)
1st Nov, Sat	Coronation Day (Holiday)
5th Nov, Wed	Blood donation organized by the Student Government
11th Nov, Tue	Birth Anniversary of the 4th Druk Gyalpo (Holiday)/Descending Day of Lord Buddha (Holiday)
28th Nov- 8th Dec, Fri-Mon	Semester-End (Final) Examinations- for RUB Programmes
29th Nov - 5th Dec, Sat-Fri	Semester-end (Final) Examinations - for BSc Nursing & Midwifery Programme, KGUMSB
9th Dec, Tue	Residence Halls/dining hall close after lunch; students leave for vacation (All students are expected to leave their residence halls during the winter break)
10th to 11th Dec, Wed-Thu	Student Leadership Workshop (For Spring 2026)

13th Dec, Sat	All SE grades submitted - RUB & KGUMSB Programmes
15th Dec, Sat	Meetings of the Program Board of Examiners - RUB & KGUMSB Programmes
16th Dec, Mon	Declaration of the RUB Programme Results; Semester review and closing dinner.
17th Dec, Wed	National Day of Bhutan (Holiday)
SPRING SEMESTER (JANUARY - JULY 2026)	
Dates	Events
2nd Jan, Fri	Winter Solstice (Nyilo)
12th Jan, Mon - Gelephu	BSc Nursing & Midwifery faculty to report at 9:30 AM (reporting date for faculty members at RTC Gelephu campus)
19th Jan, Mon	Traditional Day of Offering
28th-30th Jan, Wed-Fri	BSc Nursing & Midwifery faculty to report at 9:30 AM (on 26th Jan) to Ngabiphu Campus. Semester planning by faculty - BSc Nursing & Midwifery Programme
1st Feb, Sun - RTC	All resident students report to Residence Halls- BSc Nursing
2nd Feb, Mon	Classes begin for all students of the BSc Nursing & Midwifery Programme
12th Feb, Thu	New Faculty & PL report to college at 9:30 AM - RUB Programmes
16th-17th Feb, Mon-Tue	New Faculty orientation program for all New Faculty members
14th-17th Feb, Sat-Tue	Reassessment Examinations for Semester I, III, V & VII - BSc Nursing & Midwifery Programme
14th-17th Feb, Sat-Tue	Reassessment Examinations for Semester I, III, V & VII - RUB Programmes
24th Feb, Tue	RUB Programme: Returning faculty report for work at 9:30 AM; Semester opening meeting
24th-28th, Tue-Sat	Semester planning by faculty
18th Feb - 19th Feb, Wed-Thu	Losar (Bhutanese New Year)
21st -23rd Feb, Sat-Mon	Birth Anniversary of His Majesty the King (Holidays)
1st Mar, Sun	All resident students report to Residence Halls - RUB Programme
2nd Mar, Mon	Classes begin for all students - RUB Programmes Reassessment: PBoE & Results Declaration - RUB Programmes
2nd Mar -9th Mar, Mon-Mon	Residence Hall, dining, and tuition fees due - RUB Programmes
1st Apr, Wed	Blood Donation organized by the Student Government
20th - 24th Apr, Mon-Fri	Mid-term examinations
26th Apr, Sun	Death Anniversary of Zhabdrung (Zhabdrung Kuchoe) (Holiday)
2nd May, Sat	Birth Anniversary of Third Druk Gyelpo and Teachers' Day
13th May, Wed	Student Government Elections
31st May, Sun	Lord Buddha's Parinirvana (Holiday)
19th - 29th Jun, Fri-Mon	Semester-end (Final) Examinations- for RUB & BSHS Programmes
18th - 25th Jun, Thu - Thu	Semester-end (Final) Examinations - For BSc Nursing & Midwifery Programme, KGUMSB
24th Jun, Wed	Birth anniversary of Guru Rinpoche
28th Jun, Sun	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)
1st Jul, Wed	Fifteenth Graduation Day
2nd-4th, Jul, Thu-Sat	Student Leadership Workshop
3rd Jul, Fri	All SE grades submitted - RUB & KGUMSB Programmes
7th Jul, Tue	Meetings of the Program Board of Examiners - RUB & KGUMSB Programmes
8th Jul, Wed	Declaration of the RUB Programme semester results; Semester review and Semester Closing
9th Jul, Thu	Summer vacation for faculty members starts
18th Jul, Sat	First sermon of Lord Buddha - (Holiday)
23rd Jul, Thu	New Faculty & PLs report to the college at 9:30 AM
27th - 28th Jul, Mon-Tue	New Faculty Orientation Program
27th - 28th Jul, Mon-Tue	Reassessment Examinations for Sem II, IV, VI, & VIII
29th Jul, Wed	Returning faculty report for work at 9:30 AM; Semester opening meeting
29th - 1st Aug, Wed-Sat	Semester planning by faculty
29th Jul, Wed	Semester I students (Regular) report for registration; Resident students check into their residences (9-12 AM); Orientation starts after lunch
29th - 31st Jul, Wed - Fri	Orientation for Freshmen
30th Jul, Thu	Semester I students (CE) report for registration
31st Aug, Fri	Orientation for CE students
2nd Aug, Sun	Returning resident students report to Residence Halls
3rd Aug, Mon	New academic session begins, first day of classes for the all-day/ CE Classes. Re-Assessment: PBoE & Results Declaration
<i>Note: Spring 2026 dates mentioned here are tentative and subject to change</i>	

4. Facilities and Support Services

Residence Halls: RTC currently has numerous modern Residence Halls available for students with double, triple, and quadruple-occupancy rooms and laundry facilities. The rooms are furnished with beds, desks, chairs, curtains, and closets. 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 an annual membership by paying a fee. Extended library hours may be provided before final examinations as needed.

Information and Communication Technology: RTC has five 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 board and the college website (my.rtc.bt and www.rtc.bt) because they are excellent sources of information on announcements, college activities, and the like. CE students are also welcome to attend all announced college activities open to students in their academic programme.

Dining Hall: Nutritious and wholesome vegetarian and non-vegetarian meals are hygienically prepared at the dining hall. The dining service can consider residents' dietary restrictions if the 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 and CE students 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 - 9:30 AM
• Lunch:	12:00 PM - 2:00 PM	12:00 PM - 2:00 PM
• Dinner:	07:00 PM - 9:00 PM	07:00 PM - 9.00 PM

Dining hall hours may be adjusted during holidays and vacation periods when the dining hall is open. **Resident students must swipe their ID cards on entering the dining hall for meals.**

College 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 Canteens, located next to the Convenience Store, are open for breakfast, lunch, and dinner.

Convenience Store: The convenience store includes copying and printing facilities and a mini-mart for students. Students are individually responsible for meeting their financial obligations at this facility.

ATM: An ATM, located in Academic Block B just behind A-01, is available to facilitate convenient banking for students, faculty, and staff.

Sports Facilities: As 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. This includes a football ground, indoor and outdoor basketball courts, volleyball, badminton, futsal, table tennis, archery, pickleball, teqball 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 the 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 behaviour, including but not limited to gestures, statements, written remarks, or engaging in other offensive, humiliating or intimidating behaviour 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 behaviour 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 counsellor, 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 the RTC's Disciplinary Committee.

Counselling Service: College is a time of transition and an opportunity for personal development and academic growth. Optimising this development and handling the stresses it often entails can be a challenge. Thus, RTC provides personal counselling through college counsellors 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 visit my.rtc.bt for information on arranging such meetings, which are normally held in the private Counselling Room located at the RTC tower.

Career Skills Development: The College provides a wide range of activities to help students succeed in the job market. A few examples include sessions on writing effective cover letters and resumes, and interactions with representatives of various Ministries, Corporations, Civil Society Organisations (CSOs) and businesses regarding hiring processes. The college also offers coaching classes to prepare students for the Bhutan Civil Service Preliminary

Exam. 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 potentially 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 behaviour 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 the City Bus Station, Thimphu, till the RTC is available. You will have to board the City Bus from your nearest bus stop to Ngabiphu Terminal (Zero Point).

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

Student Car and Motorcycle Parking: All students who drive cars or motorcycles to campus must park outside the college gate. They can do so at their own risk.

Lost and Found: Students who find lost or misplaced items on campus should turn them in to the Male Mentor. Similarly, anyone misplacing items can check with him 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 at the reception of AAD and SSD.

5. Academic Information

Degree Programmes: The college offers the following academic programmes to entering students:

- 1) Business Foundations (1st year of BBA and BCom)
 - Bachelor of Business Administration (BBA) with majors in Human Resources Management, General Management, and Marketing
 - Bachelor of Commerce (BCom) with majors in Accounting and Finance
- 2) Bachelor of Science (BSc) in Environmental Management
- 3) Bachelor of Science (BSc) in Nursing and Midwifery
- 4) Bachelor of Arts in Anthropology
- 5) Bachelor of Arts in Development Economics
- 6) Bachelor of Arts in English Studies
- 7) Bachelor of Arts in Communication Arts and Creative Media
- 8) Bachelor of Arts in Social Sciences
- 9) Bachelor of Sports and Health Science

Most of the undergraduate degrees offered at the Royal Thimphu College are awarded by the Royal University of Bhutan (RUB), and the material in this handbook outlines the academic policies that apply to them. However, the degrees in Nursing and Midwifery, and Sports and Health Sciences are awarded by the Khesar Gyalpo University of Medical Sciences of Bhutan (KGUMSB). As these programmes are under KGUMSB and differ in numerous ways from RTC's other programmes, there is a separate handbook relating to academic matters for students enrolled in them to avoid confusion. However, the Nursing and Midwifery students are full members of the RTC community, so the portions of this handbook relating to other matters apply to them as well as students working towards a RUB degree.

Conditions for Obtaining a RUB Degree: To obtain a RUB degree, students must pass ALL modules in their programmes, which are typically three/four years in length. They must also pass Orientation to College Learning. (See below under "Adjusting to Academic Life"). Students in all these programmes 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 administrative difficulties. **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 be assigned to eligible students based on an assessment of their academic strengths. Please note that such programme changes are not automatic on seat availability but are at the discretion of the Dean.

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 often geared towards achieving high grades on national exams for students to qualify for merit-based scholarships. In sharp contrast, college education at RTC prepares students to function effectively in the world of work, which entails nurturing life skills such as working well both individually and as part of a team, thinking critically, working independently, and being a lifelong learner etc. Thus, students are expected to take responsibility for their 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. Teaching-learning includes lectures mixed with discussions, seminars, presentations, projects, internships, etc. The specific programme/module requirements are described in the programme documents available in the library.

The information in the section below applies to all students during normal times. However, the experience of colleges all around the world, including RTC, shows that there are times when unanticipated emergencies such as the COVID-19 pandemic require institutional procedures and behaviours to be modified to help students continue to develop and learn as efficiently and effectively as possible under unusual circumstances. Thus, RTC students are expected to be ready to work with other members of the RTC family to adjust as necessary to such situations. The fact that so many RTC administrators, faculty, staff, and students showed such great dedication and determination in continuing the teaching-learning process as effectively as possible during spring 2021 gives us confidence that the teaching-learning process will have to be a good blend of online and face-to-face. RTC will continue to use the Virtual Learning Environment (VLE) and other E-learning platforms to supplement classroom-based teaching and learning.

Adjusting to Academic Life: RTC offers a module, Orientation to College Learning (OCL), to all first-year students. The central aim of this **mandatory** non-credit course will be to provide students with the academic, social, and personal skills to adjust to and succeed at RTC and beyond. This module will help students acquire the information and skills they need to successfully handle college-level work and manage the challenges of living away from home in a college environment. Topics covered include honing study skills such as note-taking and effective library use; managing academic stress; dealing with drugs and alcohol responsibly; living respectfully with others; and understanding RTC's expectations about plagiarism and individual work, as well as other college policies critical to students' learning and health. Reading and writing assignments offer students an opportunity to develop their skills in effective writing and speaking in English.

Study Halls: All RUB-degree students are required to attend 2 hours of guided independent study time throughout each week during each semester, beyond regularly scheduled module timings. These two study hall periods will be supervised by faculty tutors, and attendance will be recorded.

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 enrol, timing, meeting places, etc., please visit my.rtc.bt 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 TOEFL, which are helpful to those wishing to work or study abroad.

Continuous and Summative Assessment: Generally, RTC courses have both continuous and summative assessments. Continuous assessments (CA) 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 activities such as class assignments, quizzes and tests, papers, projects, oral presentations, and group work. Summative assessments, such as the semester-end exam (SE), allow faculty members to measure what has been learned overall. The weight given to each assessment component is 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, and faculty members to access information on student attendance and marks online during their academic programmes. The purpose of this is to facilitate student success in meeting attendance requirements and in performing academically. This database <http://results.rtc.bt>, can be accessed online from anywhere.

Faculty Advisers: All first-year students and others with back papers 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. **They are required to consult their adviser if they fail one or more modules to map out a plan to remedy that situation.**

Royal University of Bhutan (RUB) Regulations Regarding Progression: Many assessments, re-assessments, and progression practices at RTC are determined by the RUB *Wheel of Academic Law*. Students are urged to consult that document, their adviser, or the Dean if they have questions about the following or related material. The information below is lengthy, however, students must be aware of the academic policies.

Students in RUB programmes must pass ALL modules in their programme within a maximum of five years (six years in case of revised 4-year programmes) to graduate with a degree.

To progress to the next semester, students must pass at least three of the five modules in which they are enrolled as part of that year's curriculum. Otherwise, they are considered semester failures. In such a case, they may repeat that semester in the following year with a junior cohort, by repeating all their modules or only the ones they failed. Alternatively, such students can apply for re-admission to the college in a new programme and start from the first semester if they are accepted.

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 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, to pass a module, non-nursing/midwifery students must achieve **all** of the following three:

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

Failure to meet all three of these criteria means that the student has failed the module and must find a way to clear the back-paper.

Opportunities for Clearing Back-Papers: If a student fails to pass a module when it is first taken and thus has a back-paper, the second chance to pass is the Re-Assessment offered at the end of the vacation immediately after the semester of the initial failure. The relevant Board of Examiners will decide, on a case-by-case basis, whether the students with one or two back papers from the most recent semester will be Re-Assessed for Continuous Assessment (CA), the Semester-End exam (SE), or both. Eligible students are strongly urged to take this second chance to pass the module rather than waiting to re-take it (their third chance to pass) because;

- 1) not taking the Re-Assessment means giving up one of the limited numbers of opportunities for passing the module,
- 2) waiting to re-take the module means that students may forget and then need to re-learn much of the module content,
- 3) the student will have to deal with an unusually heavy workload when re-taking a module, which could well have a negative impact on performance in the re-taken or other modules, and
- 4) re-taking the module is expensive and could even delay graduation. The fourth and final chance to pass the module is to repeat the module again when it is next offered.

The following table gives an example using a daytime student and the academic year 2025-26 to illustrate the process. **However, for other academic years or students in the CE programme, the table must be appropriately adjusted.**

	Fall Semester	Spring Semester
1st Chance	Pass the Continuous Assessment and Final Exam regularly, the first time the module is taken (e.g. Fall Semester 2025); Fee: included in tuition	Pass the Continuous Assessment and Final Exam regularly, the first time the module is taken (e.g. Spring Semester 2026); Fee: included in tuition
2nd Chance	Re-Assessment during the next semester in February 2026; Fee: Nu. 1,000,* exam only	Re-Assessment in July/August 2026, at the start of Fall Semester 2026; Fee: Nu. 1,000,* exam only

3rd Chance**	Repeat the module in Fall 2026; ** Fee: Nu. 8,500* for module repeat (classes & exam)***	Repeat the module in Spring 2027; ** Fee Nu 8,500* for module repeat (classes & exam)***
4th (Last) Chance	Repeat the module in Fall 2027; ** Fee: Nu. 8,500* for module repeat (classes & exam)***	Repeat the module in Spring 2028** Fee: Nu. 8,500* for module repeat (classes & exam)***

* These fees and others may be adjusted in the future to reflect increases in costs, inflation, etc.

** Especially common modules (e.g. IT Skills, Dzongkha Communication, and Academic Skills may be offered every semester. Students are strongly advised to repeat these modules in the very next semester and not to wait until the next Fall/Spring.

*** A student will get only one chance of Re-Assessment for any module, immediately after the first regular attempt. A module failed again after a module repeat is not allowed for another Re-Assessment.

Marks on Back-Papers: In any back-paper attempts outside a regular semester (e.g. Re-Assessment), the overall marks are capped at 50%. However, in any module repeat attempt during a semester, the new marks for CA and/or SE will apply, replacing the original marks without a cap.

Fees for Back-Paper Clearance Activities: Because clearing back papers is so crucial to students' progression, each of the available back-paper attempts is mandatory, and students will be billed for them whether they take the opportunity or not.

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 re-admission to the first semester is strongly encouraged to apply by mid-March to secure a seat. 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. Re-admitted students will not be considered for the residence facility. Details are available from the Dean's Office and on the college website under the admissions tab.

Re-Checking of SE Examination paper: Students wishing to recheck their semester-end answer paper 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 a re-evaluation of their semester-end examination answer paper. 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 at RTC assign the grades indicated below for various levels of academic achievement:

<u>Judgment of Performance</u>	<u>Mark</u>
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 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 deemed acceptable by the Board of Examiners or who performs badly for reasons acceptable to the Board 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 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.

Parental/Guardian Notification: RTC will notify the parents/guardians of students a) whose academic/attendance record during the semester suggests that they are in danger of failing one or more modules, b) whose record at the end of a semester suggests they may lose scholarships or c) who fail one or more modules. Furthermore, semester-end results, grades and attendance will be available to all parents/guardians and students. RTC will be responsive to parental/guardian requests for information about their ward's academic standing. 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, 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 RUB progression criteria 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 fulfil the necessary conditions may be considered for reinstatement of such scholarships only after meeting the required academic and behavioural conditions mentioned above. Such reinstatement is not guaranteed.

Other Scholarships: Students receiving scholarships funded by external sources will have to meet the requirements specified by the respective 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 recognised 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 outstanding academic records 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: The college has excellent facilities for sports and games as well as sports coordinators 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, provide student input to on-campus services like the dining hall, canteen, and organise activities that enrich student life and enhance the campus environment. The Student Government also has broad responsibility for allocating funds to RTC clubs.

7. Student Employment

RTC has part-time job opportunities for dedicated students who wish to earn some money while enriching campus academic and social life. Recruiting for such positions occurs during the spring. The following are some of the jobs for which students can apply.

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

RTC-SEISA 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, 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 the resources.

Teaching Assistants are responsible for assisting the tutor of the Dzongkha course for international students. This job provides students with a chance to share their knowledge of Dzongkha with others while at the same time interacting with international students and learning more about the cultures from which they come.

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 expatriate faculty and staff from different countries and continents, the college has a prize-winning partnership with Wheaton College in the USA that brings groups of Wheaton students to live and study at RTC for a semester. Arrangements with other colleges in the USA, Europe, Asia, and Australia bring other international students to the college, who contribute to an internationalised learning environment. Furthermore, individual students from North America, Europe, Africa, and elsewhere in South/Southeast Asia have begun to enrol from time to time at RTC as degree candidates.

RTC students also have the opportunity to participate in a study-abroad program and travel internationally. For instance, in the past years, a group of RTC students was hosted by the SEISA Group in Japan, VIVIES in Belgium and at Wheaton College for short-term study tours. RTC students have also recently studied in Europe and the USA for a semester or year on exchange programmes. 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 under DERD. For More information, visit the RTC Website and check the Global Education Tab.

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 valued segment of the RTC community, the college provides a variety of facilities for their use:

Frequent Scheduled Bus Transportation to/from Thimphu: City bus services from the City Bus Station, Thimphu, till the 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 minutes. A bus from the old Thimphu Highway will also ply to Ngabiphu Terminal.

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

Please check the college website (my.rtc.bt and www.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 Store In charge at the storeroom near B-13.

Dining Hall/Canteens: Day Scholars can purchase meals at the dining hall and the canteen. They can pay on a per-meal/item basis at any of these facilities or sign up for a dining meal plan.

Full Use of RTC Facilities: Day Scholars have full access to all academic and recreational facilities, including the library, computer labs, music room, RTC-SEISA Fitness Centre, football, basketball, badminton, volleyball, table tennis, khuru, pickleball, teqball, 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 Mentors for accommodation in the Residence Halls. Such accommodation may be provided if space is available.

10. Emergency Hotline Number: 1010

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 may not be available.

Contact	E-Mail	Phone
President: Dr. Shiva Raj Bhattarai	srhbhattarai@rtc.bt	17645360/02-351803
Dean of Academic Affairs: Dr. Kezang Sherab	kezangsherab@rtc.bt	17957949/02-351801 (ext.107)
Associate Dean of Academic Affairs: Jigme Tashi	jigmetashi@rtc.bt	17566787/02-351801 (ext.146)
Registrar: Ms. Dechen Dolkar	dechendolkar@rtc.bt	77292380/17604364/02-351805
Head of Administration and Finance Department: Mr. Bikash Chhetri	bikash@rtc.bt	17304070/02-351801 (ext. 160)
Deputy Head of Administration and Finance Department: Ms Latha Chhetri	lathachhetri@rtc.bt	17631211/02-351801 (ext. 118)
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	arjunsbba@rtc.bt	17268021/(ext. 133)
Asst. Academic Officer (CE Coordinator): Mr Chek Nath Bhattarai	cheknbhattarai@rtc.bt	17972655 (ext.132)
Academic Officer: Ms. Bijayata Rai	bijayatarai@rtc.bt	17367949 (ext. 126)
Asst. Academic Officer: Ms. Pranita Sharma	pranitasharma@rtc.bt	17696078 (ext. 148)
Nursing Skills and Simulation Lab Coordinator: Mr Tshering Wangchuk	tsheringw@rtc.bt	17670207
Assistant Academic Officer (LRC): Ms. Kinley Om	kinleyom@rtc.bt	17305478 (ext. 169)
Program Leader-CITL: Mr. Kelzang Tentsho	kelzangtentsho@rtc.bt	17400498 (ext. 170)
Asst. Academic Officer (CITL): Mr. Jigme Wangchuk	jigmewangchuk@rtc.bt	17930505 (ext. 170)
Senior Technical Assistant: Mr. Dhendup Tshering	tsheringdhendup@rtc.bt	17644870
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 & Admissions Manager: Mr. Sanjay Pradhan	sanjaypradhan@rtc.bt	77794595 (ext. 134)
Asst. Student Services & Admissions Manager Ms. Pranita Acharya	pranitaacharya@rtc.bt	17770242 (ext. 119)
Senior Health/Student Services Officer: Ms. Deepanjali Dewan	deepenjalidewan@rtc.bt	17581088
Asst. Student Services Officer: Mr. Ashish Biswa	ashishbiswa@rtc.bt	77457755 (ext. 105)
Asst. Student Services Officer: Ms. Ngawang Dema	ngawangdema@rtc.bt	17982500 (ext. 119)

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)
Asst. Finance Officer: Mr. Tshering Chophel	tsheringchophel@rtc.bt	17538851 (ext. 141)
Asst. Finance Officer: Ms. Dorji Lhaden	dorjilhaden@rtc.bt	77203600 (ext. 113)
IT Manager: Mr. Namgay Tshering	namgaytshering@rtc.bt	17115352 (ext. 150)
Sr. System Administrator: Ms. Tsheyang Tshomo	TsheyangTshomo@rtc.bt	17989009 (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)
Library Manager: Ms. Thinley Choden	thinleyc@rtc.bt	17714015 (ext. 128)
Senior Librarian: Ms. Mon Maya Chhetri	monmchhetri@rtc.bt	77412922 (ext. 128)
Asst. Librarian: Ms. Tshetrim Zangmo	tshetrimzangmo@rtc.bt	17370046 (ext. 128)
Counsellor: Mr. Dawa Tashi	dawatashi@rtc.bt	17923505
Counsellor: Ms. Mona Chapagai	monachapagai@rtc.bt	17318630
Asst. HR Manager Mr. Tshering Gyaltsen	tsheringgyaltshen@rtc.bt	17479847 (ext. 164)
HR Officer Mr. Nima Norbu	nimanorbu@rtc.bt	17500524 (ext. 161)
Asst. HR Officer Ms. Tashi Pema	tashipema@rtc.bt	77726492 (ext. 147)
Asst. HR Officer Ms. Kinzang Tshomo	kinzangtshomo@rtc.btt	77352741 (ext. 147)
Asst. HR Officer Ms. Esther Karma Biswa	estherbkarm@rt.bt	77494188 (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. Rigzin Lhendup Dorji	rigzinldorji@rtc.bt	77100101 (ext. 166)
Asst. International Relations Officer: Ms. Pema Lhazom	Pemalhazom@rtc.bt	77783599 (ext. 136)
Asst. International Relations Officer: Mr. Sonam Tashi	sonamtashi@rtc.bt	77634940 (ext. 166)
International Relations Officer: Ms. Jamyang Choden	jamyangchoden@rtc.bt	17545631 (ext. 166)
International Relations Officer: Ms. Karma Choezom	karmachoezam@rtc.bt	17393323(ext.166)
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 Manager: Mr. Ugyen Wangchuk	ugyenwangchuk@rtc.bt	17672558 (ext. 168)
Asst. Marketing Officer: Mr. Kecno Chophel	kenchochopehl@rtc.bt	17608208 (ext. 155)
Asst. Marketing Officer: Ms. Tsheten Lhamo	tshetenlhamo@rtc.bt	77642478 (ext - 156)
Executive Centre Assistant: Ms. Dawa Lhamchu	dawalhamchu@rtc.bt	17920658/351837

Asst. Administrative Manager: Mr. Dawa Drakpa	dawadrakpa@rtc.bt	77214515 (ext. 108)
Asst. Admin Officer: Mr. Tshering Wangchuk	twangchuk@rtc.bt	17650113 (ext.139)
Administrative Officer: Sarbjit Chettri	Sarbajitchettri@rtc.bt	17500524 (ext. 139)
Admin Asst. Cum Estate: Mr. Kezang Dorji	kezungdorji@rtc.bt	17684933 (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)
Male Resident Mentor & Security in Charge: Mr. Tashi Phuntsho	taship@rtc.bt	77222280/02-351814 (ext. 163)
Female Resident Mentor Ms Ugyen Wangmo	ugyenwangmo@rtc.bt	17778751/02-351813 (ext. 163)
Security Supervisor Mr. Dal Bir Waiba	dalbwaiba@rtc.bt	17954072
Security Gate		02-351810
Security Guards Mr. Jampel Wangchuk		17771522 77272259
Mr. Tshering Lhendrup		17279300
Mr. Kuenzang Chophel		17658364
Mr. Dorji Wangchuk		77766366
Mr. Pema Gyeltshen		17677216
Ms Phub Zam		77221830
Ms Lekey Choden		17690600

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 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 their property. The codes of conduct developed for students and staff are intended to embody these closely related values, as are college procedures and practices.

Students should review the code of conduct carefully and are fully responsible for observing it. A breach of the code of conduct will result in disciplinary actions described in sections 21-23. 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 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, but it also 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 offence. 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 acknowledgement 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 and detection tool provides automatic plagiarism checking for assignments submitted through RTC's VLE. Alternately, it can check assignments emailed 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 familiarise 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 or otherwise counterfeiting information, helping another to cheat or cheating oneself through trying to gain unauthorised advance access to exam questions or to bribe college employees, are also very serious offences that will result in disciplinary action. More details 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 or appropriate college officials if you have any doubts about what is acceptable.

Finally, to create an environment conducive to honest behaviour 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.

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 this importance, regular classroom attendance is expected of all students. Students who do not meet the 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 where 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 3 modules out of the total 5 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 hospitalisation 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 to class and/or early departures from class may be consolidated and counted as an absence since this disrupts learning, and class time is lost.

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 hospitalisation 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 hospitalisation. 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 based on 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 should not count on them to make up for frequent class absences.

Classroom Behaviour - Promptness, Preparation, and Attentiveness: In order not to disrupt the learning of others or miss important material and information, 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 and participate actively, 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 focusing 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.

Computer Labs for Student Use: Students can access the Internet from the computers in the computer labs and the library. Access is also available via Wi-Fi across the campus. You must follow certain rules of decorum when you use the RTC computer labs. 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 behaviour 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 and not for personal networking or entertainment. 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 all times. 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 its use or any violation. So, **DO NOT** lend your login and password to anyone else. **The RTC computers are monitored by the RTC IT Office. 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 Files in the Computer Lab: Do not keep any personal files, assignments, or documents on the computer lab or library computers. Your RTC login will offer you the full Google Workspace set of tools and

Google Drive cloud storage. This is the correct place to store your RTC personal files and assignments.

Personal files on the computer lab and library hard drives will be automatically deleted when computers are rebooted, normally at the end of each day. Save your files in your private Google Drive folder or on a USB pen drive.

14.RTC Library

The RTC Library serves as a centre of information by providing print and electronic resources to enhance the academic and research needs of the College. The library can assist you if you need:

- Resources to help you complete an assignment
- Help to search for information on a topic
- Help in understanding citation tools and referencing
- To read current/past newspapers, journals, periodicals, etc.
- To find a book for leisure reading

Library Hours:

- Monday - Friday 8:30 AM – 8:30 PM
- Saturday 8:30 AM – 5:00 PM
- Sunday 5:00 PM – 8:30 PM
- Closed on RTC Holidays

General Rules:

- Please enter and use the library quietly and respectfully.
- 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 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 to check out a book. NO exceptions!
- You may borrow up to five (5) items for fourteen (14) 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, encyclopaedias, 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 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 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. Living respectfully with others and our environment often calls for conscious effort and sometimes even for limitations on our behaviour in the interest of common welfare and safety.

- 15.1 In keeping with the College's vision of fostering independence, Resident Students are expected to take responsibility for their **learning, class attendance, and conduct**, exercising sound judgment and complying with the Residence Hall Code of Conduct without supervision.
- 15.2 **To provide an environment conducive to effective learning for everyone, quiet hours** must be observed by all students. Specifically, no loud music, noise, or behaviour 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.
- 15.3 Resident students should be in their Residence Hall for the night by 9 pm. If they have a **compelling** reason to be out late or to stay out overnight, they must inform the Resident Mentor in advance.
- 15.4 **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 also NOT permitted to enter the residence halls at any point, and in NO case may they stay on campus overnight.**
- 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 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 official guests and RTC students who are day scholars or 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. Cooking in rooms is strictly prohibited. If any cooking appliances are found, they will be confiscated and a fine of Nu. 500 will be imposed. 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 No student (Resident student, Day scholar, or Continuing Education student) is permitted to enter the 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 emergencies.
- 15.14 Residential students must park their vehicles in the parking lot just outside the college gate at their own risk.
- 15.15 Smoking is not allowed on the RTC campus, including its Residence Halls.
- 15.16 Residents who are debarred due to attendance shortage will lose residence status, and on arrival of their parent/guardian, will vacate their rooms.

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. In emergencies, Resident Mentors may enter student rooms without prior permission if the occupant is not present.

RAs 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 on to 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 the 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 offence be serious enough to warrant them in the opinion of the President or the RTC Disciplinary Committee.

In the **interest of the well-being of all residents, including that of the affected resident(s)**, the mentors will immediately inform the parent/guardian and entrust the resident student to their care.

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, 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. **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 Residence Facilities: Students admitted as residents shall normally be assigned residence for one academic year. They will lose access to residence facilities due to academic failure, severe health issues, disciplinary issues, and failure to participate in a timely way or in the manner prescribed in the residence assignment process conducted for returning students. Students entering the 4th year will not be eligible for residence, except for students on scholarships and students currently serving on the Student Government. Once a resident student leaves the residence hall for any reason other than being on study abroad, they will not be eligible to return as a resident student.

Assignment to Residence 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 residence rooms (double, triple, quadruple) for the following academic year. Students eligible for residence in the following academic year will form two-, three- or four-person groups and apply as a group for double, triple, or quadruple rooms, respectively.

Room types will be allotted on a first-come-first-served basis to 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 sizes 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: All semester fees—including residence and dining contract fees—are non-refundable and must be paid in full by the end of the first week (i.e., five full working days, excluding RTC-observed holidays) after returning students arrive on campus each semester. For additional important related information, see the [Financial Obligations and Fee Payments](#) section later in this handbook.

17. Dining Hall/Canteen Code of Conduct

Respect for the physical environment of the campus and community members' ability to enjoy it, for college staff, and RTC's physical property leads to the following code of conduct related to RTC food services.

- 17.1.** Food from these sources should be consumed there and not taken elsewhere.
- 17.2.** Packaging materials and containers from snack foods must be disposed of properly.
- 17.3.** After eating, diners themselves shall place all cups, plates, waste food, etc. in the designated places.
- 17.4.** Students shall not instruct the food services staff or enter the kitchen/storerooms.
- 17.5.** Students may not eat or drink in classrooms, the amphitheatre, the auditorium, etc.

18. Dining Hall Procedures

- 18.1** Resident 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** Day scholars, Continuing Education students and all students' guests are welcome to eat in the dining hall/canteen. Payments can be made either on a per-item/meal or meal plan basis.

19. RTC General Student Code of Conduct

Although there are some specific codes of conduct about specific areas of life at RTC, there are also some general behavioural guidelines stemming from RTC's core values that apply to students as follows:

- 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 the 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 prior information from the Mentors.
- 19.3 Students are not allowed to bring visitors onto campus after 6:30 PM. They are responsible for ensuring that their visitors leave the campus by that time. All visitors must register their details and state the purpose of their visit at the security gate upon arrival.
- 19.4 Students must accompany their visitors on campus at all times and will be liable for sanctions in the event of their guests' misbehaviour.
- 19.5 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.
- 19.6 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.
- 19.7 Students are responsible for preserving RTC's natural environment through behaviours such as avoiding littering. For this reason, the consumption of **doma** is strongly discouraged.
- 19.8 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 the community areas of the Residence Halls.
- 19.9 Students are responsible for behaving in a way conducive to their 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:**
 - a) The RTC Tobacco, Alcohol and Drug Policy apply to all students.
 - b) Gambling is not permitted on campus.
 - c) Firearms and weapons of any sort, including knives, are not allowed on campus.
 - d) Physical assault of any kind on anyone is a serious breach of the RTC code of student conduct, as is behaviour intended to inflict harm to individuals' emotional well-being and/or their reputations.
 - e) Day Scholars bringing vehicles must operate them responsibly, with the safety of themselves and others in mind.
 - f) 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 transportation information, contact details of the organisers, destination, time, and date of return to the Residence Halls must be given to the appropriate Resident 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 organise 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 safety and conduct while they are away from campus, including when they participate in student-organised off-campus activities and excursions.

21. Tobacco Policy

Students who smoke are encouraged to see the Counsellor to receive assistance with quitting because of the health risks it entails for that student and 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, corridors, etc.). Students may be sanctioned by the 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 behaviours, as for other unlawful behaviours. Please see below for the consequences of smoking on campus that will be administered by RTC.

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

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.

22. Alcohol and Drug Policy

WARNING: RTC MAINTAINS A ZERO-TOLERANCE POLICY REGARDING THE USE OR POSSESSION OF ALCOHOL AND ILLEGAL DRUGS. SUCH VIOLATIONS ARE TREATED WITH UTMOST SERIOUSNESS DUE TO THE SIGNIFICANT RISK THEY POSE TO THE SAFETY AND WELL-BEING OF BOTH THE INDIVIDUAL AND THE CAMPUS COMMUNITY. DISCIPLINARY ACTIONS—including IMMEDIATE REMOVAL FROM THE RESIDENCE HALLS, SUSPENSION, OR EXPULSION FROM THE COLLEGE—MAY BE ENFORCED, EVEN FOR A FIRST OFFENCE.

- 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 Counsellors 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, offences for which sanctions may be given are not limited to on-campus behaviours but include breaches of the law and/or serious misbehaviour off-campus.

Sanctions for violations shall depend on the seriousness of the offence. A list of possible sanctions appears shortly, but it is not exhaustive as flexibility in suiting the sanction to the offence 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 behaviour 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 RMs 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 and the offending students' families 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' behaviour with the Registrar.

Financial Recompense: Students found guilty of any advertent damage to RTC property will be required to pay a reasonable indemnity 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 the 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 offences 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 disregarding a particular behavioural guideline or substantial violation of the RTC's core values. Being put on limited probation means that repetition of a similar offence 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 offence is committed again.

General Probation: A student can be placed on general probation for marked disregard of college behavioural guidelines, a gross violation of RTC's core values, disregard of conditions set out as a result of prior disciplinary problems, repetition of offences normally leading to limited probation or the like. General probation may be given when the offence 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 behavioural 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 behaviour 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 behaviour. (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 offence 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 behaviour and disciplinary infractions may be considered in decisions about suspension for a given offence, 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 fulfil 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 forfeited, and no reimbursement of them will be made. Any fees owed to the college at the time

of the suspension must be paid 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 offences warranting the maximum punishment due to their severity or the danger the offence poses to the College or the broader community. In addition to disciplinary expulsion from the RTC, expulsion may occur for academic reasons if the 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 forfeited. 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 residence hall: Generally, for a minor offence, 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 behaviours that seriously conflict with those expected from RTC students may be required to vacate their seats in the Residence Halls immediately without a warning or refund of their boarding fees.**

Parental Notification of Disciplinary or Other Issues: The parents or guardians of students engaging in behaviour 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 behavioural issues if it feels it is in the student's best interest to do so or if verbal warnings do not eliminate behavioural problems.

Broader Notification of Disciplinary Issues: RTC reserves the right to notify the college community, students' parents, and the broader public of behaviour 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 fulfil various behavioural requirements beyond refraining from additional offences, 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 meet the counsellor. 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 offences shall be reported to the Dean. In the case of repeated or more serious academic offences, 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, by convening a Disciplinary Committee, has the responsibility for deciding on sanctions for non-academic behavioural offences. However, when an offence is serious enough

to require immediate attention 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 believes should result in expulsion from RTC, a Disciplinary Committee will be convened. If the committee agrees that 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 a Disciplinary Committee, they may appeal to the office of the President.

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 IDs 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, despite 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 Male Resident Mentor at the Mentor's office promptly. Upon payment of a fee, the card will be replaced immediately.

Return of ID Cards on Departure from the RTC: ID Cards must be surrendered to the college when a student graduates or withdraws officially. Failure to surrender a card when required to do so may result in a fine being deducted from the student's security deposit.

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** ([refer to Penalties for Default](#)). 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 is 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/>.

Fees for Clearing Back-Papers: Students who do not pass a module have numerous opportunities to clear those back-papers as described in Section 5 of this Handbook. Because the preparation of supplemental exams, tutoring, etc., involved in providing such opportunities incurs costs, students are charged various fees for such opportunities. The fees listed in Section 5 pertain to the academic year 2025-2026 and may be changed in subsequent years. Please note that to encourage students to take every opportunity to clear back-papers, students with back-papers will be charged for all such opportunities, regardless of whether they choose to take advantage of them, except the Winter Session, if offered, for students with two or fewer back-papers. Fee policies regarding clearing back papers can also be obtained from the Finance Office or on the college website.

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 (Nu.)
Within 7 calendar days after the deadline	Nu. 2,500
From 8 th -14 th day after the deadline	Nu. 5,000
From 15 th -30 th day after the deadline	Nu. 5,000+Nu. 1,000 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 Deposit Refund: The security deposit that students pay before they first enrol 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 when they pick up their transcripts, a month or so after 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 were 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 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 deposit 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 familiarise 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 recognise 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 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 behaviour.

28. College Song

སྤྲུལ་ལྗོངས་ཡངས་པའི་སྤྱིང་ལ། །མངའ་བདག་རིམ་བྱོན་རྒྱུ་ལས། །

ཕྱི་ནང་ཤེས་རིག་ཡོན་ཏན། །བྱུང་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་གྲར། །

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་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 *tsha-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། །བྲག་ཤིས་སློན་ལམ་ལྷ་གོ། །

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.

29. Time Table – Fall Semester

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

30. Time Table – Spring Semester

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

31. Notes

[illegible]

