



Inspiring Education in Bhutan

Student Handbook

2021-2022

Personal information

This Handbook belongs to:

.....

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 name:.....

Mother's/Father's/Guardian's contact information (mobile, email, address):

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PRAYER FOR LONG LIFE OF HIS MAJESTY THE KING

DRUK GYALPO JIGME KHESAR NAMGYEL WANGCHUCK

ཨོ་སྲ་སྟེ། དཀོན་མཚོག་ཅུ་གསུམ་སྐྱབས་གནས་རྒྱ་མཚོ་ཡིས། །དགེ་ལེགས་རྟེན་འབྱུང་དམ་པའི་མཚོག་སྲོལ་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་ཚེན་པོ་ཡིས། །བྱིན་ལྷབས་བདུད་ཅིའི་ཆར་རྒྱན་རྣམ་ཀུན་པའ། །

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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་པལ་རྒྱ་ར་ཡིས། །འཆི་མེད་བདེ་ཆེན་སྲུབ་པའི་མཚོག་སྟིན་པས། །

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

སྐྱབས་མཚོག་དག་དབང་རྣམ་པར་རྒྱལ་བ་ཡིས། །གསང་གསུམ་རྩི་རྗེའི་དབང་བསྐྱར་མི་བསྐྱབས། །

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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་བརྟན་པ་འཕེལ། །རྒྱལ་སློན་འབངས་འཁོར་དམ་གཅིང་མཐུན་འབྲེལ་བའ། །

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*Phen-deyi Jung-ney Gyal-wai Tenpa-Phel Gyal-lyon Bang-khor Dam-tsang Thuen-drel-zap
De-ki Phuen-tshok Pel-youen Gyung-du Chur Jong-di Zam-ling Kuen-tu Zey-Jur-chi*

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1. Welcome from the President

Dear Student,

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

As Royal Thimphu College celebrates its 13 years of service to the Nation, in keeping with the College's purpose, "Inspiring Education in Bhutan", we rededicate our commitment to continuously improving our processes and resources, and providing you with stimulating and enjoyable learning experiences to enable you to achieve your full potential. In alignment to the Royal Kasho on education (17th December 2020) we will help you become independent life-long learners who are well-rounded responsible citizens, with physical, mental, emotional, spiritual and moral values.

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

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

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

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

Congratulations for choosing RTC for your higher education!

Tshewang Tandin

2. Vision, Mission and Values

Vision

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

Mission

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

Values

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

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

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

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

3. Academic Calendar: 2021-2022

FALL SEMESTER (AUGUST - DECEMBER 2021)	
26 Jul, Mon	New Faculty & PLs report to college at 9:30 AM
26 - 28 Jul, Mon - Wed	New Faculty orientation program Reassessment Examinations for Sem II, IV, & VI
30 - 31 Jul, Fri - Sat	Student Leadership Workshop (SG Members, RAs and Club Coordinators)
29 Jul, Thu	Returning faculty report for work at 9:30 AM; Semester opening meeting
29 - 31 Jul, Thu - Sat	Semester planning by faculty
02 Aug, Mon	Semester I students (Regular) report for registration; Resident students check into their residences (9-12 AM); Orientation starts after lunch.
02 - 04 Aug, Mon - Wed	Orientation for Freshmen
04 Aug, Wed	Returning resident students report to Residence Halls; Orientation for CE students
05- 07 Aug, Thu - Sat	Online E-Learning Orientation for the Freshmen (both Regular and CE students)
05 Aug, Thu	New academic session begins, first day of classes for the 2nd, 3rd, 4th year Day/ CE Classes. (9th August- first day of classes for the 1st year- Day & CE) Re-Assessment: PBoE & Results Declaration
05 - 11 Aug, Thu - Wed	Residence Hall, dining, and tuition fees due
18 Aug, Wed	RTC Club Fair
25 Aug, Wed	Elections of First Year Representatives
01 Sep, Wed	Prize Award Day
08 Sep, Wed	Blood donation organized by Student Government
04 - 08 Oct, Mon - Fri	Mid-term Examination
17 Sep, Fri	Last Day of Thimphu Tshechu (Holiday)
23 Sep, Thu	Blessed Rainy Day (Holiday)
15 Oct, Fri	Dasain (Holiday)
27 Oct, Wed	Descending Day of Lord Buddha (Holiday)
01 Nov, Mon	Coronation Day (Holiday)
11 Nov, Thu	Birth Anniversary of the 4th Druk Gyalpo (Holiday)
29 Nov - 08 Dec, Mon - Wed	Semester-end (Final) Examinations
09 Dec, Thu	Residence Halls/dining hall close after lunch; students leave for vacation (All students are expected to leave their residence halls during the winter break)
14 Dec, Tue	All SE grades submitted
15 Dec, Wed	Meetings of the Program Board of Examiners
16 Dec, Thu	Declaration of the results; Semester review and closing dinner.

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

SPRING SEMESTER (JANUARY - JULY 2022)	
14 Feb, Mon	New Faculty & PL report to college at 9:30 AM
14 - 16 Feb, Mon - Wed	New Faculty orientation program
14 - 16 Feb, Mon - Wed	Reassessment Examinations for Semester I, III, V & VII
17 - 19 Feb, Thu - Sat	Semester planning by faculty; Student Leadership Workshop (SG Members, RA's and Club Coordinators)
21 - 23 Feb, Mon - Wed	Birth Anniversary of His Majesty the King (Holidays)
23 Feb, Wed	All resident students report to Residence Halls
24 Feb, Thu	Classes begin for all students; Reassessment: PBoE & Results Declaration
24 Feb - 02 Mar, Thu - Wed	Residence Hall, dining, and tuition fees due
03 - 04 Mar, Thu - Fri	Losar (Bhutanese New Year)
06 April, Wed	Blood Donation organized by Student Government
22 - 27 Apr, Fri - Wed	Mid-term examinations
02 May, Mon	Birth Anniversary of Third Druk Gyelpo and Teachers' Day
11 May, Wed	Death Anniversary of Zhabdrung (Zhabdrung Kuchoe)- (Holiday)
18 May, Wed	Student Government Elections
14 June, Tue	Lord Buddha's <i>Parinirvana</i> - (Holiday)
20 - 28 Jun, Mon - Tue	Semester-end (Final) Examinations
29 Jun, Wed	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)
30 Jun, Thu	Eleventh Graduation Day
04 Jul, Mon	All SE grades submitted
05 Jul, Tue	Meetings of the Program Board of Examiners
06 Jul, Wed	Declaration of the semester results; Semester review and Semester Closing

4. Facilities and Support Services

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

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

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

Accessing Announcements and Information on Campus Activities: Students are encouraged to frequently consult the RTC announcement boards and the college websites (www.rtc.bt and my.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/Kitchen: Nutritious and wholesome vegetarian and non-vegetarian meals are hygienically prepared in the college kitchen. The dining service can take residents' dietary restrictions in consideration if a Residence Mentor is notified in advance.

All resident students are provided with three meals a day - breakfast, lunch and dinner. Meals are self-service and students are expected to demonstrate good hygiene and table manners. Day Scholars 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:	7:00-9:30 AM	7:30-9:30 AM
• Lunch:	12:00-2:00 PM	12:00-2:00 PM
• Dinner:	7:00-9:00 PM	7:00-9.00 PM

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

College Cafeteria: In addition to the dining hall, students and other members of the RTC community can purchase food and snacks from the Cafeteria, located next to the Book/Convenience Store. It is open for breakfast, lunch and dinner.

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

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

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

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

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

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

Career Skills Development: The College provides a wide range of activities to help students succeed in the job market. For example, it provides sessions to help students learn how to write effective cover letters and resumes and opportunities for students to hear from and interact with representatives of various Ministries, corporations, NGO's and businesses regarding hiring processes. Classes to help students prepare for the Bhutan Civil Service Preliminary Exam are also provided. In addition, RTC alumni are invited to the college to share their experiences in obtaining jobs and progressing in their careers.

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

Transportation: City bus service between RTC and Thimphu is available to students using pre-paid bus cards, but not cash. Day Scholars can purchase semester-long pre-paid bus passes at the City Bus office located just before the Lungtenzampa Bridge. Alternatively, they can contact the RTC Administrative Officer near classroom B-13 who will normally facilitate the processing of such bus cards during the first week of the semester. Since buses are assigned based on the number of signups, it is mandatory that your card reflects the actual place where you will be picked up and dropped off when travelling to/from RTC. The original pre-paid cards, not photos of them shown on cell phones, must be used when boarding the bus. College normally provides transportation for students to the National Referral Hospital if needed.

Parking: Parking on college roads is not permitted and fines will be levied on vehicles parked there. All students parking vehicles do so at their own risk and parking privileges can be revoked for unsafe driving.

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

Motorcycle Parking. Day scholars who ride motorcycles to Campus should park in the area provided next to the college gate.

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

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

5. Academic Information

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

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

Bachelor of Arts:

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

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 policies that apply to them. However, the degrees in Nursing and Midwifery are awarded by the Khesar Gyalpo University of Medical Sciences of Bhutan (KGUMSB). Because this programme is under KGUMSB and differs in numerous ways from RTC's other programmes, to avoid confusion there is a separate handbook relating to academic matters for students enrolled in it. 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 an RTC degree.

Conditions for Obtaining an RUB Degree: To obtain a RUB degree, students must pass ALL modules in their programmes, which are three 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 the administrative difficulties shifting causes. **However, during the first three days of each academic year, first-year students who wish to shift to a different programme (for which they meet the minimum entrance criteria) should write an application letter to the Dean in which they will indicate their current and preferred programmes.** Parents/guardians will be contacted to ensure the student request has their endorsement. Seats opening up in the preferred programme will typically be assigned to eligible students based on an assessment of their academic strengths. Please note that such changes in programme are not automatic on seat availability but are at the discretion of the Dean.

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

We expect RTC students to become active learners, looking for information in class, in the library, on the internet and in other sources, and learning how to evaluate it and apply it to everyday problems. Teaching-learning will be a mix of lecture, discussions, seminars, presentations, projects and internships, etc. The

specific programme/module requirements are described in programme documents available in the library.

Adjusting to Academic Life: RTC offers a module, Orientation to College Learning (OCL), in which first-year students enroll. The central aim of this **required** non-credit course will be to provide students with the tools – academic, social, and personal – 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 to 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 effectively writing and speaking in English.

Study Halls: All RUB-degree students will be 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 enroll, timing, meeting places etc. please go to My.rtc.bt and click on the LRC tab. The college also works hard to provide enrichment opportunities that vary from year to year. Examples of such opportunities include a book club and classes designed to prepare students for the RCSC exams or language exams such as TOFEL that are helpful to those wishing to work or study abroad.

Continuous and Summative Assessment: Generally, RTC courses have both continuous assessments 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 the course of their academic programmes. The purpose of this is to facilitate student success in meeting attendance requirements and in performing academically. This database can be accessed very simply from anywhere online (<http://results.rtc.bt>)

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 whenever it would be

helpful to them. **They are required to seek out a meeting with their adviser if they fail one or more modules in order to map out a plan to remedy that situation.**

Royal University of Bhutan (RUB) Regulations Regarding Progression:

Many assessment, re-assessment and progression practices at RTC are determined by the RUB *Wheel of Academic Law* because RTC is affiliated with RUB. Students are urged to consult that document, their adviser, or the Dean if they have questions about the following or related material. The information below is rather detailed. However, it is included here because it is complicated and of vital importance.

Students in RUB programmes must pass ALL modules in their programme within a maximum of five years (six years in case of newly revised 4-years BSC Environment Management) in order 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, either repeating all their modules or only the ones they failed. Alternately, 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 achieving a minimum of 40% individually in both continuous assessment (CA) and the semester-end examination (SE).** Students should note this particular RUB requirement so that there is no confusion. In other words, in order to pass a module, 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 CA, 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 a) not taking the Re-Assessment means giving up one of the limited number of opportunities for passing the module, b) waiting to re-take the module means that students may forget and then need to re-learn much of the module contents, c) the student will have to deal with an unusually heavy work load when re-taking a module, which could well have a negative impact on performance in the re-taken or other modules, and d) 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 2021-22 to illustrate the process. However, for other academic years or for 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 2021); Fee: included in tuition	Pass the Continuous Assessment and Final Exam regularly the first time the module is taken (e.g. Spring Semester 2022); Fee: included in tuition
2nd Chance	Re-Assessment during the next February 2022; Fee: Nu. 1,000,* exam only	Re-Assessment in July/August 2022 at start of Fall Semester 2022; Fee: Nu. 1,000,* exam only
3rd Chance**	Repeat the module in Fall 2022; ** Fee: Nu. 8,500* for module repeat (classes & exam)***	Repeat the module in Spring 2023;** Fee Nu 8,500* for module repeat (classes & exam)***
4th (Last) Chance	Repeat the module in Fall 2023;** Fee: Nu. 8,500* for module repeat (classes & exam)***	Repeat the module in Spring 2024** 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.

*** Offering of Winter School is not guaranteed and will be decided by the AAD only towards the end of the year.

**** A student will get only one chance of re-assessment for any module. Students failing a module repeat are not eligible for 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 in that 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 in order to make sure a seat is available for them. Different re-admission

policies exist depending on whether students are in their first semester, whether they fail due to attendance deficits or academic deficiencies or whether they have previously withdrawn from the college. Details are available from the Dean's Office and on the college website.

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

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 a mark of zero for non-submission of a component of work in a module.

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

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

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

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

In addition, in order to retain an 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 in order to retain the scholarship beyond the first year.

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

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

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

6. Student Activities

Involvement in student activities provides rich opportunities to explore new interests, to deepen existing interests, and to develop leadership and social skills that are valuable in the job market. RTC provides many such opportunities for students 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 through providing the Student Government with substantial funds that can be allocated to support club activities.

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

Student Government: Students elect peers to the Student Government which helps to convey the interests and opinions of the students to the RTC administration, faculty, and staff, to provide student input on campus services like the dining hall, and to organize activities that enrich student life and enhance the campus environment. The Student Government also has broad responsibility for

allocating funds to new and existing RTC clubs. Appropriate recognition such as certificates is awarded to Student Government members.

7. Student Employment

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

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

Fitness Centre Assistants are responsible to helping those using the Fitness Centre learn how to use the equipment there safely and responsibly. This job provides an opportunity for students to learn about the operation of a fitness centre and the equipment found therein as well as to contribute to the health of the RTC community

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

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

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 members of the faculty and staff from numerous countries from four continents, the college has a prize-winning partnership with Wheaton College in the U.S. that brings groups of Wheaton students to live and study at RTC for a semester. Arrangements with other colleges in the United States, as well as in numerous countries including Canada, Hungary, Switzerland, the U.K. and Japan, bring other international students to the college as well. Furthermore, individual students from North America, Africa and elsewhere in Southeast Asia have begun to enroll from time to time at RTC as degree candidates.

RTC students also have the opportunity for enriching international study and travel experiences. For instance, in each of the past several years a group of RTC students was hosted by the SEISA Group in Japan and we expect to continue that

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

9. Day Scholar Information and Facilities

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

Frequent Scheduled Bus Transportation to/from Thimphu. City bus service has been arranged for RTC students between RTC and Thimphu. Students can purchase semester-long passes at substantially discounted rates. Please remember that bus drivers cannot accept cash, so be sure to purchase a bus passes or tickets if you plan to use Bhutan Post.

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

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

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

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

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

10. Emergency Numbers

Police: 113

Fire: 110

Ambulance: 112

11. Contact Information

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

Contact	E-Mail	Phone
Dean of Academic Affairs: Dr. Shiva Raj Bhattarai	dean@rtc.bt	02-351804/ 351801 (ext.107)
Registrar: Ms. Pema Chhoden Wangdi	pemacwangdi@rtc.bt	351805/351801 (ext.116)
Dean of Development and External Relations: Dr. Samir Patel	samirp@rtc.bt	17823936 (ext.120)
Head of Administration and Finance Department: Mr. Bikash Chhetri	bikash@rtc.bt	17304070 (ext. 160)
Associate Dean of Academic Affairs: Ms. Nawang Yangden	nawangy@rtc.bt	17500529 (ext.146)
Assistant Academic Manager Mr. Tandin Dorji	tandindorji@rtc.bt	17634302 (ext.127)
Asst. Academic Officer: Ms. Sera Wangmo	serawangmo@rtc.bt	17339443 (ext.148)
Asst. Academic Officer: Ms Bijayata Rai	bijayatarai@rtc.bt	17334497 (ext. 148)
Asst. Academic Technical Officer: Ms. Keshab Raj Kharka	keshabrajkharka@rtc.bt	17764563 (ext. 133)
Asst. Academic Officer (CE Coordinator): Ms. Sherab Choden Dorji	sherabcdorji@rtc.bt	17334497 (ext. 148)
Office Assistant: Ms. Kinley Zangmo	KinleyZ1@rtc.bt	77683006 (ext. 114)
Office Assistant: Mr. Nar Bahadur Biswa	nbbiswa@rtc.bt	17275113 (ext. 114)
Assistant Student Services & Admission Manager: Mr. Sanjay Pradhan	sanjaypradhan@rtc.bt	77794595 (ext. 134)
Asst. Student Services Officer: Mr. Namgay Tshering	namgayt@rtc.bt	77876003 (ext. 119)
Health Officer/Student Services Officer: Ms. Deepanjali Dewan	deepenjalidewan@rtc.bt	17581088 (ext.149)
Asst. Student Services Officer: Mr. Tashi Wangdi	tashiwangdi@rtc.bt	17743924 (ext. 105)
Finance Manager: Ms. Mephram Zangmo	mephram@rtc.bt	17345282 (ext.106)
Asst. Finance Officer: Mr. Tashi Dorji	tashidorji@rtc.bt	17472197 (ext. 113)
IT Manager Mr. Namgay Tshering	namgaytshering@rtc.bt	17115352 (ext. 150)
IT Officer: Ms. Sonam Wangmo	SonamWangmo@rtc.bt	17411151 (ext. 144)
Senior IT Assistant: Mr. Dil Bahadur Ghishing	DBGhising@rtc.bt	17619430 (ext. 109)
Head Librarian: Mr. Brent Thomas Bianchi	btbianchi@rtc.bt	17391338 (ext. 110)
Librarian: Ms. Gyanu Pradhan	gyanupradan@rtc.bt	17519092 (ext. 128)
Asst. Librarian: Ms. Jitshen Dema	jitshendema@rtc.bt	17570986 (ext. 128)

Counselor: Ms. Tenzing Choden	tenzingchoden@rtc.bt	77775557
Human Resource Manager: Mr. Namgay Tenzin	namgaytenzin@rtc.bt	17564747 (ext.118)
Asst. HR Officer Ms. Chimmi Dema	chimmidema@rtc.bt	17747441 (ext. 161)
Asst. HR Officer Ms. Shachitta Gurung	shachittagurung@rtc.bt	17479280 (ext. 147)
Office Assistant Ms. Sukumari Rai	sukumari@rtc.bt	17625610 (ext. 103)
International Relations Manager: Ms. Kencho Pelzom	kenchopelzom@rtc.bt	17273085 (ext. 157)
Development and External Relations Manager: Ms. Deepika Chhetri	deepikachhetri@rtc.bt	17858886 (ext.162)
International Relations Officer: Ms. Tshering Choden	tsheringc@rtc.bt	17331485 (ext.155)
International Relations Officer: Mr. Tenzin Namgyel	tenzinnamgyel@rtc.bt	77286035 (ext. 130)
International Relations Officer: Ms. Namgay Dema	namgaydema@rtc.bt	77733967 (ext. 156)
Asst. International Relations Officer: Mr. Bhuwan Kafley	bhuwankafley@rtc.bt	17583939 (ext. 130)
Asst. International Relations Officer: Ms. Jamyang Choden	jchoden@rtc.bt	77330818 (ext. 130)
Asst. International Relations Officer: Mr Rigzin Dorji Wangdi	rigzindwangdi@rtc.bt	77458559(ext. 130)
Business Development Officer: Mrs Sonam Yangzom	sonamyangzom@rtc.bt	77373195 (ext. 145)
Executive Centre Assistant: Ms. Sherab Wangmo	sherabwangmo@rtc.bt	17933205/351837
Executive Centre Assistant: Ms. Dawa Lhamchu	dawalhamchu@rtc.bt	17920658/351837
Senior Administrative Officer: Mr. Pem Tshering	pemtshering@rtc.bt	17641499 (ext.108)
Administrative Officer: Mr. Dawa Drakpa	dawadrakpa@rtc.bt	77214515 (ext. 139)
Asst. Administrative Officer: Mr. Nima Norbu	nimanorbu@rtc.bt	17500524 (ext. 139)
Estate Manager: Mr. D.P. Guragai	dpguragai@rtc.bt	17609164/77609165
Senior Estate Officer: Mr. Namgay Wangdi	namgaywangdi@rtc.bt	17942223 (ext. 140)
Male Resident Mentor & Security in Charge: Mr. Tashi	tashimm@rtc.bt	17894357/02-351814 (ext. 137)
Female Resident Mentor Mrs. Pema Yangchen	pemayangchen@rtc.bt	17653422/77369553/(ext. 137)
Security Supervisor Mr. Dal Bir Waiba	dalbwaiba@rtc.bt	17954072
Security Gate		Ext. 165
Security Guards Mr. Jampel Wangchuk		17771522 77272259
Mr. Tshering Lhendrup		17279300
Mr. Kuenzang Chopel		17658364
Mr. Dhan Bahadur Sherpa		17557101
Mr. Dorji Wangchuk		77766366

12. RTC Codes of Student Conduct & Procedures

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

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

13. Academic Code of Conduct

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

Academic Honesty: Students will behave honestly in their academic work, as in other areas of their lives. Cheating or helping others to cheat on any aspect of coursework including exams and other assessments is a serious offense. Plagiarism, the presentation of another’s ideas, writing, or other work as one’s own, is a serious kind of cheating. This includes, among other things, paraphrasing by altering a few words or the order of ideas as well as direct copying of text, graphs, photographs etc. with 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 Urkund software. This very flexible and effective plagiarism-prevention tool provides automatic plagiarism checking for assignments submitted through RTC’s VLE. Alternatively, it can check assignments e-mailed to a given address by students and then send a plagiarism report to the relevant faculty member. In addition, faculty members can upload files received from students for checking by Urkund if they prefer. Students should know that

all faculty are expected to familiarize themselves with this software and to use it for assignments in which plagiarism could be an issue.

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

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

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

Class Attendance: Classroom activities are a core part of academic life from which students profit and to which students contribute, especially in an academic environment like RTC's which stresses continuous assessment. **In recognition of the importance of class attendance to individual students and to their classmates, regular classroom attendance is expected of all students and students not meeting RTC's attendance requirements will not be allowed to sit for exams.** Students missing out on continuous assessments due to classroom absence will not be allowed to make up such assessments, unless documentary evidence of a valid reason for the absence (such as a doctor's note or evidence that they were engaged in a college sponsored activity) is provided. **An overall attendance record of 85% is required to be able to sit for the semester-end examinations.** However, students who have been given medical leave (due to hospitalization or referred medical travel), who have been given leave due to family emergencies (such as death in the family or sickness of a child), or who are absent due to approved organized by external organizers may take final exams with 75% or higher actual in-class attendance.

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

To get a medical leave, students must submit **valid medical documents** to the Dean's office within 10 days following the last medical treatment for an illness. Medical leave is only granted in cases of hospitalization or travel outside of Thimphu for treatment as referred by a Doctor. Students are expected to use their 15% attendance buffer to deal with any other incidental sickness or injuries that may require rest but not hospitalization. To get emergency family leave, students must receive **prior** permission either from the Registrar's office the

Residence Mentor (residential students only) **before** missing classes. However, no more than 10% of total attendance will be approved under this category. So students must have at least 75% actual in-class attendance for either of these kinds of leave to be granted. To get a leave for RTC sponsored activities, the student must also get prior written permission from the Registrar for Student Services related activities, or from the relevant Dean for academic or Department of External Relations and Development sponsored activities. The duration of all leaves will be decided on the basis of the nature of the situation and the evidence provided.

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

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

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

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

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

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

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

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

Storing Your Personal Files in the Computer Lab: Do not keep any personal files, assignments, or documents on computer lab or library computers. Your RTC network login will automatically create a "MyPersonalFiles" folder at rtcCloud (cloud.rtc.bt), accessible by internet from on or off campus. You may store your personal files and assignments here, and this folder is private so that only you can see it. This is the correct place to store your RTC personal files.

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

14. RTC Library

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

- Resources to help you complete an assignment (the librarian will consult with you or your teacher)
- Help searching for information on a topic
- Help putting your paper in the appropriate citation style
- To see a current newspaper or magazine
- To find a book to read for pleasure

Library Hours: (Subject to change)

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

General Rules

- Please enter and use the library in a quiet and respectful manner.
- Please do not bring food or drinks into the library.
- Please keep your cell phone conversations outside.
- Please leave your belongings outside the library.

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

Borrowing Books

- You must present your current RTC student ID in order to check out a book. NO exceptions!
- You may borrow up to five (5) items for ten (10) days.
- Please take care of items you check out. You will be charged for damaged or lost items as well as for items that are kept beyond the indicated due date.
- Reference materials (materials that are so frequently consulted that they need to be always on hand in the library) may not be checked out. Reference materials include dictionaries, encyclopedias and atlases.
- Reserve materials (materials in such high demand that the library needs to ration access to them) may be checked out for a limited time period. Reserve materials include textbooks and items from the faculty files. These must be returned at or before the designated time.
- **Many resources needed for assignments are kept in digital form on the college intranet. So make sure you learn how to access and use them early in your time at RTC.**

15. Residence Hall Code of Conduct

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

- 15.1** To provide an environment conducive to effective learning for everyone, quiet hours must be observed by all students. Specifically, no loud music, noise or behavior likely to distract those studying such as playing basketball near the Residence Halls is permitted between 9pm and 7am six nights a week (Sunday-Friday). Quiet hours on Saturday evening start at 11.00pm and extend until 7am on Sunday.
- 15.2** Resident students should be in their Residence Hall for the night by 11pm. If they have a **compelling** reason to be out later or to stay out overnight, they

must contact the Resident Mentor in advance and complete a required Exit Information Slip (EIS). EIS will not be issued for activities such as visiting friends or attending parties or late dinners. Should students request an EIS related to personal family issues, the RM's may contact the parents to inform them of the anticipated late return to the College.

- 15.3 Day scholars are not permitted on campus after 9pm, except when official college activities extend beyond that time, in which case they should exit the campus promptly after the activity ends. In no case may they stay on campus overnight.**
- 15.4** Resident students should be back on campus before 11pm. Students returning to campus after 11pm without an EIS must surrender their ID card at the gate. Late returning students will be sanctioned if they repeatedly fail to present a properly completed EIS at the gate. Students with a completed and signed EIS will be permitted to enter the campus after 11pm if they hand over to the security guard a completed and signed Exit Information Slip (EIS). However, no student will be permitted to enter campus after 1am, even if they have an EIS.
- 15.5** Residents should keep their rooms, common areas, and surroundings clean and hygienic. The proper disposal of trash is an essential part of this process, both in the Residence Halls and elsewhere.
- 15.6** Residents should continue to reside in their allotted rooms and leave the original furniture, fixtures etc. there unless they obtain the Residence Mentor's permission to do otherwise.
- 15.7** Resident's family members and friends of the same sex may be entertained within the Residence Halls during non-quiet hour times, as long as they do not disturb roommates or other students.
- 15.8** Individuals who are not members of the RTC community, their families, or officially invited guests and RTC students of the opposite sex are not permitted in the Residence Halls without the Residence Mentor's/Registrar's approval.
- 15.9** Students are not permitted to cook food in their rooms. However, they may have one water boiler per room, as long as they are careful to turn it off when they are not in the room, due to environmental and safety concerns.
- 15.10** During the winter no more than one radiator heater per room (must be thermostat controlled) can be brought into the Residence Halls if residents wish.
- 15.11** Environmental and safety considerations lead to the necessity to turnoff all lights and electric appliances when students are not in their rooms.
- 15.12** Neither residential students, Day Scholars, nor continuing education students are permitted to enter campus Residence Halls housing the opposite sex at any time. Students wishing to meet those of the opposite sex must do so in the public areas outside of the Residence Halls.

15.13 Residents and other students should conduct themselves in a way conducive to making the Residence Halls as safe as possible for themselves and others. Specifically, they should refrain from handling the fire extinguishers except in training or fire emergency situations.

15.14 Residential students can keep their vehicles on campus after obtaining a parking pass from the Male Mentor/Security Supervisor. However, if their vehicle is found attempting to enter or leave campus after 11pm that student will be sanctioned and no longer permitted to keep a vehicle on campus. Parking privileges can also be revoked for unsafe operation of vehicles.

15.15 Smoking is not allowed on the RTC campus, including its Residence Halls.

16. Residence Hall Procedures

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

Security of Personal Belongings: Residence Hall security is all students' responsibility, and concerns about this matter underlie much of the Residence Hall code of conduct. Students should lock their doors when they leave their rooms and carry their keys with them, report unescorted visitors, and not give access to unaccompanied guests. RTC cannot assume responsibility for articles stolen, lost, or damaged in the Residence Halls or elsewhere on campus, so be sure to sure take the precautions necessary to protect your valuables.

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

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

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

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

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

Access to On-Campus Housing for Returning Students: Students admitted as residential scholars shall normally be assigned on-campus housing throughout their years of study at RTC, although this is not guaranteed. For example, they can lose access to on-campus housing due to academic failure which leads to a hiatus in their enrollment at RTC, to disciplinary problems, to failure to participate in a timely way or in the manner prescribed in the housing assignment process conducted for returning students, etc. Residential students who voluntarily become Day Scholars will have to reapply for on-campus housing should they later wish to return to it. Such accommodation is not guaranteed, but it may be provided if space is available. Students admitted as Day Scholars may later apply for on-campus housing by contacting the Registrar who will decide if the request can be accommodated.

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

Financial Obligations: Non-refundable payment of all semester fees, including residence and dining contract fees is due by the end of the first week (five full working days, excluding RTC observed holidays) returning students are on campus each semester. For additional important related information, see [Financial Obligations and Fee Payments](#) on page 36 and following of 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 for RTC's physical property leads to the following code of conduct related to RTC food services.

- 17.1** Food from the dining hall should be consumed there and not taken elsewhere.
- 17.2** Packaging materials and containers from snack foods must be disposed of properly rather than being left littering classrooms or other parts of the campus.
- 17.3** Eating utensils such as plates, spoons, glasses, etc. should be left in the food service area where they were obtained in order to avoid loss of such items with subsequent shortages of them leading to increased costs.
- 17.4** After eating, diners themselves shall put all cups, plates, waste food, etc. in the designated places.
- 17.5** Students shall not instruct the kitchen staff or enter the kitchen/storerooms.
- 17.6** Students may not eat or drink in classrooms, the amphitheater, the auditorium, etc.

18. Dining Hall Procedures

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

19. RTC General Student Code of Conduct

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

- 19.1** Students shall behave with courtesy and show respect for everyone both inside and outside the campus, including all college staff and service workers as well as all other students. Thus they will not, for example, a) engage in any form of ragging or sexual harassment, b) form groups intended or likely to promote disparagement or antagonism between those from different backgrounds or between members of different classes or other groups at RTC, c) harass others based on factors such as the other's gender, their religion or regional backgrounds, or their year of enrollment at RTC, d) post malicious or negative comments about other students online.
- 19.2** Students shall carry valid identity cards issued to them by RTC at all times on campus and produce them when requested to do so by college staff, including security staff. Security guards at the gate will not allow students entry to the campus after 11pm without their ID cards and/or an Exit Information Slip.

- 19.3** Students may not bring visitors with or without vehicles on campus after 6.30pm and they are responsible for seeing that their visitors already on campus, as well as their visitors' vehicles, leave by that time.
- 19.4** Students must accompany their visitors on campus at all times and will be liable for sanction in event of their guests' misbehavior.
- 19.5** No unauthorized/unregistered vehicles are permitted on campus after 6:30 pm.
- 19.6** Residential students are not permitted to drive vehicles around, into, or out of the campus after 9pm. Violation of this rule may lead to loss of the privilege of bringing a car on campus. Day Scholars and CE students are expected to remove their vehicles from campus when they leave at or before the times applicable to them.
- 19.7** Students shall use RTC property in a manner intended to further their own and others' academic excellence. For example, computer resources will not be diverted for purposes of entertainment when they are needed for academic pursuits and library rules will be followed to ensure that all members of the RTC community have access to the library resources they need.
- 19.8** Students are responsible for behaving in a way that promotes the preservation of their own and RTC property and that respects the rights of others to their own property. For example, defacing of RTC buildings or grounds with graffiti is prohibited.
- 19.9** Students are responsible for preserving RTC's natural environment through behaviors such as avoiding littering. For this reason, the consumption of doma is strongly discouraged.
- 19.10** All Bhutanese students shall wear national dress when in the academic area of campus during class hours and at formal RTC events. In other areas, or at other times, they should dress modestly while in public and in the community areas of the Residence Halls.
- 19.11** Students are responsible for behaving in a way conducive to their own health and safety as well as in a manner that takes into consideration the health, safety and welfare of other members of the RTC community. Such considerations lead to the following rules and to the RTC Alcohol and Drug Policy that apply to all students:
- a.** Gambling is not permitted on campus.
 - b.** Firearms and weapons of any sort, including knives large enough to serve as weapons, are not allowed on campus.
 - c.** Physical assault of any kind on anyone is a serious breach of the RTC code of student conduct, as is behavior intended to inflict harm to individuals' emotional well-being or their reputations.
 - d.** Students bringing vehicles to campus must operate them responsibly, with the safety of themselves and others always very much in mind.
 - e.** Fireworks and firecrackers may not be used on campus.

20. Student Excursion Policy

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

21. Tobacco Policy

Students who smoke are encouraged to see the Student Counselor to gain assistance with quitting. Consistent with Bhutanese law, smoking is not allowed anywhere on the RTC campus, including all college buildings (the cafeteria/canteen, the dining hall, student lounges, and residence halls, including common rooms, individual rooms, toilets or corridors, etc.). Students may be sanctioned by RTC for violation of this policy, including but not limited to warning letters placed in their permanent files and fines. They are also subject to sanction by civil authorities for unlawful smoking behaviors, as for other unlawful behaviors. Please see below for the consequences of smoking on campus.

Violation	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 pay Nu. 2,000 and have a warning letter put in their Personal File. Parents/guardians will be called to the office with the offender.
3 rd Instance	Offenders will pay Nu. 10,000 and face further sanctions from the Disciplinary Committee.

Random checks will be carried out. Those who repeatedly violate the Tobacco Policy may be subject to other escalating disciplinary actions, which could lead to major sanctions or referral to the National Compliance Authority.

The college will provide nicotine gums in collaboration with [Bhutan Narcotics Control Authority](#). Students interested should get in touch with the college nurse or counselor.

22. Alcohol and Drug Policy

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

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

NOTE: *Students are encouraged to seek assistance if they require support in dealing with an alcohol or drug problem or if they wish to stop smoking. Confidential help is available from the College Counselors, from Lama Shenphen 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 overall society, or (3) interferes with or obstructs the mission or operations of RTC and/or seriously violates RTC's core values. Thus, offenses for which sanctions may be given are not limited to on-campus behaviors, but include breaches of the law and/or serious misbehavior off campus.

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

To help ensure a safe and orderly environment, the RA's and the Resident Mentors carry out ad-hoc patrolling of the college campus. **Students caught violating the RTC codes of conduct will be liable to be sanctioned without any**

warning and the college community may be notified about such sanctions.

In addition, all members of the RTC community, including security personnel, other college staff, and students have the right to lodge a complaint regarding students' behavior with the Registrar.

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

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

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

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

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

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

Expulsion from College Housing and/or Loss of Opportunity for Future College Housing: Generally for minor offenses students may be given a warning by the Residence Mentor before more serious action is taken. **However, students violating the Residence Hall Code of Conduct or engaging in other behaviors that seriously conflict with those expected from RTC students may be required to vacate their seats in the Residence Halls immediately and/or to forfeit the opportunity to be considered for a Residence Hall placement in the following semesters without a warning.**

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

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

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

Disciplinary Decision-Making Process: Faculty members have the power to decide on sanctions for first-time academic honesty violations of a relatively minor nature, although ALL academic honest offenses shall be reported to the Dean. In the case of repeated or more serious academic offenses, the Dean normally has responsibility for deciding on sanctions up to and including general probation, although he may choose to convene a Disciplinary Committee to decide on a sanction in relatively serious cases. The Registrar normally has responsibility for deciding on sanctions for non-academic behavioral offenses. However, when an

offense is serious enough to require immediate attention in order to secure order and safety on campus and to uphold fundamental aspects of RTC's Codes of Conduct, the President may take immediate action up to and including expulsion of the offending student from the college. In cases that the Dean or the Registrar believe should result in suspension or expulsion from RTC, a Disciplinary Committee will automatically be convened. If the committee agrees that suspension or expulsion is appropriate, it will forward this recommendation to the President for a final decision. In all other cases they address, the Disciplinary Committee's decision regarding the appropriate sanction or sanctions is final.

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

24. Student Identification Card Procedures

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

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

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

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

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

25. Financial Obligations and Fee Payment

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

Tuition, Residence Hall and Dining Contract Fees. Fees are due at or before the beginning of the relevant semester and must be paid on time to avoid penalty fees. Students may pay for the full academic year at its beginning if they so desire. All first-year students must also make a one-time refundable security deposit, which will be refunded (less any outstanding dues) after they leave.

Payment of academic, Residence Hall and dining hall fees 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 year 2021-22 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 (with the exception of the Winter Session 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 2021-22 (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	Student WILL NOT BE ALLOWED to attend the classes/ ADMISSION SEAT MAY BE OFFERED TO AN ALTERNATIVE APPLICANT

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

Security/Caution Fee Refund: The security deposit/caution money that students pay before they first enroll is refundable subject to several conditions including a) the student is permanently leaving the college, and b) the student has satisfactorily completed all college-leaving formalities including return of his/her ID card resulting in issuance of a "No Due Certificate" signed by the Registrar. Any outstanding financial liabilities the student has to RTC upon leaving will be deducted from this refund. Graduates can pick up the money due to them from the security deposit/caution money when they pick up their transcripts a month or so after successfully completing all RTC coursework. However, if desired it can normally be picked up during business hours if at least 15 days have passed from the date on which the application for the claim and all necessary documentation were turned into the Finance Office. No award of a degree or issuance of a transcript will be granted until the amount owed is settled, if the student's unpaid financial obligations to the college exceed the amount of the remaining security deposit. The deadline for obtaining a refund of the security/caution fee is six months from the date of graduation, withdrawal, expulsion, failure from college, or pending re-admission not completed. After that, no refunds shall be made.

26. Participation in Safety Drills

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

27. Right to Update Materials Contained in This Handbook

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

28. College Song

མཁུ་རྒྱུངས་ཡངས་པའི་སྤྱིང་ལ།།མངའ་བདག་རིམ་བྱོན་དྲིན་ལས།།

ཕྱི་ནང་ཤེས་རིག་ཡོན་ཏན།།ལྷན་པར་བཀའ་དྲིན་ཆེ་སོ།།

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

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

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

ན་གཞོན་པོ་མོ་ཡོངས་ལྷ།།ཤེས་ཡོན་སྤེལ་བར་ལེགས་སོ།།

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

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

ལེགས་སོ་ན་གཞོན་ཡོངས་ཀྱིས།།ཐ་དང་དམ་ཚིག་བསྟན་ཏེ།།

འབྲུག་གི་ཆ་བ་གསུམ་ལྷ།།ཕྱག་སྤྱིད་ལྷ་བར་ལེགས་སོ།།

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

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

དབལ་ལྡན་འབྲུག་པའི་ཆབ་སྲིད།།ཚོས་དང་སྲིད་ཀྱི་རིང་ལུགས།།

གོང་ནས་གོང་དུ་འཕེལ་བའི།།བྲག་ཤེས་སློན་ལམ་ལྷ་གི།།

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

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

30. Time Table – Fall Semester

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

31. Time Table – Spring Semester

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

