



Inspiring Education in Bhutan

Continuing Education

Student Handbook

2019-2020

Personal information

This Handbook belongs to:

.....

Student ID / Enrollment No:

E-mail address:

Mobile phone:

Blood group, if known:

Address while at college:

.....

Permanent address (if different):

.....

Mother's/Father's/Guardian's name:

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

Zhabten

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Contents

1. Welcome from the President	5
2. Vision and Mission	6
3. Academic Calendar 2019-2020	7
4. Facilities and Support Services for Continuing Education (CE) Students	9
5. General Library Rules	12
6. Academic Information	13
7. Contact Information	17
8. Emergency Numbers	19
9. RTC Codes of Student Conduct & Procedures	19
10. Academic Code of Conduct.....	20
11. RTC General Student Code of Conduct	22
12. Tobacco Policy	24
13. Alcohol & Drug Policy	24
14. Dining Code of Conduct and Procedures	25
15. Disciplinary Procedures for Violation of RTC Codes of Student Conduct.....	25
16. Student Identification Card Procedures	28
17. Financial Obligations and Fee Payment.....	28
18. Right to Update Material in the Handbook.....	30
19. College Song.....	31
20. RTC Campus Map.....	32
21. Time Table - Fall Semester.....	33
22. Time Table – Spring Semester	34

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 four years.

As Royal Thimphu College celebrates its decade of service to the Nation, in keeping with the college's motto, "Inspiring Education in Bhutan", we rededicate our commitment to continuously improve our processes and resources to give you stimulating and enjoyable learning experiences to enable you to achieve your full potential to become independent life-long learners who are well-rounded, responsible citizens.

As you begin this exciting journey, this handbook will remind you to align your life here to RTC's vision and mission, and to the codes of conduct that embody core values of integrity, dedication to excellence, individual responsibility, and respect for oneself and for others irrespective of their background as well as for the college property and environment. You need to pay close attention to these codes of conduct as it is essential to the successful functioning of the college.

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

Congratulations for choosing RTC!

No doubt you will encounter many challenges here, but they are the processes that support your growth; so, enjoy these processes. I, 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.

Tshewang Tandin

2. Vision and Mission

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.

3. Academic Calendar 2019-2020

FALL SEMESTER (AUGUST-DECEMBER 2019)	
23 Jul, Tue	New Faculty & PLs report to college at 9:30 AM
23-25 Jul, Tue-Thu	New Faculty orientation program
24-26 Jul, Wed-Fri	Reassessment Examinations for Sem II, IV, & VI
25-27 Jul, Thu- Sat	Student Leadership Workshop (SG Members, RAs and Club Coordinators)
26 Jul, Fri	Returning faculty report for work at 9:30 AM; Semester opening meeting
26-31 Jul, Fri-Mon	Semester planning by faculty
29 Jul, Mon	Semester I students (Regular) report for registration; Resident students check into their residences (9-12 AM); Orientation starts after lunch.
29-31 Jul, Mon-Wed	Orientation for Freshmen
31 Jul, Wed	Returning resident students report to Residence Halls; Orientation for CE students
01 Aug, Thu	New academic session begins, first day of classes
01-08 Aug, Thu-Thu	Residence Hall, dining, and tuition fees due
14 Aug, Wed	RTC Club Fair
19 Aug, Mon	Elections of First Year Representatives
21 Aug, Wed	Prize Award Day
04 Sep, Wed	Blood donation organized by Student Government
24 Sep, Tue	Blessed Rainy Day (Holiday)
25-30 Sep, Wed-Mon	Mid-term Exams
08 Oct, Tue	<i>Dasain (Holiday)</i>
10 Oct, Thu	Last Day of Thimphu Tshechu (Holiday)
01 Nov, Fri	Coronation Day (Holiday)
11 Nov, Mon	Birth Anniversary of the 4th Druk Gyalpo (Holiday)
19 Nov, Tue	Descending Day of Lord Buddha (Holiday)
25 Nov-2 Dec, Sat-Mon	Semester-end (Final) Examinations
03 Dec, Tue	Residence Halls/dining hall close after lunch; students leave for vacation (All students are expected to leave their residence halls during the winter break)
06 Dec, Fri	All SE grades submitted
07 Dec, Sat	Meetings of the Program Board of Examiners
08 Dec, Sun	Declaration of the results; Semester review and closing dinner.

SPRING SEMESTER (JAN–JULY 2020)	
25-26 Jan, Sat-Sun	Losar, the Bhutanese New Year – (Holidays)
13 Feb, Thu	New Faculty & PL report to college at 9:30 AM
13-17 Feb, Thu-Mon	New Faculty orientation program
17-19 Feb, Mon-Wed	Reassessment Examinations for Semesters I, III, V & VII
18 Feb, Tue	All returning faculty report to the college at 9:30 AM; Opening Meeting
18-20 Feb, Tue-Thu	Semester planning by faculty; Student Leadership Workshop (SG Members, RA's and Club Coordinators)
21-23 Feb, Fri-Sun	Birth Anniversary of His Majesty the King (Holidays)
23 Feb, Sun	All resident students report to Residence Halls
24 Feb, Mon	Classes begin for all students; Results of Re-Assessment will be declared
24 Feb-02 Mar, Mon-Mon	Residence Hall, dining, and tuition fees due
8th April, Wed	Blood Donation organized by Student Government
23-28 Apr, Thu-Tue	Mid-term examinations
2nd May, Sat	Birth Anniversary of Third Druk Gyelpo and Teachers' Day; & Death Anniversary of Zhabdrung (Zhabdrung Kuchoe) (Holiday)
20th May, Wed	Student Government Elections
5th Jun, Fri	Lord Buddha's Parinirvana (Holiday)
20-27 Jun, Sat-Sat	Semester-end (Final) Examinations
28 Jun, Sun	Residence halls/dining hall close after breakfast (except for the 3rd Year and the volunteers for graduation); Students leave for vacation (Resident students must vacate their Residence Halls at this time and completely move their belongings from their rooms when they leave)
28 Jun, Sun	Ninth Graduation Day
30th Jun, Tue	Birth Anniversary of Guru Rinpoche (Holiday)
01 Jul, Wed	All SE grades submitted
02 Jul, Thu	Meetings of the Program Board of Examiners
03 Jul, Fri	Declaration of the semester results; Semester review and Semester Closing
04 Jul-23 Jul, Sat-Thu	Summer vacation for faculty
22 Jul, Wed	New Faculty & PLs report to college at 9:30 AM
22-24 Jul, Wed-Fri	New Faculty orientation program
22-24 Jul, Wed-Fri	Reassessment Examinations for Semesters II, IV, & VI
24 Jul, Fri	Returning faculty report for work at 9:30 AM; Semester opening meeting
24-29 Jul, Fri-Wed	Semester planning by faculty
27 Jul, Mon	Semester I students (Regular) report for registration; Resident students check into their residences (9-12 AM); Orientation starts after lunch.
27-29 Jul, Mon-Wed	Orientation for Freshmen
29 Jul, Wed	Returning resident students report to Residence Halls; Orientation for CE students
30 Jul, Thu	New academic session begins, first day of classes

4. Facilities and Support Services for Continuing Education (CE)

Students

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

College Cafeteria and Dry Canteen: RTC has a Cafeteria and Dry Canteen where students and other members of the RTC community can purchase food and snacks. The Cafeteria is located near the Book/Convenience store. It is open for breakfast, lunch and dinner and normally closes around 9pm. The smaller Dry Canteen, located near B-13, is usually open from 8:15 am to 6:30 pm weekdays and from 8:15am to 5 on Saturdays, although its hours may change.

ATM: An ATM, located in Academic Block B just above A-1, is available to facilitate convenient banking for students, faculty and staff.

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

Health Care: The National Referral Hospital is a short distance from RTC, so high quality medical care is readily available when students need it. **The college also has a trained nurse available on an emergency basis.** Students with a medical condition likely to affect other members of the RTC community must promptly inform the CE Coordinator or the Associate Dean.

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

Reporting of Sexual Harassment: Sexual harassment (engaging in unwelcome sexual behavior including but not limited to gestures, statements, written remarks or engaging in other offensive, humiliating or intimidating behavior of a sexual nature) is completely inconsistent with the codes of conduct applying to all members of the RTC community. It is taken seriously at RTC and will lead to disciplinary action for the person engaging in it. Should students experience such inappropriate behavior on the part of RTC faculty or staff, they

are strongly encouraged to report it to trusted authorities at the college, such as a faculty member, the CE Coordinator, a counselor, the Associate Dean, the Dean, or the RTC President so that appropriate action can be taken. Sexual harassment of one student by another should also be reported and will lead to consequences determined by RTC's Disciplinary Committee.

Campus Security: RTC is deeply committed to providing all members of its community with a safe and secure environment. It employs security staff, who should be the first point of contact in any possibly threatening situation, to facilitate 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. Students should be aware that CCTV cameras are in place in numerous public locations on campus. The Security Office is located near the top of the stairs that start in the main college lobby in the A-block.

Transportation: City bus service between RTC and Thimphu is available based on demand. Please check college announcement boards for information regarding the schedule and payment and be aware that the bus drivers are not allowed to accept cash payment, but expect riders to use cards which can be purchased at the CE Orientation programme or at Bhutan Post

Parking: Continuing education students who wish to bring vehicles on the campus must register with the Security Supervisor (Male Mentor) and obtain a parking pass, which must be posted on the vehicle's front window. **To retain this privilege, students must abide by driving and parking rules and regulations available from the Security Supervisor.** CE students shall park their cars below Academic Block A. Motorcycles may not be ridden on campus roads and must be parked in the space provided just inside the college gate. CE students may not park vehicles overnight at the college. Parking on college roads is not permitted and fines will be levied on vehicles parked there.

Lockers: Continuing Education students can rent lockers to store their books, coats and other possessions on payment of a modest fee and a security deposit. Those interested should contact the Finance Office.

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

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

Accessing Announcements and Information on Campus Activities: Students are encouraged to frequently consult the RTC announcement boards

and the college websites (www.rtc.bt and my.rtc.bt) because they are excellent sources of information on announcements, college activities, and the like. CE students are welcome to attend all announced college activities open to students in their academic programme.

Full Use of Campus Facilities: CE students are welcome to use all academic and recreational campus facilities including the library, computer labs, music room, the Fitness Centre, football, basketball, badminton, volleyball, futsal, table tennis, khuru, and archery facilities, as long as they abide by the rules and regulations pertaining to them. However, to provide a quiet environment for the faculty, staff and students living on campus, CE students will normally be expected to exit from the campus by 9:00 pm.

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

It is important that you follow certain rules of decorum when you use the RTC Computer Labs. Please use common sense and understand that there are faculty and students nearby who are trying to get work done. Keep the noise down, be polite, and try not to disturb those who are trying to study, prepare lessons, and maintain office hours. Please understand that the use of these computers is a privilege, not a right, and the privilege of using these systems will be revoked if you are not respectful of the rights of all who share our computing resources.

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

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

When logged onto a computer, you are responsible for any violation of computer use. Keep this in mind if you are considering giving your login to another student. You will be held responsible for anything that student does on the computer under your login. So, please think twice about lending your login and password to another student. **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.**

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.**

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

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

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

Library Hours:

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

5. General Library Rules

- Please enter and use the library in a quiet and respectful manner.
- Please do not bring food or drinks into the library.
- Please keep your cell phone conversations outside.
- Please leave your belongings outside the library.
- Please do not bring outside books into the library. If you absolutely need to bring one in, request permission from a member of the library staff.
- Respect everyone's right to use the library. Keep the noise level to a minimum so that students may read and work on assignments without being distracted.
- Quiet group discussions are allowed on the lower floor of the library. The upper floor of the library is reserved for silent reading and study.
- The computers inside the library are only for research use. No email, Facebook, etc.

- The computers just outside the library entrance are for short term-use, including e-mail.
- Vandalism of the library space as well as vandalism or theft of library property will not be tolerated.
- Violation of these rules will result in a loss of library privileges and most likely further disciplinary action as well.

Borrowing Books

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

6. Academic Information

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

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

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

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

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

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

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

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

We expect RTC students to become active learners, looking for information in class, in the library, on the internet 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, and projects, etc. The specific programme/module requirements are described in programme documents available in the library.

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

Accessing Information on Marks and Attendance: RTC has developed a database to allow students, their parents/guardians if desired, and faculty members to access information on student attendance and marks online during the course of their academic programmes. The purpose of this is to facilitate student success in meeting attendance requirements and in performing academically. This database can be accessed very simply from anywhere online (<http://results.rtc.bt>)

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

Books: Required books are included in continuing education tuition fees. At the beginning of each semester, information will be provided on where and when these books can be picked up.

Royal University of Bhutan (RUB) Regulations: 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 the full document, their adviser, or the Dean if they have questions about the following or related material.

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

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

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

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

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

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

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

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

costs, students are charged various fees for such opportunities.

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

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

Re-checking of 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 members at RTC assign the grades indicated below for various levels of academic achievement:

Outstanding	80% and above
Very good	70 – 79.9%
Good	60 – 69.9%
Satisfactory	50 – 59.9%
Failing	49.9% and below

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

Daytime Timing of Final Examinations and Final Exam Attendance: Final examinations for CE students are administered in the daytime, not in the evenings. Students must arrange to be available for final exams up to 3 days each semester in their first year and up to 4 days in subsequent years. It is the students' clear responsibility to make themselves available on the dates the exams are administered. According to RUB rules, a student who is absent from an examination due to illness or other cause acceptable to the Board of Examiners or who performs badly for a reason acceptable to them shall be allowed to take the examination and it shall be treated as a first assessment. However, failure to plan adequately to arrange leave in order to take exams is

not an acceptable excuse for missing an exam.

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

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

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

7. Contact Information

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

Normal work hours for many of those listed above are during the daytime, but they can be contacted at other times if circumstances clearly require that.

Contact	E-Mail	Phone
Dean of Academic Affairs: Dr. Shiva Raj Bhattarai	dean@rtc.bt	02-351804 (ext.107)
Registrar: Ms. Pema Chhoden Wangdi	pemacwangdi@rtc.bt	351805/351817 (ext.116)
Interim 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)
Academic Manager: Mr. Karma Gyeltshen	karmag@rtc.bt	17729018 (ext.133)
Academic Officer: Mr. Tandin Dorji	tandindorji@rtc.bt /	17634302 (ext.133)
Asst. Academic Officer (CE Coordinator): Ms. Karma Yangden	karmayangden@rtc.bt	17919579 (ext.148)

Asst. Academic Officer: Ms. Sera Wangmo	serawangmo@rtc.bt	17339443 (ext.148)
Asst. Academic Officer: Ms. Lhazin Tshering Dorji	lhazintdorji@rtc.bt	77293612 (ext.132)
Office Assistant: Ms. Kinley Zangmo	KinleyZ1@rtc.bt	77683006 (ext.114)
Office Assistant Ms. Rinchen Wangmo	rinchenwangmo@rtc.bt	17747844 (ext. 114)
Assistant Student Services & Admission Manager Mr. Sanjay Pradhan	sanjaypradhan@rtc.bt	77794595 (ext. 134)
Asst. Student Services Officer: Mr. Anand Moktan	anandmoktan@rtc.bt	17971588 (ext.119)
Health/ Student Services Officer: Ms. Deepanjali Dewan	deepenjailidewan@rtc.bt	17581088 (ext.149)
Asst. Student Services Officer: Mr. Tashi Wangdi	tashiwangdi@rtc.bt	17743924 (ext.105)
Business Development Officer: Ms. Sonam Yangzom	sonamyangzom@rtc.bt	77373195 (ext.145)
Asst. Marketing Officer: Ms. Kinga Pem	kingapem@rtc.bt	17617161 (ext.136)
Accounts and Procurement Officer: Mr. Jigme Dorji	jigmedorji@rtc.bt	17694571 (ext.112)
Assistant Finance Officer: Ms. Leki Dem Tamang	lekidtamang@rtc.bt	17521905 (ext.141)
Assistant Finance Officer: Mr. Tashi Dorji	tashidorji@rtc.bt	17472197 (ext.113)
Assistant Finance Officer: Ms. Mon Maya Chhetri	monmchhetri@rtc.bt	77412922 (ext. 141)
Accounts Assistant cum Cashier: Ms. Sangay Wangmo	sangaywangmo@rtc.bt	77400145 (ext.104)
IT Officer : Ms. Sonam Wangmo	sonamwangmo@rtc.bt	17411151 (ext.144)
IT Officer: Ms. Binita Rai	binitarai@rtc.bt	17523189 (ext. 144)
Asst. IT Officer: Mr. Choining Jamtsho Thapa	choiningjamtsho@rtc.bt	17395041(ext.109)
Asst. IT Officer: Ms. Chimi Lham	chimilham@rtc.bt	17645658 (ext.109)
Asst. IT Officer: Mr. Rohan Subedi	rohansubedi@rtc.bt	17952582 (ext.109)
Database Developer: Mr. Sherub Rangdrel	sherubrangdrel@rtc.bt	17788899 (ext.144)
IT Assistant: Mr. Dil Bahadur Ghishing	DBGhising@rtc.bt	17619430 (ext.109)
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 Office near dining room in Executive Centre
Counselor: Ms. Linda Kay Graf	Graf.counseling@gmail.com	Office near dining room in Executive Centre
Asst. Human Resource Manager: Mr. Namgay Tenzin	namgaytenzin@rtc.bt	17564747(ext.118)
HR Officer: Ms. Millan Subba	millansubba@rtc.bt / millansubba@gmail.com	17988535 (ext.147)
Asst. HR Officer: Ms. Rada Wangmo	radawangmo@rtc.bt	17585832 (ext.147)
Senior Administrative Officer: Mr. Pem Tshering	pemtshering@rtc.bt	17641499 (ext.108)
Administrative Officer: Mr. Dawa Drakpa	dawadrakpa@rtc.bt /	77214515 (ext.139)
Administrative Assistant: Mr. Nima Norbu	nimanorbu@rtc.bt	17500524(ext.139)
Senior Estate Officer Nr. Namgay Wangdi	namgaywangdi@rtc.bt	17942223 (ext.140)
Female Resident Mentor Ms. Pema Yangchen	pemayangchen@rtc.bt	17653422
Male Resident Mentor & Security in Charge: Mr. Tashi	tashimm@rtc.bt	02-351814/ 02-351801(ext.137) 17894357
Security Gate:		02-351810
Security Supervisor: Mr. Dal Bir Waiba		17954072
Security Guards: Mr. Jampel Wangchuk		17771522
Mr. Phub Dorji		17684614
Mr. Tshering Lhendrup		17761177
Mr. Kuenzang Chophel		17658364
Mr. Dhan Bahadur Sherpa		7557101
Mr. Dorji Wangchuk		77766366

8. Emergency Numbers

Police: 113 Fire 110 Ambulance 112

9. RTC Codes of Student Conduct & Procedures

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

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

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

10. 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 evidence of a valid reason for the absence (such as a doctor's note) 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 and who have been given leave due to family emergencies (such as death in the family or sickness of a child), or who encounter other special circumstances that the Dean/ Associate Dean decides warrant special consideration may take final exams with 75% or higher actual in-class attendance

To get a medical leave, students must submit **valid medical** documents to the Associate Dean's office within 10 days following the last medical treatment for a specific illness. To get emergency family leave, students must receive **prior** permission from the C.E. Coordinator's office in the Faculty Block **before** missing classes. The duration of all leaves will be decided on the basis of the nature of the situation and the evidence provided.

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.

Credit may be given for attendance at certain major continuing education events, such as workshops, in recognition of their importance. Such credit can be counted towards the attendance threshold needed to be eligible to take semester-end exams. However, because the number of such occasions is extremely limited and much learning occurs in classes, students should not count on them to make up for frequent class absences.

Promptness, Preparation and Attentiveness: In order not to disrupt the

learning of others or 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.

11. RTC General Student Code of Conduct

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

- 11.1** Students shall behave with courtesy and show respect for everyone both inside and outside the campus, including all college staff and service workers as well as all other students. Thus they will not, for example, a) engage in any form of ragging or sexual harassment, b) form groups intended or likely to promote disparagement or antagonism between those from different backgrounds or between members of different classes or other groups at RTC, c) harass others based on factors such as the other's gender, their religious or regional backgrounds, or their year of enrollment at RTC, or d) post negative or malicious comments about other members of the RTC community on-line or elsewhere.
- 11.2** Students shall carry valid identity cards issued to them by RTC at all times on campus and produce them when requested to do so by college staff, including security staff. Normally, security guards at the gate will not allow CE students entry to the campus after 9:00pm.
- 11.3** 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.
- 11.4** Students must accompany their visitors on campus at all times and will be liable for sanction in event of their guests' misbehavior.
- 11.5** No unauthorized/unregistered vehicles are permitted on campus after 6.30pm.
- 11.6** CE students are expected to leave campus by 9pm, unless there is an officially scheduled college event which they are attending that goes past

that time. Consistent with this policy, they are not permitted to drive cars 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.

- 11.7** Students shall use RTC property in a manner intended to further their own and others' academic excellence. For example, computer resources will not be diverted for purposes of entertainment when they are needed for academic pursuits and library rules will be followed to ensure that all members of the RTC community have access to needed library resources.
- 11.8** 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.
- 11.9** 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.
- 11.10** All Bhutanese students shall wear national dress when in the academic area of campus during class hours and at formal RTC events.
- 11.11** 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:

- 1.** Students are not permitted to enter campus Residence Halls housing the opposite sex at any time. Students wishing to meet those of the opposite sex must do so in the public areas outside of the Residence Hall.
- 2.** Students should conduct themselves in a way conducive to making the campus as safe as possible for themselves and others. For example, they should refrain from handling the fire extinguishers except in training or fire emergency situations.
- 3.** Gambling is not permitted on campus.
- 4.** Firearms and weapons of any sort, including knives large enough to serve as weapons, are not allowed on campus.
- 5.** 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.
- 6.** Students bringing vehicles to campus must operate them responsibly, with their own and others' safety always very much in mind.
- 7.** Fireworks and firecrackers may not be used on campus.

8. If students organize non-educational activities such as group excursions or activities, these events must be held outside of formal class hours for CE students irrespective of individual students' schedules and they must not compete or conflict with previously scheduled college-sponsored activities intended for CE students. In addition, students participating in such events should not represent themselves as an RTC group and should not use RTC signs or banners. Students are responsible for their own safety and conduct during such activities.

12. Tobacco Policy

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

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

13. Alcohol & Drug Policy

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

- 13.1** Possession or consumption of alcohol by students anywhere on campus is strictly prohibited.
- 13.2** Possession or consumption of psychotropic substances and drugs (except for those prescribed by a physician for a medical condition) anywhere on campus is strictly prohibited.

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

14. Dining Code of Conduct and Procedures

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

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

14.2 Packaging materials from snack foods must be disposed of properly rather than being left littering classrooms or other parts of the campus.

14.3 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 shortage of them leading to increased costs.

14.4 Student shall not instruct the kitchen staff or enter the kitchen/storerooms.

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

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

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

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

Sanctions for violations shall depend on the offense. A list of possible sanctions appears shortly, but it is not exhaustive as flexibility in suiting the sanction to the offense best serves the interests of the college and its students. For example, in some cases, required community service might be more appropriate

than the sanctions listed below. In addition, sometimes a combination of sanctions may be applied. **In deciding on such sanctions, college authorities may take a student's prior inappropriate behaviour into account, whether or not it resulted in official sanctions and whether or not the official duration of any prior official sanction is over.**

To help ensure a safe and orderly environment, the Student Government in cooperation with RA's and the Resident Mentors will carry out ad-hoc patrolling of the college campus. **Students caught violating the RTC codes of conduct will be liable to be sanctioned without any warning and the college community may be notified about such sanctions no matter who reports the violation.** It is important to note that all members of the RTC community, including security personnel, other college staff, and all students, whether in the daytime or the continuing education programme, have the right to lodge a complaint regarding other students' behavior with the appropriate authority.

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

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

Limited Probation: A student can be placed on limited probation for 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 or when a pattern of repeated disregard of a given rule or disregard of more than one rule, procedure or behavioral guideline exists, whether in a particular instance or over a period of time. Having been put on general probation means that the student may be suspended or expelled if their subsequent behavior does not comport with the standards expected of RTC students, even if the additional breach of discipline is relatively minor.

Suspension: A student can be suspended, that is removed from RTC for a defined period of time such as a week, a semester, or even an academic year, for inappropriate behavior. (Classes missed due to suspension will be counted as

absences in computing eligibility to take semester-end exams). Specifically, students can be suspended when the offense is quite serious and/or the President or Disciplinary Committee feels that the productive functioning of the RTC community or its safety is best served by the student's absence. Prior disciplinary infractions may be considered in decisions about suspension for a given offense. Suspended students shall be permitted to apply for re-admission after the determined period and may be required to fulfill specific conditions before re-admission. All fees already paid by suspended students at the time of their suspension will be 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 broader community. In addition to disciplinary expulsion from the RTC, expulsion may occur for academic reasons if required academic standards are not met. All fees already paid by expelled students at the time of their expulsion will be forfeit. Any and all fees owed by expelled students at the time of their expulsion must be paid. RTC will not issue any certificates of attendance, graduation or the like if bills remain unpaid. Students who have been expelled for any reason will not be considered for re-admission to RTC.

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

Additional Requirements May Be Set for Students As a Result of Disciplinary Action: Students receiving sanctions may be required to fulfill various behavioral requirements beyond refraining from additional offenses, with the possibility of more severe sanctions if they do not. A student not fulfilling any such requirements may receive a more severe sanction.

Disciplinary Decision-Making Process: Faculty members have the power to decide on sanctions for first-time academic honesty violations of a relatively minor nature, although **ALL** academic honest offenses shall be reported to the Associate Dean, or the Dean, if she is not available. In the case of repeated or even more serious academic offenses, the Associate Dean normally has responsibility for deciding on sanctions up to and including general probation, although she may choose to convene a Disciplinary Committee to decide on a sanction in relatively serious cases. The Dean or Associate Dean normally have responsibility for deciding on sanctions for non-academic behavioral offenses of continuing education students. However, when an offense is serious enough to require immediate attention in order to secure order and safety on campus and to uphold fundamental aspects of RTC's codes of conduct, the President may take immediate action up to and including expulsion of the offending student from the college. In cases that the Associate Dean or the Dean believes should result in suspension or expulsion, a Disciplinary Committee will automatically be convened. If the committee agrees that suspension or expulsion is appropriate, it will forward this recommendation to the President for a final decision. In all other

cases they address, the Disciplinary Committee's decision regarding the appropriate sanction or sanctions is final.

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

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

16. Student Identification Card Procedures

Use: All students will be issued an RTC photo ID shortly after their arrival on campus. This card is very important as it serves as evidence of the student's membership in the RTC community. Students should carry valid RTC ID's with them at all times, as they may be asked to produce them on many occasions including meals and checking out library materials. **These cards become invalid, in spite of the validity date on them, if and when students voluntarily resign from RTC or leave the college under other circumstances.**

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

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

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

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

17. Financial Obligations and Fee Payment

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

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

outstanding dues) after they leave.

Payment of academic fees is normally due by the fifth working day after the start of classes: Payment of fees can be done in person on campus at the cashier's counter in the lobby of the A Block building or by TT, POS, check, DD, or direct transfer/deposit. The RTC web site provides necessary details for all non-cash modes of payment.

Fees for Clearing Back-Papers: Students who do not pass a module have numerous opportunities to clear those back-papers as described in Section 6 of this Handbook, *Academic Information*. Because providing such opportunities incurs costs to RTC, students are charged fees for such opportunities. For example, students who do not pass a module and who choose to take a Re-Assessment will be charged a non-refundable fee of Nu 1,000 per module exam. (This is the fee for the 2019-2020 year. Like all college fees, it may well be changed in the future). Students who re-take one or more failed modules will also be charged a fee.

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

Fee Refund Policy: After the start of a semester, neither full nor partial refunds of that semester's fees shall be made to students leaving the college, voluntarily or otherwise. Fees are charged on a semester basis and are non-refundable. However, advance payments made for the **following** semester will be fully refunded if the student leaves the preceding semester.

Penalties: Failure to pay fees on time will result in the penalties listed here. Under no circumstances will these be waived. The next table lists penalty fees for 2019-20. These fees may change from year to year.

Late Payment	Penalty Amount (Nu.)
Within 7 calendar days after the dead-line	Nu.1,250
Within 8 th till 14 th day after the deadline	Nu.2,500
From 15 th to 30 th day after the deadline	Nu.2,500+Nu.500/per day starting on day 15
Beyond 30 days after the deadline	Students WILL NOT BE ALLOWED to attend classes/ADMISSION SEATS MAY BE OFFERED TO AN ALTERNATIVE INDIVIDUAL

Security/Caution Fee Refund: The security deposit/caution money that students pay before they first enroll is refundable subject to several conditions including a) the student is permanently leaving the college, and b) the student has satisfactorily completed all college-leaving formalities including 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. These refunds must be claimed within six months of the date on which the student is no longer enrolled at the college

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

18. Right to Update Material in the 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 some of the information in this handbook may become outdated and/or new regulations or procedures may be implemented. When such events occur, every effort will be made to notify students of changes relevant to them through mechanisms such as announcements in student assemblies, notices posted on college bulletin boards and/or on the college intranet or 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.

19. College Song

སྐྱོན་སྐྱོངས་ཡངས་པའི་སྐྱོང་ལ།།
མངའ་བདག་རིམ་བྱོན་དྲིན་ལས།།
སྤྱི་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་གྲྲ།།
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་པོ་མོ་ཡོངས་ཀྱིས།།
ཐ་དང་དམ་ཚིག་བསྟེན་ཏེ།།
འབྲུག་གི་ཙུ་བ་གསུམ་ལྷ།།
ལྷན་པར་ལེགས་སོ།།

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

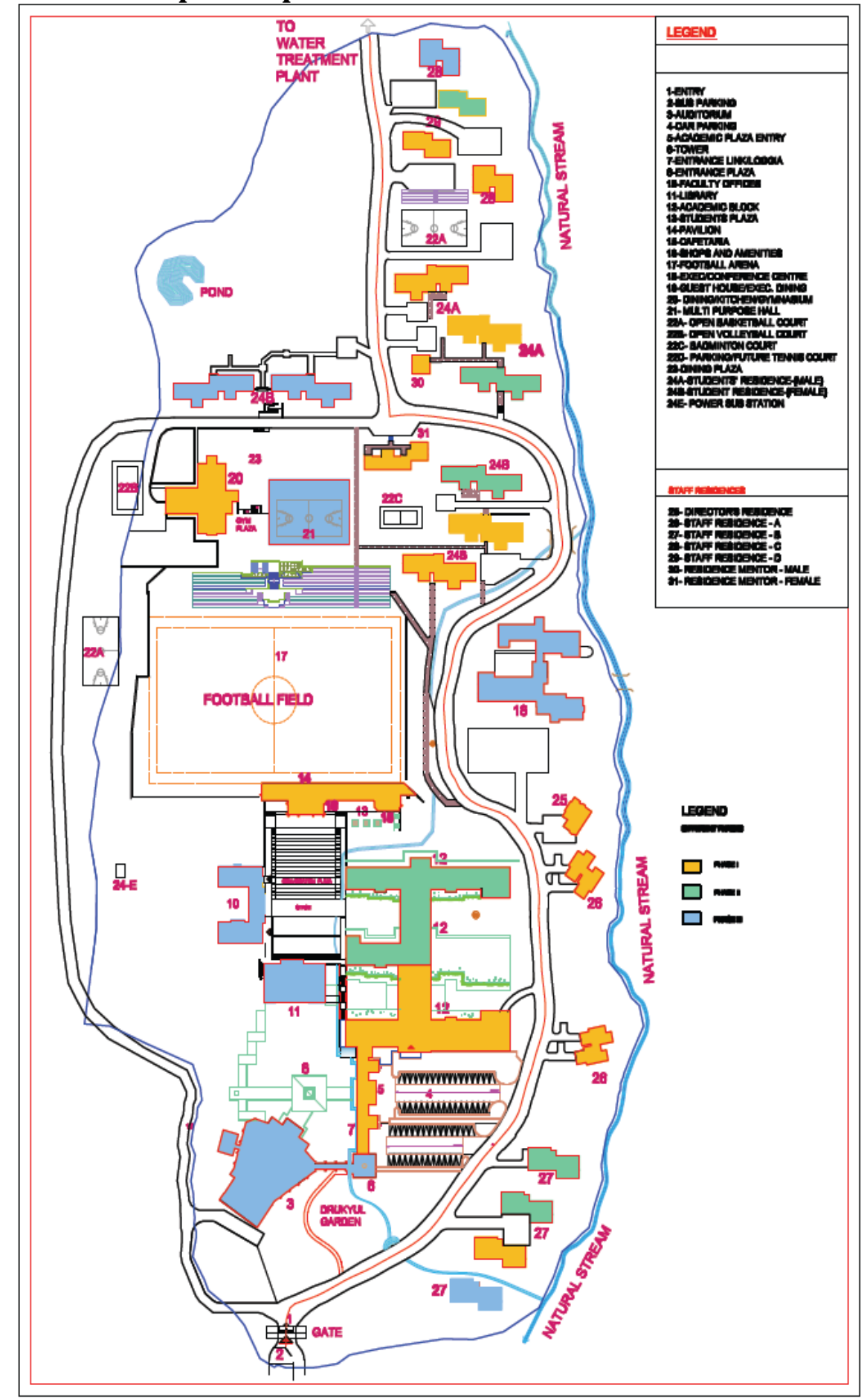
May our youth aspire to serve the *tsa-wa-sum* (king, country and people) with fidelity and commitment,

དཔལ་ལྷན་འབྲུག་པའི་ཆབ་སྲིད།།
ཚོས་དང་སྲིད་ཀྱི་རིང་ལུགས།།
གོང་ནས་གོང་དུ་འཕེལ་བའི།།
བཀྲ་ཤིས་སློན་ལམ་ལྷ་གོ།།

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

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

20.RTC Campus Map



LEGEND	
1-ENTRY	
2-BUS PARKING	
3-AUDITORIUM	
4-CAR PARKING	
5-ACADEMIC PLAZA ENTRY	
6-TOWER	
7-ENTRANCE LINK/LOGGIA	
8-ENTRANCE PLAZA	
10-FACULTY OFFICES	
11-LIBRARY	
12-ACADEMIC BLOCK	
13-STUDENTS PLAZA	
14-PAVILION	
16-CAFETERIA	
18-SHOPS AND AMENITIES	
17-FOOTBALL ARENA	
19-EDGE/CONFERENCE CENTRE	
19-GUEST HOUSE/KECK DINING	
20-DINING/KITCHEN/GYMNASIUM	
21-MULTI PURPOSE HALL	
22A-OPEN BASKETBALL COURT	
22B-OPEN VOLLEYBALL COURT	
22C-BADMINTON COURT	
22D-PARKING/FUTURE TENNIS COURT	
23-DINING PLAZA	
24A-STUDENTS RESIDENCE - MALE	
24B-STUDENT RESIDENCE - FEMALE	
24E-POWER BUS STATION	
STAFF RESIDENCES	
25-DIRECTORS RESIDENCE	
26-STAFF RESIDENCE - A	
27-STAFF RESIDENCE - B	
28-STAFF RESIDENCE - C	
29-STAFF RESIDENCE - D	
30-RESIDENCE MENTOR - MALE	
31-RESIDENCE MENTOR - FEMALE	

LEGEND	
Phase I	Phase II
Phase III	

21. Time Table - Fall Semester

4						
3						
2						
1						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

22. Time Table - Spring Semester

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						
2						
3						
4						

