



**Royal University of Bhutan**

**Student Code of Conduct and Ethics**

**26 July 2018**

## **Preamble**

The Royal University of Bhutan aspires to provide a conducive learning environment. This holistic atmosphere is ensured through a vibrant campus life.

The Student Code of Conduct and Ethics is established to protect students' right and to familiarize them with their responsibilities. In line with this, it attempts to align the university Regulations with national laws and acts and commonly accepted community moral standards. It shall also help students to successfully transit to University life and engage them to have an enriched educational experience as well as facilitate them to realize their privileges, rights, responsibilities and duty.

It is anticipated that this document will provide a guide to university officials in making free and fair decisions.

## **Chapter 1 Preliminary**

### **1) Title**

This document shall be known as Student Code of Conduct and Ethics of the Royal University of Bhutan.

### **2) Scope**

The Student Code of Conduct and Ethics shall cover all students of the Royal University of Bhutan.

### **3) Interpretation**

The final authority for interpretation shall be the Office of the Vice Chancellor.

### **4) Purpose**

The purpose of Student Code of Conduct and Ethics is to protect the rights of students and enable them to discharge their responsibilities and duties. It shall ensure that all-round student development is emphasized, national and community interests are met, and that students receive uniform or fair treatment, while harmonious living is promoted.

### **5) Effective Date**

The Student Code of Conduct and Ethics shall come into force with effect from the date announced through an Office Order.

### **6) Amendment**

No part of this document shall be amended, other than by the University Council.

## **Chapter 2**

### **Rights and Responsibilities of Students**

#### **7) Rights**

A student shall:

- a) Have rights as enshrined in the Constitution of the Kingdom of Bhutan;
- b) Equal opportunity to participate in all activities of the University; and
- c) The students shall have access to services like counseling, personality development, values classes offered by the College.

#### **8) Responsibilities**

The students have the responsibility to:

- a) Be acquainted and comply with National Laws, Acts and Regulations;
- b) Conduct oneself according to the Rules and Regulations of the University and Colleges;
- c) Follow the tenets of common decency and acceptable behavior consonant with the aspiration of the University;
- d) Respect the rights and properties of others;
- e) Take full charge of their studies; and
- f) Attend all programmes, functions and activities required of them by the respective Colleges.

### Chapter 3 College Disciplinary Committee

#### 9) Composition of College Disciplinary Committee

a) There shall be a College Disciplinary Committee to look into disciplinary issues of students. The following individuals shall constitute the College Disciplinary Committee:

- |      |   |                    |
|------|---|--------------------|
| i.   | President                                 | - Chair            |
| ii.  | Dean of Academic Affairs                  | - Member           |
| iii. | Dean of Research and Industrial Linkages  | - Member           |
| iv.  | Resident Co-coordinators                  | - Members          |
| v.   | Head of Student representatives           | - Members          |
| vi.  | Student Councilor of the concerned hostel | - Member           |
| vii. | Dean of Student Affairs                   | - Member Secretary |

b) All members shall declare their Conflict of Interest as per **Annexure A**.

#### 10) Powers and functions of College Disciplinary Committee (CDC)

The College Disciplinary Committee shall have the discretionary power to refer the student for corrective measures or impose appropriate sanctions depending on the facts and circumstances of each incident and the nature and gravity of the incident.

- 1) If there is any violation of national laws, the committee shall refer the matter to concerned law enforcement agencies.
- 2) In case of expulsion a copy of the order shall be sent to the Office of the Registrar as well as to the RUB Colleges.
- 3) Parents shall be informed of any action taken against the defaulters.
- 4) The decision of the committee shall be final and binding in all cases.
- 5) The CDC shall have the power to withhold the awards or academic transcript of the student for a defined period of time until the completion of assigned sanctions.

## **Chapter 4**

### **Process for lodging Complaints**

#### **11) Processes for lodging complaints.**

Complaints or Allegations arising out of students shall be submitted in writing, including evidences, if any, to the concerned Resident Coordinator, and complaints or allegation arising out of staff and outsiders shall be submitted in writing to the Dean of Students Affairs (DSA).

- a) Resident Coordinator shall submit cases which could not be resolved at his/her level to the DSA;
- b) DSA shall submit the cases which could not be resolved at his/her level to the College Disciplinary Committee (CDC);
- c) CDC shall convene meeting within 10 days of receipt of the complaints. Both the parties shall attend the hearing process of CDC meeting;
- d) The outcome of the meeting shall be communicated in writing by CDC Chair to the parties;
- e) A copy of the decision shall be formally communicated both in writing as well as over the phone to the parents concerned;
- f) A copy shall also be kept in student's personal file for record;
- g) The students shall be handed over to the parents/guardian, in case of suspension/expulsion; and
- h) Members shall declare their conflict of interest before deciding any cases as per annexure A.

## **Chapter 5 Offences and Sanctions**

### **12) Academic Dishonesty**

Academic dishonesty shall be interpreted as per the provisions of the Wheel of Academic Law.

### **13) Sanction**

The offence of academic dishonesty shall be dealt as per the Wheel of Academic Law.

### **14) Falsification**

A student shall be guilty of the offence of falsification if he/she willfully provides University offices or officials with false, misleading, or incomplete information.

### **15) Sanction**

The offence of falsification shall be dealt as follows:

- a) issue warning letter and community services, or
- b) Suspension from the College for a year, or
- c) Expulsion from the college.

### **16) Refusal to Identify and Comply**

A student shall be guilty of the offence of refusal to identify and comply if he/she willfully refuses to or falsely identifies one's self or willfully failing to comply with a proper order or summons by an authorized University official(s).

### **17) Sanction**

The offence of refusal to identify and comply shall be dealt as follows:

- a) issue warning letter, or
- b) community services, or
- c) Suspension from the College for a year.

### **18)Threatening, Harassing, or Assaultive Conduct**

A student shall be guilty of the offence of threatening, harassing, or assaultive conduct if he/she engages in conduct that endangers or threatens to endanger the health, safety, or welfare of another person.

### **19)Sanction**

The offence of threatening, harassing or assaultive conduct shall be dealt as follows:

- a) Issue warning letter and community services, or
- b) Suspension from the college for a year, or
- c) The student shall be handed over to the concerned law enforcement agency, and expulsion from the college.

### **20) Disorderly Conduct**

A student shall be guilty of the offence of a disorderly conduct if he/she engages in a conduct that incites or threatens to disrupt the normal operations of the University and infringes on the rights of other individuals.

### **21)Sanction**

The offence of disorderly conduct shall be dealt as follows:

- a) Issue warning letter, or
- b) Community Services, or
- c) Suspension from the college for a year, or
- d) The student shall be handed over to the concerned law enforcement agency and expulsion from the College.

### **22)Unauthorized Possession or Use of Weapons**

A student shall be guilty of the offence of unauthorized possession or use of weapons if he/she possesses or uses weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.

### **23)Sanction**

The offence of unauthorized possession or use of weapons shall be dealt as follows:

- a) Issue warning letter and community services, or



- b) Suspension from the college for a year and confiscation of the weapon(s), or
- c) The student shall be handed over to concerned law enforcement agency and expulsion from the college.

#### **24)Unauthorized Possession or Use of Drugs**

A student shall be guilty of the offence of unauthorized possession or use of drugs if he/she possesses or uses drugs illegally.

#### **25)Sanction**

The offence of unauthorized possession or use of drugs shall be dealt as follows:

- a) If the student is tested positive for abusing drugs but not found in possession of drugs, he/she shall be suspended for a year, or
- b) If the student is found in possession of drugs, tested positive or negative shall be handed over to the concerned law enforcement agency along with the confiscated drugs, and expulsion from the college.

#### **26)Consumption of Alcohol**

A student shall be guilty of the offence of consumption of alcohol if he/she consumes alcohol or any intoxicating beverages.

#### **27)Sanction**

The offence of consumption of alcohol shall be dealt as follows:

- a) Issue warning letter and community services, or
- b) Issue last warning letter and community services and keep the student under probation for three months, or
- c) Suspension from the College for a year and upon return to college a student must produce a medical fitness certificate, or
- d) Expulsion from the college

#### **28)Unauthorized Use of University Facilities and Services**

A student shall be guilty of the offence of unauthorized use of University facilities and services if he/she wrongfully uses University properties or facilities without prior approval.

#### **29)Sanction**

The offence of unauthorized use and access of University facilities and services shall be dealt as follows:

- a) Verbal warning, or
- b) Issue warning letter and community services, or

- c) Suspension from the college for a year

### **30)Theft and Vandalism**

A student shall be guilty of the offence of theft and vandalism if he/she engages in unauthorized possession of public or private properties, embezzlement, damage to properties or facilities and wrongful sale or gift of that property.

### **31)Sanction**

The offence of theft and vandalism shall be dealt as follows:

- a) Issue warning letter, restitution of the property and community services, or
- b) Restitute the property and suspension from the college for a year, or
- c) The student shall be handed over to the law enforcement agency, and expulsion from the College.

### **32)Unauthorized Access**

A student shall be guilty of the offence of unauthorized access if he/she accesses the University property, facilities, services, or information systems without authorization or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.

### **33)Sanction**

The offence of unauthorized access shall be dealt as follows:

- a) Verbal warning, or
- b) Issue warning letter and community services, or
- c) Suspension from the college for a year.

### **34)Rioting**

A student shall be guilty of the offence of rioting if four or more persons in a course of disorderly and violent conduct or demonstration creates a grave risk to disturbing the peace on campus, in areas proximate to campus, or causes damages to public or private properties.

### **35)Sanction**

The student who commits the offence of rioting shall be handed over to the law enforcement agency and expulsion from the college.

### **36)Ragging/Bullying**

A student shall be guilty of the offence of ragging if he/she engages in any disorderly conduct, whether by verbal or written, or by an act which has the effect of teasing, treating or being rude to any individual; indulging in rowdy or undisciplined activities which cause or are likely to cause annoyance, hardship or psychological harm; to raise fear or apprehension thereof in any student and which has the effect of causing shame or embarrassment that adversely affects the psyche of the other student.

### **37)Sanction**

The offence of the ragging shall be dealt as follows:

- a) Issue warning letter and community services, or
- b) Suspension from the College for a year, or
- c) Expulsion from the College.

### **38)Sexual Misconduct**

A student shall be guilty of the offence of sexual misconduct if he/she makes any unwelcome physical, verbal or non-verbal abuse of sexual nature.

### **39)Sanction**

The offence of the sexual misconduct shall be dealt as follows:

- a) Issue warning letter and community services, or
- b) Suspension from the college for a year, or
- c) The student shall be handed over to the concerned law enforcement agency and expulsion from the College.

### **40)Unauthorized Association**

A student shall be guilty of the offence of unauthorized association if he/she engages in the formation of group(s) with ulterior motives that would create disharmony in the community.

### **41)Sanction**

The offence of the unauthorized association shall be dealt as follows:

- a) Suspension from the college for a year, or
- b) The student shall be handed over to the law enforcement agency and expulsion from the college.

## **Chapter 6**

### **Definition**

#### **1) Warning**

A warning means the issuance of verbal or written notice to the offender.

#### **2) Probation**

Probation means special status with conditions imposed for a defined period of time.

#### **3) Confiscation**

Confiscation means seizure of goods used or possessed in violation of University regulations.

#### **4) Restitution**

Restitution means making compensation for loss or damage to University property.

#### **5) Suspension**

Suspension means separation of the student from the University for a defined period of time, after which the student is eligible to return to the College. Suspension may include conditions for readmission.

#### **6) Expulsion**

Expulsion means the permanent separation of the student from the University.

#### **7) Withholding of Awards**

Withholding of awards means the withholding of certificate or academic transcript for a defined period of time or until the completion of assigned sanctions.

ROYAL UNIVERSITY OF BHUTAN

DECLARATION OF CONFLICT OF INTEREST

Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Official Address: \_\_\_\_\_

**Declaration:**

I hereby declare that (please tick the relevant one):

I DO NOT have any familial relationship in participating as a member for the .....

I DO HAVE familial relationship in participating as a member for the .....

His/her details are:

Name:.....

CID No:.....

Relationship to you:.....

Signature:..... Date:.....