

Preamble

The University aims to promote the intellectual, personal, social and ethical development of its students. Towards this, the University is committed to nurturing an environment conducive for reasoned discourse, academic honesty, openness to constructive change, and respect for others in the University, community and country. Self-discipline, a sense of moral responsibility for self and others, compliance with the law and University policies and regulations, and responsibility towards maintaining the campus as a place conducive for learning and living are necessary to fulfil such aspirations. The Student Code of Conduct is designed to promote this environment at the Royal University of Bhutan.

The Student Code of Conduct sets forth the standards of conduct expected of its students including commonly accepted community moral standards. It aims to enrich the educational experience, to protect the safety of students, to make them aware of their privileges, rights, responsibilities and duties, and to protect the welfare and property of the University.

All students are expected to live up to the expectations enshrined in the Student Code of Conduct by conducting themselves in a manner that is respectful, civil and inclusive and in accordance to the expectations of RUB graduates. Students who violate these standards will be subject to disciplinary sanctions including, but not limited to, the misconducts, interventions and disciplinary measures outlined in this document in order to promote their own personal development, to protect the University community, and to maintain order and stability on campus.

Chapter 1

Preliminary

1.1 Vision

An internationally recognised University steeped in GNH values.

1.2 Mission

1.2.1 To provide programmes of study at tertiary education level, of relevance and good quality which will fulfil the needs of the country for an educated, skilled and humane population;

1.2.2 To promote and conduct research to contribute to the creation of knowledge of relevance to Bhutan; and

1.2.3 To provide training and professional services for the enhancement of knowledge, capacity building and community development.

1.3 Title

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

1.4 Scope

The Student Code of Conduct shall apply to:

1.4.1 All students enrolled in a programme including exchange and research scholars and those on short study visits and other categories.

1.4.2 Conduct that occurs on college premises, or elsewhere if it is related to University sponsored programmes/activities or if it occurs in the context of a relationship between the student and a third party that involves the student's standing, status or academic record at the University.

1.4.3 The University shall take disciplinary action against a student in respect of a violation of the Student Code of Conduct and any conduct which is or may be detrimental to the interest or welfare of members of the University community, or the reputation and dignity of the University.

1.5 Interpretation

The final authority for interpretation shall be the Office of the Vice Chancellor, Royal University of Bhutan

1.6 Purpose

The purpose of Student Code of Conduct is to:

1.6.1 Protect the rights of students and enable them to discharge their responsibilities and duties;

1.6.2 Ensure holistic development of students and assure uniform and fair treatment;

1.6.3 Ensure students maintain and uphold the highest standards of integrity and academic honesty, and to protect the academic standards and reputation of the University;

1.6.4 Encourage respect, consideration, kindness and responsibility in dealings with others;

1.6.5 Ensure respect for and compliance with the Law and with the University/College policies and regulations;

1.6.6 Promote responsibility towards maintaining a harmonious environment for learning and living; and

1.6.7 Meet national and community interests.

1.7 Commencement

The Student Code of Conduct shall come into force with effect from 1st July 2022.

1.8 Amendment

The amendment of this document by way of addition, variation or deletion shall be effected by the University Council on recommendation of the Vice Chancellor.

Chapter 2

Rights and Responsibilities of Students and the University

2.1 Rights and Responsibilities of Students

The Royal University of Bhutan recognizes the rights of students to direct their own behaviour consistent with their responsibilities. The University aims to assist students in achieving holistic developmental outcomes. Students of the Royal University of Bhutan shall assume the responsibilities to their fellow students, to the University, and to themselves. The students shall conduct themselves in a lawful, civil and responsible manner, and observe all university rules, regulations, and policies.

2.2 Rights of Students

Students are accorded the following rights:

- 2.2.1 Opportunity to learn and inquire freely;
- 2.2.2 An environment conducive to their educational pursuits free from harassment, discrimination and any other unreasonable interference with their educational experiences;
- 2.2.3 Advancement of knowledge through scholarly pursuits and relevant dialogue;
- 2.2.4 Equal opportunity to participate in all activities of the university;
- 2.2.5 Access to services provided by the College;
- 2.2.6 Information pertaining to academic standing, course requirements, and graduation requirements;
- 2.2.7 Participate in university governance as set forth in the RUB governance manual;
- 2.2.8 Appropriate administrative channels for their concerns and grievances; and

2.3 Responsibilities of Students

Students shall:

- 2.3.1 Be mindful of the University's Vision and mission and promote the interest, reputation and dignity of the University to the best of their ability;
- 2.3.2 Take full charge of their studies;
- 2.3.3 Maintain and uphold the highest standards of integrity and academic honesty at all times;
- 2.3.4 Strive for academic excellence through creativity, innovation and discovery;
- 2.3.5 Embrace diversity and inclusion and respect the dignity and humanity of others;
- 2.3.6 Contribute to the university and community through leadership and service;
- 2.3.7 Follow the tenets of common decency and acceptable behaviour in accordance with the aspiration of the University;
- 2.3.8 Dress appropriately to project a positive image befitting their status as students of the University;
- 2.3.9 Respect the rights and use of properties of self and others;
- 2.3.10 Attend all programmes, functions and activities required of them; and
- 2.3.11 Observe and uphold National Laws, Acts and Regulations, including the rules and regulations of the University/College.

2.4 Rights and Responsibilities of the University

The University's rights and responsibilities are defined in the context of the Student Code of Conduct in addition to, and substantiating the University rights and responsibilities enshrined in the Royal Charter.

2.5 University Rights

In order to protect the integrity and proper functioning of the academic and non-academic activities, the University shall retain, but not limited to the following rights:

- 2.5.1 All its properties;
- 2.5.2 Administrative rights to search and seizure of personal items on reasonable grounds; and
- 2.5.3 Reservation of rights to admission of those students who have come in conflict with law;

2.6 University Responsibilities

The University shall assume the following responsibilities:

- 2.6.1 Ensure fair and equal opportunity for students by promoting a conducive and inclusive learning environment to foster creativity and innovations;
- 2.6.2 Promote advancement of knowledge through scholarly pursuits and relevant dialogues;
- 2.6.3 Protect the students from discrimination in their educational programmes and activities irrespective of religion, origin, sex, sexual orientation or race;
- 2.6.4 Act expeditiously on the concerns and grievances of the students;
- 2.6.5 Promote peace and tranquility; and
- 2.6.6 Promote physical, emotional and mental wellbeing of students.

Chapter 3

Misconduct

The misconducts listed are not intended to be exhaustive, and the University reserves the right to initiate corrective intervention and disciplinary measures on student conduct which may not be explicitly identified in this document.

3.1 Academic Dishonesty

Academic dishonesty shall be defined and implemented as per the provisions of the Wheel of Academic Law.

3.2 Disruptive Classroom Conduct

Disruptive classroom conduct refers to behaviour which disrupts or interferes with the learning experience of students or violates the expectations of any faculty in the conduct of a class. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of programme-based requirements or related activities.

3.3 Refusal to Identify and Comply

Refusal to identify and comply refers to wilful refusal or provision of false identity of oneself or wilfully failing to comply with a proper order or summons by an authorised University official(s).

3.4 Obstructive Conduct

Obstructive conduct refers to conduct that incites or threatens to disrupt the normal functions of the University and infringes on the rights of other individuals, including causing public nuisance.

3.5 Possession or Abuse of Narcotic Drugs and Psychotropic Substances

Possession or abuse of narcotic drugs and psychotropic substances refer to using or possessing drugs.

3.6 Possession or Use of Tobacco and Tobacco Products

Possession or use of tobacco and tobacco products refers to possessing or using of tobacco and tobacco products.

3.7 Possession or Consumption of Alcohol

Possession or consumption of alcohol refers to possessing, consuming or distributing alcoholic beverages.

3.8 Unauthorised Access and Use of University Facilities and Services

Unauthorised access and use of University facilities and services refer to wrongful use or access to University properties or facilities without approval.

3.9 Damages to University Properties

Damages to University properties refers to destruction or damages caused to University properties.

3.10 Stealing

Stealing refers to taking away of public or private properties without the consent of the owner.

3.11 Formation of Gangs

Formation of gangs refers to involvement of students in a course of violent conduct or demonstration that threatens the peace and harmony in and around the campus.

3.12 Ragging

Ragging refers to any act which demeans a person or causes annoyance, hardship or physical and psychological harm to others.

3.13 Sexual Harassment

Sexual harassment refers to sexual advances and inappropriate physical contact, sexually explicit remarks, offensive body language or gestures and other forms of sexual harassment against any staff, student or member of the University, whether it takes the form of an action, be it verbal, in writing or on digital media.

3.14 Inappropriate Relationship

Inappropriate relationship refers to students engaging in relationships of intimate nature of sexual conduct with faculty and staff.

3.15 Indecent or Obscene Behaviour

Indecent or obscene behaviour refers to the use of condescending, humiliating, or vulgar language, swearing, shouting or use of unsuitable language, use of obscene gestures or mocking, writing or drawing obscene words or figures or graffiti.

3.16 Fighting

Fighting refers to participation in physical or verbal disagreement that could lead to use of force against another person or a group of people.

3.17 Stalking

Stalking refers to unwanted surveillance by an individual or group toward an individual/group that has the potential to harass and intimidate.

3.18 Misuse of Social Media

Misuse of social media refers to unauthorised behaviour conducted through social media and/or other electronic platforms that is detrimental to the University, its students, faculty and staff.

3.19 Misuse of Electronic Devices

Misuse of electronic devices refers to the misuse of devices or unauthorised audio or video recording and images that infringes the rights of an individual/University.

3.20 False charges

False charge refers to the claim or allegation of wrongdoing that is untrue and/or otherwise unsupported by facts, which has the potential to damage the reputation of an individual and the University.

3.21 Falsification

Falsification refers to wilfully providing false, misleading, or incomplete information.

3.22 Unauthorised collection of fund

Unauthorised collection of fund refers to collection of money without approval from the College authority.

Chapter 4

Intervention and Disciplinary Measures

4.1 Interventions

Students violating the Student Code of Conduct will be held accountable and appropriate interventions will be taken to address the violation. Intervention measures are meant to be educational, not punitive. They affirm the University's standards and encourage students to make better choices in the future.

The following interventions, as appropriate, may be considered for implementation:

4.1.1 Counselling

Counselling refers to provision of counselling services provided either by the College or through referrals to other certified counsellors/service providers.

4.1.2 Mindfulness

Mindfulness refers to facilitation of services towards self-awareness and contemplation on one's behaviour.

4.1.3 Mentoring(staff/peer)

Mentoring refers to the provision of guidance, pragmatic advice and continuing support by staff and peers. The student may be attached with senior students or be assigned to a staff/faculty for constant guidance/mentoring/support.

4.1.4 Engaging Family Members

Engaging family members refers to involving parents/family members/legal guardian in the shared responsibility for positive behavioural changes of students through guidance and support.

4.1.5 Apology

Apology refers to students expressing regret privately to a person(s) or College authority for misconduct.

4.1.6 Verbal Warning

Verbal warning refers to a warning expressed in speech to students for actions that need to be addressed/corrected to improve behaviour.

4.1.7 Referral

Referral refers to facilitating students to avail services to restore their capacities. This provision may be applied in case of substance related or mental health concerns.

4.2 Disciplinary Measures

Disciplinary measures shall be administered/applied for, but not limited to, serious/repetitive violations of the provisions of the Student Code of Conduct. The measures listed should be viewed in conjunction with the interventions in section 4.1. Depending on the nature and gravity of the misconduct, one or a combination of the following disciplinary measures shall be considered for implementation:

4.2.1 Written Statement

Written statement refers to the student's detailed account of the event leading to a misconduct.

4.2.2 Student Undertaking

Student undertaking refers to the pledge made by students not to repeat the misconduct. The student undertaking statement shall be submitted in the prescribed form (Annexure A).

4.2.3 Written Warning

Written warning refers to the formal communication of concern/s in student conduct which aims to improve behaviour. A maximum of three written warnings will be issued based on the gravity of misconducts.

4.2.4 Community service

Community service refers to the obligation imposed on students to undertake community works assigned by the College.

4.2.5 Restitution

Restitution refers to making compensation for loss or damage to public/private property. Restitution may include the student being required to repair/replace all damages related to the misconduct, which may include, but is not limited to, assessment of reasonable expenses, such as repair or replacement cost for any damage to property, or any related expenses incurred by the affected parties.

4.2.6 Confiscation

Confiscation refers to confiscation of goods used or possessed in violation of the University's regulations.

4.2.7 Withdrawal of Privileges

Withdrawal of privileges refers to exclusion/withdrawal of students from using certain College facilities or participating from certain activities for a defined period of time.

4.2.8 Withholding of Awards

Withholding of awards refers to withholding of academic transcripts or certificates for a defined period of time.

4.2.9 Parental Undertaking

Parental undertaking refers to a signed letter of undertaking submitted by parents/legal guardians on behalf of a student in the prescribed form (Annexure B).

4.2.10 Suspension

Suspension refers to separation of the student from the University for a defined period of time, after which the student is eligible to return to the College. The nature and circumstances of student conduct violation must reasonably warrant a suspension.

4.2.11 Expulsion

Expulsion refers to the permanent separation of the student from the University. The nature and circumstances of student conduct violation must reasonably warrant an expulsion. Conviction of students by the Court of Law may result in expulsion.

4.2.12 Referral to Law enforcement agency

Referral to law enforcement agency refers to referral of students to the relevant authority in case of coming in conflict with laws. During the trial the students shall be allowed to continue studies.

Chapter 5

Procedures

The structures and procedures outlined in this chapter aim at providing a fair and impartial administrative process in dealing with violation of the Student Code of Conduct.

5.1 College Disciplinary Committee

There shall be a College Disciplinary Committee to look into disciplinary issues.

5.1.1 Composition

5.1.1.1 President (Chair)

5.1.1.2 Dean of Academic Affairs (Member)

5.1.1.3 Dean of Research and Industrial Linkages (Member)

5.1.1.4 Dean of Student Affairs (Member)

5.1.1.5 Head of Student Representative (Member)

5.1.1.6 Student Councilor of the hostel concerned (Member)

5.1.1.7 Student Service Officer of the hostel concerned (Member Secretary)

All members shall declare Conflict of Interest as per **Annexure C**.

5.1.2 Functions

The College Disciplinary Committee shall:

5.1.2.1 Refer the student for interventions or impose appropriate disciplinary measures;

5.1.2.2 Seek legal consultation from the Legal Division at the Office of the Vice Chancellor in case of suspension/expulsion and other legal issues;

5.1.2.3 Inform parents/guardians of actions taken against the student; and

5.1.2.4 Send a copy of the order to the Registry Department as well as to the RUB Colleges in case of expulsion.

5.1.3 Procedures for reporting misconduct

5.1.3.1 Cases of academic dishonesty shall be dealt with, as per provisions in the Wheel of Academic Law.

5.1.3.2 The following procedures shall be applied for non-academic misconduct:

5.1.3.2.1 Complaints or alleged misconduct reported by students, staff and the public shall be submitted in writing to the Student Service Officer (SSO) at the respective College;

5.1.3.2.2 Unresolved cases at the SSO level shall be forwarded to the Dean of Student Affairs (DSA);

5.1.3.2.3 Unresolved cases at the DSA level shall be forwarded to the College Disciplinary Committee (CDC);

5.1.3.2.4 The CDC shall convene and communicate the outcome of the meeting within 10 working days of receiving the complaint in the presence of both parties;

5.1.3.2.5 The decision of the CDC shall be formally communicated to the parents/guardian;

- 5.1.3.2.6 A copy of interventions/disciplinary measures taken shall be kept in the personal file of the student for record and reference;
- 5.1.3.2.7 The student shall be handed over to the parents/guardian, in case of suspension/expulsion; and
- 5.1.3.2.8 Appeals on the decision of the CDC shall be referred to the University Disciplinary Committee within 14 working days.

5.2 Appeals

There shall be a University Disciplinary Committee (UDC) to look into appeals on the decision of the College Disciplinary Committee. The UDC will consider appeals that are non-academic in nature. Academic appeals will be considered by the University Academic Appeals Committee.

5.2.1 Composition

- 5.2.1.1 Registrar (Chair)
- 5.2.1.2 Pro Vice Chancellor: Academics and Research (Member)
- 5.2.1.3 Pro Vice Chancellor: Planning and Resources (Member)
- 5.2.1.4 One member external to the University
- 5.2.1.5 A President from a College other than the College from which the appeal originates (Member)
- 5.2.1.6 Student Service Officer, OVC (Member Secretary)

All members shall declare conflict of interest as per **Annexure C**.

The Vice Chancellor may make amendments to the composition of the UDC as and when required, as authorised by the 41st University Council Meeting.

5.2.2 Appeal Procedures

- 5.2.2.1 Appeals must be submitted in writing to the Member Secretary of the University Disciplinary Committee.
- 5.2.2.2 Appeals must include the name, address, and telephone number of the appellant.
- 5.2.2.3 Appeals can be made with respect to:
 - 5.2.2.3.1 Final decision of the CDC;
 - 5.2.2.3.2 Procedural lapses;
 - 5.2.2.3.3 Non-acceptance of evidence; and
 - 5.2.2.3.4 Unreasonable and unfair decision.

The Member Secretary shall call for a meeting within 10 working days of the receipt of an appeal.

5.2.3 Powers and Functions

The UDC may:

- 5.2.3.1 Dismiss the appeal;
- 5.2.3.2 Redirect the case to the CDC with instructions; and
- 5.2.3.3 Reverse or alter part of the decisions made by the CDC.

The Member Secretary shall communicate the decision in writing to the appellant with a copy to the College President within 5 working days.

ROYAL UNIVERSITY OF BHUTAN

STUDENT UNDERTAKING STATEMENT

I, Mr./Ms..... of Programme:
Year..... bearing Citizenship Identity No: declare that I
have read and clearly understood the Student Code of Conduct of the Royal University of
Bhutan. I commit to strictly abide by the rules and regulations of the College and the Student
Code of Conduct to ensure the safety and wellbeing of all in the College. Should I breach
any of the regulations during my study period, I shall be liable for administrative sanctions
with possible termination for failure to respect the larger interest of the College and the
community.

I am fully aware that the College management has the right to inform my parents in the event
I breach the Student Code of Conduct and the College rules and regulations.

Affix Legal Stamp

(Name & Signature)
Student Concerned

(Name & Signature)
Witness

**ROYAL UNIVERSITY OF BHUTAN
PARENTAL UNDERTAKING**

I, Mr./Mrs.....father/mother/legal guardian of
Mr./Ms.....Programme.....Semester.....
Year..... bearing Student No..... hereby undertake and affirm that:

1. I accept my son/daughter has had disciplinary problem(s) in the College in the past.
2. I accept this undertaking to serve as a **LAST WARNING** to my son/daughter.
3. I assure the College Disciplinary Committee (CDC) that my son/daughter will improve his/her behaviour.
4. My son/daughter will abide by the Student Code of Conduct of the Royal University of Bhutan.
5. Henceforth in the event of my son/daughter's misconduct, I shall accept suspension/termination decided by the CDC.

I hereby, respect and bear all the responsibilities to adhere to such course of actions henceforth.

Parent's Name:..... (Affix legal stamp and signature)

Present Address:

Contact No.....

Email address:.....

Date:.....

Student's Name:.....

Contact No.....

Email address:.....

Signature

Date:.....

For College Discipline Committee
Dean of Student Affairs
Date.....

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:.....