



Royal University of Bhutan

Student Code of Conduct and Ethics

2021

Preamble

The Royal University of Bhutan aspires to provide a conducive learning environment, which includes protection of the students' rights, safety, welfare and property of the University. The students of the University are expected to conduct themselves in a manner that is respectful, civil and inclusive.

The Student Code of Conduct and Ethics sets out the standards of conduct expected of students including commonly accepted community moral standards. It aims to enrich the educational experience as well as facilitate students to realize their privileges, rights, responsibilities and duties.

The students of the University shall accept and conform to the expectations set out in this Code of Conduct. Failure to meet this obligation will result in disciplinary measures including, but not limited to, the misconducts, interventions and disciplinary measures outlined in this document.

Chapter 1

Preliminary

Title

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

Scope

2. The Student Code of Conduct and Ethics shall apply to:
 - a. Students enrolled in a programme including exchange and research scholars.
 - b. Conduct that occurs on college premises, or elsewhere if it is related to University sponsored programmes/activities
 - c. 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. **Provided the third party consents to this Code of Conduct and Ethics.**

Interpretation

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

Purpose

4. The purpose of Student Code of Conduct and Ethics is to:
 - a. Protect the rights of students and enable them to discharge their responsibilities and duties.
 - b. Ensure holistic development of students, meet national and community interests, receive uniform and fair treatment, and promote the harmonious living.

Commencement

5. The Student Code of Conduct and Ethics shall come into force with effect from the date of Office Order issued from the Office of the Vice Chancellor.

Amendment

6. 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 the Students

Student Rights

7. 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. In line with this, the university students are accorded the following rights:
 - a. Opportunity to learn and inquire freely;
 - b. An environment conducive to their educational pursuits free from harassment, discrimination and any other unreasonable interference with their educational experiences;
 - c. Advancement of knowledge through scholarly pursuits and relevant dialogue;
 - d. Equal opportunity to participate in all activities of the university;
 - e. Access to services provided by the College;
 - f. Information pertaining to academic standing, course requirements, and graduation requirements;
 - g. Participate in university governance as set forth in the RUB governance manual; and
 - h. **Appropriate administrative channels for their concerns and grievances.**

Student Responsibilities

8. The students of the Royal University of Bhutan shall assume the responsibilities to the 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. In line with this, the students shall:
 - a. Take full charge of their studies;
 - b. Preserve academic honor and integrity by repudiating all forms of academic and intellectual dishonesty;
 - c. Strive for academic excellence by promoting an environment of creativity, innovation and discovery;
 - d. Embrace diversity and inclusion and respect the dignity and humanity of others;
 - e. Contribute to the university and community through leadership and service;
 - f. Conduct oneself according to the Rules and Regulations;

- g. Follow the tenets of common decency and acceptable behaviour in accordance with the aspiration of the University;
- h. **Respect the rights and use of properties of oneself and others** ;
- i. Attend all programmes, functions and activities required of them ; and
- j. Acquaint and comply with National Laws, Acts and Regulations.

Chapter 3

Rights and Responsibilities of the University

The University rights and responsibilities are defined in the context of Student Code of Conduct and Ethics. **In addition to and substantiating the University rights and responsibilities enshrined in the University Charter.**

University Rights

9. 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:
 - a. **All its properties;**
 - b. **Administrative rights to search and seizure of personal items on reasonable grounds; and**
 - c. **Reservation for admission of those students who have come in conflict with law;**

University Responsibilities

10. The university aspires to promote intellectual, personal, social, and ethical development of the student. The educational process is conducted in an environment that encourages intellectual honesty, openness to constructive change, and respect for the rights of all individuals. In line with this, the university shall assume the following responsibilities:
 - a. Ensure fair and equal opportunity for students by promoting a conducive and inclusive learning environment to foster creativity and innovations;
 - b. Promote advancement of knowledge through scholarly pursuits and relevant dialogues;
 - c. **Protect the students from any forms of discrimination;**
 - d. **Act expeditiously on the concerns and grievances of the students;**
 - e. Maintain confidentiality of all the disciplinary actions;
 - f. **Promote peace and tranquility; and**
 - g. Promote **physical**, emotional and mental wellbeing of students.

Chapter 4

Misconducts

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

Academic Dishonesty

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

Disruptive Classroom Conduct

12. Disruptive classroom conduct refers to any behaviour which disrupts or interferes with the learning experience of students or violates the expectations of any faculty. 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.

Refusal to Identify and Comply

13. 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).

Obstructive Conduct

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

Possession or Abuse of Narcotic Drugs and Psychotropic Substances

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

Possession or Use of Tobacco and Tobacco Products

16. Possession or use of tobacco and tobacco products refer to possessing or using of tobacco and tobacco products.

Possession or Consumption of Alcohol

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

Unauthorised Access and Use of University Facilities and Services

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

Damages to University Properties

19. Damages to University properties refer to causing damage to University properties

Stealing

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

Formation of Gangs

21. 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.

Ragging

22. Ragging refers to any act which causes annoyance, demeaning, hardship or physical and psychological harm to others.

Inappropriate relationship

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

Indecent or Obscene Behaviour

24. 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.

Stalking

25. Stalking refers to unwanted surveillance by an individual or group toward another person that has a potential to harass and intimidate others.

Misuse of Social Media

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

Misuse of Electronic Devices

27. 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.

False charges

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

Falsification

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

Unauthorised collection of fund

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

Chapter 5

Intervention

Intervention shall be initiated to improve behavioural concerns of students. The following interventions, as appropriate, may be considered for implementation:

Counselling

31. Counselling refers to provision of counselling services provided either by the College or referred to other certified counsellors/service provider.

Mindfulness

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

Mentoring(staff/peer)

33. Mentoring refers to providing guidance, pragmatic advice and continuing support using staff and peer. The student may be attached with senior students or be assigned to a staff or faculty to get constant guidance/mentoring/monitoring.

Engaging Family Members

34. Engaging family members refer to involving parents/family members/legal guardian in the shared responsibility to improve the behavior of students through guidance and support.

Apology

35. Apology refers to students expressing regret privately including College authority for false allegation or misconduct.

Verbal Warning

36. Verbal warning refers to when students are warned verbally and given opportunity to improve their behaviour.

Referral to rehabilitation

37. Referral to rehabilitation refers to sending students to rehab centres. This provision may be applied in case of addiction and other mental health problems of the students. Student shall be asked to produce rehabilitation completion certificate from centre concerned.

Written statement

38. Written statement refers to the students detailed account of the event leading to misconduct. (recommended to be under disciplinary measures)

Student undertaking

39. Student undertaking refers to the pledge made by students not to repeat the misconduct. The undertaking shall be submitted in the prescribed form by students. (recommended to be under disciplinary measures)

Chapter 6

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 and Ethics. The measures considered under this chapter may be viewed in conjunction with interventions outlined in this document. Depending on the nature and gravity of the misconduct, one or a combination of the following disciplinary measures shall be considered for implementation:

Written warning

40. Written warning refers to the formal communication of concern/s in conduct which aims to improve students behavior. **The maximum of three written warning will be issued based on the gravity of misconducts.**

Community service

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

Restitution

42. Restitution refers to making compensation for loss or damage to public/private property. Restitution may include a student being required to repair 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.

Confiscation

43. **Confiscation refers to confiscation of goods used or possessed in violation of University regulations.**

Withdrawal of privileges

44. 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.

Withholding of awards

45. **Withholding of awards refers to withholding of academic transcript or certificate for a defined period of time. (double jeopardy/punished without trial)**

Parental undertaking

46. Parental undertaking refers to a signed letter of undertaking submitted by parents/guardians on behalf of students in the prescribed form. **This will serve as the last warning before suspension/expulsion(mention in the form)- delete from here.**

Suspension

47. 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 students conduct violation must reasonably warrant a suspension.

Expulsion

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

Revocation of admission/ certificate

Revocation of admission/certificate refers to cancellation of admission or revocation of academic/non-academic certificates awarded to students. **(need to discuss-admission related issues incorporate in the admission policy)**

Referral to Law enforcement agency

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

Chapter 7

Procedures for reporting misconduct

50. Any alleged violation of academic dishonesty shall be dealt with, as per provisions in the Wheel of Academic Law while the following procedures shall be applied for non-academic misconduct:

- a. Complaints or alleged misconduct reported by students, staff and public shall be submitted in writing to the Student Service Officer (SSO) at the respective College;
- b. The SSO shall forward the case to CDC;
- c. 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;
- d. The decision of the CDC shall be formally communicated to the parents/guardian;
- e. A copy of interventions/disciplinary measures taken shall be kept in the personal file for record and reference;
- f. The students shall be handed over to the parents/guardian, in case of suspension/expulsion; and
- g. Appeals on the decision of the CDC shall be referred to the Disciplinary Appeals Committee within 14 working days.

Chapter 8

College Disciplinary Committee

There shall be a College Disciplinary Committee to look into the disciplinary issue:

Composition

51. The College Disciplinary Committee shall consist of:

- | | |
|--|--------------------|
| a) President | - Chair |
| b) Dean of Academic Affairs | - Member |
| c) Dean of Research and Industrial Linkages | - Member |
| d) Student Service Officers | - Members |
| e) Head of Student Representative | - Members |
| f) Student Councilor of the hostel concerned | - Member |
| g) Dean of Student Affairs | - Member Secretary |

52. All members shall declare the Conflict of Interest as per **Annexure A**.

Functions

53. The College Disciplinary Committee shall:

- Refer the student for interventions or impose appropriate disciplinary measures;
- Seek legal consultation from the Legal Division at the Office of the Vice Chancellor in case of suspension/expulsion;
- Inform parents/guardians of actions taken against student; and
- Send a copy of the order to the Registry Department as well as to the RUB Colleges in case of expulsion.

Chapter 9

Appeal

There shall be a **University Disciplinary Committee** (UDC) to look into appeals on the decision of the College Disciplinary Committee.

Composition

54. The University Disciplinary Committee shall consist of:

- a) Registrar - Chair
- b) Director, DAA - Member
- c) Director, DPR - Member
- d) Director, DRER - Member
- e) Student Service Officer, OVC - Member Secretary

55. All members shall declare the conflict of interest as per **Annexure A**.

Appeal Procedures

56. The appeal procedures are:

- a. Appeals must be submitted in writing to the Member Secretary of the University Disciplinary Committee.
- b. Appeals must include the name, address, and telephone number of the appellant.
- c. The basis for the appeal are:
 - i. Final decision of CDC;
 - ii. Procedural lapses;
 - iii. Non-acceptance of evidence;
 - iv. Unreasonable and unfair decision.
- d. The Member Secretary shall call for meeting within 10 working days of the receipt of the appeals.

Powers and Functions

57. The UDC may :

- a. Dismiss the appeal;
- b. Reverse or alter part of the decisions made by the CDC; and
- c. Redirect the case to the CDC with instructions.

58. The Member Secretary shall communicate the decision in writing to the appellant with a copy to the College President.

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:.....