



Royal University of Bhutan

Admission Policy

2021

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Glossary

Accumulated credits:Total academic credits gained by a student on a programme upon successful completion of modules over a period of time

Admission: The process and procedure of selecting and admitting students on a University programme

Dishonouring Admission:Failing to enroll for the selected programme or discontinuing a programme without extenuating circumstances

Enrolment:Formal registration of students on a programme

First round of admission: The initial round of selecting and admitting students through the University's central selection system to its programmes

Lateral entry: Admission of students into a later stage of a programme considering prior certified learning

Period of registration: Period for which a student can remain enrolled on a selected programme

Subsequent Admissions: The selection and admission of students carried out by the Colleges after the first round of admission

Introduction

- 1.1 The Royal University of Bhutan (RUB) shall admit all students on its tertiary education programmes that have a reasonable expectation of completing their programme of study successfully, subject to the proviso that the University has the necessary resources to support the number of students on the programme.
- 1.2 The University shall administer a fair, inclusive, efficient and transparent admission system based on individual merits, abilities and aptitudes, irrespective of religion, origin, sex, sexual orientation or race.
- 1.3 Qualifications for admission to the University shall be judged in terms of whether they are:
 - 1.3.1 authentic - the applicant has truly completed what is claimed
 - 1.3.2 specific - that the learning is specific and can be identified and categorized
 - 1.3.3 sufficient - the learning has reached a level to allow the applicant to fulfil the aims and learning outcomes of the programme
 - 1.3.4 current -the learning is sufficiently recent to allow the applicant to fulfill the aims of the programme. Where experience from some time previously is referred to in a substantial way, e.g. more than five years has elapsed, the application may be assessed to determine whether the applicant has kept up to date with recent developments in the intended field of study.
- 1.4 Students may apply for an appropriate programme of choice available within the University based on their interest and academic competence.

Chapter I

Preliminary

1.1 Title

This document shall be known as the Admission Policy of the Royal University of Bhutan.

1.2 Scope

The Admission Policy shall apply to all students seeking admission into the University's programmes. This document outlines aspects related to enrolment, admission and appeal procedures.

1.3 Interpretation

The final authority for interpretation of the Policy shall rest with the Registry, Royal University of Bhutan.

1.4 Purpose

1.4.1 The Admission Policy outlines platforms and mechanisms in the University for prospective students to make informed decisions on programmes of study available.

1.4.2 The admission process of the University will assist student admission to different programmes of the University based on applications received, in a fair and transparent manner.

1.5 Effective Date

The Admission Policy shall come into force on the date of an Office Order issued from the Office of the Vice Chancellor.

1.6 Amendment

No part of this document shall be amended, other than by the Academic Board, Royal University of Bhutan.

Chapter II

Entry Requirement and Admission

2.1 Minimum Entrance Requirements of the University

The University has general minimum entrance requirements specified by level of programme.

2.1.1 Diploma/Degree

- 2.1.1.1 Applicants should have passed Bhutan Higher Secondary Education Certificate (BHSEC) or equivalent.
- 2.1.1.2 Applicants who have not studied Dzongkha in class XII should have passed it in class X. A proficiency test in Dzongkha will determine the eligibility of Bhutanese applicants who have not studied Dzongkha in either class X or XII. The test shall be administered by the Registry, RUB. Marks secured in the proficiency test/class X will be scaled down to 40% and applied for merit ranking.
- 2.1.1.3 Applicants without English scores in their class XII transcripts shall produce a certificate of International English Language Testing System (IELTS) with an overall band score of 5.5 or an equivalent test and score. Alternatively, Colleges may administer a proficiency test to assess English language competence. Marks secured in the proficiency test will be scaled down to 40% and applied for merit ranking.
- 2.1.1.4 Applicants shall meet the specific entrance requirements set out in the respective Definitive Programme Documents.

2.1.2 Postgraduate Diploma and Post Graduate Certificate

Applicants should have an undergraduate degree from a recognised university or college. The criteria for Postgraduate Diploma and Postgraduate Certificate shall be based on the entrance requirements specified in the Definitive Programme Document.

2.1.3 Master Programme

Applicants should have an undergraduate degree qualification from a recognised University or college. The criteria for a Masters programme shall be based on the entrance requirement specified in the Definitive Programme Document. Additionally, for Masters by Research programmes, applicants shall be admitted based on the criteria outlined in the *RUB Research Degrees Framework*.

2.1.4 Doctor of Philosophy

Applicants should have a Masters degree qualification from a recognised University or college. Applicants shall be admitted based on the criteria outlined in the *RUB Research Degrees Framework*.

2.2 Verification of Application

- 2.2.1 Applicants must provide accurate information to assist admission into the University's programmes. Applicants shall submit academic transcript(s) and relevant documents for verification by the University to confirm eligibility.
- 2.2.2 Verification of applicants' details shall be the prerogative of the University. Where found inaccurate or false, the University reserves the right to cancel the admission.

2.3 Associate Students

Students may be admitted to a part of a programme as an associate student without registering for an award. Respective Colleges are responsible to ensure defined access to teaching learning resources.

2.4 Selection of students

- 2.4.1 The University is responsible for selecting students for admission to its programmes.
- 2.4.2 A central selection system will be administered for undergraduate programmes. Prospective applicants shall apply online through the central selection system.
- 2.4.3 The central selection system is designed to:
 - 2.4.3.1 Allow students to choose a programme from programmes available within the University upon meeting the entrance requirements;
 - 2.4.3.2 Take account of students' different aptitudes for different programmes; and
 - 2.4.3.3 Take account of the University's general entrance requirements and programme specific entrance requirements.

2.5 Students may be admitted into programmes differently based on the nature of the programme or specific requirements of the programme.

- 2.5.1 Colleges shall admit self-finance students on merit basis upon fulfilment of the eligibility criteria if slots are available after the first round of selection.

2.6 Programme Change

- 2.6.1 Change in programmes within and across Colleges shall be permitted for both government scholarship and self-financed students.
- 2.6.2 Students selected on government scholarship shall forfeit the scholarship by converting to self-financed status once a change is made.
- 2.6.3 Change in programmes shall be merit based, and subject to the following conditions:
 - 2.6.3.1 Fulfilment of programme eligibility criteria;
 - 2.6.3.2 Availability of unfilled slots; and
 - 2.6.3.3 Changes can be sought only once under each of the categories
- 2.6.4 Change shall be permitted under the following categories:
 - 2.6.4.1 After the central selection is complete and before enrolling into a programme;

2.6.4.2 Within a week after enrolling into a programme in the same College;

2.6.4.3 Students who are not able to cope with the demands of a programme (failed the semester/programme, or discontinued the study on medical grounds), or are interested in pursuing another programme shall be allowed to change programmes or colleges during subsequent admissions for the following year.

2.7 Dishonouring Admission

2.7.1 Students who have dishonoured admission in the past can re-apply as self-financed students in subsequent admissions for the following year based on merit and subject to the following conditions:

2.7.1.1 Fulfilment of the programme eligibility criteria; and

2.7.1.2 Availability of unfilled slots in the programme.

2.7.2 Students who dishonour admission for the second time shall not be eligible for admission.

2.8 For some selected programmes, Colleges may conduct programme specific admission as approved by the Academic Board.

2.9 Students on scholarship may register and enroll for a second RUB award as long as the programme is at a different level.

2.10 Lateral Entry

Applicants may be admitted to a later stage of a programme where they have demonstrably reached the same general standard of educational development achieved through the earlier years of the programme. The process of validating the eligibility of such applicants and permitted credit transfer shall conform to regulation B9 Accreditation of Prior Learning in *The Wheel of Academic Law*.

2.11 Enrolment

Students shall be formally enrolled into programmes leading to an award of the University by the respective Colleges with the formal responsibility for offering that programme. To enroll in the University, students must produce the following:

2.11.1 Citizenship Identity card; and

2.11.2 Originals of certificates based on requirements of the programme.

2.12 Responsibility of Applicants

In order to conduct the admission process in a fair and efficient manner, applicants shall:

2.12.1 Apply online through the University's central selection system within the announced schedule for undergraduate programmes, or apply to respective Colleges for other programmes;

2.12.2 Provide all academic transcripts and relevant documents in an accurate and timely manner; and

2.12.3 Participate in assessment activities to fulfil the eligibility criteria where applicable.

2.13 Period of Registration

- 2.13.1 On academic grounds the University will not allow a student to remain on a full-time programme for more than two years longer than the normal expected duration of that programme. An additional year is permitted for extenuating circumstances. Extenuating circumstances shall be validated by the respective Colleges. (Refer B10 *The Wheel of Academic Law* for definition of extenuating circumstances).
- 2.13.2 The University shall administer Government guidelines on the period for which a student is eligible for Government support and funding.
- 2.13.3 Student selected for University programmes will be allowed to defer enrolment into the selected programme due to extenuating circumstances. The student must complete the programme within the period of registration inclusive of the deferred period.

2.14 Deferral of a Programme

- 2.14.1 A programme may be deferred to the next academic year if the number of students admitted into a programme is not economically viable as determined by the College. Should this happen, students shall be allowed to opt for another programme subject to the following conditions:
 - 2.14.1.1 Intake will be over and above the validated student number;
 - 2.14.1.2 Fulfillment of the programme eligibility criteria; and
 - 2.14.1.3 Same funding modality will be retained.

2.15 Transfer of students

- 2.15.1 Within the University, students shall be allowed to relocate to another college with transfer of accumulated credits from the current college based on a valid justification, subject to the following conditions:
 - 2.15.1.1 Should not have been expelled from the college due to disciplinary issues;
 - 2.15.1.2 Should enroll for the same programme and level of award;
 - 2.15.1.3 Upon confirmation of acceptance from the other college; and
 - 2.15.1.4 Complete the programme within the specified period of registration.
- 2.15.2 The University shall allow admission of students from other institutions with transfer of accumulated credits from the previous institution subject to meeting conditions of the University's Admission Policy and provisions in regulation B9 Accreditation of Prior Learning in *The Wheel of Academic Law*.

2.16 Applicants with Disabilities

- 2.16.1 The University shall endeavour to encourage applicants with disabilities, subject to resources available. Colleges shall seek to make the necessary resources available to facilitate successful completion of programmes where possible. Where necessary and if available, applicant(s) may be offered a suitable alternative programme based on an assessment of the disability by the College Admission Committee and, subject to the following conditions:

- 2.16.1.1 Fulfillment of programme eligibility criteria;
 - 2.16.1.2 Enroll over and above the validated number;
 - 2.16.1.3 Complete within the period of registration; and
- 2.16.2 In the event, a candidate cannot meet the learning outcomes of a module/s the College shall seek to make alternative arrangements where possible.

2.17 Funding Modality

2.17.1 There shall be the following two categories of students at the University:

- 2.17.1.1 **Government Scholarship:** Students whose tuition fee and stipend are borne by the Royal Government of Bhutan (RGoB) for the duration of the programme stated in the Definitive Programme Document. These students must fulfill the requirements set out by the Government.
- 2.17.1.2 **Self-Financed:** Students who bear their own tuition fee and living expenses for the duration of the programme as stated in the Definitive Programme Document.

2.18 Refund Policy

Colleges shall refund the tuition fee to self-financed students in case of withdrawal from the College in consistence with the guidelines outlined in the RUB Fee and Refund Policy.

Chapter III

International Applicants

3.1 International Applicants

- 3.1.1 International applicants may be admitted into the University either as full-time or associate students. Full-time students will take up an entire programme leading to an award of the University. Associate students may either enroll in a module(s) or a research assignment which forms part of a programme and is agreed between the College/Department of Research and External Relations at the Office of Vice Chancellor and the external institution(s).
- 3.1.2 The University will accept students on credit transfer from universities outside Bhutan upon fulfilling conditions in regulation B9 Accreditation of Prior Learning in *The Wheel of Academic Law*.
- 3.1.3 The University will refund the tuition fee to the student(s) in case of withdrawal from the College in consistence with the guidelines and categories outlined in the RUB Fee and Refund Policy.

3.2 Entry requirements

- 3.2.1 Applicants should have a minimum of a high school certificate or equivalent for admission into undergraduate programmes and a bachelor degree for postgraduate programmes.
- 3.2.2 Colleges shall admit applicants based on the eligibility criteria as approved by the Academic Board.

3.3 Verification of Application

- 3.3.1 Applications will be verified by the University in consultation with the external agency and in consistence with *Guidelines for International Staff and Students' Visit to the Royal University of Bhutan and Immigration Rules and Regulations of the Kingdom of Bhutan*.

3.4 English Language Proficiency Requirement

- 3.4.1 Applicants shall produce a certificate of International English Language Testing System (IELTS) with an overall band score of 5.5 or an equivalent test and score. Alternatively, Colleges may administer a proficiency test to assess applicants' English language competence. This shall not apply to applicants whose native language is English.

Chapter IV

Disqualification and Appeals

4.1 Disqualification

A candidate shall be disqualified from an RUB programme based on the following conditions:

- 4.1.1 Has confirmed admission into a programme and has dishonored the admission for the second time; and
- 4.1.2 Was terminated for violation of University or College rules and regulations.

4.2 Appeal

An appeal is a formal written request on the outcomes of admission submitted by an applicant. Appeals shall be considered only where there is evidence that the University's Admission Policy has been breached. However, the University shall not accept appeals based on the errors made by external agencies or individuals.

4.2.1 Undergraduate Admission

- 4.2.1.1 All appeals related to undergraduate admission must be submitted to the Student Service Officer (SSO), Registry Department, Office of the Vice Chancellor within 10 working days after the admission decision has been taken.
- 4.2.1.2 Appeals shall be reviewed by the University Admission Committee.

4.3 All other Admissions

- 4.3.1 All appeals related to admission conducted at the respective Colleges must be submitted to the Chair of the College Admission Committee within 10 working days after the admission decision has been taken.
- 4.3.2 Appeals shall be reviewed by the College Admission Committee within 5 working days. If the Committee is not able to resolve the issue, the Committee may refer the case to the University Admission Committee.

The following Policies and Guidelines may be referred for further information

1. RUB Research Degrees Framework
2. RUB Fee and Refund Policy
3. Guidelines for International Staff and Students' Visit to the Royal University of Bhutan (2020)
4. Immigration Rules and Regulations of the Kingdom of Bhutan (2015)
5. Student Service Management Guidelines and Policy, Royal University of Bhutan
6. Student Code of Conduct and Ethics, Royal University of Bhutan
7. The Wheel of Academic Law, Royal University of Bhutan