



**Admission Policy of the Royal University of Bhutan  
(National Students)  
2026**



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## Glossary

**Accumulated Credits:** Total number of academic credits earned by a student through the successful completion of modules within a programme over a specified period.

**Appeal:** A formal written request submitted by an applicant seeking review or reconsideration of an admission-related decision.

**Application Fee:** A non-refundable fee payable by an applicant at the time of submitting an application for admission to a programme offered by the University.

**Admission:** The process of selection and formal acceptance of an applicant into a University programme in accordance with prescribed rules and procedures.

**Dishonouring Admission:** Failure to enrol in a programme after confirming acceptance of admission, or discontinuing/withdrawing from a programme without extenuating circumstances.

**Disqualification:** The permanent loss of eligibility to apply for or hold admission to any programme of the University, as determined under the University's rules and regulations.

**Enrolment:** The formal registration of students into a programme of the University.

**Extenuating Circumstances:** Exceptional circumstances that are normally beyond the control of the student.

**First Round of Admission:** The initial round of selection and admission of applicants to the University's programmes.

**Lateral Entry:** Admission of a student directly into a later stage of a programme on the basis of recognised prior certified learning.

**Period of Registration:** The duration for which a student is permitted to remain enrolled in a programme.

**Programme Deferral:** The postponement of enrolment in an academic programme to a later date.

**Second RUB Award:** A second Royal University of Bhutan award pursued by a student after completion of a prior RUB award.

**Subsequent admissions:** Additional rounds of selection and admission of students conducted by the colleges following the First Round of Admission.



## Policy Statement

- 1.1 The Royal University of Bhutan (RUB) shall admit to its tertiary education programmes applicants who demonstrate a reasonable likelihood of successfully completing their chosen programme of study, subject to the availability of adequate institutional 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 merit, abilities, and aptitudes, irrespective of age, disability, religion, ethnicity, sex, sexual orientation, or race.
- 1.3 Qualifications for admission to the University shall be assessed against the following criteria:
  - 1.3.1 Authenticity - The applicant has genuinely completed the qualifications or experiences claimed.
  - 1.3.2 Specificity - The learning is clearly defined, identifiable, and can be appropriately categorized.
  - 1.3.3 Sufficiency - The learning attained is adequate to enable the applicant to achieve the aims and learning outcomes of the intended programme of study.
  - 1.3.4 Currency - The learning is recent enough to enable the applicant to meet the aims of the programme. Where qualifications and experience exceed five years, additional evidence may be required to demonstrate continued relevance and currency for the intended programme of study.
  - 1.3.5 Competency - The applicant demonstrates the requisite knowledge, skills, and attributes necessary to undertake the programme successfully. Competence may be evidenced through academic qualifications, prior certified learning, professional experience, or other valid assessments as determined by the University.
- 1.4 Applicants may apply for an appropriate programme of choice available within the University based on their interest and academic competence, subject to meeting prescribed entry requirements.

# Chapter I

## Preliminary

### 1.1 Title

This document shall be known as the Admission Policy of the Royal University of Bhutan (National Students), hereafter referred to as the "Policy."

### 1.2 Scope

This Policy shall apply to national students seeking admission to programmes offered by the University. It sets out the provisions governing admission, enrolment, and appeal procedures.

### 1.3 Definition

For the purposes of this Policy, a national student refers to any student who is a bonafide citizen of Bhutan holding Bhutanese citizenship.

### 1.4 Interpretation

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

### 1.5 Purpose

This Policy constitutes guidelines and procedures to ensure a fair, inclusive, efficient, and transparent admission process for national students.

### 1.6 Approval and Effective Date

This Policy shall be approved by the Academic Board of the University, and shall come into force from the date specified in the Office Order issued by the Registrar.

### 1.7 Amendment

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

## Chapter II

### Admission Eligibility and Process

#### 2.1 Minimum Entry Requirements

##### 2.1.1 Diploma/Degree

- 2.1.1.1 Applicants should have passed the Bhutan Higher Secondary Education Certificate (BHSEC) or an equivalent.
- 2.1.1.2 Applicants who have not studied Dzongkha in Class XII must have passed it in Class X. Bhutanese applicants who have not studied Dzongkha in either Class X or XII shall be required to undertake a Dzongkha proficiency test administered by the Registry to determine eligibility. Applicants must secure a minimum of 40% in the proficiency test. For the purpose of merit ranking, marks obtained in the proficiency test or Class X examination shall be capped at 40%.
- 2.1.1.3 Applicants whose Class XII transcripts do not include English scores must submit a valid International English Language Testing System (IELTS) certificate with a minimum overall band score of 5.5, or an equivalent qualification and score from a recognized English proficiency test. Alternatively, colleges may administer an English proficiency test to assess language competence. For the purpose of merit ranking, marks obtained in the proficiency test shall be capped at 40%.
- 2.1.1.4 Applicants shall meet the specific entry requirements set out in the respective Definitive Programme Documents.

##### 2.1.2 Postgraduate Diploma and Postgraduate Certificate

Applicants should hold an undergraduate degree from a recognised university or college. Admission to a Postgraduate Diploma and Postgraduate Certificate programme shall be subject to the specific entry requirements set out in the Definitive Programme Document.

##### 2.1.3 Master's Programme

Applicants should hold an undergraduate degree from a recognised university or college. Admission to a Master's programme shall be subject to the entry requirements specified in the Definitive Programme Document. In the case of Masters by research programmes, applicants shall additionally be assessed in accordance with the criteria prescribed in the *Royal University of Bhutan's Research Degrees Framework*.

##### 2.1.4 Doctor of Philosophy (PhD)

Applicants should hold a Master's degree from a recognised university or college. Admission to a PhD programme shall be subject to the entry requirements specified in the Definitive Programme Document and the criteria prescribed in the *Royal University of Bhutan's Research Degrees Framework*.

## **2.2 Application Fee**

Applicants seeking admission to programmes offered by the University shall pay a non-refundable application fee of Ngultrum five hundred (Nu. 500), payable at the time of submission of the application.

## **2.3 Verification of Application**

2.3.1 Applicants must provide complete and accurate information in support of their application. All required academic transcripts and supporting documents must be submitted for verification to determine eligibility.

2.3.2 Verification of applicants' details shall be the prerogative of the University. The University reserves the right to reject or cancel an application where submitted documents are incomplete, inaccurate, misleading or false.

## **2.4 Selection of students**

2.4.1 The University shall conduct a merit-based, fair, inclusive, and transparent selection process that upholds equal opportunity and academic excellence. Applicants shall apply through the University's official admission system. Centralised selection shall apply only to undergraduate programmes.

2.4.2 The admission system is designed to:

2.4.2.1 enable applicants to apply for programmes for which they meet the prescribed entry requirements;

2.4.2.2 assess applicants' aptitude, suitability and academic merit in relation to the intended programme; and to

2.4.2.3 ensure compliance with the University's general and programme specific entry requirements.

2.5 Admission procedures may vary depending on the nature and specific requirements of the programme, as prescribed in the Definitive Programme Document.

2.6 Colleges shall admit self-financed students on a merit basis, subject to fulfilment of eligibility criteria and availability of slots after the first round of selection.

## **2.7 Enrolment Requirements**

2.7.1 To be enrolled in a programme, students must produce the following:

2.7.1.1 Valid Citizenship Identity card.

2.7.1.2 A duly signed legal undertaking as prescribed by the University (Annexure A).

2.7.1.3 Original certificates, academic transcripts, and other required documents as specified for the programme.

## **2.8 Period of Registration**

2.8.1 On academic grounds, a student shall not be permitted to remain enrolled in a full-time programme for more than two years beyond the prescribed duration of that programme. In cases of extenuating circumstances, an additional year may be granted.



- 2.8.2 A new period of registration shall apply if a student changes their programme.
- 2.8.3 The University shall administer relevant Government guidelines or directives on the period for which a student is eligible to receive Government support and funding.
- 2.8.4 Students selected for University programmes may defer enrolment into the selected programme on account of extenuating circumstances. However, the programme must be completed within the maximum allowable period of registration, excluding the approved period of deferment.

## **2.9 Applicants with Disabilities**

- 2.9.1 The University shall encourage applicants with disabilities, subject to availability of resources. Colleges shall endeavour to provide the necessary resources where feasible to support programme completion. Where necessary and if available, applicant(s) may be offered a suitable alternative programme beyond the approved intake, based on a disability assessment by the College Admission Committee, subject to the following conditions:
  - 2.9.1.1 Fulfilment of programme eligibility criteria.
  - 2.9.1.2 Completion of the programme within its period of registration.
- 2.9.2 In the event, a student is unable to achieve the learning outcomes of a module(s), the College shall make alternative arrangements where possible to facilitate programme completion.

## **2.10 Lateral Entry**

Applicants may be admitted to a later stage of a programme if they have demonstrably achieved the equivalent educational standards of the earlier years of the programme. Eligibility validation of applicants and approval of credit transfer shall be conducted in accordance with regulation B9: Accreditation of Prior Learning in *The Wheel of Academic Law* of the University.

## **2.11 Associate Students**

Applicants may be admitted to a part of a programme as associate students without registering for an award. Colleges shall ensure that associate students have defined access to teaching and learning resources.

## **2.12 Admission for the Second Award**

- 2.12.1 Students on Royal Government of Bhutan (RGoB) scholarship may register and enrol for a second RUB award, provided that the programme is at a different level.
- 2.12.2 The following conditions shall apply to applicants seeking to pursue a second award at the same level:
  - 2.12.2.1 Applicants whose first award was self-financed may be eligible to compete for RGoB scholarships for the second award.
  - 2.12.2.2 Applicants whose first award through RGoB scholarship shall only be eligible to pursue the second award on a self-financed basis.

## **2.13 Classification of Students**

- 2.13.1 Students enrolled at the University shall be classified into the following categories:
  - 2.13.1.1 **Royal Government of Bhutan (RGoB) Scholarship:** Students whose tuition fee and stipend are fully funded by the Royal Government of

Bhutan for the duration of the programme as specified in the Definitive Programme Document. Such students must fulfil the requirements set by the Government and/or the University.

2.13.1.2 **Other Scholarships:** Students whose tuition fee and stipend are partially or fully funded by entities other than the Royal Government of Bhutan.

2.13.1.3 **Self-Financed:** Students who bear their own tuition fee and living expenses.

## 2.14 Responsibility of Applicants

2.14.1 In order to ensure a fair and efficient admission process, applicants shall:

2.14.1.1 apply through the University's admission system within the announced schedule for undergraduate programmes, or apply directly to the respective colleges for other programmes;

2.14.1.2 provide all academic transcripts and supporting documents accurately and within the stipulated timeframe;

2.14.1.3 participate in assessment activities to fulfil the eligibility criteria, where applicable.

2.14.2 Students currently enrolled in a RUB college shall not be permitted to reapply for admission in subsequent cycles, except as permissible under clause 3.1.

## Chapter III

### Change, Deferral and Dishonouring of Admission

#### 3.1 Change of Programme

- 3.1.1 Change of programme within and across colleges shall be permitted for both RGoB scholarship and self-financed students.
- 3.1.2 Students selected on RGoB scholarships shall forfeit the scholarship and continue as self-financed students upon effecting a programme change.
- 3.1.3 Change shall be permitted under the following categories:
  - 3.1.3.1 After completion of the central selection process and before enrolment in a programme at any college.
  - 3.1.3.2 Within one week of enrolling in a programme within the same college.
  - 3.1.3.3 During subsequent admissions for the following year, in cases where students are unable to meet the academic demands of a programme due to failing a semester or the programme, discontinuation for medical reasons, or intending to pursue a different programme, subject to meeting the conditions specified in clause 3.1.4.
- 3.1.4 Change of programme shall be merit based, and subject to the following conditions:
  - 3.1.4.1 Fulfilment of programme eligibility criteria.
  - 3.1.4.2 Availability of unfilled slots.
  - 3.1.4.3 Changes can be sought only once under each of the categories.

#### 3.2 Transfer of students

- 3.2.1 Students shall be permitted to transfer within the University with transfer of accumulated credits from the current college, subject to valid justification and the following conditions:
  - 3.2.1.1 The student must not have been expelled from the current college for disciplinary reasons.
  - 3.2.1.2 The student shall enrol in the same programme and level of award.
  - 3.2.1.3 Transfer is contingent upon confirmation of acceptance by the receiving college.
  - 3.2.1.4 The student must complete the programme within the prescribed period of registration.
- 3.2.2 Admission of students from other institutions shall be allowed with transfer of accumulated credits from the previous institution, subject to meeting conditions of this Policy and provisions under regulation B9: Accreditation of Prior Learning in *The Wheel of Academic Law* of the University.

### **3.3 Deferral of a Programme**

3.3.1 A programme may be deferred to the next academic year if the number of admitted students is deemed economically non-viable by the College. In such cases, affected students may opt for another programme. Students opting for another programme may be admitted in addition to the approved intake for that programme. The following conditions shall apply:

3.3.1.1 Fulfilment of the programme eligibility criteria.

3.3.1.2 Retention of the same funding modality as originally assigned.

### **3.4 Dishonouring Admission**

3.4.1 The following shall constitute dishonouring admission by a student:

3.4.1.1 Accepts an offer of admission and withdraws after the selection is completed.

3.4.1.2 Accepts an offer of admission but fails to report to the college.

3.4.1.3 Withdraws after enrolment.

### **3.5 Penalties for Dishonouring Admission**

3.5.1 Students who dishonour admission under clauses 3.4.1.1 and 3.4.1.2 shall be liable to a penalty of Ngultrum five thousand (Nu. 5,000), payable to the respective College or the Office of the Vice Chancellor at the time of registration. This provision shall apply to all cases of dishonoured admission prior to 2026.

3.5.2 With effect from the 2027 admission cycle, students who dishonour admission under clauses 3.4.1.1 and 3.4.1.2 shall forfeit the security deposit of Ngultrum five thousand (Nu. 5,000) paid at the time of confirming admission.

3.5.3 Students who withdraw after enrolment under clause 3.4.1.3 shall forfeit the security deposit of Ngultrum five thousand (Nu. 5,000) paid at the time of confirming admission. In addition:

3.5.3.1 RGoB scholarship students who withdraw before completing the first semester shall be liable to pay the tuition fee for one semester. If withdrawal occurs after completion of the first semester, the student shall be liable to pay tuition fees for all completed semesters and stipend received up to the date of withdrawal. Tuition fees shall be calculated at the prevailing self-financed rate.

3.5.3.2 Self-financed students shall forfeit tuition fees for the relevant semester in accordance with the RUB Tuition Fee Policy and Guidelines.

3.5.4 The College Academic Committee may grant exceptions to the penalties prescribed under clause 3.5.3 in cases of extenuating or special circumstances, subject to submission of supporting documentary evidence.

### **3.6 Refund Policy**

Colleges shall refund tuition fees to self-financed students who withdraw due to extenuating or special circumstances, subject to submission of documentary evidence and approval by the College Academic Committee, in accordance with the RUB Tuition Fee Policy and Guidelines.

## Chapter IV

### Disqualification, Revocation and Appeals

#### 4.1 Disqualification

An applicant shall be disqualified from admission to a University programme if he/she was terminated from a higher education institution for violating institutional rules and regulations, or has been convicted by a court of law.

#### 4.2 Revocation of Admission

The University reserves the right to revoke a student's admission at any stage if the student is found to have violated admission requirements, engaged in misconduct, or breached national or institutional laws.

#### 4.3 Appeal

- 4.3.1 An appeal is a formal written request to the University on matters related to admission. Appeals shall be considered only where there is evidence of a breach of the University's Admission Policy. Appeals based solely on errors made by external agencies or individuals shall not be accepted.
- 4.3.2 All appeals must be submitted to the Registrar, Office of the Vice Chancellor, within 10 working days from the date the admission decision is publicly announced.
- 4.3.3 The University Admission Committee shall review the appeal, and the decision shall be communicated to the appellant within 5 working days of receipt of the appeal.

### Annexure A: Undertaking for National Students

This undertaking forms an integral part of the admission process and must be signed and submitted at the time of enrolment at the College .

#### Undertaking for National Students

I, Mr/Mrs/Ms. \_\_\_\_\_, bearing CID no. \_\_\_\_\_, having been accepted to the programme \_\_\_\_\_ at (College) \_\_\_\_\_, Royal university of Bhutan hereby declare and undertake the following:

1. That I have read and understood the provisions of the Admission Policy of the Royal University of Bhutan and agree to abide by its provisions.
2. I understand that my admission and enrolment shall be governed by the rules, regulations, policies, and procedures of the University and respective College as may be applicable from time to time.
3. I confirm that all information, academic records, and supporting documents submitted by me in support of my application are true, complete, and authentic. I understand that submission of false or misleading information may result in cancellation of my admission or other actions in accordance with University regulations.
4. I undertake to comply with all academic and administrative requirements of the University and the College during the course of my studies.
5. In case of any breach of this undertaking by the student, the parent/guardian/guarantor shall be held liable.

(Affix legal stamp)

Signature:

Name of the student:

Date:

(Affix legal stamp)

Signature/Thumbprint of the

Parent/Guardian/Guarantor:

Name of the Guarantor:

CID No:

Contact No:

Address:

Date:



**Status:** Endorsed by the 57th Academic Board Meeting in October 2025

