

C1 Admission and Registration of Students

Status: *Endorsed by the 1st Academic Board Meeting in July 2004. The revised clause 2.1 outlining the general minimum entrance requirements for degree and diploma applicants has been endorsed by the 18th Academic Board meeting in January 2010.*

1 Introduction

- 1.1 The University seeks to admit all students to 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 Royal University of Bhutan (RUB) shall provide a system of fair, efficient and transparent admission system to the RUB programme.
- 1.3 The Royal Charter of the University requires the University to admit students on merit and irrespective of religion, origin, sex, sexual orientation or race.
- 1.4 Qualifications for admission to the University will be judged in terms of whether they are:
 - 1.4.1 authentic - the applicant has truly completed what is claimed
 - 1.4.2 specific - that the learning is specific and can be identified and categorized
 - 1.4.3 sufficient - the learning has reached a level to allow the applicant to fulfil the aims and outcomes of the programme
 - 1.4.4 currency - the learning is sufficiently recent to allow the applicant to fulfil 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.

2 General Minimum Entrance requirements of the University

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

Degree and Diploma[1] Completed ISC/BHSEC (this by definition includes four class XII subjects one of which must be English), or equivalent qualification. Additionally, if Dzongkha is not included amongst the four subjects it must have been passed at class X. For those applicants who have not passed Dzongkha at class X, a proficiency test will determine their eligibility. The test shall be administered by the RUB. (This requirement applies only to applicants of Bhutanese citizenship).



Non-Bhutanese applicants to RUB undergraduate or diploma programmes should have successfully completed ISC/BHSEC (or an equivalent qualification). If the secondary school certification of an applicant is not BHSEC, a proficiency test in English will determine the applicant's eligibility. The test shall be administered by the RUB.

Masters taught programmes A good pass at Honours degree level, a good pass at degree level supplemented with work experience or a professional qualification recognised for professional body membership purposes to be equivalent in academic terms to an Honours degree.

Postgraduate Diploma and Postgraduate Certificate If this is nested in a Masters programme then it requires the same entrance requirements as the Masters programme. Otherwise it should require only a Degree.

Postgraduate research programmes; MPhil or PhD To be admitted on an individual basis on the basis of recommendations of two research academics with between them experience of supervising three candidates to PhD completion.

- 2.2 Applicants for full time programmes who are being funded by the Royal Government of Bhutan must fulfill the requirements set out by the RGoB.
- 2.3 Applicants who have qualifications, formal or informal, other than those set out above may be considered for admission, and will be evaluated on the basis of whether they are as well prepared to undertake the programme as are the more 'standard' candidates. The following factors can be taken into account in considering the application:
 - 2.3.1 maturity
 - 2.3.2 other qualifications
 - 2.3.3 an assessment set by the University
 - 2.3.4 a portfolio of evidence of experiential learning.
- 2.4 Individual students may be admitted to a later stage of a programme where they have demonstrably reached the same general standard of educational development as achieved through earlier level(s) of the programme.

3 Specific Programme Entrance Requirements

There will be specific entrance requirements for each programme framed to apply the University general entrance requirements to the particular needs of that

programme. They are set at or above the University's general minimum entrance requirements (see section 2.1), and may also include non-academic criteria.

4 Selection and Admission of Students

Selection

- 4.1 The University is responsible for selecting students for admission to its programmes.
- 4.2 For school leavers applying to programmes leading to a RUB award, the University will operate a central selection system, and students will make an on-line application to the University Registry. Selections based on merit (subject ratings) will be made by the University Registry through the on-line admission system. The system will be designed to:
 - 4.2.1 allow students to choose from amongst all the university programmes available
 - 4.2.2 take account of their different aptitudes for different programmes
 - 4.2.3 take account of the University's general entrance requirements and the programme's specific entrance requirements
 - 4.2.4 take account of the programme's specification of preferences on entry
 - 4.2.5 minimise student travel and administrative inconveniences
 - 4.2.6 allow for interviews of students in exceptional cases
- 4.3 For selection and admission to non-degree programmes not leading to a RUB award the College/Institute is solely responsible.
- 4.4 Students may register and enroll for a second award as long as they meet the eligibility criteria for the programme;
 - 4.4.1 Selection into the programmes for the second award at the same level must meet the eligibility criteria for the programme;
 - 4.4.2 Except for awards leading to postgraduate degree or higher, scholarship will be limited to only a single RGoB award.
- 4.5 If any vacant seats are available after admission, colleges can admit self-financed students subject to the following:
 - 4.5.1 Fulfillment of eligibility criteria;
 - 4.5.2 Ability rating point is better than that of the last self-financed student that has been admitted into the programme; and
 - 4.5.3 Provided the candidate does not disqualify owing to reasons mentioned under article



4.6.2 and 4.6.4.

Disqualification

- 4.6 A candidate shall be disqualified for RUB programme if the candidate:
- 4.6.1 has discontinued studies for reasons within their control except under medical ground;
 - 4.6.2 has been convicted of criminal offence;
 - 4.6.3 has confirmed the admission into the programme offered by RUB/ college but has dishonored the admission;
 - 4.6.4 was terminated for violation of College rules and regulations;
 - 4.6.5 has been selected for another scholarship.

Matriculation

- 4.7 Students will be formally matriculated and admitted to a degree or to a programme leading to an award of the University by the College/Institute with the formal responsibility for offering that programme. This will normally take place when the student takes up his or her studies. This action is carried out on behalf of the University Registry and with the authority of the University. The University has the power to revoke this delegated authority.
- 4.8 To matriculate students must produce:
- 4.8.1 evidence of identity, such as citizenship identity card or birth certificate;
 - 4.8.2 originals of certificates passed and on the basis of whose performance admission is sought; unless he or she is entering on the basis of recent school results in which case the University will have access to the school results direct from source;
 - 4.8.3 if not admitted under the Government funding scheme, students shall bear all expenses;
 - 4.8.4 if in receipt of Government funding; such evidence as is required by Royal Government of Bhutan
- 4.9 Students being admitted on the basis of Government funding must additionally provide:
- 4.9.1 evidence of being a Bhutanese citizen e.g. citizenship identity card

5 Associate Students

- 5.1 Students may be admitted to a part of a programme as an Associate Student, without registering for an award. Where associate students are supplementary to an existing class and can be taught without the need for additional resources, the

College/Institute will normally give approval for their admission. However where the number of associate students registered is large, a special arrangement covering fees and additional resources for teaching and defined access to facilities on campus should be negotiated.

6 Period of Registration

- 6.1 There are two grounds for limiting the period for which a student may remain enrolled on a programme. Firstly if the student is in receipt of public funds there should be a limit to the time during which the student is eligible to receive such funds. This is not strictly a responsibility of the University, but the University may be called upon to act as a steward of the government's funds in this. The second ground is that a student who repeatedly fails demonstrates academic incapacity to meet the demands of the programme and has a deleterious effect on the standards and expectations of the class group; this is a matter for which the University is directly responsible.
- 6.2 On academic grounds the University will not allow a student to remain on a full time undergraduate programme for more than two years longer than the normal expected duration of that programme and additional one year on extenuating circumstances.
{For extenuating circumstances – please refer to B10}
- 6.3 The University will administer any Government guidelines on the period for which a student is eligible for Government support and funding.

7 Differently Abled Students

The University will endeavour to encourage access to tertiary education for differently abled students, and it will seek to make the necessary facilities available for that purpose.

8 Attendance

The Academic Board is convinced that attendance is important for a student's academic progression and there is no doubt that attendance should be enforced for those elements of the programme where a student's absence will be detrimental to the performance of his or her fellow students e.g. in interactive group sessions such as tutorials, seminars and practicals and work which is subject to group assessment. Therefore, to be eligible to appear for the semester end examination and progression, a student must:

- 8.1 obtain a minimum of 90% attendance;
8.2 obtain a minimum of 80% attendance under extenuating circumstances.



[1] The Academic Board will at a later stage determine the minimum entrance requirements for students who have not attended schools where Dzongkha is taught.

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