**Annexure 6/7**

**DEPARTURE INTIMATION FORM**

Chief HRO,

HR Division,

Royal University of Bhutan, Thimphu.

1. Name of the Staff :
2. SID number :
3. Position Title :
4. Position Level :
5. College/OVC where presently employed :
6. Letter of Award number and date :
7. Title of course :
8. Name of the Institute offering Professional Development and Country :
9. Date of commencement of the course :
10. Duration of the course and date of completion :
11. Date of departure from Bhutan :
12. Source of Funding :

I, hereby certify that the information given above is correct to the best of my knowledge.

**(Signature)**

**Place:**

**Date**

**POINTS FOR PRE-DEPARTURE BRIEFING (PDB) TO STAFF LEAVING
FOR
LONG-TERM PROFESSIONAL DEVELOPMENT**

**I. Obligations during Professional Development**

As an official nominee of the Royal University of Bhutan, a staff shall:

1. Strive for academic excellence as the primary objective of Professional Development is to learn. Further, performance during Professional Development shall form part of the performance appraisal for promotion and/or any personnel action;
2. Conduct himself in a manner befitting his status and acceptable to the Institute;
3. Refrain from engaging in political, criminal or commercial activity;
4. Refrain from giving expressions and statements on sensitive policy matters on national or international affairs including written or oral statement without specific prior approval of the Royal University of Bhutan on such issues;
5. Submit a course joining report to the Office of the Registrar (via an email) within two weeks of joining the programme;
6. Submit semester/progress reports;
7. Seek approval of the College/OVC concerned – if sponsored by the University – before undertaking field trips. The University shall fund mandatory field trips only;
8. Not change from the Professional Development programme or the Institute specified in the Letter of Award; and
9. Not take up additional course.

**II. Extension**

1. A staff shall complete the Professional Development within the duration specified in the Letter of Award;
2. Extension shall not be granted to undertake an additional course; and
3. Prior approval of the OVC shall be required for extension, for reasons beyond the control of the staff.

**III. Termination of Professional Development**

Professional Development shall be terminated if:

1. The conduct of a staff is not in conformity to the RUBHRRR 2017 and/or to the Institute rules;
2. The performance of the staff is below average or unacceptable to the College/OVC;
3. The staff does not fulfill the attendance and other requirements stipulated by the Institute; and
4. The staff fails to complete the course in the specified period and approval for extension is not accorded.

**IV. Completion of Professional Development and Return**

A staff on completion of Professional Development shall:

1. Return and report to the Office of the Registrar with joining report and certificate/provisional certificate/letter of completion within three weeks after completion of Professional Development; and
2. Submit a written explanation, if there is any delay in submitting the report.

I hereby do confirm that I have been briefed on rules governing my Professional Development and I have understood them, including the implication and consequences of deviating from them. In particular, I understand that in the event that I do not adhere to any one of the above stated conditions, I and/or the guarantor shall be liable for legal action by the Royal University of Bhutan.

**Name: Signature (dated):**

**Email:**

**Guarantor: Signature (dated):**

**Email: Tel./Mobile:**

**Briefed by (Name and signature):**