



# **ACADEMIC REGULATIONS**

**2021**

**Khesar Gyalpo University of Medical Sciences of Bhutan**

**1<sup>st</sup> Edition** : Academic Regulations 18<sup>th</sup> July 2016  
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"In the 21st century, change is taking place at a phenomenal rate. Our healthcare institutions should be agile and receptive, in order to take advantage of opportunities, and respond to new challenges brought about by digital revolution, and progresses in medical science, technology, and practices. Of all our institutions, it is vital that our education and healthcare be the most dynamic, responsive, and flexible. We have to establish a culture of being able to respond to changing times."

**His Majesty the King's Address during the 1st convocation of Khesar Gyalpo  
University of Medical Sciences of Bhutan, 25th April 2019**





### Executive Order

The 12<sup>th</sup> Session of the Governing Council of the University held on 16<sup>th</sup> July 2021 has approved the revised Academic Regulations 2021 of Khesar Gyalpo University of Medical Sciences of Bhutan (KGUMSB). The Academic Regulations 2021 shall be implemented with effect from 1<sup>st</sup> August 2021.

This executive order is being issued for strict implementation of the Academic Regulations 2021 by all constituent Faculties, affiliated Institutes and concerned officials of the University with effect from 1<sup>st</sup> August 2021.

Any provisions of the rules and regulations, guidelines, standard of procedures and terms of references of the University related to academic that are inconsistent with these regulations shall, to the extent of such inconsistency, be void.

Lyonpo (Dasho) Dechen Wangmo  
Chair of the Governing Council

MINISTER  
MINISTRY OF HEALTH  
THIMPHU - BHUTAN

**Copy to:**

1. The members of the Governing Council of KGUMSB for information.
2. The members of the Advisory Board of KGUMSB for information.
3. The President, KGUMSB for information and necessary action.
4. Office copy

## **ACKNOWLEDGEMENT**

Khesar Gyalpo University of Medical Sciences of Bhutan (KGUMSB) would like to acknowledge the Chair and esteemed members of Governing Council and Academic Board of the University for reviewing and approving the revised Academic Regulations 2021. The University would also like to acknowledge the contributions made by the following officials and education professionals to the revision and development of this regulations.

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## **VISION**

“A premier center of excellence in medical education, research and quality healthcare.”

## **MISSION**

1. To develop state of art, learner-centered, integrated and humanistic training curricula that meets the health needs of people in consonance with the Human Values and Gross National Happiness.
2. To train and develop highly competent health human resource for provision of sustained high-quality patient-centered care and health services.
3. To contribute towards evidence-based health policies and practices through research and innovation.

## **ATTRIBUTES OF GRADUATES**

The essential attributes that graduates should possess are:

**A** = Academic Grounding

**B** = Be Human

**C** = Cultivate Lifelong Learning

**D** = Driglam Namzha (Language and Culture)

**E** = Ensure Professionalism

**F** = Foster Information, Communication and Technology

It is the responsibility of the faculty and staff of the University as well as the students to ensure the development of these attributes during the course of their stay at the University. The six essential attributes consist of:

### **A. Academic Grounding**

- Acquire required knowledge;
- Possess critical and logical thinking;
- Practice evidence-based problem solving and decision making;
- Have Academic integrity; and
- Attain information literacy and management.

## **B. Be Human**

- Have self-awareness and control;
- Be aware of cultural differences;
- Use effective communication;
- Appreciate teamwork;
- Be sensitive to the views of others;
- Be altruistic; and
- Be resilient.

## **C. Cultivate Lifelong Learning**

- Possess growth mindset;
- Gain personal development;
- Be adaptive;
- Be reflective;
- Possess an enquiring mind; and
- Develop intellectual maturity and autonomy.

## **D. Driglam Namzha (Language and Culture)**

- Inculcate cultural values;
- Instill sense of service;
- Practice discipline; and
- Preserve tradition.

## **E. Ensure Professionalism**

- Have work ethics;
- Gain social responsibility;
- Ensure accountability and transparency;
- Be proactive;
- Maintain nobility of profession; and
- Enhance leadership and management.

## **F. Foster Information, Communication and Technology**

- Be innovative;
- Heighten digital literacy; and
- Manage information.



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## **PREAMBLE**

WHERE AS, in exercise of powers conferred to the Governing Council of the University in Section 68 of the University of Medical Sciences Act of Bhutan, 2012; the Governing Council of Khesar Gyalpo University of Medical Sciences of Bhutan hereby frames the *Khesar Gyalpo University of Medical Sciences of Bhutan Academic Regulations, 2021*.

WHERE AS, the Governing Council of Khesar Gyalpo University of Medical Sciences of Bhutan in its *12<sup>th</sup> Session held on the seventh day of the sixth month of the Iron Female Ox Year of the Bhutanese Calendar*, corresponding to *sixteenth day of the seventh month, 2021* hereby passed the “*Khesar Gyalpo University of Medical Sciences of Bhutan Academic Regulations, 2021*” as follows:

# **CHAPTER 1**

## **PRELIMINARIES**

### **1.1. Short Title and Commencement**

1.1.1. These regulations are the **KHESAR GYALPO UNIVERSITY OF MEDICAL SCIENCES OF BHUTAN ACADEMIC REGULATIONS, 2021.**

1.1.2. These regulations shall come into force on the 1<sup>st</sup> day of the August month of 2021 year corresponding to the 23<sup>rd</sup> day of the 6<sup>th</sup> month of the Iron Female Ox Year of the Bhutanese calendar.

### **1.2. Application and Extent**

1.2.1. These regulations apply to the constituent Faculties and affiliated Institutes of the Khesar Gyalpo University of Medical Sciences of Bhutan (KGUMSB) in relation to Academic Committees, Academic Programs, Assessment and Examination, Student Admission and Registration, Conferment and Procedure of Awards, Affiliation and Quality Assurance.

### **1.3. Amendments**

1.3.1. These regulations may be revised from time to time as required by the University.

1.3.2. Without prejudice to the provision of Section 1.3.1 of these regulations, the University may append, amend or rescind any provision of these regulations as long as such changes are done in good faith for the furtherance of the University's vision, mission and strengthening of the academic programs.

### **1.4. Revocation**

1.4.1. Upon coming into force of these regulations, any existing regulations and guidelines in the country pertaining to the subject matters addressed by these regulations shall be revoked.

### **1.5. Transitional Provision**

1.5.1. Notwithstanding anything in section 1.4.1, any action taken prior to coming into force of these regulations shall be deemed to have

been lawfully taken under the existing regulations and guidelines pertaining to the subject-matters addressed herein.

## **1.6. Interpretation**

1.6.1. In these regulations, unless the context indicates otherwise, the singular shall include the plural and masculine shall include the feminine.

## **1.7. Power to Alter Schedules**

1.7.1. The Governing Council of the University may by order alter or modify any of the tables, form and other provisions contained in any of the schedules to these regulations.

# CHAPTER 2

## ACADEMIC COMMITTEES

### 2.1. Academic Board

#### 2.1.1. Constitution

The Academic Board (AB) constituted as per section 42 of the University of Medical Sciences Act of Bhutan, 2012 shall provide the oversight mechanism for all academic related matters of the University.

#### 2.1.2. Composition of Members

2.1.2.1. The Academic Board shall compose of the following members:

- a. President of the University as the Chairperson of the Board;
- b. Head of one of the Teaching Hospitals;
- c. Deans of each Institute;
- d. Deputy Deans, Academic Affairs from constituent Institutes;
- e. Head of the Central Library;
- f. One Teaching Faculty or Clinical Tutor representing Technical Department, Jigme Dorji Wangchuck National Referral Hospital (JDWNRH);
- g. Two Student Representatives (one from constituent and one from affiliated Institutes on rotation basis) nominated by the respective Institute; and
- h. Registrar of the University as the Member Secretary.

#### 2.1.3. Tenure of Members

2.1.3.1. The members shall serve for a specified term as hereunder:

- a. The membership of the Chairperson, Head of Teaching Hospital, Deans, Deputy Deans and Head of Central Library shall be *ex-officio*;
- b. The representative from JDWNRH and student representative shall serve a term of one year.

2.1.3.2. The change in membership composition and tenure from the University Act is as per the recommendations of 6<sup>th</sup> Governing Council held on 18<sup>th</sup> July 2016 and subsequent



legal advice from the Office of the Attorney General and endorsement of the 7<sup>th</sup> Academic Board Meeting.

#### 2.1.4. Quorum

2.1.4.1. The presence of not less than two-third of the total number of members shall constitute a quorum for a meeting of the Academic Board.

#### 2.1.5. Meeting Schedule

2.1.5.1. The procedure of the Board meetings shall be as follows:

- a. Registrar as the member-secretary shall plan, coordinate, organize and record the minutes of the Academic Board meetings;
- b. Meetings shall be held at least twice a year and additional meetings may be convened at the call of the Chairperson or on the recommendations of not less than two third of the Board members as per the Term of Reference (TOR);
- c. Decisions shall be taken by a simple majority of the members present at the meeting;
- d. Members shall have one vote each, and in the event of a tie, the Chairperson shall cast the deciding vote; and
- e. The decision shall be endorsed under the signature and seal of the Chairperson.

#### 2.1.6. Powers and Functions

2.1.6.1. The Academic Board shall:

- a. Set standards and quality of teaching comparable to international standards;
- b. Advise the University on academic affairs including academic standards, research, scholarship, teaching and other courses;
- c. Develop, review, validate, monitor, assess and evaluate the implementation of academic programs both intra and extramurally;
- d. Regulate the conduct of teaching, research, publications and examinations;
- e. Regulate the admission of students to the courses of the studies and examinations in the University;
- f. Draw up and recommend fee structures for various purposes;

- g. Propose constitution and organization of Institutes, Chairs and Teaching Departments, Committees and Board of Studies;
- h. Develop mechanisms for recognition of examinations of other Universities or examining bodies on reciprocal basis for the purpose of the student migration and exchange program;
- i. Regulate the award of scholarships, medals and prizes;
- j. Constitute Board of Studies in each Institute to oversee matters related to Academic Affairs;
- k. Prescribe the eligibility criteria for enrollment into any of the courses from time to time; and
- l. Perform other functions as may be prescribed.

## **2.2. Curriculum Validation Committee**

### 2.2.1. Constitution

2.2.1.1. The University shall constitute a Curriculum Validation Committee at the Office of the President to review and validate new or revised programs.

### 2.2.2. Composition

- 2.2.2.1. The Curriculum Validation Committee shall compose of the following members:
- a. The Registrar as Chairperson;
  - b. Two academic subject experts from outside the University as members;
  - c. One member of the University's faculty, where possible from a cognate discipline;
  - d. One representative from Bhutan Medical Health Council as a member; and
  - e. One official from Quality Assurance Unit of the University as Member Secretary.
- 2.2.2.2. A validation committee shall comprise members who are able to evaluate the course in terms of its structure and content, and judge the academic integrity of the course in relation to the regulations and standards of the University and other regulatory bodies.

- 2.2.2.3. The members (as subject experts) in the validation committee shall dissociate from the planning and development of the course.
  - 2.2.2.4. The validation committee members shall have sufficient understanding of the subject matter and academic context to enable the panel to make a sound judgment.
  - 2.2.2.5. The Office of the Registrar shall identify and appoint the committee members.
- 2.2.3. Schedule of Meeting
- 2.2.3.1. The Curriculum Validation Committee shall be constituted on an ad-hoc basis drawing membership from the recommended list as outlined in [section 2.2.2.1](#). However, the composition of the validation committee may give due consideration to:
    - a. Gender balance;
    - b. International perspective; and
    - c. Learner perspective.
  - 2.2.3.2. The committee shall meet whenever an application for validation of academic program is referred to it by the Academic Board.
  - 2.2.3.3. The Office of the Registrar shall fix a venue and date for the validation event.
- 2.2.4. Functions and Responsibilities
- 2.2.4.1. The Curriculum Validation Committee shall:
    - a. Critically evaluate the documents and undertake discussion with the curriculum committee in order to make a collective judgment as to the quality and standard of the course;
    - b. Ensure that the award conferred by the University be the same standard as conferred nationally, regionally or internationally; and
    - c. Ensure that the objectives outlined are addressed.

## **2.3. Student Affairs Committee**

### **2.3.1. Constitution**

- 2.3.1.1. The University shall constitute the Student Affairs Committee at the Office of the President to oversee all

matters related to student admission and registration, student welfare and extra-curricular activities.

#### 2.3.2. Composition

2.3.2.1. The Student Affairs Committee shall compose of the following *ex-officio* members:

- a. Registrar of University as Chairperson;
- b. Deputy Dean of Student Affairs of the constituent Institutes as members;
- c. Head of ICT Unit at the Office of the President as member; and
- d. One official from Student Affairs and Record Unit of the University as Member Secretary.

#### 2.3.3. Functions and Responsibilities

2.3.3.1. The Student Affairs Committee shall:

- a. Review and develop admission criteria as and when required, and submit to AB for approval; and
- b. Discharge any other functions as the TOR.

### **2.4. University Appeal Committee**

#### 2.4.1. Constitution

2.4.1.1. The University shall constitute a University Appeal Committee at the Office of the President to review any appeal referred to the committee by aggrieved party.

#### 2.4.2. Composition

2.4.2.1. The Appeal Committee shall compose of the following *ex-officio* memberships:

- a. Registrar of the University as Chairperson;
- b. Deans other than the concerned Institute as a member;
- c. One Legal Officer as a member;
- d. Deputy Deans, Student Affairs (Disciplinary related appeal)/Academic Affairs (Academic related appeal) other than the concerned Institute as a member; and
- e. One official from Student Affairs and Record Unit (Disciplinary related appeal)/Office of the Controller (Academic related appeal) as a Member Secretary.

2.4.2.2. Notwithstanding anything in [section 2.4.2.1](#), the University may co-opt members as per the relevancy of

the agenda of the Committee Meeting, whenever the University deems it necessary.

2.4.2.3. The Academic Appeal Committee may also convene ad-hoc or emergency meetings, whenever the University deems it appropriate.

#### 2.4.3. Powers and Functions

2.4.3.1. The University Appeal Committee shall:

- a. Review any appeal of the aggrieved party;
- b. Review the decisions taken by the Institute Disciplinary Committee;
- c. Assign the decision of the committee to the concerned committee and the aggrieved party; and
- d. Appraise all the finding of the case to the Academic Board.

2.4.3.2. Notwithstanding anything provided in [section 2.4.3.1](#), Appeal Committee shall not deal any appeal until an informal and formal procedures to the aggrieved parties have been exhausted.

## 2.5. Board of Examiners

### 2.5.1. Constitution

2.5.1.1. The University shall constitute a Board of Examiners at the Office of the President to manage the Examination Affairs of the University.

### 2.5.2. Composition

2.5.2.1. The Board of Examiners shall compose of the following *ex-officio* memberships:

- a. Controller of Examination as a Chairperson;
- b. Chairperson of the Institute Examinations Committee as a Member;
- c. One member from the Student Affairs and Record Unit; and
- d. One official from Office of the Controller as a Member Secretary.

### 2.5.3. Powers and Functions

2.5.3.1. The Board of Examiners shall:

- a. Review, approve and declare results of examinations;

- b. Hear and decide on appeal cases related to breach of examination rules and regulations;
- c. Review and approve examinations regulations and submit for endorsement to the Academic Board; and
- d. Approve the internal and external examiners.

## **2.6. Academic Award Committee**

### **2.6.1. Constitution**

- 2.6.1.1. The University shall constitute an Academic Award Committee at the Office of the President to review and approve awards.

### **2.6.2. Composition**

- 2.6.2.1. The Award Committee shall compose of the following *ex-officio* memberships:
  - a. Registrar as Chairperson;
  - b. Dean of each Institute as a member;
  - c. One representative from Office of the Controller; and
  - d. One official from Student Affairs and Record Unit as a Member Secretary.
- 2.6.2.2. The schedule of meeting, quorum, and proceedings of the Award Committee meetings shall be as per the guidelines developed by the University.

### **2.6.3. Powers and Functions**

- 2.6.3.1. The Award Committee shall:
  - a. Receive the list of nominations from Institutes for the medal awards;
  - b. Receive the list of nominations for the honorary awards;
  - c. Review, verify and confirm the conferment of the awards and submit for endorsement to the Academic Board;
  - d. Communicate the date of conferring awards; and
  - e. Develop and review guidelines and criteria for all awards.

## **2.7. Curriculum Committee**

### **2.7.1. Constitution**

- 2.7.1.1. The Institute shall constitute a Curriculum Committee to review, design or develop a curriculum.

## 2.7.2. Composition

2.7.2.1. The Curriculum Committee shall compose of the following *ex-officio* memberships:

- a. Deputy Dean, Academic Affairs of the concerned Institute as Chairperson;
- b. Coordinator(s) of the initial new curriculum proposal as member;
- c. Relevant faculty representing the key subject areas of the course concerned as members;
- d. Curriculum Officer of the University as a member; and
- e. Head of Department/Program Leader as a Member Secretary.

2.7.2.2. Notwithstanding anything in [section 2.7.2.1](#):

- a. The University may co-opt members upon relevancy of an agenda of the Committee Meeting; and
- b. The Office of the President shall coordinate the review or development of curriculum for common programs and may co-opt members as relevant.

## 2.7.3. Powers and Functions

2.7.3.1. Ensure that development of curriculum is in line with the vision and mission of the University.

2.7.3.2. Ensure that all the principles and components of curriculum development is addressed.

2.7.3.3. Ensure that the modern pedagogies and assessment approaches are infused in the curriculum.

2.7.3.4. Ensure that the curriculum is equipped with intended attributes of the graduate.

2.7.3.5. Ensure that curriculum is designed as per the program structure and prescribed guidelines.

## 2.8. Institute Research Committee

2.8.1. The University shall empower the constitution of the Institute Research Committee chaired by the Deputy Dean, Research/Deputy Dean, Academic Affairs of the respective Institutes to promote research and maintain standard within the University.

- 2.8.2. The Institute Research Committee shall develop guidelines and standard operating procedures in accordance with the international guidelines and best practices.

## **2.9. Institute Academic Committee**

- 2.9.1. The University shall empower the constitution of the Institute Academic Committee to serve as the guarantor of the academic standards and quality in respect of the design, delivery, development and promotion of the best practice in curricula, program, general education matters and research.
- 2.9.2. Institute Academic Committee shall also function as Institute Examination Committee. However, Deputy Dean, Academic Affairs shall Chair the Examination Committee.
- 2.9.3. Institute Academic Committee shall develop guidelines and standard operating procedures in conformity to the TORs, rules and regulations of the University.

## **2.10. Institute Disciplinary Committee**

- 2.10.1. The University shall empower the constitution of Institute Disciplinary Committee presided by the Dean for general disciplinary actions and Deputy Dean, Academic Affairs shall preside over the matters related to academic dishonesty and unfair practice in the examinations.
- 2.10.2. Institute Disciplinary Committee shall develop guidelines and TORs.

## **2.11. Appointment of Committee Members**

- 2.11.1. The President shall appoint all Board and Committee Members at the Office of the President and the Dean of the respective institute shall appoint committee members in the Institutes.

## **2.12. Conduct of Committee Members**

- 2.12.1. The Committee Member, officials working in the University and Institute concerned shall uphold the Dignity, Integrity, Professionalism and Honesty while exercising the powers and performing the assigned functions.



2.12.2. The Committee Member, officials working in the University and Institute concerned shall uphold the principle of confidentiality of the decision, information, report and any other such documents pertaining to their duties.

### **2.13. Immunity from Prosecution or Civil Suit**

2.13.1. Any member of the committee, officials working in the University and the Institute concerned shall not be sued or prosecuted in legal proceedings for anything which is done in good faith or intended to be done in pursuance of the provisions of these Regulations.

### **2.14. Leave**

2.14.1. The members of the committee shall not take a leave of absence without prior approval of the Chairperson.

### **2.15. Vacancy**

2.15.1. The membership of the committees shall become vacant if the member:

- a. Resigns from the membership in writing with one-month prior notice to the individual Member Secretary;
- b. Is absent from the meetings consecutively for three times;
- c. Dies or becomes incapacitated through unsoundness of mind or any other physical illness or health conditions that may prevent the person from discharging his or her duties; and
- d. On being convicted by the Court of Law for any criminal offences.

### **2.16. Filling of Post**

2.16.1. The vacancy in the Committees shall be filled within one month after the membership has become vacant.

# **CHAPTER 3**

## **ACADEMIC PROGRAMS**

### **3.1. Management and Governance**

3.1.1. The University shall constitute Academic Program Unit at the Office of the President to oversee all the matters related to academic affairs.

### **3.2. Functions**

3.2.1. Develop and implement policies, standards and procedures for academic programs.

3.2.2. Facilitate development or review of Curriculum

3.2.2.1. Facilitate Curriculum Committee in reviewing or development of curriculum.

3.2.2.2. Monitor curriculum implementation.

3.2.2.3. Coordinate evaluation of curriculum in coordination with Institutes.

3.2.3. Monitor and supervise teaching and learning

3.2.3.1. The Office of the Registrar shall carry out routine Monitoring and Evaluation (M & E) of academic activities as per the M and E Framework and Monitoring Tools for Academic Programs 2021 to ensure that the intended curriculum is delivered.

3.2.4. Maintain and retain relevant documents for future references.

### **3.3. Academic Programs**

3.3.1. The University shall use a standard terminology of academic terms, and a standard measure of academic value (the credit) for common understanding of terminology related to academic programs across all the Institutes of the University.

3.3.2. The University shall offer academic programs leading to awards of following qualifications:

- a. Certificate;
- b. Diploma;
- c. Degree;
- d. Postgraduate diploma;
- e. Fellowship; and
- f. Postgraduate degree.

- 3.3.3. The program shall consist of an adequate number of modules and be designed in consonance to the standard program structure and modular framework.
- 3.3.4. All fields of study shall be designed to infuse the following core competencies:
- a. Knowledge : All related subject matters;
  - b. Attitude : Professionalism, empathy and compassion;
  - c. Behavior : Behavior with patients, peers and staff;
  - d. Communication skills : Communicate with patients and relatives, peers and staff; and
  - e. Professional Skills : Competency in performing clinical procedures.

#### **3.4. Academic Credit**

- 3.4.1. A unit of academic credit in the curriculum shall consist of ten notional hours of theory or fifteen notional hours of laboratory or twenty notional hours of clinical practice.
- 3.4.2. The ratio of theory to clinical practice hours in a program shall be as per the guidelines.
- 3.4.3. The University shall ensure that the programs offered are full time/mixed mode/part time that shall be a minimum of one year and shall be equivalent to one hundred and twenty academic credits.

#### **3.5. Credit Framework for Awards**

- 3.5.1. The entry requirement, minimum duration of program and minimum credit requirement for award of various qualifications shall be as scheduled under [schedule 1](#).

#### **3.6. Commencement of Course**

- 3.6.1. The courses of various programs shall commence in January or July every year.
- 3.6.2. The selection process shall be completed not less than one month from the date of commencement of the program.

#### **3.7. Academic Term**

- 3.7.1. All the programs shall be structured in academic terms consisting of six months each for certificate, diploma, undergraduate and masters except for postgraduate residency programs which are annual based.

- 3.7.2. The academic term shall consist of a minimum of fifteen teaching weeks per semester while for postgraduate, a minimum of thirty teaching weeks in a year with fourteen days leave.

### **3.8. Curriculum Development**

- 3.8.1. The curriculum shall be clearly defined in terms of program duration, learning objectives and outcomes, relevant contents, modes of delivery and assessment.
- 3.8.2. The curriculum shall be structured on a modular approach to achieve a systematic exposure to the various courses aligning to the curriculum framework of the University. For postgraduate studies, the curriculum shall be structured on a term-based-approach to achieve a systematic exposure to the various sub-specialties concerned with the discipline.
- 3.8.3. To encompass an exposure of the students to community-based activities, the program shall involve “community-targeted” learning experience.
- 3.8.4. The curriculum shall be competency based, inclusive of knowledge, skills and professional attitude.
- 3.8.5. The curriculum shall include exposure to overseas hospitals and academic events for the trainees.
- 3.8.6. Review or development of curriculum for common programs shall be coordinated by the Office of the President.
- 3.8.7. The proposing Institute shall arrange the budget for development or review of curriculum. However, the expenditure for development or review of common programs shall be shared amongst the Institutes offering the program.
- 3.8.8. The Standard Curriculum Framework
- 3.8.8.1. The curriculum shall comprise of the following:
- a. Program Information;
    - i. Name of the Institute;
    - ii. Title of the Program; and
    - iii. Duration and Mode of Study.
  - b. Aims of the Program;
  - c. Graduates’ Attributes;
  - d. General Objectives;
  - e. Curricular Structure;
  - f. Modules as per the standard module descriptor of the University in Annexure 1; and

- g. References.
- 3.8.9. Proposal for Designing a New Curriculum
  - 3.8.9.1. Institutes or Quality Assurance Unit of the University shall initiate the proposals for a new program.
  - 3.8.9.2. The criteria for proposal of planning approval for a new program shall be based on:
    - a. The need for the program;
    - b. The demand for the program; and
    - c. The resources.
  - 3.8.9.3. The proposals for a new program shall be submitted one month before the Academic Board Meeting, one year in advance of the intended date of commencement of the program.
  - 3.8.9.4. The proposal for development of new curriculum with completed documentations as per the documentation guidelines for new program in annexure 2 shall be submitted for approval of the Academic Board.
  - 3.8.9.5. The Office of the Registrar shall direct formation of Curriculum Committee to design the proposed curriculum upon approval by the Academic Board.
- 3.8.10. Proposal for Review of Curriculum
  - 3.8.10.1. The review of a curriculum shall become eligible only after five years of its implementation or as and when required upon approval from Academic Board.
  - 3.8.10.2. The proposing Institute shall submit for review of a curriculum one month before the Academic Board Meeting, one year in advance of the intended date of revised implementation.
  - 3.8.10.3. The proposal for review of curriculum with completed documentations as per the documentation guidelines for review of curriculum in annexure 3 shall be submitted for approval of the Academic Board.
  - 3.8.10.4. The Office of the Registrar shall direct formation of Curriculum Committee to review the curriculum upon approval by the Academic Board.
- 3.8.11. Design and Development of Curriculum
  - 3.8.11.1. The Curriculum Committee shall review or develop curriculum after approval from the Academic Board.

- 3.8.11.2. The Deputy Dean, Academic Affairs of the proponent Institute shall work in coordination with the curriculum committee to produce a complete curriculum for the proposed program as per the existing curriculum instruction and module framework and submit for validation.
- 3.8.12. Changes to Curriculum
- 3.8.12.1 Minor Changes
- a. Institute Academic Committee shall approve minor changes such as, changes in one of the following components:
    - i. Modifications to module title;
    - ii. Part of the contents;
    - iii. Modes of delivery; or
    - iv. Assessment.
  - b. The institute shall apprise the Academic Board for the minor changes
- 3.8.12.2. Major Changes
- a. Academic Board shall approve major changes such as, changes in one of the following components:
    - i. The title of the program;
    - ii. Awards;
    - iii. Philosophy;
    - iv. Aims and objectives;
    - v. Structure;
    - vi. Management; and
    - vii. Increase in the number of students for the program.
  - b. While seeking approval for major changes, the submitting documents shall include the old version of the section of the program document together with the revised version with the required grounds for proposed changes. If such changes affect other parts of the program, then the full documentation may be required.

### **3.9. Curriculum Validation**

- 3.9.1. The University shall validate the curriculum for all medical and health programs.
- 3.9.2. The proponent of the academic program shall apply for validation to the Quality Assurance Unit at least one month prior to the proposed date of Academic Board Meeting.

- 3.9.3. A bound hard copy along with soft copy of the agreed final version of the program and proposal documents for the program as per 3.8.9.4 or 3.8.10.3 shall be submitted with the application.
- 3.9.4. Institutes shall not implement programs without validation.
- 3.9.5. Validation Event
- 3.9.5.1. There shall be proceeding of curriculum validations as follows:
- a. Close Panel Discussion that shall be deliberated amongst the panel members;
  - b. Open Panel Discussion that shall be discussed with the proponent; and
  - c. Closed Panel Discussion that shall take place amongst panel members for final decision.
- 3.9.6. Validation Outcome and Report
- 3.9.6.1. The decisions of the Validation Committee shall be one of the following:
- a. **“Approved”** that shall be as proposed without amendment;
  - b. **“Approved with Recommendations”** that shall be addressed to the satisfaction of the Validation Committee prior to submission to the Academic Board; and
  - c. **“Not Approved”** if more than 20% of the program content is not aligned to the intended outcome and or 20% of the program requirement is not fulfilled.
- 3.9.6.2. Notwithstanding with the [section 3.9.6.1b](#), the curriculum is deemed to have not approved if a definitive curriculum, inclusive of recommended changes, is not submitted within the deadline.
- 3.9.6.3. The program shall not be allowed for revalidation in the same academic year if not approved.
- 3.9.6.4. The validation report shall outline the decision with adequate timeline for implementation and follow up.
- 3.9.6.5. The report shall be circulated within ten working days.
- 3.9.6.6. Curriculum Committee shall submit the response to the recommendation of validation committee within the deadline.
- 3.9.6.7. The formal response from curriculum committee shall include:
- a. Revised curriculum;
  - b. A brief report on the implementation of the recommendations; and

- c. Any other appropriate supporting documents.
- 3.9.6.8. The Member Secretary shall liaise with committee members, in particular the Chairperson, to confirm satisfaction of the conditions and finalization of the validation process and submit the final outcome to the Academic Board for approval.

### **3.10. Validation Fee**

- 3.10.1. The proposing private Institute shall bear expenditures for the validation process as per the guidelines.
- 3.10.2. The proposing constituent Institute shall bear expenditures for the validation process if not covered by the government budget.

### **3.11. Curriculum Implementation and Evaluation**

- 3.11.1. The Institutes shall implement the prescribed curriculum.
- 3.11.2. The implementation of curriculum during emergencies (pandemic or disasters) shall be as per the Contingency Plan for Education in Emergencies.
- 3.11.3. The head of the Institute shall ensure adequate resource support for effective implementation of the curriculum.
- 3.11.4. The Office of the Registrar shall conduct routine monitoring and supervision of academic activities in the institutes including teaching hospitals.
- 3.11.5. The Institutes shall monitor and evaluate curriculum implementation as per the M and E Framework and Monitoring Tools of the Academic Programs 2021.

### **3.12. Teaching Faculty**

- 3.12.1. The minimum requirements for the teaching faculties shall be as per the prescribed guidelines.



# **CHAPTER 4**

## **ASSESSMENT AND EXAMINATIONS**

### **4.1. Management and Governance**

4.1.1. The University shall constitute the Office of the Controller at the Office of the President to oversee the matters related to assessment and examinations.

### **4.2. Functions**

4.2.1. The Office of the Controller shall:

- a. Plan, coordinate and facilitate the conduct of examination and declaration of result;
- b. Monitor the quality and conduct of examinations at the University level as per the standard operating procedures (SOP) and guidelines;
- c. Develop SOP and guidelines related to examination affairs;
- d. Validate the award of degrees, diplomas and certificates issued by the University;
- e. Publish the examination report and disseminate it to relevant stakeholders every post examinations;
- f. Plan for a continuous improvement of quality of assessment;
- g. Carry out any other functions as prescribed in the TOR; and
- h. Maintain and retain all the data related to assessment and examinations.

### **4.3. General Outline of Examinations**

4.3.1. Examinations shall consist of any one or combination of the following:

- a. Written Examinations;
- b. Practical Examinations including Objective Structured Clinical Examination (OSCE)/ Objective Structured Practical Examination (OSPE); and
- c. Project/Thesis.

4.3.2. The Office of the Controller shall conduct all summative examinations for the common programs and may conduct exit examinations for other programs centrally.

#### **4.4. Eligibility for Appearing Examinations**

##### 4.4.1. Academic Attendance

4.4.1.1. Every student shall be required to achieve the following attendance requirements:

- a. Minimum of 90% attendance for each theory module; and
- b. Minimum of 95% attendance for practical unit or module including field work.

4.4.1.2. Students not fulfilling the required attendance shall not be allowed to sit for the examinations of that module or paper.

4.4.1.3. Without prejudice to the section 4.4.1.1, the Registrar may consider for the candidates being absent for examination by reason of illness, compelling family obligations and national duties.

##### 4.4.2. Continuous Assessment

4.4.2.1. To become eligible to sit in the summative examinations in the particular module or paper, the students shall pass in Continuous Assessment (CA).

4.4.2.2. If the student fails in less than 50% of the total" modules/papers, the student shall be eligible to sit for re-examination after clearing the CA.

##### 4.4.3. Project Work or Thesis

4.4.3.1. The student shall have the Project Work or Thesis accepted by the examiners to be eligible to appear in the examinations.

#### **4.5. Examiners**

4.5.1. The Institute Examination Committee shall nominate internal and external examiners from a panel of examiners maintained by the Institute and submit to the Office of the Controller.

#### **4.6. Code of Conduct for Examiners**

4.6.1. The Examiners shall adhere to the following Code of Conduct:

- a. To declare a conflict of interest, if any; and
- b. To be fair and objective in the assessment of the students.

#### **4.7. Invigilators**

4.7.1. The Institute Examination Committee shall nominate invigilators as per SOP to oversee the conduct of written examinations.

#### **4.8. Code of Conduct for Invigilators**

- 4.8.1. Invigilators shall adhere to the following code of conducts:
- a. To maintain discipline inside the examination hall; and
  - b. To be fair and accountable in the conduct of examinations.

#### **4.9. Absence from Examination**

- 4.9.1. If the registered student misses an examination under circumstances specified below, he or she may apply for a special permission to appear in the examination:
- a. Force majeure; and
  - b. Absence due to sudden illness or death of immediate family members of the student.
- 4.9.2. A student who wishes to appear for the missed examination as specified in [section 4.9.1](#) of these regulations, may intimate Office of the Controller or Chairperson of the Institute Examination Committee through any means of communication in not less than 5 working days from the day he or she has missed the examinations.
- 4.9.3. The Office of the Controller or Institute Examination Committee shall review the grounds and endorsed decision and may consider as regular examinations for that particular module(s).
- 4.9.4. A student who has missed a single component of an examination without genuine reason and proper corroborating documents shall be considered as having appeared in that examinations and shall be marked zero for that component.

#### **4.10. Practical Examinations**

- 4.10.1. Conduct of Practical Examinations shall be as per the SOP.

#### **4.11. Minimum Passing Level**

- 4.11.1. The aggregate pass mark in each module shall be 50%.
- 4.11.2. The minimum pass mark is 50% of the given weighting in both CA and summative assessment in each module.
- 4.11.3. For Postgraduate Residency Programs, the pass mark shall be 50% each in all theory papers, OSCE/OSPE, thesis and cases.

#### **4.12. Level of Performance**

- 4.12.1. Level of performance shall be as scheduled in [schedule 2](#).

4.12.2. For Postgraduate Residency Programs, the final cumulative marks shall be as follows:

- a. Year I - 15%;
- b. Year II - 25%;
- c. Year III (Thesis Defense) - 25%; and
- d. Year IV - 35%.

#### **4.13. Re-Examination**

4.13.1. Eligibility criteria for re-examination shall be as follows:

- a. If the student fails in less than 50% of the total module(s) or paper(s), the student shall be eligible for re-examination;
- b. If the student does not fulfil the attendance of less than 50% of total module(s) or paper(s), the student shall be eligible for re-examination;
- c. The re-examination shall be conducted after one month from the date of declaration of result;
- d. The candidates shall be required to fulfill all formalities related to registration for re-examinations;
- e. Students who pass in re-examination shall be awarded with maximum of pass mark only; and
- f. If the student fails in re-examination, he or she shall repeat the semester.

4.13.2. For Postgraduate Residency Programs, re-examination shall be as follows:

- a. Year I Examination - appear for re-examination in failed paper(s) only within a period of two months from the date of declaration of the result;
- b. Year III Examination (Thesis defense) - re-submit the Thesis after 6 months from the date of declaration of result; and
- c. Year II & IV Examination - appear for re-examination in all the components of the examinations after 6 months from the date of declaration of the result.

4.13.3. Candidates sitting for re-examination shall pay applicable fees as per the University Fee Structure.

#### **4.14. Repeat Semester**

- 4.14.1. If a student fails in more than 50% of the total module(s) or paper(s), student shall repeat the semester.
- 4.14.2. If a student fails in CA in more than 50% of the total module(s) or paper(s), the student shall repeat the semester.
- 4.14.3. If the student does not fulfil the attendance of more than 50% of total module(s) or paper(s), the student shall repeat the semester.
- 4.14.4. The students who fail in the re-examination shall repeat the semester.
- 4.14.5. A student shall not be allowed to repeat the same semester more than one time. In this case, the student shall discontinue the program.
- 4.14.6. For Postgraduate Residency Programs, repeat semester shall be as follows:
  - a. Year 1 Examination - 1st attempt, repeat within 2 months and shall not miss the batch. In the 2nd and subsequent attempts, repeat in the subsequent semester and shall miss the batch by 6 months.
  - b. Year 2 Examination - 1st attempt, repeat in 6 months but shall not miss the batch. In the 2nd or subsequent attempts, repeat in the subsequent semester and shall miss the batch by 6 months.
  - c. Year 3 and 4 Examination - 1st attempt, repeat in the subsequent semester and shall miss the batch by 6 months.
- 4.14.7. The student shall pay tuition and other applicable fees for a repeat semester as per the fee structure of the university.
- 4.14.8. A student shall complete their course within a maximum of an additional of two years for all programs to their prescribed duration of the program.

#### **4.15. Re-Checking of Papers**

- 4.15.1. The University shall allow re-checking of answer scripts that shall be limited to counting of marks.
- 4.15.2. The University shall levy a stipulated non-refundable fee per module for re-checking as per the fee structure of the University.
- 4.15.3. A student shall apply for re-checking in writing to the Office of the Controller or Chairperson of the Institute Examinations Committee of respective institute whichever is applicable within ten working days of the result declaration.
- 4.15.4. The University shall assign minimum of two examiners other than the concerned subject teachers for re-checking.

4.15.5. The result of the re-checking shall be announced within seven working days from the date of acceptance for such application.

#### **4.16. Examination Fees**

4.16.1. The students shall be levied fees for various processes related to the examinations as per the fee structure of the University.

4.16.2. The examination fees for centralized examination and institute examination shall be deposited with the University and Institute respectively.

#### **4.17. Remuneration and Honorariums for External Examiners**

4.17.1. The University or Institute shall remunerate the external examiners, invigilators and supervisors to ensure proper conduct and management of the examinations through appropriate remuneration and honorarium schemes as per the fee approved by the University.

#### **4.18. Responsibilities of the Institutes**

4.18.1. The Institutes shall adhere to the following procedures:

- a. Inform candidates of every aspect of the examinations on behalf of the Office of the Controller;
- b. Make arrangement for conduct of examinations as per the directives of the Office of the Controller;
- c. Receive the examination materials well in time before the examinations and ensure its safety;
- d. Be responsible for the proper administration and conduct of examinations; and
- e. Report to the Office of the Controller if any suspected or alleged case of dishonesty or malpractice by a student.

#### **4.19. Academic Dishonesty and Plagiarism**

4.19.1. The University shall view any form of academic dishonesty including act of unfair means in examinations and plagiarism as a serious offence and shall deal with it as per the Assessment and Examinations Guideline.

# **CHAPTER 5**

## **STUDENT ADMISSION AND REGISTRATION**

### **5.1. Management and Governance**

- 5.1.1. The University shall constitute a Student Affairs and Record Unit at the Office of the President to oversee all matters related to student support services, admission and registration.

### **5.2. Functions**

- 5.2.1. Conduct student admission and registration; and
- 5.2.2. Carry out the roles and responsibilities as prescribed in the TOR.

### **5.3. Admission and Registration Policy**

- 5.3.1. The University shall admit students into various academic programs on the basis of fulfillment of minimum academic requirements and such other criteria as may be prescribed by the University from time to time.
- 5.3.2. The selection and enrollment of students into the various academic programs shall be conducted without prejudice to ethnicity, gender, regional origin, socio-economic status, disability, and religious or political affiliations.
- 5.3.3. The University shall be open to admit overseas students into an academic program depending on the exigencies of the situation in accordance with the guidelines as may be developed by the University from time to time.
- 5.3.4. The University shall maintain a proper registry of all the students who are enrolled into various academic programs through some secure and appropriate modalities.

### **5.4. Nature of Admission**

- 5.4.1. The admission of students by the University shall be for its pre-service or in-service academic programs.
- 5.4.2. The admission of students shall take place during the academic calendar commencing either in January or July.

## **5.5. Admission for Pre-Services Programs**

- 5.5.1. The admission of students for various pre-service academic programs shall be based on the minimum academic entry qualifications as specified in the guideline.

## **5.6. Admission for In-Services Programs**

- 5.6.1. The admission of students for various in-service academic programs shall be as per the pre-enrollment selection guideline.
- 5.6.2. For postgraduate programs,
  - 5.6.2.1. Candidates for postgraduate courses shall be selected through a competitive selection examination.
  - 5.6.2.2. The selection criteria for candidates in Postgraduate Residency Programs shall be 100% from the entrance examination as follows:
    - a. 70% Multiple Choice Questions; and
    - b. 30% OSCE.

## **5.7. Advertisement for Student Admission**

- 5.7.1. The University shall carry out advertisement in the mass media and online through the website of the University and its Institutes.
- 5.7.2. The advertisement calling for applications from interested candidates for enrollment into the various academic programs offered by the University may be made at least three months prior to the commencement of the academic programs.

## **5.8. Selection of Students for Academic Programs**

- 5.8.1. Minimum Requirements
  - 5.8.1.1. The minimum cut-off marks required of a candidate for short-listing shall be based on the prescribed criteria.
  - 5.8.1.2. The Student Affairs Committee may prescribe additional criteria to help in the selection of candidates.
  - 5.8.1.3. For in-service courses, the candidates interested to pursue various programs shall:
    - a. Have qualifications from Institutes recognized by BMHC;
    - b. Fulfill the minimum entry requirements of the University; and
    - c. Pay fees and other payments as per the fee structure of the University.



- 5.8.1.4. International students shall be enrolled at various institutes under the University in addition to the academic program stipulated in [section 3.3.2](#) of this regulation for the following program:
  - a. Oversea elective program; and
  - b. Internship program.
- 5.8.2. Selection System
  - 5.8.2.1. The University may operate a centralized selection system consisting of online application by the students and online admission process based on merit or subject ranking of the students' academic performance at the Bhutan Higher Secondary Examination Certificate or their equivalent as certified by competent authority.
  - 5.8.2.2. The University may conduct entrance examination to select candidates for enrollment into various in-service academic programs.
  - 5.8.2.3. The notification for selected candidates may be done online or through appropriate mass media within five working days after the closing of the online application.
  - 5.8.2.4. The notification for the confirmed list of candidates shall be announced not later than one month prior to the commencement of the academic programs.
- 5.8.3. Selection Criteria in Case of Tie
  - 5.8.3.1. In the event of two or more students having the same total academic marking or ranking, all the students shall be selected for the program.

## **5.9. Registration**

- 5.9.1. The Office of the Registrar shall maintain a registry of all students enrolled in various academic programs under the University.
- 5.9.2. The head of the Institutes shall submit the name list of all the students enrolled in various academic programs for each academic calendar within ten working days after the commencement of the programs.
- 5.9.3. The registration of students shall be carried out by assigning a unique coding system as per the guidelines.
- 5.9.4. The University shall register only approved number of students for particular program. The Institute shall not submit more than the approved number of students for registration.

## **5.10. Denial or Cancellation of Admission/Registration**

- 5.10.1. The University shall deny or cancel admission and/or registration of student if the student:
- a. Fails to report or join the institute on the stipulated date without prior permission from the concerned Institute;
  - b. Is suspected to have produced forged, fabricated or manipulated academic or other documents; and
  - c. Fails to produce original documents.
- 5.10.2. If a student drops out of a current program subject to the conditions stipulated under [section 5.10.1a](#), the student shall not be allowed to enroll in any of the programs of the University thereafter.

## **5.11. Student Records**

- 5.11.1. The University/Institute shall maintain student records comprising the following information:
- a. Student's bio-data;
  - b. Contact address;
  - c. Student Registration Number;
  - d. Name of the Course for which the student is enrolled;
  - e. Copy of student contract agreement/undertaking by the Institute;
  - f. Semester academic transcripts, where applicable;
  - g. Disciplinary actions, if any by the Institute; and
  - h. Awards/commendations/social and academic achievements.
- 5.11.2. The student records specified in [section 5.11.1](#) may be maintained in any suitable modalities and shall be stored and archived for future references.

## **5.12. Orientation**

- 5.12.1. The Institutes shall conduct orientation of the students to sensitize them on the academic programs, rules and regulations, and to familiarize with the teaching-learning environment including the teaching hospitals.
- 5.12.2. The Institute shall provide access to each student a Student Hand Book containing information on course content, semester timetable, examination schedule, code of conduct, fee structure, and other relevant information.

### **5.13. Student Identity Card**

- 5.13.1. The Institutes shall issue each student with the Student Identity Card containing the following information:
- a. Name of the Institute;
  - b. Logos of the Institute and University;
  - c. Name of the student;
  - d. Student registration number;
  - e. Course for which enrolled;
  - f. Validity date;
  - g. Signature of the issuing authority;
  - h. Bar code; and
  - i. Passport photograph.

### **5.14. Migration of Students**

- 5.14.1. The University shall facilitate students migrating from Institutes outside and within Bhutan to continue academic programs in any of the Institutes under the University subject to fulfillment of the admission policy and criteria as outlined hereunder;
- a. The international institutes shall be recognized by the BMHC;
  - b. The admission of such students is based on the available vacant slot in the particular study of academic program; and
  - c. Institute should have Memorandum of Understanding (MoU) or be affiliated with the University.
- 5.14.2. The University shall be able to accredit the students' prior certified learning at the Institute of origin and transfer of credits to the academic program of the University in accordance with guidelines prescribed by the University.
- 5.14.3. The University may allow students to discontinue or drop-out of the academic programs on their own initiative, and in such circumstances the students shall forfeit the fees of any type paid to the University.

### **5.15. Internship Program**

- 5.15.1. The University shall accept students for internship programs in consultation to relevant Departments from teaching hospitals.
- 5.15.2. The students shall get a conditional registration number from BMHC while applying for an internship program.

- 5.15.3. The University shall award internship certificate under the seal and signature of concerned head of the teaching hospital and Registrar of the University.
- 5.15.4. The internship program shall be governed by the Internship Program Guidelines.

#### **5.16. Fees**

- 5.16.1. The University shall levy fees in accordance with the schedule of fees and such other fees may be determined by the University from time to time.
- 5.16.2. The modalities of payment of fees including installment schemes, if any, and penalties for default on payment of fees shall be in accordance to the fee structure of the University.

#### **5.17. Appeals Related to Admission and Registration**

- 5.17.1. A student who is aggrieved by procedures related to selection, admission and registration, may submit an appeal to the head of the Institute in writing within the stipulated time frame as specified below:
  - a. For selection issues within ten working days after the notification of selection; and
  - b. For admission and registration issues within ten days after the commencement of the academic program.
- 5.17.2. The Selection Committee shall review and decide on any appeals made by the students or their representatives through a fair and objective assessment of the circumstances surrounding the matter under appeal. If the Committee is not able to resolve amicably, the matter shall be referred to the University Appeal Committee.

#### **5.18. Dropout from the Program**

- 5.18.1. Subject to the conditions stipulated under [section 4.9.1a](#) and [section 4.9.1b](#), a government funded student who drops out before completing a course shall refund the stipend within six months from the day of getting dropout.
- 5.18.2. The students who drops out as specified under [section 5.18.1](#) shall not be allowed to enroll in any of the programs of the University thereafter.

# **CHAPTER 6**

## **CONFERMENT AND PROCEDURE OF AWARDS**

### **6.1. Academic Awards**

6.1.1. The awards of the University may include the following programs in the areas of Nursing and Midwifery, Public Health, Allied Health, Clinical Medicines, Biomedical Science and Sowa Rigpa:

- a. Fellowship;
- b. PhD;
- c. Postgraduate;
- d. Undergraduate;
- e. Diploma;
- f. Certificate; and
- g. Certificate of Proficiencies.

6.1.2. Eligibility Criteria for Academic Awards

6.1.2.1. The Office of the Controller shall use transcripts to determine the recipients for the academic awards.

6.1.2.2. To be eligible for the academic awards, the student shall fulfill the following minimum criteria:

- a. Be enrolled full time in an academic program; and
- b. Pass in all the semester examinations.

### **6.2. Titles of Awards**

6.2.1. The University may confer the titles for the academic awards as scheduled in schedule 3.

6.2.2. Contents of the Award

6.2.2.1. The award document for the Academic Programs shall bear:

- a. Shield and name of the University, possibly in the form of a seal;
- b. Student's name and registration number;
- c. Award name and title;
- d. Date of passing the Examination; and
- e. Signature of the President.

### **6.3. The Student Transcript**

6.3.1. The student's academic transcript shall specify:

- a. The student's name, registration number, date of enrolment and completion;
- b. The name and shield of the University;
- c. For each module passed,
  - i. The title of the module;
  - ii. The credit points, and the level;
  - iii. The year and semester;
  - iv. The mark obtained in each module; and
  - v. The Institute at which the module was studied.
- d. The transcript shall be issued on the authority of the University Registrar.

#### **6.4. Honorary Awards**

6.4.1. The University may confer medical and health honorary degrees or titles to any individual who has made significant contributions to the University, the Nation or the welfare of the society.

6.4.2. The honorary awards shall comprise of:

##### 6.4.2.1. Honorary Fellowships

- a. These awards are intended for those who have made an outstanding contribution to the University, for example through benefaction, achievement or service.

##### 6.4.2.2. Honorary Doctorate

- a. These awards honor those who have achieved national and international distinction, as academics, or in leadership roles; and
- b. The University may confer an Honorary Doctorate in the following disciplines:
  - i. Medicine;
  - ii. Traditional Medicines;
  - iii. Public Health;
  - iv. Nursing and Midwifery;
  - v. Dentistry;
  - vi. Allied Health Science; and
  - vii. Biomedical Sciences.

##### 6.4.2.3. Eligibility Criteria for Honorary Awards

- a. The University may confer medical and health honorary degrees or titles to any individuals who have made significant contributions to the welfare of the society.
  - b. The minimum criteria to be eligible for Honorary awards include:
    - i. Made a significant contribution to society;
    - ii. Acclaimed national or international leadership roles;
    - iii. Distinction in academic spheres; and
    - iv. No adverse or criminal records.
  - c. The award shall not be awarded to individuals who are registered in political parties.
- 6.4.2.4. Selection Procedures for Honorary Awards
- a. The selection for honorary awards shall be as per the prescribed guidelines.

## **6.5. Certificate of Excellence, Merit and Commendations for Students**

- 6.5.1. The University shall institute the following certificate of merit, excellence and commendations:
- a. The President’s Medal; and
  - b. The Dean’s Medal.
- 6.5.2. The selection of eligible candidates for the conferment of awards in [section 6.5.1](#) shall be carried out in accordance with the award guidelines of the University.
- 6.5.3. Notwithstanding the awards specified in [section 6.5.1](#), the University may constitute additional awards, merits and commendations to honor the students, academic and non-academic staff.

## **6.6. Revocation of Awards**

- 6.6.1. The University shall revoke awards and privileges connected therewith, under the following circumstances:
- a. Honorary Awardees are convicted of any criminal offence;
  - b. Award is obtained by fraud or deception; and
  - c. Awardee's name is removed for misconduct by a competent authority.

## **6.7. Appeal**

- 6.7.1. Awardee who may be aggrieved with the procedures related to the conferment and revocation of the award may make an appeal to the University Appeal Committee.
- 6.7.2. The University upon the recommendation of the University Appeal Committee may restore to any such person, the awards, which have been revoked.

## **6.8. Conferring Ceremonies**

- 6.8.1. The University shall conduct conferring ceremonies for all awards held on a date specified by the University as per the guidelines.
- 6.8.2. Awardees shall attend the conferring ceremony in person.
- 6.8.3. The University shall conduct convocation ceremony after every three academic years.

## **6.9. Awards Conferred by Special Warrant or *in Absentia***

- 6.9.1. Notwithstanding the provision of [section 6.8.2](#), awards may be conferred:
  - a. By special warrant authorized by the Governing Council and signed by the President or Registrar; and
  - b. "*In absentia*" if approved by the Academic Board or Governing Council.

## **6.10. Conferring of Awards Posthumously**

- 6.10.1. Notwithstanding any other provision of this regulation, an award may be conferred posthumously if the deceased candidate had fulfilled the prescribed conditions.

## **6.11. Ownership of Certificates**

- 6.11.1. A certificate awarded remains the property of the person to whom it was awarded or any other person to whom it was subsequently legally transferred or assigned unless the University cancels, revokes or withdraws.



# CHAPTER 7

## AFFILIATION

### 7.1. Affiliation and Types

- 7.1.1. There shall be an affiliated Institute under the University.
- 7.1.2. The University shall affiliate any Institute imparting education in the field of medicine, nursing and midwifery and other allied health sciences in Bhutan to ensure academic excellence, promote national and international recognition.
- 7.1.3. The conditions of affiliation shall apply only to private Institute(s).
- 7.1.4. The University may grant the following types of affiliation to private Institutes:
  - a. “*Conditional Affiliation*” may be granted only by the competent authority for a limited time period on an undertaking that during the given time period agreed standards will be achieved;
  - b. “*Provisional Affiliation*” may be awarded to all Institutes which meet the University standards on first inspection; and
  - c. “*Regular Affiliation*” may be awarded on graduation of the first cohort.

### 7.2. Conditions Governing the Grant of Affiliation

- 7.2.1. The University shall have sole discretion to grant affiliation to an Institute.
- 7.2.2. The University shall either cancel, change or modify any type of affiliation granted previously depending upon the degree of noncompliance to the University standard for affiliation.
- 7.2.3. The affiliation process shall be as follows:
  - a. Each Institute seeking affiliation shall submit the completed application as per the guidelines;
  - b. Each Institute shall be inspected by the Affiliation Committee as per the guidelines;
  - c. Decisions on affiliation shall be made on the basis of the Affiliation Committee’s recommendations;
  - d. Affiliation granted initially to an Institution shall be provisional till the graduation of the first cohort;
  - e. Removal or promotion from conditional affiliation shall require a re-inspection;

- f. The University shall visit affiliated Institutes during the academic sessions for quality assurance; and
- g. Any Institute may withdraw its affiliation at the beginning of any academic session.

### **7.3. Minimum Requirements for Affiliation**

7.3.1. The Institute proposing for affiliation shall fulfill minimum requirements as per the prescribed guidelines.

### **7.4. Institute Obligations**

7.4.1. Affiliated Institute shall:

- a. Follow the academic regulations and relevant policy guidelines as prescribed by the University and other relevant regulatory authorities;
- b. Work collaboratively for mutual benefit of sharing educational resources and expertise;
- c. Pay external examiners and examination fees as per the fee structure of the University; and
- d. Identify Dean of the affiliated Institute as the contact person for the University.

### **7.5. Affiliation Fee Structure**

7.5.1. The University shall levy fee for the affiliation of the Institute and its various academic courses as follows:

- a. One-time initial affiliation fee of Nu. 100,000.00 (One hundred thousand) only per Institute;
- b. Annual course affiliation fee of Nu.500.00 (Five hundred) only per student per year; and
- c. The fees shall not be refundable.

7.5.2. The University may revise the fee structure as specified in section 7.5.1a and b from time to time.

### **7.6. Security Breach, Malpractice and Appeal**

7.6.1. The affiliated Institute shall inform the University immediately if the security of its confidential material is put at risk by fire, theft, loss, damage, unauthorized disclosure or any other circumstances.

7.6.2. Where an Institute obtain affiliation by fraud, misrepresentation or suppression of material facts and particulars, the University may

withdraw the affiliation after giving a reasonable opportunity to show cause against the proposed action, in addition to any other action under any other law, as the case may be.

**7.7. University Obligations towards Affiliated Institutes**

7.7.1. The University shall certify the program through seal and signature of the University.

7.7.2. The University may:

- a. Share resources including teaching learning materials and academic support;
- b. Facilitate research and linkages, wherever applicable; and
- c. Invite to the relevant University events;

# **CHAPTER 8**

## **QUALITY ASSURANCE**

### **8.1. Management and Governance**

8.1.1. The University shall constitute a Quality Assurance Unit at the Office of the President to oversee quality and standards of both academic and non-academic related matters of the University.

### **8.2. Functions**

8.2.1. Develop policies, standards and procedures for quality assurance.

8.2.2. Ensure implementation of policies and procedures including:

- a. Design and development, review and validation of the curriculum;
- b. Monitoring and evaluation of the programs;
- c. Resources and infrastructure;
- d. Educational policy and best practices;
- e. Teaching and learning, and assessment; and
- f. Recruitment and selection process for human resource management and development.

8.2.3. Ensure adherence to ratio of theory to clinical practice hours; student teacher ratio; and other requirements as per the guidelines.

8.2.4. Carry out any other functions as prescribed.

### **8.3. Quality Criteria**

8.3.1. The quality criteria for academic and academic support services reflected in the University Quality Management Guideline shall be applied to ensure quality of the academic performance.

8.3.2. All Institutes under the University shall be accredited from recognized National Accreditation Body.

### **8.4. Monitoring and Evaluation of the Program**

8.4.1. The Monitoring and Evaluation activities including dissemination of reports of programs shall be as per the University Quality Management guideline.

## GLOSSARY

1. **“Academic Board”** means the Academic Board of the University.
2. **“Academic Credit”** means a volume of learning or academic load students are required to undertake to attain the learning outcomes of a module.
3. **“Academic Program”** means any training or educational activity offered by the University leading to the conferment of award at the level of certificates, diplomas, bachelors, masters, doctoral or fellowship.
4. **“Admission”** means enrolment and registration of students into an academic program offered by the University."
5. **“Affiliated”** means private Institutes affiliated with the University.
6. **“Awards Committee”** means committee responsible for all types of award conferred by the University.
7. **“Board of Examiners”** means the Board of Examiners of the University.
8. **“Constituent”** means government institutions under the University.
9. **“Examiners”** means both external and internal examiners, both from within and outside Bhutan recruited by the University for the purpose of assessment during the examinations.
10. **“Exit Examination”** means final semester or year examinations of the program.
11. **“Force Majeure”** means an act of god, a natural hazard outside human control.
12. **“Governing Council”** means the highest decision-making body of the University.
13. **“Institute”** means the constituent faculty or affiliated institute or school or college of the University.
14. **“Level”** means correspond to the year of study of an academic program.
15. **“Migration of Student”** means migration of student, whether of Bhutanese or foreign nationality, for the purpose of continuing the academic program through Transfer of Credit mechanism or Prior Certified Learning.
16. **“Module Descriptor”** means concise description of a module. It should list the learning outcomes and describe the means by which these are achieved, demonstrated and assessed.
17. **“Module”** means a unit of curricular study that has an identifiable set of aims, specified pre-requisite knowledge, curriculum and assessment.
18. **“President”** means the President of the University.

19. **“Prior Certified Learning”** means assessment and assignment of academic credits to an individual based on the individual's certified learning gained through a formally assessed academic program.
20. **“Program”** means a program of education in medical or health fields consisting of educational, instructional or training activities to impart knowledge or skill.
21. **“Re-examination”** means repeating the examination.
22. **“Registrar”** means the Registrar of the University.
23. **“University Award”** means academic program leading to the award of certificates, diplomas, bachelors, masters or doctoral degrees under the University.
24. **“University”** means the Khesar Gyalpo University of Medical Sciences of Bhutan.

## SCHEDULES

### Schedule 1

#### Credit Framework for Degree, Diploma and Certificate

Awards	Minimum Credits	Minimum duration for Full Time	Entry Qualification
Certificate Courses	60	6 months	In-service
Diploma (In-service)	120	1 Year	Two-year Certificate course
Diploma in Community Health and Allied Health Sciences	360	3 Years	XII Science
Diploma in GNM	360	3 Years	XII Science/ Commerce/ Arts
Diploma in Traditional Medicines	360	3 Years	XII Science/ LCS/ Certificate
Bachelor Degree (In-service)	240	2 Years	Diploma or Certificate
Bachelors (Pre-service)	480	4 Years	XII Science
B. Sc. TM	600	5 Years	XII Science or LCS
MBBS	600	5 Years	XII Science
Postgraduate Diploma	120	1 Year	Degree
Master's Degree	180	18 Months	Degree/Honours
MSc. Traditional Medicine	240	2 Years	BSc. TM
MD Traditional Medicine	360	3 Years	BSc. TM
Doctor of Medicine (MD)	-	3 Years	MBBS or equivalent
Fellowship	-	1 Year	MD/MS
PhD	-	3 Years	Masters/Honours

## Schedule 2

### Level of Performance

The following scale shall be applied as a way of relating a judgment of a performance to a numerical mark:

<b>Sl. No</b>	<b>Performance</b>	<b>Marks</b>	<b>Grading</b>
1	Outstanding	80% and above	A
2	Very good	70-79.9 %	B
3	Good	60-69.9 %	C
4	Satisfactory	50-59.9 %	D
5	Fail	49.9 % and below	F



### Schedule 3

#### Titles of Awards

The University may confer the titles for the academic awards not limited to the following:

<b>Sl. No.</b>	<b>Program</b>
1	Certificate in Adult Critical Care Nursing
2	Certificate in Neonatal Critical Care Nursing
3	Certificate in Pediatric Critical Care Nursing
4	Certificate in Dialysis Nursing
5	Certificate in Perioperative Nursing
6	Certificate in Histotechnology
7	Diploma in Medical Laboratory Technology
8	Diploma in General Nursing and Midwifery
9	Diploma in Radiography and Medical Imaging
10	Diploma in Pharmacy
11	Diploma in Physiotherapy
12	Diploma in Dental Hygiene
13	Diploma in Dental Laboratory Technology
14	Diploma in Community Health
15	Diploma in Primary ENT Care
16	Diploma in Primary Orthopedic and Trauma Care
17	Diploma in Anesthesia Technology
18	Diploma in Ophthalmic Technology
19	Diploma in Emergency Medical Responder
20	Diploma in <i>Sorig</i> Pharmacy
21	Diploma in Jongjed Lay Nga
22	Diploma in Jamtsub Ched
23	Diploma in Menchoe Rigpa
24	Post-graduate Diploma in Nursing
25	Bachelor of Nurse Anesthesia

26	Bachelor of Science in Nursing and Midwifery
27	Bachelor of Science in Clinical Counselling
28	Bachelor in Traditional Medicine
29	Bachelor in Traditional Therapy
30	Bachelor in Public Health
31	Masters of Science in Traditional Medicine
32	Master of Science in Traditional Therapy
33	MD in Invasive Therapy
34	MD in Eliminative Therapy
35	Master in Nursing and Midwifery
36	Masters of Public Health
37	Bachelor of Medicine, Bachelor of Surgery
38	Doctor of Medicine

## ANNEXURES

### Annexure 1

#### Guidelines for Standard Modular Framework

The module descriptor shall comprise of the following:

##### 1. Module Title

- The module title should provide an indicator of the module's scope and content.
- It should be as explicit and descriptive as possible.
- The title could be either one word where it is self-explanatory and could generally go up to a maximum of seven words.

##### 2. Module Code

- The module code is the unique identifier for each module.
- Each module must be assigned a code which is consistent with the module coding system as,
  - a) The module shall have a 6-character alphanumeric system in the form **ABC-XYZ**, where ABC (alpha) denotes the module name and XYZ (numeric) are module identifiers. The alpha characters should not end in "I" or "O", to avoid confusion with the numeric "one" or "zero".

b) Illustration:

ANP	HAN	NUR	COH	HIS	ACS
Anatomy and Physiology	Health Assessment and Nursing Process	Fundamental of Nursing	Community Health	History of Sowa-Rigpa	Academic Skills

c) The level identifiers shall be assigned as follows:

<b>X</b>	<b>Meaning</b>
1	Modules offered in first year
2	Modules offered in second year
3	Modules offered in third year
4	Modules offered in fourth year
5	Modules offered in fifth year
6	Modules offered in sixth year

d) Some illustrative examples are:

- MID101: First module on Midwifery taught in first year.
- MID410: Tenth module on Midwifery taught in fourth year.
- NUR102: Second module on Nursing taught in first year.

*Here, first three alpha denotes module name, first number denotes year, and last two digits denotes frequency of modules offered.*

e) The module code and title should be written in a single line in the descriptor and there should be no space between the alpha and the numeric characters.

### **3. Program Title**

- This should mention the program of which a module is part of. Modules borrowed from existing programs, should reflect the name of the program for which the modules were originally approved.
- University-wide modules should be reflected as “University-wide module/s”.

### **4. Credit Value**

- This represents the volume of learning or academic load students are required to undertake to attain the learning outcomes of a module.

- A unit of academic credit shall consist of ten hours of theory or fifteen hours of laboratory or twenty hours of practicum which includes notional student effort.

## **5. Objectives of the Module**

- This should be a statement of the general teaching intention and coverage of a module in the form of a synopsis.
- The objectives should be short and written in narrative form.

## **6. Learning outcomes**

- These are statements of what a student is expected to know, understand and/or be able to do on completion of a module (changes in students as a result of the learning process).
- Learning outcomes should be specific, measurable, achievable, realistic, and time bound.
- Learning outcomes should address the cognitive, psychomotor and affective domains of behaviour to include explicit statements of the knowledge and understanding, intellectual skills, the practical and transferable skills, and the conception and attitudes a student is able to exhibit/acquire on completion of a module.
- Learning outcomes should be prefaced by the phrase, “*On completion of the module, students will be able to...*” and followed by a verb. The verbs used for module outcomes should be specific and measurable.
- Learning outcomes must be framed at a level that is appropriate for a program.

## **7. Teaching and Learning Strategies:**

- This should provide information on how a module will be taught in order to achieve the learning outcomes.
- This component should include a breakup of hours for the different teaching and learning approaches to be used in the delivery of the module.
- The University encourages the use of student-centred teaching learning approaches and the use of technology in the delivery of a module.
- MD programs shall include a minimum of three months overseas clinical placement for exposure and experience.

## **8. Assessment Approach**

- This component should state the assessment approaches to be used to measure achievement of the learning outcomes with the proportion of the marks allocated to each approach in percentages as, Summative – 50% and Continuous Assessment (CA) – 50%. The mode of assessment weighting shall be applied to both theory and practical.
- The continuous assessment shall include but not limited to the following:
  - Assignment.
  - Presentation.
  - Class and Course Test.
  - Viva-voce.
- The summative assessment shall include but not limited to the following:
  - Theoretical Examination.
  - Practical Examination.
  - Project Works/dissertation/Thesis.
  - Viva-voce.

## **9. Subject matter**

- This should state the content of a module in sufficient detail to provide a clear view of the subject/topics in terms of depth and breadth of coverage.
- The level of detail should be sufficient to give the tutors and students an understanding of the content and its relationship to the module's general objective, the learning outcomes and assessment for the module.
- Subject matter should be arranged in logical order under units and topics.

## **10. Reading list**

- This should list the books and other references (journals, websites) to which a student is expected to refer for the study of the module.
- The list should be updated regularly and reference must be made to the latest edition where multiple editions exist.
- The reading list should be consistent amongst modules and should be set out in American Psychological Association (APA) format.

## **11. Date of Module Development/Revision:**

## Annexure 2

### Documentation Guidelines for Proposal of New Program

The documentation for Proposal of new program should include the following elements:

1. **Program definition should detail out the following:**
  - 1.1. The name of the **Institute**.
  - 1.2. The **name** of the program and the award or awards to which it leads (Certificate/Diploma/B.Sc/M.Sc, etc).
  - 1.3. The **campus** at which the program is offered.
  - 1.4. A general statement that sets out the **broad purpose and intention** of the program – an outline of related career opportunities might also be provided
  - 1.5. The **entrance requirements** to the program and the progression criteria – the minimum criteria, expressed in terms of subjects, credits and grades, for proceeding to the next stage or year of the program.
  
2. **A justification of the program**
  - 2.1. This must be accompanied by evidence, or summaries of the evidence with reference to published documents.
  - 2.2. For the University to offer a program, there must be a clear justification for that program.
  - 2.3. The Justification requires the following elements to be addressed:
    - 2.3.1. The purpose of the program
      - a. The program definition will give a brief formal set of aims. This document will set out in more detail exactly what is in the minds of the initiators that the program will seek to achieve.
    - 2.3.2. The need for a new program
      - a. Does the program address Bhutan’s economic, development and health needs?
      - b. Does the program meet identified training needs, nationally or locally?
      - c. Has there been a market analysis to show the need for the program?

- d. Is there a need for the program in terms of demand from market?  
(The evidence to support the need for a program needs to be quantitative and specific)
  - e. Is there evidence from past graduates (other institutes) as to the value and relevance of the program?
- 2.3.3. Alignment with overall University strategy
- a. Does the program fit well within the University's overall Strategic Plan, which itself will be related to the country's development plan?
  - b. Is the proposed program consistent with the planned development of the University? Example, in terms of the nature of the medical education to be provided, the balance of curriculum provision, the level and the mode of study.
- 2.3.4. Planned Student Numbers
- a. What are the planned student numbers and how will they build up over the next five years?

### **3. A statement of the resource needs for the program**

The resources, which will be used to support the program, should be specified according to the headings below. A distinction should be made between those resources in place, and those still to be obtained.

#### 3.1. Overall staff support

- 3.1.1. List the academic teaching staff of the concerned department/unit.
- 3.1.2. List the technical and general staff in the contributing departments.
- 3.1.3. Grade and subject area of additional requirements with justification.

#### 3.2. Infrastructure

- 3.2.1. Accommodation including staff rooms and specialized areas.
- 3.2.2. Lecture hall/classrooms.

#### 3.3. Equipment

- 3.2.3. Major equipment items needed.

#### 3.3. Library support

- 3.3.1. List of journals and periodicals relevant to the program currently held by the library.
- 3.3.2. Additional library expenditure needed to support the program, both initial and recurrent.



### 3.4. ICT Facilities

3.4.1. List of computing facilities, software, etc. available to the program.

3.4.2. Any additional computing expenditure required.

### 3.5. Additional facilities

3.5.1. Other facilities which will directly support the program.

3.5.2. Any additional facilities needed and projected that need to be available with the initiation of the program.

### 3.6. General expenses

3.6.1. List of departmental allocations for general expenses and equipment maintenance in current and previous two years.

## **4. Curriculum Development**

4.1. Proposed list of curriculum committee members (member composition to be as per Academic regulations).

4.2. Working modality – plan of action with timeline for development of curriculum by the committee.

4.3. Budget – source and expenditure plan.

5. A statement from the Dean of the Institute to confirm that the proposal has the explicit support of the Institute and that the calculations of resources have involved the head of relevant units/department of the Institute.

## **Annexure 3**

### **Documentation Guidelines for Proposal of Program Review**

The main element in the documentation prepared for program review will be a report by the program team on the operation of the program since it was last approved, based on a critical appraisal on the aspects indicated below:

1. An analysis of how the program overall has operated on the following areas:
  - 1.1. The value and currency of the syllabuses.
  - 1.2. Statistics on admissions, enrolments and examination results.
  - 1.3. An analysis of cohort progression for the past three/four years based on duration of program.
  - 1.4. For full-time, mixed mode and part time programs, data on initial graduate employment.
  - 1.5. External review reports since the last program review and staff responses in most recent annual report.
  - 1.6. The problems encountered, what changes have been introduced to improve it and capitalize on strengths.
2. The curriculum vitae of staff who taught the program.
3. Planned Student Numbers – projection of student intake for next five years.
4. A statement of the changes proposed in the revised program, with a rationale in a table comparing the existing and proposed curriculum and teaching pattern.
5. A statement of the resource implications.
6. The program definition, and a full set of the module descriptors.

7. Review of Curriculum
  - 7.1. Proposed list of curriculum committee members (member composition to be as per Academic regulations).
  - 7.2. Working modality – plan of action with timeline for review of curriculum by the committee.
  - 7.3. Budget – source and expenditure plan.
  
8. A statement from the Dean of the Institute to confirm that the proposal has the explicit support of the Institute and that the calculations of resources have involved the head of relevant units/department of the Institute.

**Name and Signature of Proponent**

**Signature of Dean of the Institute**





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