



ARURA ACADEMY OF HEALTH SCIENCES
Rinchending : Phuentsholing

STUDENT HANDBOOK
2025

Dear Students,

I hope this message finds you in good health and high spirits. As the Dean of this esteemed Institute, I wanted to take a moment to address an important document that will serve as a guide throughout your journey here; the Institute's handbook.

The handbook has been carefully crafted to provide you with essential information about our Institution, its policies, procedures, and expectations. It serves as a roadmap to help you navigate through your time here and make the most of the opportunities available to you.

I strongly encourage each and every one of you to read the handbook thoroughly and familiarise yourself with its contents. It contains valuable information on academic requirements, the code of conduct, facilities and resources, support services, and much more.

Not only does the handbook outline the rules and regulations, but it will also serve as a source of empowerment. It equips you with the knowledge necessary to make informed decisions and take responsibility for your own education and personal growth.

While it is essential to be aware of handbooks contents, I also urge you to approach it with an open mind and willingness to engage in constructive dialogue. Your thoughts and suggestions for improvement are always welcome, as we strive to create a supportive and inclusive environment that values the voice of each and every student.

Remember, the handbook is not merely a set of rules to follow, but a tool to help you thrive academically, professionally, and personally. It is an embodiment of our Institution's commitment to your success and well-being.

I wish you all a successful and fulfilling journey at this esteemed Institute. Let us embrace the opportunities ahead, engage with integrity, and make the most of our time together.

Best Regards

Dean

Arura Academy of Health Sciences

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CHAPTER 1

GOVERNANCE

1.1 Name & Year of Establishment:

Established as Reldri Academy of Health Sciences in June, 2014. Renamed as **Arura Academy of Health Sciences** from 2019 onwards.

1.2 Location:

Arura Academy of Health Sciences (AAHS) is situated at a peaceful village called Allay, Phuentsholing Gewog under Chhukha Dzongkhag. It is about five and half kilometres from the main town towards Pasakha, the north of Phuentsholing.

1.3 Affiliation & Accreditation:

The Institute is affiliated to the Khesar Gyalpo University of Medical Sciences of Bhutan (KGUMSB) and regulated by the Medical and Health Professionals Council (MHPC). The Institute is accredited by the Bhutan Accreditation Council (BAC).

1.4 Vision:

To be a global leader in health sciences, fostering excellence, compassion and holistic wellbeing.

1.5 Mission:

To nurture skilled, ethical, and mindful healthcare professionals dedicated to sustainable and compassionate care.

1.6 Core Values:

- **Compassion:** Promoting and providing compassionate care towards patients, families, and colleagues.
- **Integrity:** Conducting oneself with honesty and ethical behavior, adhering to professional standards and principles.
- **Excellence:** Striving for excellence in nursing education, research, and practice, and fostering a culture of continuous improvement.
- **Respect:** Respecting the rights, values, and beliefs of individuals and their cultural diversity.
- **Collaboration:** Promoting teamwork and collaboration among healthcare professionals and interdisciplinary care for the benefit of patients.
- **Empathy:** Demonstrating empathy and understanding towards individuals' physical, emotional, and psychosocial needs.
- **Accountability:** Taking responsibility for one's actions, decisions, and their impact on patient care and outcomes.
- **Lifelong Learning:** Encouraging and supporting the ongoing professional development and education of nurses to enhance their knowledge and skills.
- **Advocacy:** Advocating for the rights and well-being of patients and their families, as well as for the nursing profession itself.
- **Safety:** Prioritising patient safety and implementing evidence-based practices to prevent errors and ensure a safe healthcare environment.

1.7 Attribute and values of of Arura Graduates:

A – Altruism
R – Responsiveness
U – Unwavering
R – Reliability
A – Accountability

1.8 Management

Executive Director

The Executive Director is the head of the Institute whose primary responsibility is to provide overall leadership and strategic direction for the Institute. President is pivotal in shaping the Institute's future, fostering external partnerships, represent the Institute at various levels and ensure the Institute's sustainability and success. The President also acts as the primary ambassador to a wide range of partners and the public generally so as to increase the Institute's profile nationally and internationally.

Director

The Director of an Institute is typically the person who oversees and manages the overall operations and activities of the institution. Director is generally responsible for setting the strategic direction, managing the faculty and staff, coordinating educational programs, overseeing administrative and financial operations, and ensuring the institute's mission and goals are achieved.

Dean

The Dean is the overall executive head of the Institute. Dean serves as the Chief Academic Officer responsible for overseeing a specific area or discipline. Deans typically have the authority over curriculum development, faculty recruitment and evaluation, student affairs, and other administrative matters related to their specific academic domain. The Dean's role is to provide leadership, set goals, and to support the academic and research programs within their purview.

Academic Head

The Academic Head is responsible for overseeing the academic programs of the Institute. The Academic Head assists the Dean in providing leadership and guidance in the development of academic policies and procedures; supports and implements innovative approaches to teaching, learning and quality of the Institute, including academic-related resource management.

Additionally, the Academic Head supervises and supports faculty members in areas like evaluating performance and promoting professional development.

Examination Head

The Examination Head of an Institute is responsible for overseeing the conduct and management of examinations. They coordinate with faculty, staff, and students to ensure that examinations are administered smoothly, adhere to established rules and regulations, and maintain the integrity of the examination process. Additionally the Examination Head may handle tasks such as scheduling exams, organising exam venues, coordinating invigilators, resolving any examination-related issues, and overseeing the grading and result declaration process.

Disciplinary Committee Chairperson

A Disciplinary Committee Chairperson of the Institute is an individual responsible for leading and overseeing the disciplinary committee or board that handles the disciplinary matters involving students. The Disciplinary Committee Chairperson establishes and communicates guidelines and procedures for the disciplinary committee's operation, ensuring fairness, consistency, and adherence to Institute policies and regulations.

The Disciplinary Committee Chairperson along with the committee members, review and evaluates disciplinary cases referred to the committee.

CHAPTER 2

ACADEMIC AFFAIRS

2.1 Course Details:

Title:

Bsc in Nursing and Midwifery (Degree)

Diploma in General Nursing and Midwifery (Nested Curriculum).

Duration: The Degree Course is of Four years consisting of eight semesters. An academic year consists of a Spring Semester (January – June) and an Autumn Semester (July – December).

The Diploma Course is of Three years consisting of six semesters. An academic year consists of a Spring Semester (January – June) and an Autumn Semester (July – December).

2.2 Curriculum & Credits

YEAR -1

SEMESTER-1			SEMESTER-2		
Code	Module	Credit	Code	Module	Credit
ACS 101	1. Academic Skills(AS/IT/ DZO)	12 (11-1-0)	BHC 101	2.1 Microbiology and Parasitology	12 (9-3-0)
ANP 101	1.2 Anatomy and Physiology	12 (9-3-0)	NUR 102	2.2 Fundamental of Nursing-II	12 (7-5-0)
NUR 101	1.3 Health and Bhutan Health Care System	12 (12-0-0)	NUR 103	2.3 Fundamental of Nursing Practice	12 (0-0-12)
BCP 101	1.4 Sociology and Psychology	12 (10-1-1)	SNP 101	2.4 Biochemistry and Basic Pathology	12 (10-1-1)
MPP 101	1.5 Fundamental of Nursing-I	12 (7-2-3)	PHA 101	2.5 Pharmacology	12 (11-0-1)
Total for Semester 1: 695 hours (17 weeks)		60 (49-7-4)	Total for semester 2: 770 hours (19 weeks)		60(37-9-14)

YEAR- 2

SEMESTER-1			SEMESTER-2		
Code	Module	Credit	Code	Module	Credit
HAN 201	3.1 Health Assessment and Nursing Process	12 (6-2-4)	NUR 205	4.1 Adult Nursing II	12 (8-0-4)
NUD 201	3.2 Nutrition and Dietetics	12 (10-1-1)	MHN 201	4.2 Mental Health Nursing	12 (6-0-6)
TME 201	3.3 Trauma and Medical Emergency	12 (9-3-0)	HPC 201	4.3 Health Promotion & Health Counselling in Nursing.	12 (10-1-1)
NUR 204	3.4 Adult Nursing I	12 (8-0-4)	CHN 201	4.4 Community Health Nursing	12 (10-2-0)
LEN 201	3.5 Law and Ethics in Nursing	12 (7-5-0)	NUR 206	4.5 Field Posting	12 (0-0-12)

Total for Semester 1: 725 hours (18 weeks)	60(40-11-09)	Total for semester 2: 850hours (21weeks)	60 (34-3-23)
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YEAR – 3

SEMESTER-1			SEMESTER-2		
Code	Module	Credit	Code	Module	Credit
PED 301	5.1 Pediatric Nursing	12 (9-0-3)	NAM 301	6.1 Intrapartum care.	12 (4-4-4)
NUR 307	5.2 Adult Nursing III	12 (8-0-4)	REB 301	6.2 Post Natal, Newborn Care & Family Planning	12 (6-2-4)
MID 301	5.3 Nursing Administration and Management	12 (8-0-4)	MID 304	6.3 Complications in Pregnancy, Childbirth, Post-natal & Newborn	12 (5-3-4)
MID 302	5.4 Research, Epidemiology and Biostatistics	12 (10-2-0)	MID 305	6.4 Midwifery practicum I	12 (0-0-12)
MID 303	5.5 Perspective in Midwifery & Antenatal Care	12 (6-2-4)	MID 305	6.5 Midwifery Practicum-II	12 (0-0-12)
Total for Semester 1: 900 hours (22 weeks)		60(41-4-15)	Total for Semester 2: 935 hours (23 weeks)		60(15-9-36)

YEAR - 4

SEMESTER-1			SEMESTER-2		
Code	Module	Credit	Code	Module	Credit
RNM 401	7.1 Research in Nursing and Midwifery	24(24-0-0)	INT 401	8.1 Internship/Intern Practice	60(1-0-59)
NUR 406	7.2 Global Trends and Issues in Health and Nursing	12(11-0-1)			
NUR 408	7.3 Nursing Education	12(8-0-4)			
NAL 402	7.4 Nursing Administration and Management Practice.	12(2-0-10)			
Total for Semester 1: 750 hours (19 weeks)		60(45-0-15)	Total for Semester 2: 1190 hours (30 weeks)		60(15-9-36)

Credits:

Each Semester is of 60 Credits, therefore, Total Credits for Six Semesters will be 360.

2.3 Career Options:

The demand for nurses has been increasing worldwide. The scope for professional practice is available within and outside the country. To pursue Government job under Ministry of Health, a graduate has to undergo examination conducted by MoH along with other students from various colleges.

2.4 Admission Criteria:**Bsc Nursing and Midwifery**

Science: Class XII Pass Certificate with minimum 50 percent in all science subject, Dzongkha and English

Diploma in GNM

Science: Class XII Pass Certificate

Commerce: Class XII Pass Certificate

Arts: Class XII Pass Certificate

*Documents to be submitted –

- Original Class XII Mark sheet
- School Leaving/Migration Certificate
- Character Certificate
- Citizenship Identity Card Copy
- Citizenship Identity Card Copy of both the parents
- 2 recent passport-size photos

**Admission selection shall be done based on merit ranking.

2.5 Orientation:

The Institute conducts orientation programme for the freshmen to orient them on the nature and duration of the Course, Rules and Regulations of the Institute, Hostel, Exam and Discipline, Driglam-Namzha, Ambience and about other do's and don'ts.

2.6 Field Postings:

Clinical posting: For the purposes of clinical posting: Phuentsholing General Hospital, Gedu Hospital, Samtse Hospital, Mongar ERH and JDWNRH (specific specialty) are identified as the Teaching Hospitals.

Community posting: Three Basic Health Units are identified for the purposes of Students' Community Posting (Sinchula, Rangaytung, Darla BHU).

2.7 Mode of Assessment

The Institute adopts both Continuous Assessment (CA) and Semester End Examination (SEE) to assess the performance of students.

2.7.1 Continuous Assessment (CA)

CA is an evaluation method that involves assessing student's learning progress and performance throughout the course, rather than relying solely on one final examination or assessment. It provides ongoing feedback to both students and teachers and allows for adjustments in teaching and learning strategies to enhance student's understanding and growth.

CA can include various methods which are appropriate for the module which are regularly administered and graded to determine student's knowledge and skills. This approach emphasises the importance of consistent learning, self-reflection, and improvement over time. Students will generally be required to undertake all or some of the following modes of assessment for CA:

- Class participation/ Class tests/ Homework assignments/ Quizzes/ Presentations/ Case studies/ Mini projects/ Portfolio writing/ Daily diary/ Group work/ Model test/ Reflective journal/ Panel discussion

The CA of the students in the Laboratory/field posting is assessed on the basis of their performance in the laboratory / field, written reports submitted against each laboratory job/field visit performed and practical tests / viva-voce or both as appropriate. The distribution of CA marks for different component of assessment is as per the modules descriptor.

2.7.2 Semester End Examination (SEE)

A SEE, also known as the final examination, is an assessment that takes place at the end of a semester. It is a comprehensive examination that covers the materials taught throughout the entire semester course or program. Unlike continuous assessment that assesses student's progress throughout the semester, SEE typically carries a significant weightage and is a summative evaluation of student's knowledge, understanding, and skills.

The purpose of the Semester End Examination is to determine student's overall mastery of the subject matter and to evaluate their ability to synthesise and apply what they have learned. These examinations are often timed and require students to answer questions or complete tasks within a specified period. The result of the SEE is used to determine the final grade or to assess student's readiness for the next level of course.

The SEEs are conducted both centrally by the University and internally by the Institute. The respective module tutors are mandated to prepare the SEE question papers which will be moderated by a moderation panel.

2.7.2.1 Eligibility to Appear the SEE:

- To be eligible to sit for the SEE;
- A student shall maintain a minimum of 95% attendance in Clinical Attachment in Practical Module and a minimum of 90 % attendance in Theory Module in each semester.
- A student shall pass in Continuous Assessment (CA). To pass in CA, a student shall obtain a minimum mark of 50%.

2.8 Promotion, Re-examination & Repeat Semester:

2.8.1 Promotion:

- A student shall pass in ALL modules of the semester to be promoted to the next semester.
- A student shall obtain a minimum of 50% marks in both the CA and SEE to pass a module.

2.8.2 Re-examination:

- A student failing in less than three (3) modules shall be eligible for re-examination.
- A student failing to fulfil the attendance requirement of less than three (3) modules shall be eligible for re-examination.
- The re-examination shall be conducted after a month from the day of result declaration.
- A student sitting for re-examination shall fulfil all formalities related to registration for the re-examination, and pay all applicable fees.
- A student passing in re-examination shall be awarded with a maximum of 50 marks (pass mark) only.
- A student failing in re-examination shall repeat the semester.
- A student being absent from the SEE due to compelling circumstances (illness/ death of immediate family/ national duties etc) supported by documentary evidence, shall be considered to take the re-examination and it shall be treated as a first assessment.

2.8.3 Repeat Semester

- A student failing in three (3) or more modules shall repeat the semester.
- A student failing in CA in three (3) or more modules shall repeat the semester.
- A student failing to fulfil the attendance requirement of three (3) or more modules shall repeat the semester.
- A student failing in the re-examination shall repeat the semester.
- A student shall not be allowed to repeat the same semester more than one time. In this case, the student shall discontinue the course.
- A student shall complete their course with a maximum of additional two years to their prescribed duration of the program.
- A student repeating the semester shall pay the full semester fee and any other applicable fees for the repeat semester.
- A student voluntarily withdrawing from the course after getting a Repeat semester shall be liable to pay fees for the remaining semester(s) or course duration.

2.9 Examinations

2.9.1 Examination Cell:

Examination Cell looks after the matters related to the conduct of examinations in the Institute. It is headed by the Examination Chairperson. The Examination Cell is responsible for the following;

- Registration of students for examinations.
- Conducting Semester End Examinations and Model Tests.
- Publishing results and issuing mark sheets.
- Maintaining records, archives, and data bases of exams conduct, results, and other relevant data for future references and analysis.
- Addressing and resolving student grievances regarding examination processes, results, or any other related issues, and providing necessary support.
- Ensuring adherence to institutional policies, exam rules, regulations, and statutory requirements set by regulatory bodies.
- Continuously reviewing and evaluating the examination processes, suggesting updates, embracing technological advancement to create a more efficient and secure examination system.

2.9.2 Examination Rules and Regulations:

- Report on time with all required and permitted materials. The borrowing of any materials such as pen, pencil, ink, scale, etc. shall not be permitted during an examination.
- Unauthorised materials such as mobile phone, electronic gadgets or any material containing texts are NOT permitted in the examination hall.
- Produce individual student's identity card while entering the examination hall.
- Keep the student ID Card visible on your desks for the purpose of identification throughout the examination period.
- Be present 15 minutes before the commencement time of written examinations and OSCE/OSPE, and 5 minutes before commencement of other practical examinations but

should not enter the examination hall until asked to do so by the invigilators or examiners.

- Not be permitted to commence writing on answer booklets/sheet until the invigilator instructs them to do so, otherwise, it will be treated as a breach of examination regulations.
- Sit at the allotted place.
- Report in proper uniform.
- Not leave the examination hall temporarily unless accompanied by an invigilator. In any event, no person may enter or leave the examination hall without the invigilator's permission.
- Not to be allowed to have any form of communication with any other examinees. If an examinee needs to ask a question or obtain an extra answer sheet, he or she should raise his or her hand and one of the invigilators will attend to him or her.
- Remain in place until an invigilator has collected your answer book(s), the answer books have been checked, and the invigilator has announced that examinees may leave the examination hall at the end of the examination. The examinees are not allowed to take their answer scripts out of the examination hall; otherwise, their answer booklet(s) shall be considered invalid and shall not be evaluated.
- Abide by all the instructions given on the question and answer booklets.
- Students after exiting the examination hall shall not be allowed to hang around the vicinity of the exam venue.

2.9.3 Provisions for Examinees with Special Needs:

The Examination Chairperson shall arrange for additional services for learners with special needs during their examinations. If required, specific reasonable adjustments will be made to enable learners with special needs to sit for examinations, including any written and practical examination.

An examinee's request for additional provisions must be supported by a medical certificate. The request for additional provisions must be reported seven days before the commencement of their examinations.

2.9.4 Penalties for Breach of Examination Rules and Regulations:

- If a student is found in possession of unauthorised materials or caught cheating, the student shall be expelled from the examination hall and his/her paper shall be declared void and awarded zero.
- Students involved in malpractice during the examination shall submit a written statement to the Examination Chairperson. This statement shall then be forwarded to the concerned parents.

2.9.5 University Exam:

Centralised University Examination is conducted by the University at the end of 6th semester.

Exam results are declared by the University on their website (www.kgumsb.edu.bt)

2.10 Examination & Re-Checking Fees:

2.10.1 Semester End Examination (SEE):

- Home exam fee: Nu.250 per paper (including practical) per semester
- University exam fee: Nu.250 per paper

2.10.2 Re-examination:

- Home re-exam fee: Nu.3000 per paper

- University re-exam fee: Nu.3000 per paper

2.10.3 Re-Checking:

Re-checking of answer scripts shall be allowed and shall be solely for counting of marks. A student shall apply for re-checking in writing to the Examination Chairperson within ten (10) working days of the result declaration.

- Home exam re-evaluation fee: Nu.1000 per paper
- University re-evaluation fee: Nu.3000 per paper

*The Institute reserves the right to update the Exam fees as and when deemed necessary.

2.11 Uniform:

	Boys	Girls
Class	Gho, lagay, black socks, formal black shoes, name tag.	Kira, tego, wonju, black/navy socks, black belle shoe, name tag.
Clinical	White apron with Institute logo & trouser, black/navy blue socks, formal black shoes, black belt, black sweater, name tag.	White kira, white apron with Institute logo, black/navy blue socks, black belle shoe, black sweater, name tag.

*During class times and formal functions students are required to wear the prescribed uniform.

CHAPTER 3

STUDENT SUPPORT SERVICES

The Student Support Services (SSS) program helps motivate students to complete their education by creating a supportive and conducive learning environment. Some of the Student Services offered to students of Arura Academy are as follows;

3.1 Hostel Facility:

Hostel facility includes the shared accommodation, common areas such as lounges or game rooms, communal kitchen and dining areas. The hostel facility also provides common facilities like filtered drinking water, television, and WiFi internet facility.

Hostel accommodations are available for both boys and girls. Accommodations are also arranged for students during their clinical posting at Mongar and Samtse.

3.2 Academic Support:

The Institute seeks to cultivate academic development through activities that build foundational skills. These may include support in terms of helping students improve their study habits, time management, tutoring services, providing resources for students to improve their study skills and academic performance.

The Class Teachers and the module leaders identify students who are academically below average and offer tutoring services.

The Institute follows a study hour schedule for the hostel students to help them manage time for study besides their class hours.

3.3 Counselling Service:

The Institute understands that counselling services for students are an important aspect of student services. We provide confidential counselling and support for students dealing with stress, anxiety, depression, academic challenges, and personal difficulties.

One-on-one counselling sessions are given to students where they discuss their concerns, challenges, and emotions in a safe and confidential environment. These sessions help students explore their thoughts and feelings, develop coping strategies, and work towards their personal growth.

All faculties, staff, and students can refer students who need counselling. Students who need further intensive counselling services and medication shall be notified to the Dean and allowed enough time for recovery.

3.4 Career Counselling Services:

The career counselling services assists students to explore, choose, and navigate their career paths. Career Counselling provides the necessary guidance and support to help students make informed decisions about their career direction, increase their marketability and achieve their professional goals.

Our Orientation Program provides an overview of the GNM course, career paths and options.

The Institute is in a continuous process of exploring/creating linkages with other countries by partnering with agencies and consultancies to explore employment opportunities for the students. The students are regularly updated with information on various professions, industries, job trends, opportunities abroad; and help students research and gather relevant information to make informed decisions.

3.5 Financial Aids and Scholarship:

The institute offers various scholarships and financial aids to help students achieve their educational goals. Details in Chapter 7.

3.6 Health Services:

Health Services in colleges are vital in promoting the overall well-being of students. These services are designed to address the physical and mental health needs of students, providing them with support, resources, and care during their academic journey.

The Health In-charge and the module leaders work together to observe the important days related to health to promote health education and awareness through various initiatives and programs. Resources and Information are also provided through social media platforms (Official Groups).

Basic Medical Care for minor illness is provided in the Institute by the Health In-charge for Day-scholar students and by the respective Provosts for the Boarding students. For major illnesses, students are provided transportation to visit hospital.

3.7 Disability Services:

Through our Disability services, we strive to create an inclusive, accomodating and accessible learning environment that allows students with disabilities to achieve educational success. The institute makes reasonable adjustments to provide accommodations tailored to each student's specific needs; offer coaching, tutoring and time management assistance.

3.8 Diversity and Inclusion Programs:

These services aim to foster an inclusive and welcoming campus environment for students from diverse backgrounds; to create a sense of belonging, celebrate diversity and promote equity among all students regardless of socioeconomic status, ethnicity, gender, sexual orientation, disability. The Institute educates students about various cultures/identities/social issues related to diversity through Orientation program, lectures, collaborations with external organisations and community groups; we have mechanisms in place for reporting and addressing incidents of bias, discrimination or harassment.

3.9 Recreational Services:

Recreational Services focuses on promoting physical activity, social engagement, and overall well-being among students. It contributes to the holistic development and well-being of the students by providing opportunities for physical activities, socialisation, and personal growth, promoting a healthy and active lifestyle during their studying years and beyond.

Outdoor recreational facilities such as football ground, basketball court, volleyball court, and badminton court are available and shared with Yonten Kuenjung Academy.

Indoor recreational facilities like carom board, chess, checkers, and television are provided to boarding students. Students are allowed to organise jam-up sessions, cultural programs, movie screening.

3.10 Library Services:

The Institute has a collection of about 2000 plus books which includes textbooks, references, journals, magazines, and fiction and non-fiction books. The library is available to students during the library hours and on weekends on request.

3.11 ICT Services:

The ICT lab is equipped with 30 laptops with internet facility to support students' academic and technological needs during their studies. Students can use these laptops to complete their assignments, conduct research, write papers, create presentations, access online resources, search for academic materials, collaborate on group projects, or to communicate with their module leaders and peers.

The ICT lab also has printing facility whereby students can print their learning materials at a very nominal price.

***Rates**

1 Side	Nu. 2 per paper
Both Side	Nu. 5 per paper

3.12 Alumni Network:

The Institute has created a community of former students on social media platform. The purpose of this alumni network is to foster connections and engagement between graduates and to provide opportunities for networking, mentoring, professional development, job opportunities, professional guidance and advice, social activities as well as a sense of community and belonging.

Networking with fellow alumni can be valuable for career advancement, learning about industry trends, and expanding one's professional network. It aims to serve as a lifelong connection between graduates and the institute.

CHAPTER 4

STUDENT CODE OF CONDUCT

4.1 General Rules and Regulations:

1. Students are required to wear their prescribed uniform clean and neatly at all times.
2. Students shall not be allowed to wear any jewellery.
3. Students should keep their hair neat and tidy.
4. Students are expected to wear their Student ID cards at all times displaying their name tag appropriately; during classes, clinical postings, community postings and other official gatherings/duties.
5. Students are advised not to bring expensive items, the Institute shall not take responsibility for any loss of such items.
6. Students should attend all the activities which may be assigned to him/her.
7. Students must demonstrate honesty, trustworthiness, and integrity amongst peers and teaching faculties.
8. Students should be fully responsible and accountable for the payment of fees on time as notified by the office.
9. Students should keep their mobile phones on silent mode during classes and clinical hours.
10. Students should be punctual at all times in all activities of the Institute.
11. Students are not allowed to leave campus without prior permission from concerned authorities.
12. Possession of any kind of weapon, lethal or non-lethal is prohibited.
13. Misbehaving with fellow students, support staff, teaching faculties, visitors or any official member of the institute will not be tolerated.
14. Any act of abuse (physical, verbal, mental and substances)/ harassment/bullying/ragging are considered as SERIOUS OFFENCE and shall be sanctioned with disciplinary actions.
15. Students found causing embarrassment; unsolicited comments regarding a person's physical appearance, disability, religion, gender and sexual orientation; sending sexually taunted jokes, rumours and comments; verbal advances and suggestions of a lewd and sexual nature; sending, posting love letters and notes; spreading false rumours with a view to tarnish other's reputation; shall face disciplinary actions.
16. Students shall not form any group or attend meetings of ulterior motives against other student(s), staff, faculties, institute or the community at large.
17. Students shall not get involved in clandestine affairs that may lead to untoward outcome during the course of training period.
18. Students should not involve in any religious intolerance or propagation and instigation of any nature that may cause communal disharmony.
19. Students shall refrain from involving in any activity such as gambling, stealing, smoking, consumption of alcohol and use, possession and selling of any intoxicant/psychotropic substances.
20. Students shall not be allowed to bring private vehicles to the institute without proper approval from concerned authority.
21. Students in colleges are mature enough to take proper decision in their life, therefore; no consideration will be entertained to pregnant students. They will have to take one year maternity leave as required by the law of the land.

4.2 Library Rules and Regulations:

All registered students, teaching faculties, and administrative staff of the College are members of the library. The library has adequate collections of reference books, fiction and non-fiction books, journals, magazines, and handbooks to cater to the needs of the students, faculty members, and staffs. These rules and regulations are meant to maintain a productive and respectful environment for studying, ensure fair access to resources, and protect the library's collections.

1. The library is intended to be a place for quiet study. Users are required to maintain a quiet and respectful environment to avoid disturbing others.
2. Food and Drinks are not permitted in the library to prevent damage to materials and maintaining cleanliness.
3. Members are requested to keep their personal belongings (bags, umbrella, other than notebook & pen) outside the library. Personal belonging kept outside the library are at the owner's risk.
4. Mobile Phones must be kept on silent mode while inside the library. Talking on cell phones is prohibited.
5. Users are expected to handle library materials with care, observe any instructions regarding the use of fragile and special collections, and not remove, mark, mutilate, annotate or alter any library property or items.
6. No books or items may be borrowed on behalf of another user.
7. Contact the Library Staff for guidance if you face any difficulties in locating any resources in the library.
8. There may be fines imposed for overdue materials, damaged or lost items, or any violations of library policies. Users are expected to promptly return borrowed materials and pay any fines owed.
9. Students will be provided with a maximum of ONE user **card**, with which they can borrow 3 books at a time.
10. Users will be allowed to borrow the materials for seven days. If the items are not returned within seven days by the students, the user shall be fined Nu. 10 per day.
11. In case of loss and damage, the student is liable to pay double the cost of the book or replace the same book.
12. The materials borrowed by the faculties and staff should be returned or renewed within a month from the date of issue.
13. Reference books shall not be issued for borrowing from the library.
14. The library shall not loan books/materials during the vacation period.

Library Timings –

Monday & Tuesday:	9:00 AM – 4.00 PM
Wednesday:	9.00 AM – 6.00 PM
Thursday & Friday:	9.00 AM – 4.00 PM
Saturday:	9.00 AM – 1.00 PM

4.3 Hostel Rules and Regulations:

1. Students shall respect and support each other during their stay here in order to create a conducive learning and living environment for all.
2. Provost shall be in charge of the room allotment; therefore, students shall avoid changing rooms without prior permission.
3. All students shall have the right to access the common recreation facilities. All students will be individually or jointly held liable for any damages.
4. Students are expected to keep their things arranged properly and the bed to be covered with top sheets at all times.
5. Provost and Councillors shall develop routine for weekly cleaning and SUPW sessions. Individual rooms as well as the common areas (corridors, toilet blocks, etc.) should be maintained clean and tidy.
6. Use of electronic appliances such as water boiler, laptops, hair dryer, room heaters, etc. are PROHIBITED if found will be CONFISCATED.
7. All lights and fans should be switched off and water taps should be closed when not in use.
8. All furniture and fixtures in the individual room and common rooms should be taken care of properly. Any damage to the common facilities will be imposed fine which shall be shared equally by room-mates or students.

9. Posters and stickers affixing on the walls is strictly prohibited. Damages to the paints in the room shall be borne by the respective students of the room.
10. Sick leave/hospital visit permit should be routed through the Councilor and get approval from the Provost before submitting to the Module Leader/Academic Chairperson.
11. Overnight stay shall be sanctioned on emergency case upon submission of a signed consent letter from the parents or if parents personally come to seek leave.
12. Outing will be on alternate Sundays from 9.00 am to 5.00 pm. Failure to report on time after outing/overnight leave shall be dealt as per the Hostel Discipline Rules.
13. Any inappropriate behavior outside the campus, causing damage to the image of the Institute may involve serious actions.
14. No guest apart from same sex parent shall be entertained in the hostel.
15. Any act of abuse (physical, verbal, mental and substances)/ harassment/bullying are considered as SERIOUS OFFENCE.
16. Students shall be allowed to use Dining hall and Classrooms for study related purposes.
17. Students shall not be allowed to keep pets or potted plants in the rooms.
18. Cloths shall not be hung on the railings or windows except at designated places.
19. Taking of meals and cooking inside the room is not allowed (exceptional cases).
20. Ragging in any form is a punishable offence and is strictly prohibited.
21. Leftover food should be disposed at the designated container at designated places.
22. Possession and/or consumption of any prohibited drugs, alcohol beverages, and smoking is strictly prohibited. Students found committing such a serious offence shall be dealt with disciplinary action.
23. Students found causing embarrassment; unsolicited comments regarding a person's physical appearance, disability, religion, gender and sexual orientation; sending sexually taunted jokes, rumours and comments; verbal advances and suggestions of a lewd and sexual nature; sending, posting love letters and notes; spreading false rumours with a view to tarnish other's reputation; shall face disciplinary actions.
24. Faculty, Staff & Management shall not be responsible for the loss of valuables from the hostel rooms during vacation, therefore; students are advised not to leave behind any expensive and important belongings and documents.
25. Married students shall not be allowed to bring their spouses and children inside the hostel.

Meal Timing:

Days	Meals	Timing
Monday – Friday	Breakfast Lunch Evening Tea Dinner	7:00 AM – 8:00 AM 12:30 PM – 1:45 PM 4:30 PM – 5:00 PM 7:00 PM – 8:00 PM
Saturday – Sunday	Breakfast Lunch Evening Tea Dinner	7:00 AM – 9:00 AM 12:30 PM – 1:45 PM 4:30 PM – 5:00 PM 7:00 PM – 8:00 PM

***NOTE:**

- Students on clinical duty should keep their lunch boxes in the kitchen. Councillors and Cook will ensure their food is packed.
- Student failing to follow the meal timing shall not be entertained after the meal timing is over.

4.4 Clinical Posting Rules:

1. Students shall report to the duty station on time.
2. Students while on clinical posting shall wear clean and recommended uniform with name tag and pocket articles.
3. Students are expected to treat patients with compassion, love and respect their privacy.

4. Students should have 95 % attendance in the clinical postings in order to be eligible to sit for the practical exam.
5. While on duty students shall not wear any jewellery and keep their hair neat and tidy.
6. Students shall be directly responsible to the Ward In-charges or Clinical Supervisors during their posting.
7. Students are not allowed to leave duty station without permission and to be in their respective duty stations till the allotted time.
8. Any changes in the clinical duty should be done with prior permission from concerned Module Leader.
9. Students should take care of the hospital facilities and properties; in case of any damages the student shall be responsible and accountable for his/her own actions.
10. Students shall not take anything from the hospital without permission.
11. Students are prohibited from carrying out any procedure without guidance of a supervisor or the Nurse on Duty.
12. Students are prohibited from handling drugs that are labeled or categorised as controlled drugs.
13. Students shall maintain strict confidentiality and shall not share information regarding patient's medical condition.
14. Student should maintain records of all clinical requirements (daily diary, drug book, portfolio, case study etc), submit on due dates.
15. Students should be aware of the objectives of clinical postings.
16. Students are strictly prohibited from sharing any information on social media.
17. Students shall demonstrate honesty, trustworthiness and integrity amongst the peers and staff.

4.5 Co-curricular Activities:

4.5.1 Morning Assembly:

Morning assembly attendance is a very important activity and all the students are required to attend it without fail. It is conducted every Monday at 8:30 AM. This occasion is used for reciting prayer, singing National Anthem and University Song, practicing mindfulness, making important announcements and delivering speeches by the students on relevant topics (One Dzongkha & One English).

Morning Assembly Attendance will be taken by the Faculty on Duty (FoD) and Councillors on Duty (CoD), right after every Assembly. All the Faculties and the Students (except Students on morning & night duty), should attend assembly.

4.5.2 Other Activities:

This includes Games & Sports, Culture Programs, Literary Activities, Prayers, Community Services, SUPW, Rimdro, Picnic, etc.

1. Attend all the prayer sessions as per the timetable decided by the Institute authority.
2. Observe and follow the proper dress code.
3. Participate in all the co-curricular activities organised by the Institute either as participants or observers with an aim of entertaining, information dissemination, and self-development.
4. Observe and follow the rules and regulations prescribed for a particular game/contest.
5. Exhibit decency in dress and behavior both as participant and observer.

CHAPTER 5

STUDENT COUNCILLOR

The Student Councillor is the students representative to serve on the student council. The student council is a governing body composed of students who work with the college administrators and management to address issues, advocate for student interests, organise events, and contribute to the overall student experience. Boys' and Girls' Councillor, Sports Captain, and Cultural Captain are selected from among the 2nd year, 2nd semester.

5.1 COUNCILLOR'S PLEDGE.

It is with the great pride that we accept our leadership position.

We hereby pledge to serve our institute with pride and loyalty.

We acknowledge that leadership is not a path to privilege, it is a responsibility.

We will show respect to teachers and friends, and perform our duties with integrity.

We will be exemplary role models to others.

We will uphold the rules and Institute's values.

5.2 Councillors Terms of Reference (ToR):

1. All councillors shall be exemplary at all times and in all places.
2. They shall play the role of an ambassador between the students and the management.
3. They shall play a leadership role in solving any problems related to students.
4. They shall act as the overall representative for the students and play a mediator's role by being just and fair to every student.
5. They shall always try to bring improvement in the student community.
6. They shall never involve in any disciplinary problem failing which they will be terminated from the post and a new one elected/the candidate who secured the second highest votes shall be offered to replace him/her.
7. They shall fulfil their manifesto.
8. They shall abide by their oath of allegiance.
9. The Institute management shall review their performance and decide whether they can continue as councillors and earn an award of appreciation and leadership.
10. The terms of the elected councillors will be for two academic years.
11. To coordinate all the co-curricular activities including chadi preparations, hall arrangement etc. during the visits of dignitaries/guests.
12. To coordinate and conduct all the activities in the Institute with the help of designated faculty.
13. Look after the discipline, cleanliness, care and maintenance of Institutes' properties..
14. To look after the general welfare of the students.
15. Carry out any work assigned by Dean and other concerned faculties and staffs.

5.3 Sports Captain Terms of Reference (ToR):

1. To coordinate all the games & sports activities of the Institute in consultation with the sports coordinator.
2. Look after the discipline, cleanliness, care and maintenance of hostels.
3. To look after the sound system efficiently during any functions.
4. To provide care and do maintenance of the sound systems.
5. To arrange the sound system & lights as and when required.
6. To take care of the sports items and keep inventory as issued by the Institute.
7. To form teams, nominate participants for all related games & sports, cultural & literary activities in coordination with other councillors.

CHAPTER 6

AWARDS & SCHOLARSHIPS & AIDS

6.1 Awards:

We take great pride in fostering a culture of recognising and rewarding the exceptional efforts and achievements of our students; promoting a supportive environment that values and celebrates accomplishments; encouraging continuous improvement and inspiring all our students to reach their full potential.

6.1.1 Best Graduating Student Award:

This award is the pinnacle of recognition, the embodiment of excellence. It symbolises the exceptional achievements and extraordinary journey of an individual who has not only excelled in their academic pursuits but has also demonstrated leadership, hard work, dedication and contributions for the student body at large. This award is a celebration of character, resilience and vision for a brighter future.

6.1.2 Academic Excellence Award:

This prestigious award is a recognition of the remarkable academic accomplishments. It represents the spirit of perseverance, a profound passion and commitment for learning, and the relentless pursuit of academic excellence that defines our Institution. This award symbolises our dedication to fostering a culture of lifelong learning and to inspire all strive for the highest standards of excellence in our academic pursuits.

6.2 Need-based Scholarships:

The Institute is committed to providing equal access to quality education and supporting the academic aspirations of the Bhutanese youth. We offer two types of need-based scholarships to incoming 1st Year students who have demonstrated financial need to ensure access to higher education

6.2.1 Aum Tshering Dolma Scholarship (2 slots)

Scholarship Coverage Amount: 100% Tuition and Boarding

Eligibility Criteria: 60% aggregate in Class XII

6.2.2 Arura Annual Scholarships (5 slots)

Scholarship Coverage Amount: 100% Tuition

Eligibility Criteria: 60% aggregate in Class XII

6.3 Financial Aids

The Institute provides various forms of support, including fee waivers and payment extensions to help students overcome financial challenges and pursue their educational goals.

6.3.1 Tuition fee waivers:

The Institute may offer tuition fee waivers to eligible students, reducing or completely covering the cost of tuition for a set period.

6.3.2 Flexible payment plans:

The Institute offers flexible payment plans to students who need more time to pay their tuition and fees. These plans allow for extended payment periods, making it easier for students to manage their financial obligations.

6.3.3 Emergency payment extensions:

The Institute provides emergency payment extensions to students to accommodate their immediate needs.

6.4 Maintaining Scholarships & Financial Aids

All Scholarships and Financial Aids will be reviewed bi-annually (end of every semester) and maybe renewed upon satisfactory academic performance and adherence to the Institute's rules and regulations.

1. Continuation of the scholarship/financial aid is subject to the recipient successfully meeting study requirements, passing all modules and adherence to the Institute's code of conduct.

2. Institute will not pay for any fees associated with re-enrollments and re-exams under any circumstance.
3. Scholarships/financial aids shall be terminated at any time, by immediate notice to you in writing, in the event of:
 - i) Failure to maintain an aggregate of 65% in the semester exams (only for Academic Excellence Scholarship).
 - ii) Misconduct, whether in connection with your study or otherwise.
 - iii) Discovery that you have submitted fraudulent documentation.

6.5 The Institute reserves the right to change scholarship/financial aid schemes and the terms and conditions at any point in time as and when deemed necessary.

CHAPTER 7

ATTENDANCE AND LEAVE POLICY

Attendance in college is crucial for academic success, building connections, developing skills, and making the most of the various resources and opportunities available. Being present in class and actively participating ensures students receive a well-rounded education and make the most of their study experience. All the students are expected to attend all the classes and events without fail unless due to genuine reasons like serious illness, death in the family, etc.

- The class attendance will be computed module-wise.
- Every student shall be required to achieve **minimum of 90% attendance for each theory module; and minimum of 95% attendance for practical unit or module including field work.**
- Students not fulfilling the required attendance shall not be eligible to sit for examinations of that module or paper.
- If a student is suspended for any reason, the whole of the suspension period shall be considered as absent.
- Students shall not be eligible for any kind of leave (Puja, Rimdo, Weddings, etc.) during their academic period except in the situations deemed genuine by the relevant authority.
- Students shall obtain leave permission from their respective **Semester Guide/Class Teacher** for absence of **less than 3 days** due to minor illnesses.
- Students shall obtain leave permission from the **Dean** in case of leave taken for **more than 3 days**.
- The Dean or the Class teacher granting leave to boarder students shall inform the relevant Provosts of the hostel.
- Medical leave shall be granted for 10 days; provided students submit an application along with a prescription from a doctor recommending bed rest or further referral cases. OPD prescriptions shall **NOT** be considered for medical leave.
- Bereavement leave of 7 days shall be allowed for immediate family members (parents, spouse, siblings, and children, if any).
- All students should be present for the Monday Morning Assembly.
- All students should be present for all events and programs of the Institute; absence from these events shall be considered violation of institute rules and regulations and result in disciplinary sanctions.
- Overnight leave for boarder students shall only be sanctioned upon submission of a signed consent letter from the parents/local guardians or if parents personally come to seek leave.
- In case of pregnancy, the student will have to withdraw, take a semester long leave, and repeat the semester after a year. However, the entire semester fee shall still be payable by the student when she leaves mid semester.

CHAPTER 8

DISCIPLINE POLICY

9.1 Introduction:

Disciplinary Policy of an Institute is a set of rules and regulations that outline the behavior expected of students and the consequences for violating these rules. The purpose of the disciplinary policy is to ensure a safe and respectful environment for all students, faculty, and staff, while promoting academic integrity and responsible behavior.

The policy will list specific behaviours that are prohibited and the range of possible disciplinary actions for violations. The severity of the action will depend on the nature and seriousness of violation.

The policy will also include provisions ensuring students have the right to due process throughout the disciplinary process, such as the right to be heard, provide evidence, and appeal decisions.

9.2 Scope:

This Disciplinary policy applies to ALL students enrolled in AAHS.

9.3 Reasonable adjustments:

Reasonable adjustments to the processes within these Regulations, including the extending of deadlines for student responses, will be made upon the production by the student of relevant third party evidence which demonstrates the need for those adjustments

9.4 Exceptional circumstances:

In exceptional circumstances it may be appropriate to amend the procedures set out in the Regulations, for example, where strict application of the Regulations would result in substantial unfairness to the student or the student is in some way at risk because of health or disability. Such cases will be rare and each will be treated on their own merits.

9.5 The Conduct the Institute expects of it's students and staff:

The Institute expects its students and staff to uphold its regulations and to report infringements of its regulations to an Authorised Person.

In cases where there would be a Conflict of Interest (CoI) for the named Authorised Person to investigate an instance of misconduct, the concerned AP must declare CoI and the investigation will be handed over to another AP.

9.6 Confidentiality:

The Institute deals with student disciplinary matters in confidence, to the extent that this is compatible with making enquires and holding meeting to consider the matter.

9.7 Responsibilities for managing student misconduct:

The Dean has general responsibility for ensuring the good order of the Institute. The discharge of responsibility for overseeing and managing student conduct is delegated by the Dean to:

- Authorised Persons (AP) in respect of investigating and imposing penalties for Minor offences only; and
- Disciplinary Committee (DC) and Disciplinary Appeals Committee (DAC) in respect of investigating and imposing penalties for Major offences.

For the purposes of these Regulations, Authorised Persons are:

- (i) where the misconduct occurs in classrooms or clinical practices, the concerned Module leader/supervisor
- (ii) where the misconduct occurs in hostel facilities, the Provost
- (iii) where the misconduct occurs in the Library, the In-charge of the library
- (iv) where the misconduct occurs in the IT lab, the In-charge of the IT lab

9.8 Initial Enquiries and Investigation:

- (i) Where an AP identifies actual to possible misconduct, they are required to make enquiries to establish

whether misconduct has taken.

(ii) The student shall be given the opportunity to provide any information that they wish to be taken into consideration through a written statement.

(iii) If misconduct is established as having occurred, the AP must assess whether the misconduct warrants either a Minor or Major penalty.

(iv) An AP is permitted to apply penalties for Minor offences only.

The AP shall forward Major offences to the Disciplinary Committee.

9.9 Considerations prior to imposing Penalties:

Where an AP or the DC has established that misconduct has taken place, they shall consider what penalty to apply by reviewing whether:

(i) the student demonstrated insight and/or remorse;

(ii) the student demonstrated honesty and integrity during the disciplinary process;

(iii) the student can provide independent medical evidence to show that, at the time of the misconduct, their health was impaired to such an extent as to impact their ability to distinguish between acceptable conduct and misconduct;

(iv) this is a first offence, or whether there is a previous finding or findings of similar misconduct;

(v) the student responded positively to any reasonable warnings or concerns about their behaviour prior to the misconduct occurring;

(vi) the misconduct was, to any extent, intended or premeditated;

(vii) the severity of the offence.

9.10 Student Appeals:

Students can appeal against the imposition of a penalty by an AP or the DC within 10 working days.

The student is required to show that they have evidence to demonstrate that one or more of the following grounds apply:

that the AP or the DC failed to follow the Institute's regulations and/or procedures or failed to follow them with due care

that the AP or the DC has shown bias or prejudice towards the student in imposition of the penalty

that relevant new evidence has become available that should be considered and there are valid reasons why it was not available before

that the decision was unreasonable and/or the penalty imposed was not proportionate in all of the circumstances

Electronic Fund Transfer	Cash Payment
Acc Name: Arura Academy of Health Sciences Acc No.: 640004891 Bank: BNB	Finance section
Acc Name: Arura Academy of Health Sciences Acc No.: 220210013780 Bank: Druk PNB	

9.12 Offences and Sanctions

9.12.1 Major Offences:

1. Supply/dealing of controlled drugs.
2. Possession of any deadly weapon.
3. Direct assault or inflicting physical injuries on any person on-or-off campus.
4. Severe cases of bullying, threat, harassment (verbal/physical) on-or-off campus and on other online platforms.
5. Boarders absent from hostel/campus at late hours and overnight stays without prior approval.
6. Any act causing reputational damage to the National Identity or Institute on-or-off campus or on any social media platform.

7. Vandalism or the deliberate destruction of any property belonging to the institute or any members of the Institute.
8. Any crime punishable by the law of the Kingdom.

9.12.2 Disciplinary Sanctions for Major Offences:

One or more of the penalties listed below shall apply;

1. Involvement of concerned parents
2. Suspension
3. Expulsion from hostel facilities and other services as appropriate
4. Expulsion from the Institute*
5. Withholding of examination result/ certificate
6. Involvement of law enforcement authorities

9.12.3 Disciplinary Sanctions for Other Offences:

One or more of the penalties listed below shall apply;

1. Counselling
2. Verbal warning
3. Involvement of concerned parents
4. A written warning advising the student about their future conduct
5. Final written warning where a student has previously received a written warning or where the nature of the offence makes it appropriate
6. Seizure and retention of items for a specific period for the purpose of maintaining the safety and well-being of others
7. Detention (class work/assignments and/or social work) of 10 hours (maximum of 1 hour/day)
8. Repeated minor offences shall accumulate to a Major offence and shall be forwarded to the Disciplinary Committee.

**Detention shall be after class hours or on weekends.*

9.13 Documentation:

1. Students shall submit written statement for every offence (Major or not) and the concerned AP/ DC shall document it .
2. AP/DC shall inform the concerned Parents and the correspondence shall be documented.
3. Any penalty imposed by the AP/DC shall be documented.
4. Any appeals and the subsequent outcomes shall be documented.

Notice of Withdrawal before course commencement (31st July, 2024)	Refunds & Payment Liabilities
12 weeks or more	• 100% Refund
8 to 11 weeks	• Student is liable to pay 100% of the Annual fee (1st & 2nd semesters)
7 weeks or less	• Student is liable to pay 100% of the Total Course fee (six semesters)

CHAPTER 9 FEE STRUCTURE

	BSc. Nursing		Diploma GNM	
Fee Head	Boarder	Day-scholar	Boarder	Day-scholar
Tuition	78,000	78,000	64,000	64,000
Clinical	16,000	16,000	10,000	10,000
Laboratory	6,000	6,000	5,000	5,000
Student Welfare	500	500	500	500
Boarding	30,000	0	30,000	0
Total	130,500	100,500	109,500	79,500

**All fees are subject to annual review and may vary accordingly.*

9.1 Fee Structure

*Semester fee is subject to change and will vary accordingly.

9.2 Payment Options:

Fees must be paid in full **within a week** after the commencement of a new semester. Students can also make additional payments (advance) any time for subsequent semesters. Fee payments should be made to the Institute Accounts Section in person or via Mobile Banking or direct deposit to Arura Academy Account;

Please remember to keep a copy of the screenshot/ deposit slip/ cheque number as proof of payment and email it to finance.arura@gmail.com with the student's full name, year of study and registration number. Money Receipts will be issued only upon confirmation/ verification of transfer with the bank.

9.3 Penalties for Default:

The students will be notified about the due dates for fee payment through electronic communication and/ or notice boards; however, the Institute shall not be obligated to inform the students individually. It is the student's responsibility to adhere to the due date and avoid any additional default payments.

Penalty of Nu.300 per day will be imposed if a student fails to make payment within the deadline.

9.4 PAYMENT AGREEMENT

1. The parent/guardian responsible for fee payment agrees to pay the semester fees in full on or before the due date set by the institute.
2. Easier payment plans are available, on application, if a student is facing financial hardships.
3. A fine of Nu.300 per day will be imposed in case the student is not able to pay the course fees within the due date.
4. If the course fees paid through cheque/bank transfer bounces back, the parent/guardian will need to pay the fees by cash immediately within 1 week or late fine will be imposed.
5. If the payment of fees is overdue for more than 2 months, the trainee will not be allowed to sit for any exam of the institute/university.

6. If a student withdraws from their course of study after the commencement of classes, they are liable to pay 100% of the total fees for the remaining course duration (3 years, 6 semesters course).
7. If a student is expelled and their enrollment is cancelled due to multiple offences or repeated Breach of the Institute's Rules & Regulations, they are liable to pay 100% of the total fees for the remaining course duration (3 years, 6 semesters course). For exceptional cases of withdrawal, a lesser sum may be agreed on by the Institute provided the supporting documentary evidence can substantiate i) illness or disability ii) death of immediate family member/guardian responsible for fee payment. The sum to be paid is at the discretion of the Institute.
8. Once a student is enrolled as a boarder, they are liable to pay the boarding fee for the whole academic year (2 semesters), irrespective of whether they avail the hostel facilities thereafter. However, a boarding student can opt to discontinue availing hostel facility in the following academic year, provided they give prior notice within 2 months after the commencement of 2nd semester. Failing to give prior notice within the said timeframe, they will have to pay the boarding fee for the following academic year (2 semesters).
9. Security deposit will be refunded at the end of course completion, after adjustments have been made to settle repair/maintenance/replacement costs for any damage/loss to the infrastructure/property/teaching or learning resources of the institute, and all other outstanding fees have been paid.
10. Nu.500 for student welfare will be collected every semester.
11. Arura Academy reserves the right to update the payment terms as and when necessary. Payment terms are subject to annual revision.

9.5 WITHDRAWAL, REFUND & PAYMENT LIABILITY POLICY

1. New Enrolments (Incoming Class)

- If you withdraw your enrollment before commencement of your course, Refunds (any advance payments made for the 1st or subsequent semesters) and Payment Liabilities will be calculated according to the following.

Please note, Enrollment Confirmation Deposit (ECD) of Nu.50,000 is Non-Refundable. Any refunds will be calculated after deducting the ECD.

2. Current Students

- Applicable to all students after the commencement of classes.
- If you voluntarily withdraw your enrollment after the commencement of classes or your enrollment is cancelled due to repeated breach of Institute's Rules & Regulations, Refunds (any advance payments) and Payment Liabilities will be calculated as given below;

Student is liable to pay 100% of the total fees for the remaining course duration; 3 years (6 semesters).

*For withdrawals, you must fill out and submit the withdrawal form with your parent's signature on it. Please contact us for Withdrawal Form.

