



International Nature Education and Experience

Policies and Procedures for International Students

**College of Natural Resources
Royal University of Bhutan
Lobesa, Punakha, Bhutan**

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Background

To facilitate the seamless implementation and operation of the International Nature Education and Experience (INEE) programmes at the College of Nature Resources, and to safeguard the fundamental rights of participants, it is crucial to adhere to the following basic principles. These rights encompass, but are not confined to, the entitlement to reside in an atmosphere devoid of harassment based on factors such as race, age, religion, sex, gender identity, ability, ethnicity, sexual orientation, economic status, or national origin.

Participants enrolled in any of the INEE programmes are integral members of a residential campus that houses both fellow students and staff. Additionally, they become part of a broader local community. Throughout the entire programme duration, adherence to mutual respect is essential, as stipulated by the programme guidelines.

As part of CNR's commitment to fostering a diverse and enriching learning environment, the International Students Policies and Procedures is established to:

Uphold Fairness and Equity

- Ensure equal opportunities for international students in academic, extracurricular, and support services.
- Prohibit discrimination based on nationality, race, religion, or any other protected status.

Provide Comprehensive Support

- Offer a range of academic, cultural, and personal support services to assist international students in their educational journey.
- Foster a sense of community by organizing events, workshops, and orientations tailored to international students' needs.

Maintain Transparency

- Clearly communicate policies, procedures, and expectations to international students.
- Provide regular updates and information through accessible channels.

Encourage Inclusivity

- Promote an inclusive campus culture that embraces diversity and respects different cultural backgrounds.
- Facilitate cross-cultural interactions through events, clubs, and programmes.

Objectives

The objectives encompass straightforward principles crafted to bolster the safe and effective facilitation of INEE programmes. These objectives comprise to:

- Provide clear guidelines and expectations for international students throughout their academic journey at the College of Natural Resources.

- Ensure a supportive and inclusive environment that promotes the academic success.
- Facilitate effective communication and collaboration between international students, faculty, and administrative staff.
- Guarantee the well-being, health, and security of both students and staff.
- Deliver high-caliber academic program
- Uphold the local and international standards essential for the successful facilitation of all short courses and semester abroad programs

Participants of INEE programmes are encouraged to consistently bear in mind the objectives to prevent situations that could hinder their successful completion of the programme, disrupt the experiences of fellow students, or jeopardize the operational capabilities of the campus. Such situations may arise from injury, avoidable illness, reckless behaviour, poor judgement, or actions that negatively impact community relations. CNR, through pre-departure literature and programme orientation, aims to empower students in managing their behaviour by:

- Taking responsibility for their actions.
- Being cognizant of health, safety, and security risks inherent in the local area or associated with specific activities.
- Maintaining good situational awareness.
- Conducting themselves maturely and with respect for local cultural norms.
- Understanding country or region-specific laws.
- Nurturing positive individual and CNR relationships with the local community and other encountered communities.

Policies and Procedures

Admission Policy

- **Admission criteria**

Participants from all recognized formal institutions or organizations or interested individuals having at least completed high school or higher institutions are eligible for admission. They should possess good communication and writing skills in English. For specific requirements such as pre-requisites in different programmes, the details are provided for in these programme documents.

- **Documents required**

The following documents should be submitted while applying for the programme:

High school or college certificate of completion
Curriculum Vitae (CV)
Health Certificate

- Deadlines for document submission, fee deposit, etc.

This is will notified well in advance the college website and other platforms, including social media.

- **Visa and Immigration**

The interested participants should submit copies of their passports, a passport size photo and duly filled visa forms to the Office Dean of Research and Industrial through email.

Accommodation Policy

- **On-campus and off-campus housing options**

The college has accommodation facilities for all the participants. However, those wishing to outside the campus the college will facilitate unless the participants wish to arrange on their own. For additional information on campus residence, refer the College Student Handbook.

Code of Conduct

The Code of Conduct outlines the academic integrity and expected behaviours for individuals, fostering a positive and respectful environment while ensuring compliance with established principles and values.

- **Academic integrity and Honesty**

Academic integrity is the commitment to ethical principles and values that guide honest and responsible conduct within an academic environment, establishing a framework of moral standards for students, educators, and researchers to ensure the credibility and fairness. The participants are expected to adhere to the Academic Integrity and Honesty policies enshrined in the Royal University of Bhutan's Wheel of Academic Law and Zhibtshoel (Research Policy document).

- **Behavioural Expectations**

Behavioural expectations refer to the standards and norms of CNR and community regarding the conduct and actions of its members. Such clear behavioural expectations should help to create a positive and respectful environment.

- **Respect and Courtesy**

Individuals are expected to treat others with respect and courtesy, recognizing the diversity of backgrounds, opinions, and perspectives within the group.

- **Professionalism**

Individuals are required to conduct themselves in a manner consistent with the values and standards of CNR, encompassing appropriate dress, professional communication, and the maintenance of a positive work ethic.

- **Ethical Conduct**

Adherence to ethical principles, including honesty, integrity, and a commitment to moral conduct, is mandatory for individuals in both personal and professional interactions.

- **Collaboration and Teamwork**

In order to cultivate a positive and supportive atmosphere, individuals are required to collaborate effectively with others, contribute to group goals, and engage in constructive communication.

- **Attendance and Punctuality**

For commitment and respect for other's time, individuals must attend scheduled events, classes, or meetings punctually.

- **Inclusivity and Diversity**

CNR promotes an inclusive environment, fostering diversity by encouraging open-mindedness, prohibiting discrimination, and actively fostering a sense of belonging for all individuals.

- **Feedback and Continuous Improvement**

As part of behavioural expectations, individuals are expected to commit to providing and receiving constructive feedback, fostering a culture of continuous learning and improvement.

- **Consequences for Violations**

Those individuals breaching the established rules and standards will face appropriate and fair measures as per the RUB and CNR rules and regulation reinforcing accountability and upholding the integrity of the community.

Grievance and Support Services

Grievance and Support Services offer a confidential and accessible avenue for individuals to address concerns, seek assistance, and foster a supportive environment, emphasizing CNR's commitment to the well-being and satisfaction of members.

Reporting Mechanisms

CNR is dedicated to fostering a secure and inclusive environment. Individuals are expected to utilize the designated reporting mechanisms to address grievances and access support services, ensuring confidentiality, prompt response, and equitable resolution of concerns. This commitment aims to cultivate a culture of transparency, accountability, and overall well-being within our community.

Programme Policies

All INEE programmes adhere to a set of policies designed to address and mitigate potential hazards and risks, considering the local community, culture, and environment. These policies aim to ensure student safety, well-being, and a positive abroad experience. The structure also helps students manage the demands of the programmes, which can involve early mornings, long field days, and physically demanding exercises. Respect for local communities is a key factor shaping these policies, promoting a safe, healthy, and rewarding experience for all involved.

Understanding and adhering to CNR structure and policies is crucial for a positive broad experience and a productive environment. It's important to note that the policies outlined may not cover every aspect, such as dress code and facility usage, will be provided during orientation. These specific policies may change due to evolving environmental or political conditions in the country.

- **Programme Participation Policy**

Active and complete participation in all activities, both academic and non-academic, is mandatory for all students. To earn credit, especially for the semester abroad programs, students must attend the entire program from its commencement to

conclusion. It entails fully engaged learning, active involvement in academic and non-academic activities, and the fulfilment of academic tasks and assignments both in the field and the classroom.

Repeated instances of voluntary non-participation (such as missing classes or refusing to engage in activities) or involuntary non-participation (due to illness or injury) may lead to the removal of the student from the program.

Sexual Harassment and Assault Policy

CNR upholds the right of every student to a work, living, and studying environment free from sexual harassment. Students bear personal responsibility to avoid behaviour, whether physical or verbal, which could reasonably be considered offensive. During orientation, students receive information on reporting incidents of sexual harassment or assault to any CNR staff member or representative. CNR investigates reported cases of sexual harassment and, in instances of assault, provides comprehensive support, including medical care, law enforcement reporting options, and access to additional resources. 201653452

Violence Policy

Violence, whether verbal or physical, has no place at CNR. Examples include threats, verbal intimidation, bullying, aggressive physical contact, or any behaviour intended to frighten or intimidate. Any form of violence is strictly prohibited and may lead to immediate expulsion from the program. This policy applies throughout the entire programme duration, including Non-Programme time.

Disciplinary Procedures

All staff and students are required to comprehend and actively uphold the standards of behaviour outlined in this document and CNR Rules and Regulations.

- **Alcohol Policy**

Refer CNR Rules and Regulations.

- **Drug Policy**

Refer CNR Rules and Regulations.

Tuition Fee Policy

- **Programme Fee and Tuition Payments**

A programme fee deposit is a monetary amount that individuals are required to pay as a commitment or reservation fee for enrolling in CNR INEE programmes. On the other hand, tuition payments refer to the fees charged for the instruction and services provided to the students in facilitating INEE programmes.

- **Tuition Structure and Rates**

Tuition fee differs for different INEE programmes. For the two-week summer school programmes, the tuition fee is USD 2,840 while for the semester abroad programmes, it is USD 4,982. For the training programme the fee is USD 2,560. The fees increase by 2% annually. The fees include tuition, food, accommodation and visa. Additional USD 150 per student will be required for field trips.

- **Payment Deadlines**

The full payment of the fee has to be done 10 days after receiving the confirmation of the enrolment in the programme.

- **Payment Methods**

The fee should be paid to the college account through international bank transfer. The college will provide the details of the transaction procedures.

Withdrawal And Refund Policy

Withdrawal and refund policies for the programme outlines the procedures and guidelines that govern a student's decision to withdraw from a programme and the associated refund process. These policies are crucial for maintaining transparency, fairness, and accountability.

- **General Refund**

CNR provides refunds under specific circumstances limited to the programme deposit, tuition, or room and board. Refunds are not applicable to other programme related costs, such as flights, cancellation fees, transportation, visas, immunizations, or any other associated expenses. Dismissal from an CNR programme does not qualify for a refund.

CNR's duties and obligations may be immediately modified or suspended due to *force majeure* events, including but not limited to fire, war, governmental actions, terrorism, epidemic, pandemic, or any unforeseeable events. In such cases, CNR may adjust, suspend, or postpone its responsibilities until operations can safely resume.

In the event of a forced programme cancellation, CNR may, at its discretion, extend or amend the programme schedule if it can resume operations. However, there is no presumption of a refund for tuition fees, or room and board in force majeure circumstances. If a refund is considered, it will be at the discretion of CNR.

Student Withdrawal Refund Policy

In the event that a student decides to withdraw from the programme, the following refund policy will apply:

- Withdrawal before 15 days of the programme commencement: 50% of the programme fee will be refunded inclusive of transaction cost.
- No refunds will be provided for withdrawals after commencement of the programme.

Refund Process

- Refund requests must be submitted to the office of the Dean of Research and Industrial Linkages (DRIL).
- Refunds will be processed within 14 working days of receiving the withdrawal request.
- The refund amount will exclude any non-refundable deposits or administrative fees.

Programme Cancellation Refund Policy

- **Cancellation by CNR**

CNR reserves the right to cancel the programme due to unforeseen circumstances, insufficient enrollment, or other reasons beyond its control.

- **Refund Eligibility**

In the event of programme cancellation by CNR, participants will be eligible for a full refund of the programme fee.

- **Notification Process**

Students will be notified promptly in the event of programme cancellation via the contact information provided during registration.

- **Refund Timeline**

Refunds will be processed within 14 working days from the date of programme cancellation.

Health and Well-being

While the medical services are free and generally available, specific medications for pre-existing medical conditions must be arranged by the participants themselves.

Health insurance is mandatory for all the participants, and has to be arranged in their home country.

Assistance in Emergency

- **Contact Details**

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