

JIGME SINGYE WANGCHUCK SCHOOL OF LAW

STUDENT HANDBOOK



The name “JSW School of Law” - Vision, Mission & Core Values - Leadership and Administration - Student Constitution & Body - Code of Student Conducts - Student Grievance Resolution - Academic Requirement & Attendance - Plagiarism Offences - Library - Information Communication Technology - Morning Assembly & Evening Prayers - Campus Facilities & Services - Student Stipend - & Property Care & Maintenance - Public Relation & Media

PREFACE

Welcome to Jigme Singye Wangchuck School of Law community. We are committed to providing a positive learning and working environment for our students and staff to pursue an intellectual life in the school. In this regard, we are pleased to have you on the team in achieving this commitment.

At JSW School of Law, our faculty, staff and students do their best in positively influencing the quality of educational experience. The same would be expected from you, if not more. Therefore, you are expected to be a team player to make the most meaningful of your stay at the school, while contributing to building JSW as an extraordinary place.

Towards achieving these aspirations, we have this important handbook to guide you. It has been prepared to introduce you to the Royal Charter, the school's vision, mission and the objectives and core values in achieving the mandates. It also contains policies, rules and information that will enable your stay in the school to be a meaningful experience and at the same time guide you to contribute towards building a vibrant campus life.

Please read the handbook carefully. The law school expects each student to be conversant with all policies and procedures, as well as managing the school management through School Information Management System(SIMS). The handbook will be updated on a regular basis and made relevant.

Once more, welcome to the JSW School of Law community. We look forward to helping you obtain the quality education and skills to make you a good law student.



THE NAME “JSW SCHOOL OF LAW”

On 10 May 2016, the Honourable President of the Law School, Her Royal Highness Princess Sonam Dechan Wangchuck, announced that Bhutan’s first law school would be named “Jigme Singye Wangchuck School of Law.”

The Fourth Druk Gyalpo, His Majesty the King Jigme Singye Wangchuck, is a destined manifestation of an enlightened being. His Majesty the fourth King is the symbol of national unity, and an important source of inspiration to all Bhutanese. His Majesty’s accomplishments are timeless, and future generations will benefit in untold ways from His Majesty’s wisdom, policies, and sacrifices. The Jigme Singye Wangchuck School of Law stands not only to revere His Majesty, but also to ensure that Bhutan is forever reminded of and inspired by His Majesty’s achievement and selfless services to the nation for all generations to come.

His Majesty is the author of Bhutan’s unique development philosophy, “Gross National Happiness,” or GNH. GNH is one of the principles upon which the law school and its teaching and research agenda are founded. Its commitment to discovering the interplay between law, justice, and Gross National Happiness is one of the reasons why JSW School Law is unique in the world.

His Majesty is the architect of the Constitution and introduced democratic constitutional monarchy governance of the country. He reasoned that people take greater participation and responsibility in a democratic set up governance for the country and its people. He began decentralization introducing and strengthening local bodies with increased responsibilities and authority. Later, His Majesty personally presided over a long and deliberate national discussion on the constitution and saw its ratification paving a peaceful transition to a democratic society.

It is the aspiration of JSW School of Law to instill in our students the qualities of His Majesty the Fourth Druk Gyalpo. He is a firm believer of justice, and He lives by it. Known as the Visionary Dragon King, He has selflessly served the Tsa-Wa-Sum throughout His reign, firmly grounded in the principle of justice.

In line with His Majesty’s name and His deeds, the Law School has adopted ‘Justice, Service, Wisdom’ as the Law School’s values. Our name therefore doubly stands for His Majesty Jigme Singye Wangchuck and His qualities, Justice, Service, Wisdom, that reflects the core values of JSW School Law.

VISION, MISSION & CORE VALUES

Vision

A Premier institution for legal education and research, dedicated to nurturing leaders who uphold Justice, Service, and Wisdom.

Mission

Provide globally recognised legal education infused with Gross National Happiness values, and produce impactful research, promoting a fair, just, and harmonious society.

Core values

JSW Law derives its name from the Great Fourth, His Majesty the Fourth Druk Gyalpo Jigme Singye Wangchuck (JSW), who is a compassionate, selfless and visionary leader of our time. He is a firm believer in justice, and He lived by it. He has selflessly served the Tsa-Wa-Sum throughout His Reign by sacrificing His youth and life. Finally, He is known for His wisdom – therefore known as the Visionary Dragon King. JSW therefore stands for both His Majesty the King and his qualities – Justice, Service, and Wisdom as School's Core Values.



At JSW Law, we believe that JUSTICE stands for :

- Acting with compassion, equality and truth.
- Freedom of speech.
- Treating everyone equally and acting in a just and fair manner.
- Providing people with the medium through which the reached and unreached can be connected.
- Moral rightness based on ethics, rationality and law.
- The rule of law itself: how the law is applied, taught, discussed.
- That the staff and students give justice to their work and responsibility.
- Consistency in how law is taught, discussed and applied.

At JSW Law, we believe that SERVICE stands for :

- Hard work and dedication put in for the success of the project.
- Assisting all sentient beings who are in need with the best of our abilities.
- Serving with humility and responsibility.
- Understanding individual rights as duties towards the wellbeing of all.
- Using our expertise to help those in need.
- Giving back to the community at JSW Law and to the Nation.
- Committing time and effort for quality achievements of annual plans and activities.

At JSW Law, we believe that WISDOM stands for :

- Experiences and lessons learned on the ground.
- Gaining wisdom from experienced individuals.
- Being able to act rationally based on one's experience and intelligence.
- Knowing and understanding at a deeper level.
- Being well informed.
- Sharing knowledge and experiences without fear of criticism.
- Striving for learning and relearning.
- The ability to apply knowledge in an insightful way in any situation.
- Experience from a life thoughtfully and well lived.
- Knowing oneself well, first.
- Knowing right from wrong and values of 'Tha Damtse Ley Judrey.'
- Commitment to continuous learning and improvement of oneself.
- Understanding of interconnectedness and interdependence for success or failure.
- Appreciating our rich traditional values as critical for national sovereignty.

LEADERSHIP AND ADMINISTRATION

The President of JSW Law is Her Royal Highness Princess Sonam Dechan Wangchuck. The school is governed by the Governing Council chaired by the Chief Justice of Bhutan. The Governing Council is responsible for the overall direction of the Law School. The overall management and administrative executions are headed by the Dean, under whom academic affairs are handled by the Vice Dean and administration and management by the Registrar.

Department of Student Affairs (DSA) and Faculty Service

The Department of Student Affairs and Faculty Services(DSA & FS) at JSW School of Law stands as the main point of contact for students to seek assistance and supervision to enhance personal growth and address issues and challenges related to curricular and extracurricular and related attendance. The safety and wellbeing of the students, including their residence and meal services are also considered important components towards creating a vibrant and an inclusive campus life.

The DSA & FS function closely with the Student Governing Body composed of members of Student Executive Council (SEC) and Student Service Council (SSC).

Student Constitution and the Student Body

The Student Constitution of Law School is the guiding document that contains the fundamental principles which govern the operation of the Student Parliament. The constitution aspires to strengthen the participation of the students in their self-governance, support the school management, enable the students conduct student-related activities and promote the welfare of the students. [Student Constitution of JSW Law](#)



STUDENT CODE OF CONDUCT AND SANCTION

It is the duty of every student at JSW to create a safe and supportive environment that promotes learning. As future lawyers, students must conduct themselves with the highest degree of moral integrity, professionalism and responsibility. JSW School of Law aims to afford the student body a significant amount of self-governance including formulation of their own rules and regulations and procedures to conduct their activities and support their welfare. Towards creating a supportive and non-threatening environment, students are expected to: Student [Code of Conduct and Disciplinary Procedure](#)

- Abide by the policies and procedures of the law school.
- Maintain best attendance in academic lessons and other school activities.
- Excel in academics and gain skills from co-curricular & extra-curricular activities.
- Complete the assignments promptly and with quality.
- Conduct fairly in all forms of assessments.
- Plagiarism in assignments and research is considered a serious offense.
- Be courteous and polite when interacting with staff, colleagues and clients.
- Foster tolerance and mutual respect amongst the entire school community.
- Attain prayers/spiritual sessions.
- Provide help and support to colleagues and school when required.
- Care and use the property of the school judiciously.
- Maintain cleanliness of the residential area and mess, and school campus.
- Help in promoting greenery initiatives in the school.
- Wear formal dress during class hours and national occasions.
- Maintain good health and hygiene.
- Refrain from drinking alcohol & consumption of tobacco products on campus.
- Abstain from use of controlled substances including inhalants.
- Refrain from possessing items that are harmful to oneself and to others.
- Not to cause injury or abuse to oneself or other members of the community.



In determining appropriate sanctions in the event of violations of the Student Code of Conduct, the Disciplinary Committee will take into considerations the interests of the complainant, respondent and the overall wellbeing of the school community. The following one or more responses or sanctions can be imposed on the student based on the nature and gravity of violation:

- Educational responses - Guidance and counseling referral; Health checkup referral; Community service; Assign reflective writings and research papers.
- Warnings - Verbal advisory; Written warning; Informing the parents or guardians.
- Loss of privileges - Denial of the use of certain school facilities or right to participate for a designated period.
- Restitution – required to make payment to an individual or to the school related to the misconduct for damage, destruction or theft.
- Suspension - Separation from the school for a specific period with eligibility to return. During that period, the student will be barred from all the school activities.
- Expulsion – separation from the school with or without possibility of re-application.
- Note: Appeal: The student and the parents have the right to seek review and reconsideration of the disciplinary committee’s decision.



STUDENT GRIEVANCE RESOLUTION POLICY AND PROCEDURE

The purpose of the Student Grievances Resolution Policy and Procedure is to provide a prompt and equitable means of resolving student grievances. It is also intended to bring about a responsive and accountable attitude among all the stakeholders and promote harmony in the school. These procedures shall be available to any student who reasonably believes a decision or action of the Law School Staff has adversely affected their status, rights, or privileges as a student.

There are two parts to this process. The informal process attempts to seek a positive resolution for all parties involved. The formal process may include appropriate representation for all parties involved. [Student Grievance Resolution Policy and Procedure](#)

Please note: This procedure does not apply to grievances related to the grading system, course syllabus, making changes to a grade, assigning grades and teacher feedback, and attendance which are covered under the Grading Policy.



ACADEMIC REQUIREMENT

Students should be aware of the academic requirements set out in the policy on the grading system. The policy defines the undergraduate grading standards and includes the specifics of assigning and changing grades, grading options, drop/withdrawals, and course repeats. The grades will be range from A+ to F (which correspond to number grades ranging from 11-3, with no credit granted for an F). Refer [Policy on Grading System](#)

Except for courses designated “Pass/Fail,” the grading standard is:

Letter Grade	Number Grade	Percentage	Description for reflection in transcript
A+ A A-	11 10 9	90 - 100 85 - 89.99 80 - 84.99	Exceptional, outstanding and excellent performance. These grades are earned by a student who is self-initiating, exceeds expectation and has an insightful grasp of the subject matter. Achieved by a few numbers of students.
B+ B B-	8 7 6	77- 79.99 73 - 76.99 70 - 72.99	Very good, good and solid performance. These grades are earned by a student who has a good grasp of the subject matter or an excellent grasp in one area balanced with satisfactory grasp in the other area. Achieved by the largest number of students.
C	5	65 - 69.99	Satisfactory. These grades are earned by a student who achieves satisfactory performance and knowledge of the subject matter.
D	4	60 - 64.99	Minimally satisfactory. These grades are earned by a student who achieves a minimal satisfactory performance and knowledge of the subject matter.
E	3	50 - 59.99	Marginal Performance. A student receiving this grade demonstrates a superficial grasp of the subject matter.

The minimum passing grade in any such course is E (3). No credit for Letter Grade F as below 50 is considered “Unsatisfactory Performance”. A student receiving this grade demonstrates a very poor grasp of the subject matter.

With the prior consent of the Academic Council, a faculty may designate his or her course as “Pass/Fail.” Such courses count towards graduation are not considered in calculating the student’s semester or cumulative grade point average. For such courses, the grading standard is:

Grade	Number Grade	Percentage	Description
Pass	Not Applicable	Above 50	Above 50 The student has met the minimum requirements for passing the course.
Fail	No credit	Below 50	Below 50 The student has not met the minimum requirements for passing the course.

Appeal: If a student feels that his or her grade as awarded has been incorrectly assessed (either intentionally or because of mistake), he or she should first discuss the matter with the concerned faculty. If the student is not comfortable discussing it with the faculty, he or she can notify the Vice Dean, who will work with the Academic Council (preserving the student's anonymity, if possible) to determine whether the circumstances merit adjustment of the grade.

Attendance: Students are expected to attend all classes and course meetings. A student will receive a failing mark (F) and receive no credit for a course if he or she misses 20%(80% attendance) or more of the course meetings or if he/she misses 10%(90% attendance) or more of the course meetings with no "excused" absence. As for considering 80% attendance, the Director for Students Affairs & Faculty Services must certify in writing to the faculty staff with a copy to Vice Dean for Academics that a substantial number of the absences were unavoidable and have been "excused". Failing which, the students must retake any course that they fail in attendance. Each student must complete the entire course of studies within 14 semesters of his or her enrollment at JSW School of Law.

Attendance in co-curricular activities is important. The Research Centre organizes numerous forums, guest lectures, thematic presentations and discussions. Co-curricular activities are important as they complement and enhance academic learning by bringing about wider perspectives, views and approaches. Owing to their holistic nature of learning and their relative values, they cannot be graded and credited in academic achievements. But they form an important component of academic learning and personality growth.

POLICY ON PLAGIARISM

The Academic Council affirms that an integral part of being a legal professional is integrity. In addition, an important component of legal education is academic honesty. Considering the central role that legal writing plays in a lawyer's and law student's life, it is vital that JSW Law – in all aspects of its teaching and scholarship – adopt a “zero tolerance” policy towards plagiarism. Accordingly, the Academic Council adopts the [Plagiarism Policy](#) to be adhered to by faculty and students.

LIBRARY

The school has state of art library facilities. The library is open every day from 9 am to 10 pm throughout the week. The library maintains a physical collection of approximately 1500 volumes. Majority of these are legal works, as well as books on the history of Bhutan and Rigzhung. The library subscribes to several legal databases such as Hein Online, Westlaw Next, University of Chicago Journals, and HINARI. The library also maintains a collection of casual reading materials. You will learn more about the collections and subscriptions during the orientation and during your first-semester courses. The library's online catalog is available at <https://wisdom.jswlaw.bt> If you need books or other resources that are not available at the campus library, please contact a librarian.



INFORMATION COMMUNICATION TECHNOLOGY

School Integrated Management System (SIMS): The School Integrated Management System, or SIMS, is a centralized database and integrated software application designed to enhance the efficiency of both staff and students.

SIMS streamlines various academic and administrative processes, including student grading and result declaration. Class attendance, in accordance with the attendance policy, is also managed through SIMS. Additionally, students are required to use SIMS for leave applications and to request services from the respective service provider.

WiFi and Internet: At JSW Law, we are equipped with high-speed internet managed and monitored by the ICT division. All students have access to free WiFi and internet facilities. However, students must adhere to the institution's guidelines when using the WiFi network. From the broad guidelines, some of the basic ones are to make minimal or no use of the facility for non-academic and entertainment purposes such as online gaming, watching and downloading of films and documentary series. To secure the internet system and provide quality service, the JSW School of Law reserves full right to maintain and monitor all internet related services.

For WiFi and internet connectivity in the campus, beneficiaries are required to report to the staff of the ICT department and register their devices (MAC address) with the ICT department to avail the internet facility. For internet issues and maintenance of laptops (software and hardware) by the staff of ICT department, students must fill up and submit the online "ICT Service Call Form" available at the school website.



ASSEMBLY AND PRAYER POLICIES

The monday morning assembly and evening prayers are an important gathering, bringing together students, faculty and staff members to build a culture that promotes patriotism, nurtures spiritual and emotional wellbeing and further strengthens the values, beliefs and ethics. It also creates a forum to meet and interact across the different cohorts and fosters a sense of community and unity amongst students, faculty and staff. Therefore, morning assembly and evening prayers are beyond other school activities, and they contribute to overall growth of the school. [Assembly and Evening Prayers](#)



ON-CAMPUS FACILITIES AND SUPPORT SERVICES

The Wellbeing Centre: The students' health and food will form the core component of the Well-being Centre. Besides that, the Well-being Centre will serve as a place for the students to gather, share mutual areas of interest, exchange ideas and insights, build skills and grow resilience in preparation for life. Besides the gatherings, the Centre will have programs related to wellbeing education such as mindfulness, mentoring, counseling and skill enhancement. The Centre is manned by a full-time Student Service Officer as manager of the Centre. She/he will be supported by lecturers and a group of interested students as members of the Centre. It is located within the student residential area in two lounges. [Wellbeing SOP](#)

Housing: All students are provided with an in-campus housing facility with furnished rooms at the token rental charges. Students are assigned to respective rooms of varying occupancies and sizes. Once the rooms with necessary facilities are handed over to students for the period of one year, it solely is the responsibility of individual students to ensure accountability (Student Residential Policy) with utmost care with a sense of belongingness and ownership. After every academic calendar, students are mandatorily required to hand over their rooms to the Estate. [Student Residence Policy and Procedure, 2023.](#)

Food Services: A decent and reasonable food is provided in the school with menus drawn and mess managed by the student representatives and supervised by the DSA&FS. The option for staff to avail themselves of the same service is also considered at a reasonable rate. Everyone must attend all meals in formal dress with the exception on weekends and government holidays. The meal timing will be 8 to 9am for breakfast, 12:45 to 2pm for lunch, tea at 4pm and 7 to 8pm for dinner with 30 minutes relaxation during weekends. Taking food to the hostel is prohibited except for the sick students. Cooking of any type of food in rooms is strictly prohibited.

Laundry: The laundry facility for students is provided by the school on campus and the utility procedure and accountability are managed by the student Residential Councilors. All the users are strongly recommended to abide by SOP on laundry usage and make use of the facility with due diligence and maximum sense of ownership and belongingness. Misuse and damage caused will be fined for replacement or maintenance. [Laundry SOP](#)

Security and safety: To ensure the safety of the campus and the students and staff, designated security personnel have been provided who will always be stationed on duty. Under this service, one of the key aspects that students need to understand is the timing of in-campus (latest by 10pm) and out-of-campus movements (outpass for overnight leave) including the visitor's registration. For more information refer to the visitor policy.

Health and Emergency: First aid service is provided by the designated staff for all the students on campus under the medical guidance and support from the health professionals from the area Basic Health Unit (BHU) and from Paro General Hospital. The elected student councilors are the first point of contact for students to report about any health issues and emergencies. The school will provide transportation service during health emergencies. Students visiting hospitals must maintain proper medical documentation for verification purposes by the stakeholders, especially for the attendance calculation at the end of the semester.

Games and Sports: The school provides adequate modern sports facilities at campus to help students maintain good health and sound mind, develop personality development skills and to have a vibrant campus life. A separate SOP has been developed to help utilizing the games and sports facilities. [Games and Sport SOP](#).

Disaster Risk Management: The safety of the campus and the well-being of its people are our top priorities. To prevent and mitigate unforeseen events, the disaster risk management team will install and maintain necessary equipment at accessible locations on the campus. The team will provide training and information on disaster response and risk management.



STIPEND AND STUDENT ACTIVITY FUND

All students admitted to JSW School of Law except those disqualified by circumstances as specified in the policy document are granted eligibility to receive monthly stipend of Nu. 2500 per month. The students supplement a sum of Nu. 800 per month to meet the recurrent expenditures in food services, residential rent (Nu. 250 per month) and student activity fund (Nu. 50 per month).

From the deductions as specified above, the Student Activity Fund is accounted for and solely by the student body that is represented by the Student Executive Council. Individuals, groups or classes wishing to avail themselves of financial assistance from the Student Activity Fund need not seek approval from the school authority. However, he/she/they must consult with the Student Executive Council for approval and documentation for reference.



REQUISITION, MAINTENANCE & PROPERTY CARE

The Estate division at JSW School of Law works in close coordination with the Student Affairs Department to provide necessary services and facilities for the welfare of students. Two of the key services and facilitations that students require as per our experiences are requisition of items and maintenance service in residence, classrooms etc:

a. Requisition of Items: Based on the type of the items required, students represented by SEC or the coordinator should submit a duly filled “requisition form” with the list of requesting items to Student Affairs Department for recommendations and follow up actions such as the availability of items required and approval. The items requested shall be delivered by the stakeholder through Student Affairs Department for record keeping and documentation.

b. Maintenance: The Estate and Procurement department in coordination with the Student Affairs Department will carry out maintenance of the facilities at the student hostel and dining hall as per the request received. However, if the damages are due to carelessness on the part of the student, the student will be liable to pay for the maintenance of damage caused.

c. Undertaking: On the arrival of students for the semesters, the property within the hostel will be inspected along with the occupant students and handed over to students, either individually or in groups with an undertaking letter to account for items and ensure sustainability. Once the items are handed over to students, it will then be the responsibility of the students either individual or group. The students must notify the DSA&FS in all cases of the damage either due to defect/quality of the items or negligence of the users. Failing to notify the damages will result in students being responsible. The DSA&FS and Estate staff will inspect the status of furniture and items in the hostel when required. However, the students must hand over the items in the hostel and get the clearance once after every Spring Semester. Failing to submit clearance will result in loss of rooms in the hostel.

PUBLIC RELATIONS & MEDIA

Media and Media-related enquiries: When the public media request information from the law school, the Public Relations and Media division will manage the response with necessary approval from the Dean. Any member contacted directly by the media for comment should inform the PR & Media Division for necessary action.

Individual staff or students may speak to the media as private citizens. However, they are not authorised to speak on behalf of the JSW Law unless explicitly designated by the Dean.

Branding Consistency: Where possible, the JSW Brand Guidelines should be used to ensure consistency in visual representation across all media and publications. (For more information, refer to the Brand Guidelines).

Social Media: Staff and Students should exercise caution when using social media. When acting in his or her individual capacity rather than on behalf of the law school, a member of staff or student must state that his or her 'opinions are my own in content introductions or online profiles. Staff/Students wanting to set up online profiles, groups and pages on behalf of JSW Law must first seek the necessary approval from the Dean through the Public Relations & Media division.

Social Media Guidelines: Staff and students should be able to enjoy the benefits of social networking whilst understanding the standards of conduct expected by the law school.

Staff and students are responsible for their words and actions in an online environment and therefore, should consider their use of language and phrasing before posting any comment, photograph, or video on a social networking site.

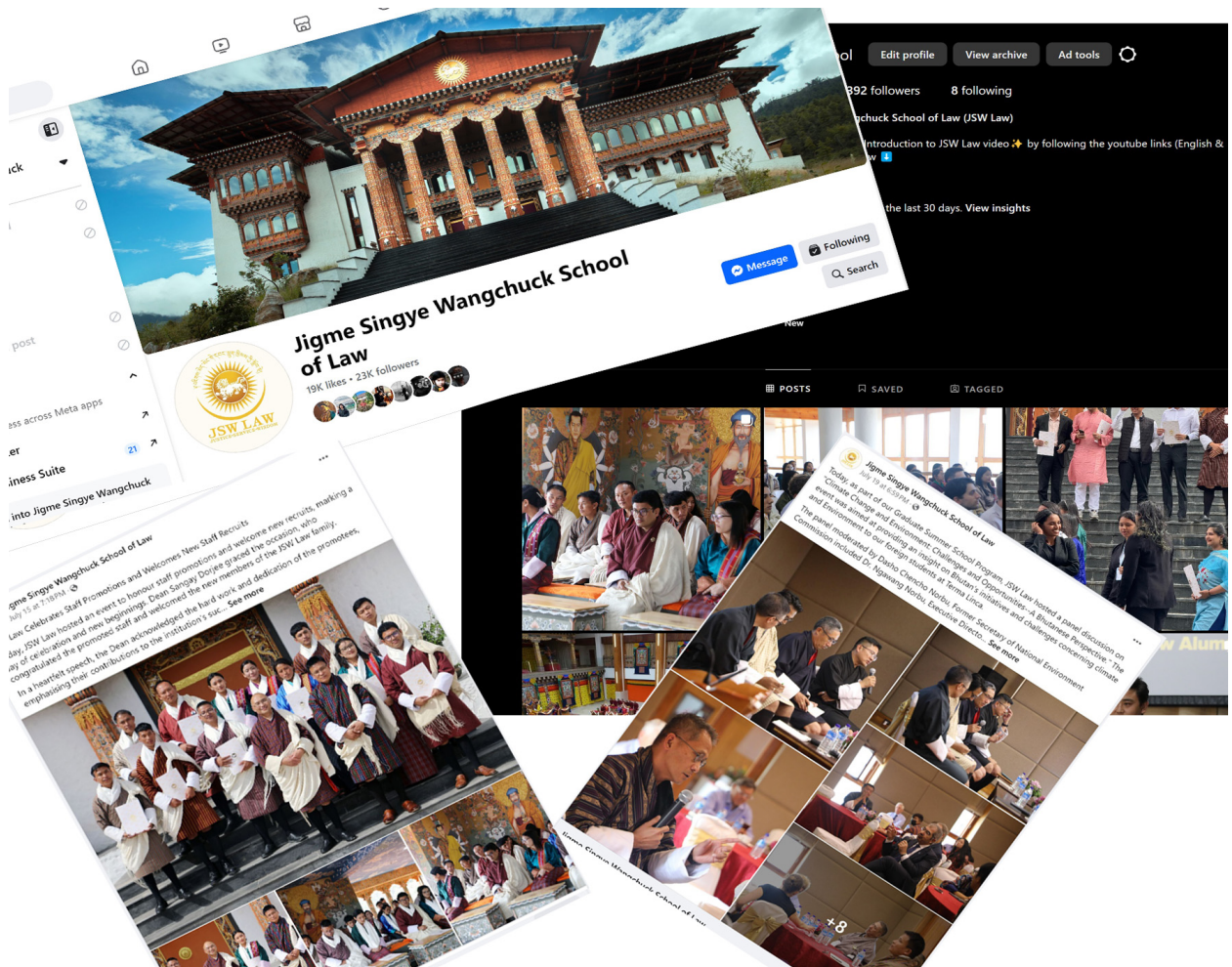
- Staff and students should not post messages, status updates or links to material or content which is deemed to be inappropriate by the law school.
- If you want to write about other institutions or organizations, make sure you behave diplomatically, have the facts straight and that you have the appropriate permissions.
- Never comment on anything related to legal matters, litigation or any parties the law school may be in dispute with.
- If you are concerned that there has been a misuse of social media by another colleague or student, then you can report this to the Social Media Manager (PR & Media Department).
- Be smart about protecting yourself, your privacy, and the law school's confidential information.
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Any online activity including on personal blogs and websites that violates the law school's Code of Conduct or any other Organization policy may subject Staff or Students to disciplinary action.

Photography and Videography: The PR & Media Division produces photos and videos that feature events and activities on the campus of special interest or newsworthiness. These photos and videos are intended to showcase and promote the law school and its values. Decisions about which events, activities or programs are photographed and recorded will be made solely by the PR & Media Division and will be based on the nature of the event/activities.

For effective video recording and photography, the event coordinator or a responsible department should notify or inform the PR & Media Department about the event at least one week in advance.

Media Releases: All media releases must be signed off by the Dean as the official spokesperson for the law school. The PR & Media Department will coordinate to ensure that the information presented is timely, interesting to the public, accurate, fair, balanced and the benefit to the law school.



CONTACT INFORMATION

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