

STUDENT HANDBOOK

2022-2023



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JIGME SINGYE WANGCHUCK SCHOOL OF LAW

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PREFACE

The aim of this handbook is to introduce students to the vision, mission and values of JSW School of Law as enshrined in the Royal Charter. The handbook provides information and policies that will help the students of JSW School of Law understand and get most out of learning years at the institution. This handbook is a “living document” that will evolve over the years as the law school community grows and flourishes. This handbook serves as a guiding document to help students understand the core mandates of the law school and expectations from students.

Our administration, staff, and faculty will do their best to positively influence the quality of your educational experience, but you are ultimately responsible for making the most of your five short years here. We encourage and expect you to expand your horizons and jump into the learning experience. If you wish to be a successful lawyer, you will need to develop skills and habits that allow you to continue learning for the rest of your life.

Everything in this guide is important. Please read it carefully. The law school expects each student to be conversant with all policies and procedures, including the code of conduct, as an honourable family member of the school. We will provide updates and relevant information from time to time.

We are glad you are entering the legal profession, and we look forward to helping you obtain the highest quality education and training.

MESSAGE FROM THE DEAN

Dear Students,

A hearty *Tashi Delek!* On behalf of our Honourable President, Her Royal Highness Princess Sonam Dechan Wangchuck, The Honourable Chairperson and esteemed members of the Governing Council, and the entire JSW Law community, I welcome you to JSW Law.

Each and every one of us are excited to have you join us as lawyers in the making during the next five years. Knowing the competitiveness of the admission process, and how each of you have made it to the law school, I believe that you will make yourself and the family of JSW School of Law happy and proud with your excellence in legal education and leadership.

I am confident that you will take a keen interest in exploring and utilising all the available resources to facilitate and better your learning endeavours. As you make use of those facilities and services, always be mindful that it is your duty and responsibility by default to ensure the sustainability of resources with utmost care and sense of belonging and ownership. I urge you to keep yourself up to date and to respect all the relevant policies and codes of conduct to ensure your safety and wellbeing during the next five years.

I welcome you and wish you a very enriching learning journey at JSW School of Law.

Tashi Delek!

With my best wishes.

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 is the symbol of national and popular unity, and one of the most important sources 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 father of democratic Bhutan and the architect of the Constitution. Based upon his own commitment to GNH, His Majesty determined that the absolute monarchy over which he and his ancestors had wisely and tranquilly presided should be abolished, and replaced with a constitutional monarchy. He reasoned that democracy was the most fitting form of governance for Bhutan and its people. His Majesty personally presided over a long and deliberate national discussion which led to the ratification of the Constitution and the peaceful transition to a democratic society.

It is the aspiration of JSW School of Law to instil 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 AND MISSION

Vision

“To maintain and improve strong legal institutions that contribute to a vibrant democracy by creating an effective legal fraternity of educated, well-trained and socially responsible professionals.

Mission

At Jigme Singye Wangchuck School of Law, we endeavour to:

1. Prepare students for honourable careers at the highest levels of the legal profession and public affairs through a thorough grounding in legal doctrine, advocacy skills, professional responsibility, and legislation and legislative processes, through classroom study, practical training, and other means;
2. Train our students to think deeply about local and global legal questions and to solve sophisticated problems;
3. Study Bhutan’s unique development paradigm of Gross National Happiness and examining this policy’s effects on the macro and the micro levels;
4. Provide our students with opportunities to help real clients with real problems under the supervision of world-class instructors in our clinical programs focusing on Dispute Resolution, Human Dignity, and Commercial and Transactional Law;
5. Offer our students an externship in their final semester to gain practical, bona fide experience in the working world;
6. Offer a world-class legal education to our students while remaining true to our Bhutanese ideals, culture and ethics;
7. Facilitate research in law and related fields; and
8. Promote cultural enrichment and traditional values.

LEADERSHIP AND ADMINISTRATION

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

Office of Student Services

The Office of Student Services (OSS) at JSW School of Law stands as the first point of contact for students to seek assistance and supervision to address issues and challenges related to academic, curricular, extra-curricular, and personal matters.

Students with concerns and challenges requiring attention from the management or school must raise or picture those through Student Governing Representatives (SGB) to OSS. For immediate supervision and support service, SGB have the privilege to voice out their concerns in acceptable manners with respect and discipline through Residential Advisors, who are on campus to ensure students' safety and wellbeing with immediate consultations with stakeholders.

Student Constitution

The Student Constitution of Jigme Singye Wangchuck School of Law is the guiding document that contains the fundamental principles which govern the operation of the Student Body and the Student Parliament. The constitution aspires to Strengthen the peaceful co-existence of student self-governance and vibrant student democracy in the long run, Enhance capacities of the students for student-related activities and promote the welfare of the students at Jigme Singye Wangchuck School of Law.

Student Executive Council

The Student Constitution is the *Grundnorm* of the student body and therefore, all the policies passed by the Student Parliament must be in accordance with the student constitution. It provides the basis for duties and rights of the students in JSW School of Law and Student governance, which is essential to making sure that the students' interests and needs are addressed. It also outlines how student related policies are made, and details the process by which the Student Parliament (Student Executive Council and Student Service Council) must function.

The Student Executive Council at JSW School of Law has a board, composed of elected student representatives who shoulders the leadership responsibilities of assisting the school in understanding the needs of the student. The representatives are elected for the term of one year by the student body, and are governed by the provision of student constitution. The Student Executive Council manages a wide range of events, activities, programs, policies, and initiatives and works closely under the guidance of the Office of Student Services.

STUDENT CODE OF CONDUCT, POLICIES, PROCEDURES AND SANCTIONS

NOTE: *Details of Student Governing Body constitution, student policies, procedures and sanctions of each of the on-campus services and facilities is documented in both hard and soft copies as a separate document and copies will be available to all staff and students for reference.*

It is the duty of every student to conduct himself or herself appropriately in body, mind and speech while attending JSW School of Law. 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 – but not limited to – inviting the students with their own rules and regulations. Until such time as the student body has developed such rules and regulations, however, the following Code of Student Conduct serves as rules to governing conduct, etiquette, and other matters concerning student behaviour.

A. Duties

To Society and Nation

Each student shall abide by the laws, and regulations of the Kingdom of Bhutan, and give due regard to the traditional and cultural values of the nation.

To the JSW School of Law Community

Each student shall:

- a. Have the duty to foster tolerance, mutual respect and a spirit of unity amongst the entire community;
- b. Not engage in any activities that disturb the cleanliness of the campus, or that otherwise undermines the ability of the community to coexist in a healthy and peaceful environment;
- c. Not participate in acts likely to cause injury or abuse to oneself or other members of the community;
- d. Provide help and support, to the greatest extent possible, to members of the community, in the event of accidents and natural calamity;
- e. Safeguard and not harm the property of the community, any other member of the community, and refrain from theft, misuse or damage to the property or belongings of colleagues or staff including unauthorised use of JSW Law's

- name, logo, marks or symbols, as well as other copyright violations;
- f. Act in a manner that demonstrates respect towards the policies, procedures and laws of the law school; and
 - g. Not possess weapons, explosives, fireworks, ammunition, knives or other materials that could be harmful to the members of the community.

To the Law School

Each student shall:

- a. Exhibit the highest standards of professional behaviour, and act in a courteous and sensitive manner when interacting with colleagues and staff;
- b. Perform professionally, responsibly, and with honesty and integrity all tasks as prescribed by JSW School of Law or the faculty;
- c. Support JSW School of Law in implementing activities and programs designed for achieving its objectives;
- d. Make judicious use of JSW School of Law resources;
- e. Refrain from providing or using false information, including furnishing false information to any staff, department or office;
- f. Refrain from trespassing or unauthorised entry on or in JSW School of Law owned or controlled property;
- g. Refrain from forging, altering or misusing any document, record or instrument of identification; or assuming the name of a JSW School of Law official, faculty member or another student; and
- h. Refrain from disorderly conduct, including any behaviour that obstructs or disrupts the regular or normal functions of the JSW School of Law and surrounding community.

To Clients

When interacting with individuals as clients (for example, in the capacity of clinical students), each student shall:

- a. Attend to clients without discrimination on the basis of race, colour, religion, sex, gender, age, nationality or ethnic origin, political ideological beliefs, marital status, soundness of mind or body, sexual orientation, or social or family background;
- b. Consult with supervisor and other colleagues whenever necessary before making assessments and rendering professional judgement;
- c. Explain to clients the implications of any legal decision or action undertaken on his or her behalf;
- d. Obtain informed consent from the client where required by law or applicable codes of professional conduct;
- e. Educate the client on his or her right to avail services from other legal professionals;
- f. Maintain strict professional confidentiality; and
- g. Maintain proper notes and communications pertaining to any such representation or interaction.

To Colleagues

Each student shall:

- a. Make a conscious and concerted effort to promote and create a culture of harmony and collaborative teamwork in furtherance of academic and learning excellence;
- b. Be open and communicative, accommodating, well-mannered, socially supportive, empathetic, and determined to create positive connectivity among one and all;

- c. Not engage in conduct that threatens health and well-being of his or her colleagues;
- d. Refrain from bullying (including cyber-bullying) of his or her colleagues;
- e. Treat every colleague with dignity, honour and respect; and
- f. Not indulge in unfounded criticism of colleagues.

B. Conduct

Each Student shall:

- a. While attending classes, official and religious function be in national or formal attire as applicable;
- b. Always maintain good health and hygiene;
- c. Refrain from smoking and other tobacco use in campus;
- d. Refrain from drinking alcohol and chewing doma in the campus;
- e. Abstain from use of any controlled substances either by the national laws or JSW School of Law including inhalants or other harmful chemicals;
- f. Promote and uphold the values and traditions of the JSW School of Law to the best of his or her capacity;
- g. Not commit plagiarism or cheat in examinations;
- h. Abstain from offering/taking any gift or favour meant to bribe or obtain illegal advantage;
- i. Refrain from harassing or discriminatory behavior towards JSW School of Law staff, colleagues and visitors; and report or otherwise prevent any such action by any other colleagues;
- j. Not make malicious or false statements about colleagues, staff, clients, institutional partners, members of the public, or the JSW School of Law itself;
- k. Prevent coercive or deceptive means to influence the decision of colleagues and staff;

- l. Avoid intentionally distorting or misrepresenting facts to create disharmony, either directly or indirectly;
- m. Not engage in any form of sexual behaviour on the campus; or
- n. Report to JSW School of Law Authorities regarding any unlawful or criminal activities occurring within the campus.

C. Sanctions

With input from the students, and fully taking into account the collegial nature of the campus and each student's right to due process, JSW School of Law shall formulate and publicise policies for the imposition of sanctions, which may include the following:

- a. Written warning;
- b. Community service;
- c. Informing the parents or guardians;
- d. Probation;
- e. Restitution to JSW Law;
- f. Educational project or research;
- g. Participation in an Education Seminar;
- h. Counselling;
- i. Financial penalties;
- j. Restriction from availing JSW Law facilities and amenities;
- k. Withhold from writing examinations;
- l. Mandatory health referral;
- m. Suspension; and
- n. Expulsion, with or without possibility of re-application.

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 also includes the specifics of assigning and changing grades, grading options, drop/withdrawals, and course repeats. Beginning with the Class of 2025, students will be graded with letter grades ranging from A+ to F (which correspond to number grades ranging from 11-3, with no credit granted for an F).

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

Letter Grade	Number Grade	Percentage (only for reflection in transcript)	Description
A+	11	90 - 100	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.
A	10	85 - 89.99	
A-	9	80 - 84.99	
B+	8	77 - 79.99	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.
B	7	73 - 76.99	
B-	6	70 - 72.99	
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.
F	<i>No credit</i>	Below 50	Unsatisfactory performance. A student receiving this grade demonstrates a very poor grasp of the subject matter.

The minimum passing grade in any such course is E (3).

With the prior consent of the Academic Council, a faculty may designate his or her course as “Pass/Fail.” Such courses count towards graduation, but 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 (only for reflection in transcript)	Description
Pass	<i>Not applicable</i>	Above 50	The student has met the minimum requirements for passing the course.
Fail	<i>No credit</i>	Below 50	The student has not met the minimum requirements for passing the course.

The minimum passing grade is “pass.”

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% or more of the course meetings or if he/she misses 10% or more of the course meetings with no "excused" absences. Students must retake any course that they fail. Each student must complete the entire course of studies within 14 semesters of his or her enrollment at JSW School of Law.

PLAGIARISM POLICY

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. In light of 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 following policy towards plagiarism by faculty and students.

DEFINITIONS

1. “Plagiarism” is the passing off of another's words as one's own in a written or spoken work. This shall include (without limitation), copying words or ideas from another person without giving credit to that person, failing to put a direct quotation in quotation marks, or failing to correctly identify the source of a quotation. Additional examples of Plagiarism include:
 - a. The situation where a person copies his or her *own* prior published work without attribution;
 - b. Having another person write a work which the person submits as his or her own;
 - c. The situation where a person copies model answers, teacher examples, or works submitted by other students or authors; or
 - d. The situation where a person substantially copies the sentence structure and ideas, changing only a few words (often times to avoid easy detection).
2. A “work” is any original work which is submitted as part of an academic course, for online or print publication, or for any other official purpose. If, in a course, an instructor intends for certain works (for example, drafts of papers) will not implicate this plagiarism policy, he or she shall inform the students ahead of time. *Students should be aware that this policy applies to all works, unless they are informed ahead of time by the instructor.* Examples of a “work” include:

- a. An article written by a student or faculty member that is published in *Kuensel*;
- b. A post written by a student or faculty member on his or her blog or on social media;
- c. An article or document composed by a student club for distribution to the public; or
- d. Any oral or written work whatsoever submitted for a class (unless the instructor declares a work not covered by this policy).

POLICY

The research and teaching faculty of JSW Law hereby adopt a “zero tolerance” policy towards Plagiarism, in our own work and in the work of our students. To this end, we:

- (1) Pledge not to commit Plagiarism in our own work;
- (2) Commit to provide adequate training and information about Plagiarism, in all its forms, to our students during orientation and throughout their academic careers; and
- (3) Commit to closely scrutinize all student work to identify, prevent, and punish Plagiarism;

PLAGIARISM BY STUDENTS

- 1. Each instance of Plagiarism enumerated herein shall be reported by the concerned instructor to the Dean of Academic Affairs and recorded in the student’s official record.
- 2. **Sanctions for Plagiarism – Same Course.** If a student commits one or more acts of Plagiarism in the same course, the sanctions will be as follows:
 - a. **First instance** – Verbal or written warning from the instructor.
 - b. **Second instance** – The student shall receive a zero for that assignment.

- c. **Third instance** – The student shall fail the course and not be eligible to continue attendance or to sit for the examination.
- 3. **Sanctions for Plagiarism – Different Courses (or outside of class).** In addition to the sanctions listed above, the Dean of Academic Affairs shall keep track of a student's total instances of Plagiarism, and shall impose the following sanctions:
 - a. **First instance** – If the Plagiarism occurred in a course, no additional penalty. If it occurred outside of class, the Dean of Academic Affairs will deliver a verbal or written warning to the student.
 - b. **Second instance** – The student will be required to meet with the Dean of Academic Affairs, who may assign the student appropriate minor punishment (for example, composing an essay on Plagiarism).
 - c. **Third (and later) instance** – The student will be subject to sanction under the Student Code of Conduct, up to and including expulsion. (After the third instance, there shall be an increasing severity of sanction for each succeeding instance.)
- 4. **Exemption.** If an instructor wishes to exempt a particular assignment from this policy (for example, in the case of first drafts), the instructor will inform the students ahead of time. In that case, the instructor will still look for Plagiarism in that work, but will simply call the student's attention to Plagiarism. ***Students should assume that all works – including drafts – are subject to this policy, unless informed otherwise by the instructor ahead of time.***
- 5. **Re-submission of work.** An instructor may require the student to re-submit the work in the instructor's discretion. Such re-submission may be for credit or not, consistent with this policy. An instructor may also refuse to accept re-submission, in his or her discretion.
- 6. **Aiding and abetting.** A student who shares his or her work with another student, which the second student uses to commit Plagiarism, shall be treated as though he

or she also committed Plagiarism. In particular, the student who shares his or her work has *no* defense that he or she was unaware the other student would commit Plagiarism.

7. Appeals. In every instance, the concerned instructor shall make the initial determination of plagiarism. If the student disagrees with this determination, (s)he may appeal the determination by notifying the Dean of Student Services, who will assign the appeal to a disinterested senior member of the teaching or research faculty for final disposition. If the appeal is upheld, the sanction in that instance shall be withdrawn and the instance of plagiarism shall be struck from the student's official record.

PLAGIARISM BY TEACHING OR RESEARCH FACULTY

8. Each instance of Plagiarism enumerated herein shall be reported to the Dean of Academic Affairs and recorded in the offending faculty member's personnel file.
9. If a faculty member is alleged to have committed Plagiarism in any work, such allegation shall be brought to the attention of the Dean of Academic Affairs (or, in case of conflict of interest, to the Dean), who shall make an initial determination as to the validity of the allegation, which determination shall include a discussion with the accused faculty member.
10. If the Dean of Academic Affairs (or the Dean) determines that the allegation is credible, he or she shall notify refer the matter to the appropriate disciplinary body for final determination and sanctions, if appropriate, under the Conditions of Service.
11. Appeals. Appeals shall be handled as per the disciplinary proceedings of the Conditions of Service.

ON-CAMPUS FACILITIES AND SUPPORT SERVICES

1. Housing

All students are provided with an in-campus housing facility with well furnished modern rooms, furniture at the minimal rental charges deducted from the student payable stipend. 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 with utmost care with a sense of belongingness and ownership. *For more information refer to the student residential policy.*

Food and Dining

The outsourced food and dining service is provided to all the students. The option for staff to avail the same service is also considered but, with a higher rate of payment than students. Everyone must attend all meals in formal dress with exception on weekends and government holidays.

The timing of meals are as follows:

Weekdays			Weekends		
<i>Meal</i>	<i>From</i>	<i>To</i>		<i>From</i>	<i>To</i>
<i>Breakfast</i>	<i>8:00 AM</i>	<i>9:00 AM</i>	<i>Breakfast</i>	<i>9:00 AM</i>	<i>10:00 AM</i>
<i>Lunch</i>	<i>12:45 PM</i>	<i>2:00 PM</i>	<i>Lunch, Tea and Dinner time remains same as on weekdays</i>		
<i>Tea</i>	<i>4:00 PM</i>	<i>4:15 PM</i>			
<i>Dinner</i>	<i>6:30 PM</i>	<i>7:30 PM</i>			

2. Games and Sports

JSW School of Law does not have all the sports and fitness facilities at campus at the moment. However, the school is well aware about these missing facilities and looks for alternatives to help students stay physically fit and sound by managing resource-support from nearby organisations and institutions.

3. 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 Councillors. All the users are strongly recommended to make use of the facility with due diligence and maximum sense of ownership and belongingness. Misuse and damages caused will be fined for replacement or maintenance.

4. Security for safety and wellbeing

In order to ensure the safety of the campus, and well-being of students and staff, outsourced security service is provided by the designated security personnel who will be stationed on duty at all times. Under this service, one of the key aspects that students need to understand is the timing of in-campus and out-of-campus movements including the visitor's registration. *For more information refer visitor policy*

5. Health and Emergency

First aid service is provided by the designated staff and students for all the students on campus under the medical guidance and support from the health professionals from the nearest health centre and Paro General Hospital. The elected student councilors are the first point of contact for students to report about any health issues and emergencies. Students wishing to visit BHU and hospital for OPD and consultation check ups must make arrangements for transportation; however, the school will provide transportation service during health emergencies. Students

wishing to visit hospitals must maintain proper documentation of prescriptions and reports for verification purposes by the stakeholders, especially for the attendance calculation at the end of the semester.

6. 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 the eligibility to receive monthly stipend as per the approved RGoB rules.

From the payable stipend amount to the individual student, JSW School of Law makes the following deductions to meet and accommodate charges for facilities provided throughout the duration of study (five years):

- *Boarding fees: 10% of the stipend;*
- *Chromebook deduction: Nu. 750/- per month;*
- *Student Activity Fund contribution: Nu. 50/- per month; and*
- *Food service fee: Nu. 1,450/- per month.*

From the four 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, group or class wishing to avail financial assistance from the Student Activity Fund need not seek approval from the school authority (finance department). However, he/she/they must consult with the Student Executive Council for approval and documentation for reference.

7. WiFi, Internet and Chromebook

All students have access to free WiFi and internet facilities. All the users are, however, encouraged 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. In order 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 Chromebook (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.

8. **Requisition and Maintenance**

The Estate and Procurement department at JSW School of Law works in close coordination with OSS 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 OSS 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 OSS for record keeping and documentation.
- b. ***Maintenance:*** The Estate and Procurement department in coordination with OSS will carry out maintenance of the facilities as per the request received. On the arrival of students in the fall semester, inspected and good items will be provided 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 with mutual agreement, it will then be the responsibility of the individual or group to notify stakeholders through OSS to seek maintenance services. However, students will be liable to pay for the maintenance of damages caused.

9. Disaster Risk Management

The safety of the campus and well-being of its people are our top priorities. In order 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.

10. Library

The library is temporarily in block H. 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 a number of legal databases such as HeinOnline, WestlawNext, 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.

11. Media Enquiries

When the media request information from the law school, the PR & Media Department will manage the response with necessary approval from the Dean. Any member contacted directly by the media for comment should inform the PR & Media Department 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 PR & Media Department.

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.

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.

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.

Photography and Videography

The PR & Media Department 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 Department 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.

CONTACT INFORMATION

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Police.....,	113
National Disaster.....	219

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