

RESEARCH MENTORSHIP GUIDELINE

MECRIT-KGUMSB

February 2026





Preface

The Khesar Gyalpo University of Medical Sciences of Bhutan (KGUMSB) firmly believes that high-quality research is the cornerstone of advancing healthcare, informing sound public policy, and strengthening national capacity. As the country's premier institution for medical and health sciences education, KGUMSB is committed to fostering a culture of inquiry, innovation, and academic excellence that responds to the evolving health needs of our nation.

The establishment of the Research Mentorship Program represents an important milestone in advancing this commitment. By institutionalizing structured mentorship, the University aims to support both emerging and experienced researchers across all faculties, institutes, and affiliated health facilities. This program provides a platform for guidance in developing research concepts, refining study methodologies, navigating ethical and regulatory requirements, analyzing data, and disseminating findings. In doing so, it strengthens individual competencies while reinforcing a collaborative and supportive research environment.

Through this initiative, KGUMSB seeks to enhance the quality, relevance, and impact of research undertaken in Bhutan. The Research Mentorship Program aligns with our long-term vision of building a vibrant and sustainable research ecosystem, one that contributes meaningfully to national health priorities, enriches global scientific knowledge, and ultimately improves the wellbeing of the Bhutanese people.

I would like to extend my sincere appreciation and congratulations to the MECRIT team, led by Mr. Rixin Jamtsho, and to all individuals who have contributed to the development of this important program. Their dedication and foresight have laid a strong foundation for strengthening research capacity within the University.

A handwritten signature in blue ink that reads 'Pem Namgyal'.

Dr. Pem Namgyal
PRESIDENT



Acknowledgement

a. Drafting Team:

1. Mr. Rixin Jamtsho, Director, MECRIT, KGUMSB
2. Mr. Tshering JAMTSHO, Sr. Research Officer, RID, MECRIT
3. Dr. Thinley Dorji, Medical Specialist, CRRH, Gelephu
4. Mr. Tashi Norbu, Chief Program Officer, CPDD, MECRIT
5. Dr. Khagendra Ghimeray, Intern, MECRIT
6. Dr. Nidup Dorji, Deputy Dean, FNPH
7. Dr. Kipchu Tshering, Deputy Dean, FoUGM
8. Dr. Santosh Mukhia, Deputy Dean, FoPGM
9. Drg. Sherub Dorji, Deputy Dean, FoTM
10. Mr. Cheku Wangchuk, Sr. Administrative Assistant, RID, MECRIT
11. Mr. Wangchuk Dorji, Sr. Accounts Assistant, DoPSD, KGUMSB
12. Mr. Ugyen Norbu, Chief Curriculum Officer, DoAA, KGUMSB
13. Mr. Sonam Norbu, Asst. Program Officer, DoAA, KGUMSB
14. Ms. Tashi Choden, Asst. Planning Officer, Planning, DoPSD, KGUMSB

b. Approving Authority

[Chair and Members of Continuous Professional Development and Research Steering Committee (CRSC)]:

1. Dr. Pem Namgyal, President, OOP, KGUMSB
2. Dr. Kuenzang Chhezom, Registrar, OOP, KGUMSB
3. Dr. Guru Prasad Dhakal, Dean, FoPGM
4. Drg. Sangay Wangdi, Dean, FoTM



5. Dr. Gyem Dorji, Dean, FoUGM
6. Mr. Nima Sangay, Dean, FNPH
7. Mr. Sonam Dorji, Director, DoPSD, KGUMSB
8. Mr. Rixin Jamtsho, Director, MECRIT, KGUMSB

Design & Layout: RID-MECRIT, KGUMSB
Copyright © 2026 KGUMSB

This document is a formal publication by the Khesar Gyalpo University of Medical Sciences of Bhutan (KGUMSB), Thimphu, and all rights are reserved by KGUMSB. This document may be revised, reproduced, or translated in full or in part, but it may not be sold or used for commercial purposes.

Version No: 1.0
Date of Approval:
Effective Date: 21st November, 2025
Revision Period: 5 years



Abbreviations

Acronym	Definition/Full-form
BSMART	Bhutan Structured and Mentoring Approach to Research Training
COS	Condition of Services
CME	Continuing Medical Education
CPD	Continuous Professional Development
CRSC	Continuous Professional Development & Research Steering Committee
CRRH	Central Regional Referral Hospital
DoAA	Department of Academic Affairs
DoPSD	Department of Planning & Strategic Development
FoPGM	Faculty of Postgraduate Medicine
FNPH	Faculty of Nursing & Public Health
FoTM	Faculty of Traditional Medicine
FoUGM	Faculty of Undergraduate Medicine
HR	Human Resource
IRB	Institutional Review Board
M&E	Monitoring & Evaluation
MD	Doctor of Medicine
OOP	Office of the President
REBH	Research Ethics Board of Health
RID	Research & Innovation Division
SOP	Standard Operating Procedure
UHRC	University Human Resource Committee



1 Introduction

Health and medical research are vital for improving human well-being and advancing healthcare systems. It enables researchers to identify the causes of diseases and develop effective treatments and cures that significantly increases the life span of the patients. Research drives innovations in vaccines, drugs, telemedicine, surgical techniques, and other medical technologies, facilitating early disease detection.

Moreover, it promotes evidence-based medical practices, ensuring safe and effective treatments, while also identifying environmental factors that influence health, leading to better policies and healthcare systems. Additionally, research contributes to economic and social well-being by reducing healthcare costs, enhancing workforce productivity, and improving quality of life. On a global scale, it helps countries prepare for and respond to health emergencies and develop universal healthcare strategies.

The *University of Medical Sciences Act of Bhutan 2012, article 10(b)* mandates the Khesar Gyalpo University of Medical Sciences of Bhutan (KGUMSB) to develop and provide high quality medical education and conduct relevant health research that can inform policy, improve health practices and enhance the overall quality of health care services in the country. To this front, MECRIT was established to spearhead the innovation and research projects and continuous professional development of the health workers in Bhutan.

However, a structured mentorship services has not been established, which is crucial for advancement and sustainability of health and medical research ecosystem in Bhutan. Research mentorship is an essential component of academic excellence and institutional capacity-building at KGUMSB. Strengthening mentorship ensures high-quality research, nurtures emerging scholars, and aligns academic output with national health priorities. This guideline provides a structured framework to standardize research mentorship services across all faculties, institutes, and affiliated teaching hospitals.

2 Purpose

The purpose of this guideline is:

1. Establish a clear and consistent process for providing research mentorship across KGUMSB.
2. Enhance the research competencies of students, faculty, and healthcare professionals.
3. Promote a culture of inquiry, innovation, and ethical research practice.



4. Ensure accountability, transparency, and quality in the mentorship process.

3 Scope

This guideline applies to:

1. Undergraduate and postgraduate students of KGUMSB.
2. Faculty members of all the faculties, affiliated colleges and universities.
3. Clinicians and staff of teaching hospitals and research centres.
4. Stakeholders and collaborators involved in joint research projects with KGUMSB.

4 Objectives

Research mentorship program within KGUMSB aims to:

1. Build capacity in research design, implementation, analysis, and dissemination.
2. Encourage evidence-based practice and policy-relevant health research.
3. Support mentees in developing independent research skills.
4. Strengthen interdisciplinary and collaborative research.
5. Enhance the quality and impact of institutional research outputs.

5 Principles of Effective Mentorship

Mentorship activities should be guided by the following core principles:

1. **Respect and Professionalism:** Mutual trust, clear communication, and confidentiality.
2. **Equity:** Fair access to mentorship opportunities regardless of academic level or department.
3. **Integrity:** Adherence to ethical standards and avoidance of conflict of interest.
4. **Accountability:** Clearly defined roles, expectations, and deliverables.
5. **Inclusiveness:** Encouraging diverse perspectives and multidisciplinary engagement.



6 Roles and Responsibilities

6.1 Mentor Responsibilities

Mentors shall:

- Provide guidance on research design, methodology, proposal development, data collection, analysis, and publication.
- Support the mentee in navigating ethical approval processes and institutional requirements.
- Ensure timely feedback and maintain regular mentorship meetings.
- Model research integrity and ethical conduct.
- Encourage dissemination through publications, presentations, and conferences.
- Document mentorship activities and submit required reports.
- Beside the roles of research coaching, mentors shall support MECRIT in proposal development, literature review, statistical analysis, report writing and grant writing.

6.2 Mentee Responsibilities

Mentees shall:

- Take ownership of their research and demonstrate commitment and professionalism.
- Attend all scheduled meetings and respond constructively to mentor feedback.
- Comply with ethical and institutional research policies.
- Complete assigned tasks on time and maintain progress logs.
- Acknowledge mentor contributions in publications and presentations.



7 Institutional Responsibilities

MECRIT, KGUMSB shall:

- Provide mentorship services based on the quarterly registration system.
- Invite Mentees through online registration (KGUMSB Website and Official Facebook Page).
- Provide a conducive environment and resources for Mentorship Program.
- Deliver periodic training for mentors (research methods, supervision skills, ethics).
- Monitor and evaluate mentorship quality.
- List of approved mentors shall be maintained by Research & Innovation Division (RID) of MECRIT.
- Provide certificates of appreciation, recognition, priority for conference sponsorship, consideration in faculty appraisal and promotion.

8 Mentor Eligibility Criteria

Mentors must:

- Hold a postgraduate degree (minimum Master's degree; PhD preferred).
- Have a proven record of research experience and publications.
- Demonstrate strong supervision and communication skills.
- Be formally endorsed by their departments and MECRIT to participate as mentors.
- Preference shall be given to those with certificate of completing BSMART with publication and member of IRB or REBH.

9 Remuneration for Mentors

- Mentors will be remunerated strictly based on the off hour payment modality approved by the Ministry of Finance (*refer section 9 of the guideline for research endowment fund*).
- No extra payment or difference in off-hour payment shall be entertained for qualification.
- Remuneration shall be done based on the attendance in the coaching class maintained by mentorship program.



10 Mentor Selection Process

- MECRIT upon seeking endorsement from the CRSC shall float the vacancy for mentors for one week through KGUMSB webpage and official Facebook page.
- The selection process will be carried out by HR focal person of MECRIT in consultation with HR Division of KGUMSB.
- Submission of application form by the applicants to the HR focal person in MECRIT.
- Verification of documents by MECRIT HR Focal person and University HR Team.
- Approval by the CRSC.
- Award of letter of appointment.
- Mentor should serve minimum of 6 months as the mentors from the date of appointment.

11 Resignation from Mentorship Program

- Mentors shall be allowed to resign any time after 6 months upon submission of the application for resignation.
- Application for resignation should be notified to MECRIT at least 3 months ahead.
- Resignation shall be endorsed by CRSC and apprise UHRC.

12 Monitoring & Review

- Mentors and mentees shall maintain the activity log.
- Chief Research Officer shall ensure periodic assessment and monitoring of the research mentorship program.
- Progress will be reviewed quarterly by CRSC.
- Quarterly mentorship progress reports
- Final report upon completion of mentorship



13 Ethical Considerations, Code of Conduct & Compliance with Laws and Regulations

- All mentorship services and mentors shall comply with KGUMSB Research Policy, National Research Ethics Guidelines, SOPs of Institutional Review Board (IRB), Research Ethical Board of Health (REBH) and international standards of scientific integrity.
- All mentors shall maintain the decorum and code of conduct.
- Mentors must avoid, exploitation of mentees, authorship misconduct, bias or discrimination.
- Official misconducts and illegal practices of the mentors including fabrication, falsification, or plagiarism shall be dealt as per the laws of the country upon recommendation of the CRSC and UHRC in line with the COS 2025 of the KGUMSB.
- All activities conducted under the Health Research Mentorship Program shall comply with applicable national laws, institutional policies, ethical guidelines, and regulatory requirements governing health research.
- No research involving human participants, biological samples, or health data shall commence without prior approval from the relevant Research Ethics Committee and competent regulatory authorities.
- Mentors and mentees shall ensure that informed consent is obtained from all research participants in accordance with approved protocols and ethical standards.
- All personal, clinical, and research data generated or accessed through the program shall be handled with strict confidentiality and used solely for approved research purposes, in accordance with data protection laws and institutional policies.
- Intellectual property arising from research conducted under this program shall be governed by the University's intellectual property policy and any applicable collaborative agreements.
- Authorship and acknowledgment in publications shall be determined in accordance with internationally accepted publication ethics and institutional guidelines, ensuring transparency and fairness.
- All mentors and mentees shall disclose any actual or potential conflicts of interest that may influence the conduct, outcomes, or interpretation of the research.



- Participants in the mentorship program shall be responsible for their professional conduct and compliance with approved research protocols; the institution shall not be liable for actions taken outside the scope of approved activities.
- All funds, materials, and resources provided under the program shall be used solely for approved research and capacity-building activities and shall be subject to audit and oversight.
- The institution reserves the right to suspend or terminate participation in the program in cases of non-compliance with legal, ethical, or institutional requirements.
- This program shall be governed by and construed in accordance with the laws of the Kingdom of Bhutan.



Annexure 1: Mentorship Service Application Form

Section 1: Personal Information

Full Name: _____
Gender: Male Female Other
Email Address: _____
Contact Number: _____
Current Address: _____

Section 2: Academic / Professional Background

Institution / Organization: _____
Current Position: _____
Department / Field of Study: _____
Year of Study / Experience: _____
Key Skills or Areas of Expertise: _____

Section 3: Mentorship Preferences

Preferred Mentor Area:
 Academic Guidance Research Career Development Personal Growth
 Leadership Other: _____

Preferred Mode of Mentorship:
 In-person Virtual Hybrid

Preferred Duration:
Negotiable based on individual's need.

Section 4: Additional Information

Have you been part of any mentorship program before?
 Yes No

If yes, please describe briefly:

Signature: _____

Date: _____



References

1. KGUMSB Research Policy (2024)
2. Business Strategy, KGUMSB, 2024.
3. Condition of Services (CoS), KGUMSB, 2025.
4. Research Endowment Fund (REF) Guideline, KGUMSB, 2026.
5. Guideline for Research Endowment Fund, Ministry of Finance, 2017.
6. SoPs, Institutional Review Board (IRB), KGUMSB, 2022.
7. University of Medical Sciences Act of Bhutan, 2012.