



Admission Guidelines

2022

Khesar Gyalpo University of Medical Sciences of Bhutan

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2.Introduction

The university shall provide fair, efficient and transparent admission into all academic programs as outlined in chapter 5 of the Academic Regulations 2021 without any discrimination to gender, race, religion, sexual orientation and socioeconomic status. The Student Affairs Committee shall manage all matters related to student admission in various programs based on merit ranking. The university may provide an opportunity for international students to study in various academic programs.

2. Purpose

The purpose of this guidelines is to provide clear information to the committee members and students for successful enrollment and comply with the procedures correctly.

3. Scope

This admission guideline shall apply to prospective students seeking admission to constituent and affiliated institutes of the Khesar Gyalpo University of Medical Sciences of Bhutan.

4. Minimum Admission Requirement

4.1. Undergraduate Program

- 4.1.1. Applicants should have passed Bhutan Higher Secondary Education Certificate (BHSEC) or equivalent and minimum requirements specified by Medical and Health Professional Council (MHPC)
- 4.1.2. The University may prescribe additional criteria to help in selection of students as and when required. The detailed eligibility criteria and ability rating points as specified in [Annexure E](#)
- 4.1.3. The applicants should be mentally and physically fit to undergo various courses under KGUMSB to serve sick and disabled patients as necessary.
- 4.1.4. Applicants who have not studied Dzongkha subject in class XII should have passed Dzongkha subject in class X. Applicants who have not studied Dzongkha subject in class X should undergo Dzongkha test and score minimum criteria set against the program in Dzongkha subject. However, students who pass in the Dzongkha Proficiency Test shall be awarded with a maximum of pass marks for merit ranking.
- 4.1.5. Applicants who have not studied English subject in class XII shall produce valid International English Language Testing System (IELTS) with an overall band score of 5.5 or an equivalent test or English Proficiency Test. The English Proficiency Test shall be conducted by the University and should score minimum criteria set against the program in English.
- 4.1.6. The applicants who produce the certificate of 5.5 overall band of IELTS or equivalent tests or pass in English Proficiency Test shall be awarded with maximum of pass marks for merit ranking.

4.2. Postgraduate Program

- 4.2.1. Applicants should have an undergraduate degree qualification from college/ University recognized by relevant authority
- 4.2.2. The criteria for Postgraduate program shall be based on the requirements specified by the Institute/University

5. Verification of Documents

- 5.1. Applicants must provide accurate information to assist admission into the university programs
- 5.2. Applicants shall submit academic transcripts and necessary documents for verification by the University to confirm eligibility
- 5.3. If an applicant is found with forged or false documents, the University reserves the right to cancel the admission.

6. Advertisement for Student Admission

- 6.1. The university shall advertise online student admission as per the [Academic Regulations 2021, clause 5.7, page 28.](#)
- 6.2. Admission advertisement for all programs including self-funding and in-service student shall be carried out simultaneously

7. Responsibility of Applicants

The applicants shall:

- 7.1. Apply online through the university admission portal within the announced schedule unless specified otherwise
- 7.2. Provide academic transcripts and relevant documents

8. Associate Student Admission

- 8.1. Students may be admitted to a semester or part of a program by the Faculty concerned as an associate student
- 8.2. Respective faculty may be responsible to ensure defined access to teaching learning resources and facilitate certification and credit transfer as required

9. Registration

9.1. Past Students (past class xii students)

- 9.1.1 Applicants must fulfill the eligibility criteria prescribed by Medical and Health Professional Council(MHPC) and the University
- 9.1.2 Applicants shall apply online through the admission portal using class XII Index Number or Citizenship Identity Number within the announced schedule for undergraduate programs
- 9.1.3 Applicants must submit academic mark sheets and CID copy. All documents submitted must be verified by the student affairs or relevant officials

- 9.1.4 If the documents are incomplete, applicants shall be disqualified
- 9.1.5 No applications shall be entertained upon the closing date of the registration.

9.2. Current Students (fresh class xii pass students)

- 9.2.1. The university shall collect the class XII student marks from Bhutan Council for School Examinations and Assessment (BCSEA)
- 9.2.2. Applicants must fulfill the eligibility criteria prescribed by Medical and Health Professional Council and the University
- 9.2.3. Applicants shall apply online through the admission portal using class XII Index Number or Citizenship Identity Number within the announced schedule for undergraduate programs
- 9.2.4. No applications shall be entertained upon the closing date of the online application

10. Selection Process

10.1. In-service Programs

- 10.1.1. Applicants should have completed certificate/diploma/degree from the colleges/Institutes recognized by relevant authority and the University
- 10.1.2. Applicants must be a valid registered member of Medical and Health Professional Council
- 10.1.3. The faculty may conduct entrance examinations to select candidates based on the criteria set by the faculty
- 10.1.4. Applicants must submit academic transcript and other necessary documents
- 10.1.5. The selection process shall include but not limited to:
 - 10.1.5.1 Shortlisting through merit ranking
 - 10.1.5.2 Written examinations
 - 10.1.5.3 Interview
- 10.1.6. The faculty shall declare the result within three working days after completion of interview
- 10.1.7. The faculty shall notify the selected applicants within two working days upon the declaration of selection result
- 10.1.8. The student shall be required to confirm their enrolment into the academic program as per the criteria set by the respective faculty
- 10.1.9. If the selected candidate withdraws, the next candidate may be given opportunity based on the merit ranking

10.2. For post graduate programs

- 10.2.1. Candidate for postgraduate courses shall be selected through a competitive selection examination
- 10.2.2. The selection criteria for candidates in Postgraduate Residency Programs shall be 100% from the entrance examination as follows:
 - a. 70% Multiple Choice Questions; and
 - b. 30% OSCE

10.3. Pre-service

- 10.3.1. Pre selection meeting shall be conducted and adhoc meeting may be conducted during selection process as and when required
- 10.3.2. Selection date shall be scheduled by the university
- 10.3.3. The University shall open online admission portal for the duration of two weeks to allow applicants to choose the programs available within the University upon meeting the eligibility criteria
 - 10.3.4. Verify the list of applicants who have qualified for the program and inform the applicants
 - 10.3.5. Applicants shall confirm their enrolment in one of the academic programs
 - 10.3.6. If the eligible applicants have not confirmed within the stipulated time period, the opportunity shall be given to next applicant
 - 10.3.7. The university shall not entertain to change the program after the completion of selection for the particular program
 - 10.3.8. The selection results shall be uploaded on University/faculty website

11. Admission for International Students

- 11.1. International students may be enrolled in the University as fulltime or part time students
- 11.2. Student shall fulfill minimum entry requirement of BMHC and the University
- 11.3. Applicants should have a minimum qualification equivalent to BHSEC for admission to undergraduate programs
- 11.4. Applicants should have a minimum qualification of bachelor degree in the relevant field for postgraduate program
- 11.5. Applicants wishing to study in the university program must fulfill the visa and other documents requirement of Royal Government of Bhutan (RGoB)
- 11.6. If the medium of instruction is not English, applicants shall produce a certificate of IELTS with an overall band score of 5.5 or an equivalent test
- 11.7. Applicants must submit academic document attested by the parent university
- 11.8. Applicants should attain minimum age of 18 at the time of admission
- 11.9. The student shall submit the Student Registration Form as per the **Annexure B**
- 11.10. The applicants shall produce the following documents in original at the time of reporting:
 - Passport
 - Academic Transcripts
 - English Language Proficiency Certificate, as applicable
 - Any other documents as specified by the Institute concerned/university

12. Students with Special Needs

- 12.1. The University shall not discourage applicants with disabilities depending on the availability of resources
- 12.2. Institutes shall make the necessary resources available to facilitate successful completion of programs by the students where possible

- 12.3. Applicants may be offered a suitable alternative program based on an assessment of the disability by the institutes, subject to the following conditions:
- Fulfillment of the eligibility criteria
 - Complete the program within the prescribed duration

13. Migration of Students

- 13.1. Fulfill the minimum eligibility criteria prescribed by the BMHC and the University
- 13.2. Applicants may be migrated to later stage of the program where they have achieved same general standard of educational development achieved through earlier years of program
- 13.3. Complete the program within the duration prescribed by the University
- 13.4. In addition, procedure for migration shall be adhered as outlined in the [Academic Regulations 2021, clause 5.14, page 31](#)

14. Disqualification

A candidate shall be disqualified for admission if he/she:

- Has been convicted of criminal offense
- Dishonoring the admission process
- Had been terminated for violation of institute rules and regulations of the University
- The admission shall be denied or canceled as per the provision of [Academic Regulations 2021, clause 5.10, page 31.](#)

15. Reporting of Students

The students shall report to the Institute as per the date and time specified by faculties with following documents:

- Citizenship Identity Card
- Class XII mark sheet and pass certificate
- School leaving certificate
- The students shall be enrolled into the academic program after completion of all the formalities required by the institute
- The student shall submit the Student Registration Form as per the [Annexure A](#)
- The student shall submit the undertaking as per the [Student Undertaking Form in Annexure C and Guarantor Form in Annexure D](#)

16. Registration

16.1. Student Registration

- The detail information of the enrolled students shall be maintained online system (KGUIS) by the university
- The Student Affairs and Record Unit shall periodically update the records of students dropping out of the course in times of death, withdrawal, suspension and termination upon receiving the official letter from the Institutes concerned

16.2. Registration Number

16.2.1. The university shall provide a unique registration number to all the students enrolled in various programs of the University

16.2.2. Common programs shall be allocated the same program code numbers to all Institutes

16.2.3. The nine-digit student registration number shall be provided as per the following criteria:

Institute Code	Program code	Year	Serial Number
XX	XX	XX	XXX

16.2.4. First two digits denote institute code, second two digits denotes program code, third two digits are the year of admission and last three digits are the serial number of students enrolled as assigned below:

1. Faculty of Nursing &Public Health: Faculty Code Number =01

Sl #	Name of the program	Program code	Reg No
1	Diploma in Foundation course	01	010123001
2	Diploma in General Nursing & Midwifery	02	010223001
3	BSc clinical counselling	03	010323001
4	BSc Nursing & Midwifery	04	010423001
5	BSc Nursing & Midwifery (in-service)	05	010523001
6	Bachelors in Public Health (in-service)	06	010623001
7	BSc Nursing Nested program	07	010723001

2. Faculty of Traditional Medicine: Faculty Code Number = 02

Sl #	Name of the program	Program code	Reg No
1	Diploma in Traditional Medicine	08	020823001
2	Bachelors in Traditional Medicine	09	020923001
3	MD in traditional Medicine	10	021023001

3. Faculty of post graduate Medicine: Faculty Code Number = 03

Sl #	Name of the program	Program code	Reg No
1	MD in Anesthesiology	11	031123001
2	MD in Dermatology	12	031223001
3	MD in Emergency Medicine	13	031323001
4	MD in General Practice	14	031423001
5	MD in General Surgery	15	031523001
6	MD in Internal Medicine	16	031623001
7	MD in Obstetrics & Gynecology	17	031723001
8	MD in Ophthalmology	18	031823001
9	MD in Orthopedics	19	031923001
10	MD in Otorhinolaryngology (ENT)	20	032023001
11	MD in Pediatrics	21	032123001
12	MD in Psychiatry	22	032223001

17. Affiliated Private Institutes

4. Arura Academy of Health Sciences: Institute code Number= 04

Sl #	Name of the program	Program Code	Reg No
1	Diploma in General Nursing & Midwifery	02	040223001

5. Apollo Bhutan Institute of Nursing: Institute Code Number = 05

Sl #	Program	Program Code	Reg No
1	Diploma in General Nursing & Midwifery	02	050223001

6. Faculty of Nursing & Health Sciences(RTC): Institute Code Number= 06

Sl #	Name of the program	Program code	Reg No
1	BSc Nursing & Midwifery	04	060423001
2	BSc in Sports & Health Sciences	24	062423001

7. Faculty of under Graduate Medicine (FoUGM): Faculty Code No= 07

Sl #	Program	Program Code	Reg No
1	Bachelors in Medicine and Bachelors in Surgery (MBBS)	25	072524001

18. Student's Record

18.1. The University shall maintain the student record as outlined in the [Academic Regulations 2021, clause 5.11, page 30.](#)

19. Student Affairs Committee

19.1. The Student Affairs Committee shall function as per the provisions of Academic Regulations 2021.

20. Appeal

20.1. If the aggrieved party is not satisfied with the decision taken by the Student Affairs Committee then they can appeal to the **University Appeals Committee** within ten working days

20.2. Appeals shall be considered only when there is evidence that the University's Admission Policy and Guidelines has been breached.

20.3. The University shall not accept appeals based on the errors made by an individual or external factors or agencies

20.4. In addition, appeal procedure outlined in the [Academic Regulations 2021, clause 5.17, page 32.](#)

Annexure A

Student Registration

(National)

Khesar Gyalpo University of Medical Sciences of Bhutan:

Thimphu: Bhutan

Student's information details for online registration:

1. Name :
2. Gender :
3. Date of Birth :
4. CID/Passport No:
5. Nationality :
6. Dzongkhag : Gewog: Village:
7. Mobile No. of student:
8. Email address of the student:
9. Address in case of Emergency:
Name :
Contact No.:
Email ID :
Relation :
10. Name of the Institute/faculty:
11. Name of the program :
12. Duration of the program :
13. Date of admission :
14. Date of completion :

I, hereby certify that above information is correct to the best of my knowledge.

Date & place:

Name and signature of the student (affix legal stamp

Annexure B

Student Registration

(International)

Khesar Gyalpo University of Medical Sciences of Bhutan:

Thimphu: Bhutan

Student's information details for online registration:

1. First Name : Middle Name: Last Name:
2. Gender :
3. Date of Birth :
4. Marital Status :
5. Passport No. : Date of issue: Date of expiry:
6. Nationality :
7. Country : State/Province: City :
8. Postal Code:
9. Mobile No. of student:
10. Email address of the student:
11. Address in case of Emergency:
Name:
Contact No.:
Email ID:
Relation:
12. Name of the Institute/faculty:
13. Name of the program :
14. Duration of the program :
15. Date of admission :

I, hereby certify that the above information is correct to the best of my knowledge.

Date & place:

Name and signature of the student (affix legal stamp)

Annexure C

Undertaking Form for Students

Khesar Gyalpo University of Medical Sciences of Bhutan Thimphu

I, (Name of the candidate), CID No. _____
son/daughter of _____ (parent) hereby accept the offer of scholarship from
_____ (sponsoring agency) for studies in _____ (mention
programme) at _____ (mention faculty) for a duration of
_____ years with the following conditions.

I shall:

1. Pursue the program of study and complete it within the permissible period
2. Abide by rules and regulations of the institute or University
3. Refund the stipend to the institute in case the government scholarship student withdraws from the program
4. Forgo the tuition fee paid to the institute (for self-finance students)

I hereby undertake that **I have read all Rules and Regulations** governing my study and have understood the above points including the implications and consequences of leaving the program. In the event, that I do not adhere to any one of the above-stated conditions, I shall not get admission to any programs of the university in future and **liable for legal actions** by the Khesar Gyalpo University of Medical Sciences of Bhutan.

Name & signature of the student (affix legal stamp)

Place:

Date:

Address:

Annexure D

Khesar Gyalpo University of Medical Sciences of Bhutan Thimphu

Undertaking Form for Guarantors

In the event _____ (name of student) fails to abide by his/her undertaking, I _____ (name of guarantor) bearing CID No. _____ hereby undertake to **refund stipend or forgo tuition fee** to the University. If I do not adhere to the above-mentioned conditions, I understand that I shall be **liable for legal action** by the University.

Name of the guarantor:

Relation with the student:

Occupation:

Contact number:

Address:

Signature (affix legal stamp)

Date:

Place:

Annexure E

- The detailed eligibility criteria and ability rating points as specified in [Annexure E](#)

1.Faculty of Nursing& Public Health (FNPH)

SI #	Programs	Eligibility criteria	Ability rating points	Duration
1	BSc. Clinical Counseling	Class XII pass with 50% in Bio science, English & Dzongkha	Biology-5 English -3 Dzongkha -3 Chemestry-2 Physics-1	4 years
2	BSc. Nursing & Midwifery	Class XII pass with 50% in Bio science, English & Dzongkha	Biology-5 English -3, Dzongkha -3 Chemestry-2 Physics-1	4 years
3	Diploma in General Nursing & Midwifery (GNM)	Class XII pass Science with a minimum of 40% each in English, Dzongkha, Biology or Physics or Chemistry Commerce: Class XII pass Commerce with a minimum of 40% each in English, Dzongkha and Commerce/Accountancy Arts Class XII pass Arts with a minimum of 40% in English, Dzongkha and Geography	1. Bioscience Biology-5 Chemestry-4 Physics- 3 English -3, Dzongkha -2 2. Pure science Chemistry – 4 Physics-3 Maths – 2 English -3 Dzongkha- 2 3. Commerce Commerce/Accountancy/ Business and Entrepreneurship -4 English- 3, Dzongkha- 2 2 other subjects- 2 each 4. Arts Geography-4 English- 3, Dzongkha -2 2 other subjects- 2 each	3 years
04	Diploma in Community Health & Medical Technology	Class XII Pass with 45% in Bio Science, English and Dzongkha	Biology-5 English -3, Dzongkha -3 Chemestry-2 Physics-1	3 years

1. Faculty of Traditional Medicine (FoTM)

SI #	Programs	Eligibility Criteria	Ability rating points	Duration
1	BSc. Traditional Medicine (Drungtsho)	For Science students; Class XII pass with 60% in chemistry and biology, 70% in dzongkha and 50% in English For Rig-Zhung: Class XII pass with minimum 60% each in choenjug, ngagtag/ Nyen-nga, Dzongkha/ Dazhung and 50% in English.	Biology-5 Dzongkha -5 Chemistry -5 English -2 Physics-1 For Rig-Zhung: Choenjug-5 Dzongkha/Dazhung-5 Ngagtag/Sumtag-5 Nyen-nga-2 English-2	5 years
2	Diploma-in Traditional Medicine (Menpa)	For Science students Class XII pass with 50% in Biology, Chemistry, English and 60% in Dzongkha For Rig-Zhung: Class XII pass with 55% in Choenjug, Ngagtag/ sumtag, Nyen-nga & Dzongkha/Dhazhung and 45% in English.	For Science: Biology-5 Dzongkha -5 Chemistry -5 English -2 Physics-1 For Rig-Zhung: Choenjug-5 Dzongkha/Dazhung-5 Ngagtag/Sumtag-5 Nyen-nga-2 English -2	3 years

Glossary

Accumulated credits: Total academic credits gained by a student on a programme upon successful completion of modules over a period of time

Admission: The process and procedure of selecting and admitting students on a University programme

Dishonoring Admission: Failing to enroll for the selected programme or discontinuing a programme without extenuating circumstances

Enrolment: Formal registration of students on a programme

First round of admission: The initial round of selecting and admitting students through the University's central selection system to its programmes

Lateral entry: Admission of students into a later stage of a programme considering prior certified learning

Period of registration: Period for which a student can remain enrolled on a selected programme

Associate Students: Students may be admitted to a part of a programme as an associate student without registering for an award. Respective Colleges are responsible to ensure defined access to teaching learning resources

Current student: Current class 12 passed student

Past Student: Ex -student (class 12 pass Ex-Student)

Institute: Faculty or Affiliated Institute