

GUIDELINES FOR STUDY ABROAD PROGRAMMES

Rationale

The need to place external students ¹ on different types of study abroad programmes in RUB colleges is crucial due to increasing demand from external universities. These placements not only provide academic and cultural immersion experiences to the visiting students but also provide international exposure to regular RUB students in their own college campuses. It also enables the colleges to generate some incomes through tuition and programmes fees that the external students pay to the host college/institute. In order to respond efficiently to the growing demand for different modes of study abroad (semester abroad, short term study abroad, internship, and visiting research student), and place students accordingly in the colleges, guidelines for uniform practice across the university are required. The different types of study abroad programme that external students can enroll in at RUB colleges include **Semester Abroad, Short Term Study Abroad, Internships, and as Visiting Research Student.**

Objectives

By placing external students in the RUB colleges for different types of study abroad programmes, RUB hopes to achieve the following objectives:

- encourage varied modes of student learning in the colleges
- improve teaching methods, supervision and mentoring practices
- promote and strengthen academic and research collaborations and networks
- provide international exposure to RUB students on their own campuses
- provide colleges alternative means of generating some income to sustain their programmes

1. SEMESTER ABROAD PROGRAMME

A semester abroad programme in which an external student may enrol in a programme of choice in an RUB college is a semester long programme offered in that college either in Spring or Fall. The semester abroad programme is available to undergraduate or a postgraduate (Master) student whose primary aim of enrolment in the programme is to take a minimum of 2 credited modules.

1.1. Procedures

- 1.1.1. Colleges shall identify their strengths and niche areas and develop modules for semester abroad based on relevant disciplines and areas that will be of potential interest and use to semester abroad students.
- 1.1.2. Semester abroad programmes at RUB for students from foreign universities shall take place on a written and reciprocated arrangement between RUB and the external institution.
- 1.1.3. A semester abroad student shall take minimum of 2 modules from a given programme programmes across programmes. Each module is worth 12 credits, equivalent to 120 notional hours of student effort.
- 1.1.4. Colleges may develop a semester abroad programme in consultation with an external university and carry out the teaching, learning and assessment of the

¹ External students have been categorized into two separate groups to allow relevant fees to be levied during their study at RUB/Bhutan and this has been prepared by dividing students have into two groups. Group I includes students from SAARC while Group II includes students from all countries except the SAARC member countries.

- programme with some involvement of the academic staff of the university requesting the programme.
- 1.1.5. The programmes will be discussed between RUB and partner institution before the start of the programme
 - 1.1.6. Colleges will ensure that the modules that an external student enrolls in provide meaningful learning experience through academic and cultural immersion.
 - 1.1.7. Students should send in Semester Abroad in Bhutan (Royal University of Bhutan) Application Form signed duly by the student and the Semester Abroad Programme Director or Coordinator of the parent university. Once the requirements are satisfied, the form shall be submitted to the host college for approval and arrangements.
 - 1.1.8. On completion of the semester abroad programme in RUB, the study undertaken in shall be credited towards the student(s)' study abroad credit in his/her parent institution.
 - 1.1.9. No applicants shall be accepted through third party providers. This arrangement will ensure that:
 - 1.1.7.1. Students applying for the programme are safeguarded against any fraud and/or academic malpractice
 - 1.1.7.2. Proper and suitable credit transfers are accorded for students engagement
 - 1.1.7.3. Study Abroad programmes are tailored to the requirements of the home university.
 - 1.1.7.4. Fund transfers and monetary transactions only take place between the host and parent university.

1.2. Programme Administration

- 1.2.1. All conditions proposed for implementation shall be within the purview of Acts and Rules and Regulations of the Royal Government of Bhutan and the Royal University of Bhutan policies.
- 1.2.2. The DRER at OVC shall liaise between the foreign institution(s) and RUB to draw up agreements for study abroad on request from the college.
- 1.2.3. It shall be the responsibility of the DRER and semester abroad host college to prepare costs well in advance and inform the parent university/college of the international student as a study abroad fee package.
- 1.2.4. A standard of services that includes health and safety that colleges can offer to semester abroad learners shall be listed and included as part of semester abroad package and shall be reflected on the college website.
- 1.2.5. It shall be the responsibility of the parent university to deal with health insurance and risk management of the students during their study abroad in Bhutan. However, students should also be made aware that basic healthcare is free in Bhutan.
- 1.2.6. A course package brochure listing RUB semester abroad courses against credit worth of each module, contact information, assessment, evaluations patterns, educational objectives of study abroad in Bhutan and other relevant information shall be made available to the students by the colleges.
- 1.2.7. The international relations office (DRER) will liaise between the host college and the external institution regarding semester abroad students arrangements of accommodation, academic requirements, study tours (if it involves one), and briefing and de-briefings.
- 1.2.8. A handbook of rules and regulations for semester abroad (including student code of conduct) shall be developed by the host college and made available to semester abroad students.

- 1.2.9. The parent university shall conduct pre departure briefing for semester abroad students while RUB will conduct an orientation programme upon arrival for these students.
- 1.2.10. The number of students accepted into semester abroad should not in any manner affect the teaching and learning environment in the host college.
- 1.2.11. The host college shall assess the effectiveness of semester abroad programme and submit a report to the DRER who in turn will initiate the process of improving future programmes.
- 1.2.12. DRER office will work closely with the Dean of Research and Industrial Linkages in the host college to support the external students. The support shall include:
 - a) preparing and approve paperwork for student(s)' placement in the identified college; b) liaising with organizations on paperwork with regard to immigration, medical report, student card, and route permits; c) obtaining clearance for students, where relevant, from the Department of Immigration to enrol in the programme requested; and d) assisting students' accommodation and other logistical support until their transfer to their host colleges; and e) undertaking services related to fee transfer, settling payments to the colleges, after the fees are deposited into RUB CD account.
- 1.2.13. With regard to funds generated from semester abroad programme, the colleges shall ensure that these funds are managed and monitored by the finance office of the college. Each college shall:
 - a) ensure that revenue generated from such programmes of study are invested on service improvement and capacity building initiatives; b) conduct strategic exercises aimed to promote and improve the semester abroad programme.
- 1.2.14. No college shall enrol a student with special needs into the semester abroad programme until is it fully equipped to cater to these needs.

1.3. Guidelines for Semester Abroad Students

- 1.3.1. A student interested in semester abroad at RUB shall choose modules in consultation with his/her advisor at his/her home institution.
- 1.3.2. A student interested in semester abroad at RUB can on request avail a course package brochure listing RUB semester abroad courses against credit worth of each module, contact information, assessment, evaluations patterns, and other details related to the semester abroad modules, including the student code of conduct of the college.
- 1.3.3. The student on submission of three forms completes the paperwork related to his/her enrolment in RUB as a semester abroad student:
 - a) Semester Abroad in Bhutan (Royal University of Bhutan) Application Form-
 - b) Semester Abroad Programme Request form
 - c) Terms and conditions of Semester Abroad in Bhutan under the Royal University of Bhutan (RUB) form.
- 1.3.4. A semester abroad student is expected to complete their modules within the prescribed duration of study.
- 1.3.5. If a student(s) on semester abroad do not clear his/her academic requirements within the prescribed duration of study, a request for extension of study will be made to the Department of Immigration by the host college as per existing regulations.
- 1.3.6. In order to promote academic and cultural immersion, no homestays will be entertained where hostel accommodations are available on campus. Homestays will be permitted only if the module requires the student to avail such a facility.

1.3.7. Students on semester abroad programme shall not be engaged in paid work during the period of study in RUB.

1.4. Fees and Costing

1.4.1. Tuition and other assorted costs will be as follows:

1.4.3.1. For Non-SAARC-Tuition of US\$1,600 (or equivalent ngultrums at the exchange on the day) per 12 credit module (or equivalent) shall be charged. This fee shall cover: a) tuition fee for one course; b) processing application and enrolment at RUB; c) pre-arrival planning, enrolment and on-campus orientation programme; d) student identification documents; e) semester Abroad student support services; f) final official RUB transcript.

1.4.3.1.1. However the tuition fees shall not include the following: a) accommodation (on campus): US\$ 150 per month; b) food (same as home students): US\$ 50 per month; c) travel (local): variable (actual costs); d) field visits which are not part of the module: variable (actual costs); e) home-stays: variable (actual costs); f) historical/cultural visits: variable (actual costs); g) visa: actual charges at the airport (currently US\$ 40).

1.4.3.2. For SAARC-tuition of Nu. 50000 per semester shall be charged. This fee shall cover: a) tuition fee for one semester; b) processing application and enrolment at RUB; c) pre-arrival planning, enrolment and on-campus orientation programme; d) student identification documents; e) semester abroad student support services; f) final official RUB transcript.

1.4.3.2.1. However the tuition fees shall not include the following: a) accommodation (on campus): same as RUB students; b) food (same as home students): same as RUB students; c) travel (local): variable (actual costs); d) field visits which are not part of the module: variable (actual costs); e) home –stays: variable (actual costs); f) historical/cultural visits: variable (actual costs); g) visa fee (if applicable).

1.4.2. From the total fee accrued to college(s) for semester abroad, a total of 8% from the semester abroad tuition shall be kept at OVC as operational charges.

1.4.3. The semester abroad fee will increase at the rate of 3% each year just like the fees for regular RUB programmes.



Royal University of Bhutan

Semester Abroad in Bhutan (Royal University of Bhutan) Application Form

First name	Middle name/	Surname
Name of parent university:		
Student ID no. at university:		
Degree pursuing at university:		
Language of instruction at university:		
Male/female (circle)	DOB (DD/MM/YY):	
Nationality:	Country of birth:	
Address of the student:		

Contact home no. with country code:		Contact mobile no. with country code:	
Email id:			
University email id:			
Name of the Emergency contact:	Relationship:	Contact no. with country code:	
Email of the emergency contact:			
<p>Terms and conditions:</p> <ol style="list-style-type: none"> 1) The information provided on this application is true and correct. 2) I authorize my semester abroad college to contact the nominated emergency and semester abroad office of home university in case of an emergency. 3) I have no objection to the host college sharing my information in processing visa and arranging logistics for semester abroad in Bhutan. 			
Signature			
Date			
As the legal guardian of the student, I am aware of the responsibility of the student, and consent to the named student to be part of semester abroad programme at RUB in Bhutan.			
Name of the guardian			
Signature			
Date			
A Please attach the following with this form (checklist):			
<ol style="list-style-type: none"> 1) Scanned copy of the student's valid passport. (Yes/No) Circle 2) Scanned copy of the student ID card. (Yes/No) Circle 3) Scanned copy of the student's Academic transcript. (Yes/No) Circle 4) Scanned copy of the student's medical certificate. (Yes/No) Circle 5) Scanned copy of the student's personal financial statement. (Yes/No) Circle 			
B Please attach the following forms with this application:			
<ol style="list-style-type: none"> 1) Scanned copy of Filled in information on Semester Abroad Programme Request form. (Yes/No) Circle 2) Scanned copy of the Signed agreement on Terms and conditions of Semester Abroad in Bhutan under the Royal University of Bhutan (RUB) form. (Yes/No) Circle 			
For Semester Abroad College in Bhutan			
Approved/Not approved			
Signature and Date			



Semester Abroad Programme Request form

Student details			
Name	Parent University	Country	Student ID no.
Semester abroad details			
Semester abroad college in Bhutan		Specify Semester/short term & Year (from-to)	
Names of courses to be undertaken at semester abroad (with course no)	Course Credits and hours	Parent university equivalent with credits hours	To take as a Major/Minor/Elective
1)			
2)			
3)			

4)			
Total credits:			
List alternative courses if the ones listed above are not available			
Names of courses to be undertaken at semester abroad (with course no)	Course Credits and hours	Parent university equivalent with credits hours	To take as a Major/Minor/Elective
1)			
2)			
3)			
4)			
I hereby, on an informed choice, agree to sign to undertake the semester abroad programme at RUB in Bhutan listed above as a full time student. Student's name and signature: Date:			
To be signed by the Semester Abroad Programme Director of the parent university I understand that by signing this form, I recommend the student (name) to the semester abroad programme in RUB and assure the student's competence to take the programme. Semester Abroad Programme Director name: Signature: Date:			
<u>For Semester Abroad college in Bhutan:</u> Received date: Student's semester abroad time and year (from-to): Course(s) to avail: Name of Semester Abroad college in Bhutan: DRIL signature: Date:			



<p>Terms and conditions of Semester Abroad in Bhutan under the Royal University of Bhutan (RUB):</p> <p>Name of student: Parent university: Student ID. of parent university: I, (full name) of (name of university/college) of(name of country) bearing student ID no..... agree to be part of Semester Abroad under the Royal University of Bhutan (RUB), and agree to the terms and conditions of semester abroad RUB outlined below:</p> <ol style="list-style-type: none"> 1) I shall abide by rules and regulations of the host college during my semester abroad in Bhutan, and shall be dismissed from the semester abroad programme if my behaviour is contrary to the rules and regulations of the host college. 2) I will conduct myself in the manner appropriate to the host college and respect cultural difference. 3) I should comply by all academic demands of the semester abroad programme and will not leave until the programme is over, failing which, I fail to fulfill the requirements of semester abroad.

- 4) I will receive credit transfer only upon successful completion of the semester abroad units.
- 5) It is my responsibility to guarantee that the semester abroad course(s) availed in Bhutan will earn credit to satisfy the requirements of my parent university.
- 6) I agree to be a part of semester abroad in Bhutan and the host college has no responsibility or liability for any or all claims in issues related to injury, damages and loss and will not hold the study abroad host college responsible on any charges ensuing from such issues.
- 7) I agree to grant full right to my host college to protect and safeguard me in an emergency related to my health and safety.
- 8) I am responsible for any and all financial and legal consequences ensuing from my own behavior.
- 9) I agree to pay my full tuition for study abroad to host college before departure from the parent university/college and am responsible for all travel costs associated with my return back to parent university/college.
- 10) I agree to not appeal for refund if I choose to withdraw from the semester abroad on my own.
- 11) I agree to the electronic email correspondence between me and the host college.

Having read the statement, I agree to the terms and conditions specified and sign below to endorse my agreement to the terms and conditions.

Name:

Signature and Date:

As the legal guardian of the named student, I am aware of the responsibility the student has assumed and agree with the terms and conditions specified by the semester abroad host college in Bhutan.

Name of the guardian

Signature and Date