

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 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.

SHORT TERM STUDY ABROAD PROGRAMME

Short term study abroad is a one to six week tailor made programme organized on the Royal University of Bhutan (RUB) campus(es) between RUB and the external institution, with RUB hosting the programme for groups of external students; either undergraduate or postgraduate (Master), and usually led by a faculty from the students' parent institution.

1.1. Procedures

- 1.1.1. Short term study abroad will integrate traditional classroom education with experiential learning and site visits, and the entire experience in the host culture will form the short term study abroad class.
- 1.1.2. University students can request colleges to facilitate short term study abroad at RUB as follows: a). during summer as a new programme in a different cultural setting; a) as a component of a programme offered overseas; c). or as part of their project or research.
- 1.1.3. Any proposal for short term study abroad at RUB shall be examined for the following: a). a well-defined academic and experiential objectives, and has a clear defined purpose for the need to undertake the study abroad experience in Bhutan or in a RUB college; b). is academically rigorous and evidences maximization of students learning and opportunities, and also finds a balance in giving the students the opportunity for self-exploration to experience the host culture.
- 1.1.4. A request for short term study abroad proposal to the International Relations Office (DRER) will be submitted and shall contain: a). details of their needs, including topics to be offered during the short term study abroad period at the college; and b). a draft itinerary will be attached to the proposal which shall be finalized through electronic communication that shall take place between DRER office at RUB and the short term study abroad university representative.
- 1.1.5. The details of the short term study abroad programme will have to be filled in the Short Term Study Abroad Proposal Form of Royal University of Bhutan and submitted to the International Relations Officer (DRER) or the host college at least 6 months in advance.
- 1.1.6. For short term study abroad programme undertaken at RUB, the university or college of the short term study abroad students shall seek to integrate student overseas learning with requirements and learning at the students' home institutions after finding an equivalent credit award and clearly reflect this in the proposal submitted to RUB.
- 1.1.7. The DRER office will then budget the cost of the short term study abroad and on the external institution agreeing to the cost prepared by the International Relations Officer (DRER), the DRER office will start processing visas for short term study abroad group's travel to Bhutan.

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 focus of the short term programme should be appropriate to the sites chosen. Should the programme involve extensive travel, justification should be provided for visit to the sites mentioned in the proposal.

- 1.2.3. A short term study abroad group will have no less than five students undertaking the programme at one time to ease preparatory issues.
- 1.2.4. While in the college, the faculty leading the students will be responsible for class schedules, site arrangements, grading policies, and final essays, and other components required for fulfillment of the study. The faculty will be assisted by a nominated short term study abroad person in that particular college.
- 1.2.5. Costs for the short term study abroad will be settled to RUB by the middle of the short term study abroad duration, i.e. if it is a 30 days programme, the dues will be settled by the 15th day of the programme.
- 1.2.6. It shall be the responsibility of the parent university to deal with health insurance and risk management of the students during their short term study abroad in Bhutan. However, students should also be made aware that basic healthcare is free in Bhutan.
- 1.2.7. 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 enroll 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.
- 1.2.8. With regard to funds generated from short term 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 in service improvement and capacity building initiatives; b) conduct strategic exercises aimed to promote and improve the short term study abroad programme.
- 1.2.9. No college shall enroll a student with special needs into the short term study abroad programme until is it fully equipped to cater to these needs.
- 1.2.10. RUB has the right to reject a short term study abroad programme proposal should RUB feel that the proposal could have been more appropriately routed through another relevant organization or agency.

1.3. Guidelines for Short Term Study Abroad Students

- 1.3.1. As ambassadors of their host country, RUB expects students on short term study abroad to understand the host society and avoid actions that negatively impact Bhutan's image.
- 1.3.2. At the overall level, the faculty leading the short term study abroad group is responsible for much of the communication regarding programme, cost, itinerary, and site arrangements that shall be prepared in consultation with the International Relations Officer (DRER).
- 1.3.3. Filled in Short Term Study Abroad Proposal Form of Royal University of Bhutan shall be submitted along with
- 1.3.4. Short Term Study Abroad in Bhutan (Royal University of Bhutan) Application Form and b) Terms and conditions of Short Term Study Abroad in Bhutan under the Royal University of Bhutan (RUB) form.

1.4. Fees and Costing

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

- 1.4.1.1. For Non-SAARC- For 1-3 weeks/group = US\$ 2000/student (or equivalent ngultrums at the exchange on the day). For 3+ -6 weeks packaged programme= USD\$ 2520/student. The programme fee shall NOT include costs for: a) airfare; b) accommodation; c) food; d) transport within the country; e) visa.
- 1.4.2.1.1. Other charges for students on short term study abroad shall however include the following: a) accommodation (while not on campus: variable (actual costs); b) food (while not on campus) variable (actual costs); c) travel (local): variable (actual costs); d) field visits: variable (actual costs); e) home stays: variable (actual costs); f) historical/cultural visits: variable (actual costs)
- 1.4.1.2. For SAARC- For 1-3 weeks/group of 5+ = Nu. 20000/student. For 3+ -6 weeks packaged programme= Nu. 25000/student. The programme fee shall NOT include costs for: a) airfare; b) accommodation; c) food; d) transport within the country; e) visa.
- 1.4.2.2.1. Other Charges for students on short term study abroad shall however include the following: a) accommodation (while not on campus: variable (actual costs); b) food (while not on campus) variable (actual costs); c) travel (local): variable (actual costs); d) field visits: 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 short term study abroad, a total of 8% from the short term study abroad tuition shall be kept at OVC as operational charges.
- 1.4.3. The short term study abroad fee will increase at the rate of 3% each year just like the fees for regular RUB programmes.



Royal University of Bhutan

Short Term Study Abroad Proposal Form of Royal University of Bhutan- Template

Name of the University:	Name of School/Department
Name of the Faculty Leader:	Names of students visiting RUB/Bhutan along with their nationality (use separate sheet if necessary):
Nationality of the Faculty Leader:	
Passport No. of the Faculty Leader:	
Students' Class/Year:	
Specify the dates of study visit (from and to):	
Complete Address of the Faculty Leader (including email and phone number(s) (Please note that RUB will contact the Faculty Leader mostly through email):	
Please provide justification for choosing short term study visit to RUB and in Bhutan?	
How will the visit to RUB and in Bhutan help fulfill students' learning experiences in relation to their course at home university?	
Please list the type of experience availed by the team during the short term study visit in Bhutan.	
Assessment and methodology used to credit the short term study abroad.	
Please list any arrangement needed at the study visit college, including lecture topics, sit in on specific class, accommodation, meals, lectures and others.	
Will the students also work with any other organization(s) during the short term study visit? If so, please specify the organizations.	
Any other issues you would like to highlight	
Signature of the faculty	

NB: Note that travels will be arranged by RUB through a local travel company and bill submitted directly to the study visit team leader by the travel agent.

Once the form is filled in, please submit the proposal to studyabroad@rub.edu.bt or at one of the following emails:

Director General, Research and External Relations and International Relations Officer @

tsheringchoden.ovc@rub.edu.bt