

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.

1. VISITING RESEARCH STUDENT

Visiting research student at RUB is a programme for student researchers from external institutions, either undergraduate, postgraduate (Masters) or a PhD. student, and whose primary purpose for residence in a particular RUB campus is to conduct research towards his/her degree at another institution. The duration of visiting research programme is from one month and not more than one year.

1.1. Procedures

- 1.1.1.** The University shall encourage/facilitate visiting research student to conduct research studies in areas that it may consider essential. All such research agreements should have taken place between the visiting research student and RUB college. The agreements shall indicate protection of research areas in Bhutan and the fair credit sharing of the work of any Bhutanese researchers involved.
- 1.1.2.** A visiting research student shall be supervised by a supervisor from RUB and therefore the identification of a supervisor shall precede the Office of the Vice Chancellor's/College's invitation of visiting research student from foreign university. The supervisor shall have credibility and capability to engage in research.
- 1.1.3.** The visiting research student shall either apply to the Director of Research at the Office of the Vice Chancellor (OVC) or apply directly to the host institute. Outcomes of the application shall be intimated within 45 days (from the date of receipt of application).
- 1.1.4.** Initial requirements – A visiting research student wishing to carry out research in Bhutan shall be required to submit the following: a) copy of the research proposal jointly developed between the visiting research student and the supervisor of the parent university; b). duration required for completion of the research; c) indication of source of research funding; d). letter of consent from the supervisor/parent institute indicating approval of the research proposal
- 1.1.5.** The acceptance of the proposal shall be based on, but not limited to, the following conditions: a) relevance and usefulness of the research for Bhutan either at present or in the future; b). availability of supervisor; c). ethical approval from both the parent and host institutes are cleared between the visiting research student and the supervisor/the host institute; and d). a letter of financial guarantee to ensure adequate financial support to meet the expenses of the visiting research student while in the country as well as the RUB supervisor (where applicable).

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.** Should the researcher's term be renewed after a year, the CRC shall make that recommendation.
- 1.2.3.** The ownership and patenting shall be in accordance with the collaborating universities' research policies in place. Any credit- or revenue- sharing agreements should be made and clarified in writing prior to commencing the research.

- 1.2.4. Outcome of the application shall be intimated within 45 days (from the date of receipt of application).
- 1.2.5. Database of researches/studies conducted shall be maintained by the Department of Research at the Office of the Vice Chancellor.
- 1.2.6. DRER office will work closely with the Dean of Research and Industrial Linkages in the host college to support the visiting research students. The support shall include:
 - a) preparing and approve paperwork for visiting research 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 visiting research student, where relevant, from the Department of Immigration to enroll in the programme requested; and
 - d) assisting visiting research student's 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.
- 1.2.7. With regard to funds generated from visiting research student 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 visiting research student programme.
- 1.2.8. No college shall enrol a student with special needs into the programme until is it fully equipped to cater to these needs.
- 1.2.9. Terms and Conditions for research supervisor:
 - a). shall be responsible for ensuring proper conduct of the research;
 - b). shall ensure that his/her college responsibilities and duties are not hampered during the time away on research;
 - c). shall ensure that all financial arrangements have been confirmed before commencement of the research;
 - d). shall abide by the Research Code of Conduct of the University;
 - e) shall be supportive to the visiting research student as a guest of the college and the Kingdom during his/her stay in the country;
 - f). shall not receive any payments from the visiting research student or parent institute for the research covered under this Agreement unless a system to that effect is instituted and approved within the University; and
 - g). shall be answerable to the head of the host institute, and to DRER, OVC in cases where it is deemed necessary by the host college.

1.3. Guidelines for Visiting Research Students

- 1.3.1 All visiting research students in Bhutan shall conduct their research under supervision of University faculty supervisor.
- 1.3.2 The visiting research student shall abide by the University research policies, procedures and guidelines in place.
- 1.3.3 Initial requirements – A visiting research student wishing to carry out research in Bhutan shall be required to submit the following:
 - a) copy of the research proposal developed jointly between the visiting research student and the supervisor of the parent university;
 - b). duration required for completion of the research;
 - c) indication of source of research funding;
 - d). letter of consent from the supervisor/parent institute indicating approval of the research proposal.

- 1.3.4 Terms of Agreement shall be signed between the visiting research student and the host institute/Department of Research and External Relations, Office of the Vice Chancellor.
- 1.3.5 The visiting research student shall make an oral presentation of the proposal to the respective CRC before the commencement of the study to allow incorporation of any changes suggested by the host institute and agreed upon during the presentation.
- 1.3.6 The researcher shall make a presentation of the research project at the end of term and a copy of the report will also be submitted to both the host college and the DRER office.

1.4. Fees and costing

- 1.4.1.** For Non-SAARC- US\$ 3200/visiting research student (or equivalent ngultrums at the exchange on the day) as programme fee per semester. The visiting research student programme fee shall NOT include costs for: a) airfare; b) accommodation; c) food; d) transport within the country; e) visa.
 - 1.4.1.1.** Other charges for external researchers 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)
- 1.4.2.** For SAARC= Nu. 50000/visiting research student. The visiting research student programme fee shall NOT include costs for: a) airfare; b) accommodation; c) food; d) transport within the country; e) visa (if applicable)
 - 1.4.2.1.** Other charges for visiting research student 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).
- 1.4.3.** From the total fee accrued to college(s) for visiting research student, a total of 8% from the visiting research programme fee shall be kept at OVC as operational charges.
- 1.4.4.** The visiting research student programme fee will increase at the rate of 3% each year just like the fees for regular RUB programmes.