



PROGRAMME GUIDELINES

RTC-SEISA/Wheaton Student Exchange Programme Academic Year 2019-2020

(Applications are due at the International Relations Office by 5pm, 16th September, 2019)

As a conscious effort by RTC to promote global learning and for building the intercultural capabilities of our students, RTC will be sending up to 14 students to SEISA, Japan (4 in November 2019 and 10 in Winter 2020) and up to 6 to Wheaton College, Massachusetts (Spring 2020) on short-term exchange programmes. The Royal Thimphu College would like to encourage students to avail this opportunity to learn and further their personal and professional development by expanding their horizons and understanding of the world and its many cultures. As the candidates will be the ambassadors not just of RTC but also for Bhutan, we are looking for well-rounded students with the right combination of academic achievement, character, and participation in college-wide activities and international participation.

I. Application Guidelines

The last date for the submission of applications is **16 September, 2019** at the International Relations Office. Along with the application form and relevant supporting documents, students must submit a **Letter of Consent** signed by their parents/guardians in the prescribed form attached with the application. *Please refer Application Checklist for the full list of requirements.*

Eligibility

Regular full-time students (both Bhutanese and full-time International students) with **60% average overall marks from completed semesters**, who are currently in their 2nd or 3rd year will be eligible to apply for the Wheaton and SEISA programmes. Eligible students may choose from any of the three programmes in one or more of the various scholarship categories:

1. SEISA Japan – Approx. NOVEMBER 5-14, 2019 – SEISA Africa-Asia Bridge festival

As a special exchange programme, 2 RTC students are invited to represent Bhutan at the 2019 SEISA Africa-Asia Bridge festival (Nov 9-10), an event with over 30 countries represented, and explore Yokohama City and other locales with SEISA University. All flights, food, transportation, and accommodation are fully funded. The RTC participants should be Bhutanese nationals and are expected to prepare appropriately to share Bhutanese culture at this international festival.

Category	Expenses Covered by Scholarship	Personal Expenses	Slots
SAAB	<ul style="list-style-type: none"> - All expenses for food, transportation and accommodation in Japan are paid for. - Fully funded air travel 	<ul style="list-style-type: none"> - Japan Visa Fees: Nu. 2340 - Thai Tourist Visa: Nu.3200 - Incidental and Personal Expenses in Bangkok: Approx. Nu. 6000 	4

2. SEISA Japan – Cultural Exchange Program to SEISA Japan in Winter (Jan/Feb) 2020

SF - SEISA Fully funded travel

SP - SEISA Partially funded travel

SS - SEISA Self-funded travel

Category	Expenses Covered by Scholarship	Personal Expenses	Slots
SF	<ul style="list-style-type: none"> - All expenses for food, transportation and accommodation in Japan are paid for. - Fully funded air travel 	<ul style="list-style-type: none"> - Japan Visa Fees: Nu. 2340 - Thai Tourist Visa: Nu.3200 - Incidental and Personal Expenses in Bangkok: Approx. Nu. 6000 	3

SP	<ul style="list-style-type: none"> - All expenses for food, transportation and accommodation in Japan are paid for. - 50 % funded air travel 	<ul style="list-style-type: none"> - Japan Visa Fees: Nu. 2340 - Thai Tourist Visa: Nu. 3200 - Incidental and Personal Expenses in Bangkok: Approx. Nu. 6000 - 50% airfare: Approx. Nu. 35,000 (PBH-BKK-NRT-BKK-PBH) 	3
SS	<ul style="list-style-type: none"> - All expenses for food, transportation and accommodation in Japan are paid for. 	<ul style="list-style-type: none"> - Japan Visa Fees: Nu. 2340 - Thai Tourist Visa: Nu. 3200 - Incidental and Personal Expenses in Bangkok: Approx. Nu. 6000 - Air travel full fare: Approx. Nu. 70,000 (PBH-BKK-NRT-BKK-PBH) 	4

3. Wheaton, USA – Cultural Exchange Program to Wheaton, Norton Massachusetts, USA (March/April) 2020

WF - Wheaton Fully funded travel

WP - Wheaton Partially funded travel

WS - Wheaton Self-funded travel

Category	Expenses Covered by Scholarship	Personal Expenses	Slots
WF	<ul style="list-style-type: none"> - All expenses for food, transportation and accommodation in the USA are paid for. - Visa fees and SEVIS fees are all paid for. - Fully funded air travel 	<ul style="list-style-type: none"> - Incidental and Personal Expenses 	2
WP	<ul style="list-style-type: none"> - All expenses for food, transportation and accommodation in the USA are paid for. - 50 % funded air travel 	<ul style="list-style-type: none"> - USA Visa fees: Nu. 11,304 - SEVIS Fees: Nu.14,130 - Incidental and Personal Expenses in Delhi: Approx. Nu. 20,000 - Half air fare: Nu. 60,000 	2
WS	<ul style="list-style-type: none"> - All expenses for food, transportation and accommodation in USA are paid for 	<ul style="list-style-type: none"> - USA Visa fees: Nu. 11,304 - SEVIS Fees: Nu. 14,130 - Incidental and Personal Expenses in Delhi: Approx. Nu. 20,000 - Full air fare: Nu 120,000 	2

Disclaimer: The selected students might have to stay in Delhi for a few days to process their US visas if selected for the USA programme.

Note: Please note that all above amount for expenses are approximate and are subject to change.

II. Selection Criteria

The Committee is looking for:

Academic Achievement:

- Candidates should have an overall average aggregate of at least **60% in all semesters** and **must not** have any back-papers at the time of application or any disciplinary sanctions against them.
- Cumulative attendance, including for Fall semester, 2019 will also considered.

Qualities of Character and Social Skills:

- The candidates must be conscientious and of good character, demonstrating a high degree of responsibility, problem solving skill, adaptability and sensitivity to others and their culture.
- The interested candidates will have to submit an **original** 300 word essay conveying: **“Why I want to participate in this programme, how this experience will benefit me personally and academically, and what can I offer this programme in return”**. Any essay found to be plagiarized or otherwise not written by the applicant will result in the full application being cancelled.

- Candidates should be involved in college-wide activities as evidenced through participation as a member of the Student Government, an RA, a Club Coordinator, or having taken an active role in cultural programmes (music, dance, song, etc.), games/ sports or social/community work, or literary work, etc.
- Candidates must agree to adhere to the Student Codes of Conduct in the Student Handbook and to cooperate fully with the faculty/staff member accompanying the group during the entire period of the exchange programme as well as during preparation for the trip.

III. Pre-Departure Preparation for the Selected Candidates:

19 th Sept	- Results declaration
23 rd Sept	- Candidates will be given an Offer Letter / Guarantor Undertaking form
1 st Oct	- Submission of signed <i>Acceptance of Offer</i> / Guarantor Undertaking form (for Wheaton, SEISA & SAAB) - Candidates start processing for Passports: Urgent for SEISA November trip participants
4 th Nov	- Submission of passports
4 th Nov	- Submission of visa fees, SEVIS fees and airfare to the International Relations Officer; SEISA November trip participants begin preparations for the SAAB festival
5 th Nov – 14 th Nov	- Tentative date for travel for SEISA SAAB festival programme in Japan
9 th Dec – 15 th Dec	- Selected SEISA Winter exchange students must be in Thimphu for preparation of cultural items (traditional and contemporary) – led by the accompanying faculty/staff
25 th Jan	- Selected SEISA Winter exchange students must be in Thimphu for 1 week to prepare for the trip with the entire group.
Dec – Jan	- Delhi trip for USA visas
Late Jan/early Feb	- Tentative date for travel for SEISA Winter Exchange
Late March – Early April	- Tentative date for travel for Wheaton Exchange

IV. Expectations upon Return:

In order to benefit those who were not able to participate in the programme and to motivate the others to apply in the following years, upon their return to RTC, candidates must make a presentation/ organize photo exhibition highlighting their adventures, experience and the knowledge they gained from this cultural exchange programme. When required the programme participants will also be expected to participate and assist RTC in any international programme and events related to the exchange.

V. Application Checklist:

- All candidates must submit a formal application available at my.rtc.bt
- 1 recent passport size photograph
- A written consent from Parents for your participation in this programme available at www.rtc.bt
- Copy of your CID
- A 300 word essay conveying: **“Why I want to participate in this programme, how this experience will benefit me personally and academically and what I can offer this programme in return”**.
- Merit and other documents/certificates
- A copy of your marks as follows:
 - 2nd Year Students: Please submit your 1st year mark sheet
 - 3rd Year Students: Please submit your 1st and 2nd year mark sheets

For any further enquiries or assistance, please contact the IROs:

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