



## PROGRAMME GUIDELINES

RTC-Erasmus+  
Student Exchange Programme  
Academic Year 2020-2021

**(Applications are due to the International Relations Office staff by 5pm, Thursday 12<sup>th</sup> March, 2020)**

As a conscious effort on the part of RTC to promote global-level learning and to build the intercultural capabilities of our students, RTC will be sending 3 students for a 8 weeks Boot Camp to Bulgaria, Varna University of Management as part of the FRIENDS project and to our partner Szent Istvan University in Hungary for a study abroad opportunity for 2 semesters for Fall 2020 - Spring 2021 academic year after winning the Digital Storytelling contest and completing the MOOC at RTC. The International Relations Office would like to encourage all eligible 1st and 2nd year day students with an average academic of 60% to avail this opportunity to further their personal and academic development. Students will earn academic credits from 2 of the most prestigious academic institutions in the world.

The academic credits do not automatically count towards RUB degree progression, and may be treated as supplemental study beyond the RUB 3-yr programmes – it is anticipated that this would be immensely useful for students applying to higher education programmes in the future, and for those seeking to distinguish themselves in the job market after graduation. Applicants must be regular day students currently in their 1st and 2nd year of study at RTC, be prepared to study for up to a year at Szent Istvan University, Hungary in the fields of BUSINESS and ENVIRONMENT, and return to the junior cohort of their programmes one year later. Students in programmes for which there is no junior cohort guaranteed are not eligible to apply.

Because this is a tuition-neutral exchange, exchange students from both directions must continue to pay the full fees (tuition/room/food) at their home college, but will be given the opportunity to avail the corresponding facilities at the host college abroad without additional cost. RTC students currently on scholarships will have their scholarships resume when they return, but will be responsible for the difference in fees caused by the annual 3-6% increases. During the semester/year abroad, all selected candidates (currently on scholarship or not) will be responsible for the RTC fees on a self-financed basis as follows. Note: any exchange scholarship support indicated below is provided only upon the student reaching the host institution, and no funding support is provided if the student does not reach the host institution (e.g., if admission, visa application, or other step in the process is not successful).

**European Universities:** RTC students must cover the Nu. 68,200 tuition fees for the 2020 Fall semester, but will be covered by the Erasmus+ programme for the tuition at the European university, and will receive some travel allowance and monthly support for living expenses. Using this support as well as their own funding, students will be responsible for round-trip airfare, room/food, health insurance, books, and visa processing expenses. Students return to Bhutan after Spring 2021 and re-join at RTC in July 2021. Selected students will be registered as international full-time exchange students. As such, students must be prepared for a rigorous course of academic study. In addition, 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 ability, character, and participation in college-wide activities.

### **I. Application Guidelines**

The deadline for the submission of applications is 12th March 2020 by 5pm at the International Relations Office to Mr. Rigzin Dorji Wangdi at [rigzindwangdi@rtc.bt](mailto:rigzindwangdi@rtc.bt). Along with the application form and relevant supporting documents, students must also submit a Letter of Consent and Guarantor Undertaking letter signed by their parents/guardians in the prescribed form attached with the application. *Please refer to the Application Checklist for the full list of requirements.*

### **Eligibility**

Regular full-time Day Bhutanese students with 60% average overall marks from completed semesters, who are currently in their 1st or 2nd year in programmes, for which there exist junior cohorts, will be eligible to apply for the programmes. First and second year students in Business, BA Soc-Pol, BA His-Dzo, BA English Studies, BA Dev Econ, BSc Env Mgt, BA Anthropology, and BA Mass Communication are eligible to apply (Caution to 2nd year business students: there is no guarantee your same major will be offered in the junior cohort).

### **Financial details**

(All expenses are indicative only and may differ during the exchange period)

| Prog # | Partner College   | What is covered by the exchange partnership Scholarships?  | Students will have to be responsible for financing (at minimum) the following, in addition to all airfares to, from, and between the partner institutions:   |
|--------|---|--|--|
| 1      | <p><b>8 weeks at ( July - Sept)Varna University of Management, Bulgaria - FRIENDS Project</b><br/>           Boot Camp at Bulgaria will cover the following subjects:<br/> <b>Cross-cultural studies, Creativity and innovation, Art management, Event management,Project management, Leadership, Student engagement</b><br/>           +<br/> <b>A year at Szent Istvan University, Hungary ( End Sept 2020 - July 2021)</b></p> <p>Subjects to be studied at Szent Istvan University:<br/> <b>Business and Environment</b></p> <p><b>3 slots for Hungary + Bulgaria</b></p> | <ul style="list-style-type: none"> <li>● Varna University of Management: travel and cost of stay covered worth EUR 3,270 per student</li> <br/> <li>● Szent Istvan University: tuition for 2 semesters in 2021, monthly stipend of EUR 820 per month and travel cost of EUR 800</li> </ul> | <ul style="list-style-type: none"> <li>● RTC tuition/room/food fees for Fall 2020 semester academic year Nu. 68,200</li> <li>● Travel expenses for trip to Delhi for visa application – Est. Nu. 30,000.</li> <li>● Schengen Visa fees – EUR 60 + Bulgarian Short term Visa fees - Nu. 5,100 or Bulgarian Long term Visa fees - Nu. 17,000</li> </ul> <p>Expenses at Bulgaria + Hungary :</p> <ul style="list-style-type: none"> <li>● Any personal expenses while in Bulgaria and Hungary – Est. EUR 100 - 200/month.</li> <li>● Living expense for one month of winter break when Szent Istvan University residence halls are closed – EUR 500 - 1,500 depending on the living arrangements.</li> <li>● Health insurance from RICBL: Est. EUR 200</li> </ul> |

## I. Selection Criteria

The Committee is looking for the following broad characteristics:

### Academic Ability:

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- **Academic study will be highly rigorous and largely self-guided.** Candidates must be prepared to study hard, read heavily, and go to classes prepared to participate and discuss extensively. Candidates should have **excellent English language communication skills**. Candidates should have an overall average aggregate of at least **60%** and **must not have** any back papers at the time of application or any disciplinary concerns about them. **A simulated class based on an assigned reading, as well as an interview, will be a part of the application process after shortlisting.**

### Qualities of Character and Social Skills:

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- 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.
- Candidates should be involved in college-wide activities as evidenced through participation in leadership roles (student government, RA, club coordinator, etc.), or having taken an active role in cultural programs (music, dance, song, etc.), games/sports, social/community work, or literary work, etc.
- Candidates must agree to adhere to the RTC Student Codes of Conduct in the Student Handbook as well as all of the international university's rules and regulations during the entire period of the exchange program as well as during preparation for the trip.

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### Specific evaluation criteria:

#### 1. Short-list criteria:

1. Academics – 40% (Marks & Dean/President's List reflected as percentile rank in one's own programme, Attendance in current & previous semester, Participation in academic activities)
2. Leadership – 15% (Student Govt. Official, Residence Assistant, Club Coordinator, Class Representative, Other leadership roles, holding part-time job at RTC)
3. Social Services – 15% (Blood Drive, Volunteerism at RTC events, Community participation and engagement, Other social service activities)
4. Extra co-curricular activities – 15% (College Team; Organizing and participating in tournaments organized by College, Other sporting activities, Cultural activities, Other clubs)

5. International participation – 15% (International roommates, buddies for international students and visitors, other international participation/contributions such as SAESM, Y-Peer, paper presentations, representing RTC and Bhutan)
2. After shortlisting, the shortlist score will be scaled and combined with the simulated class and interview to calculate the final candidate score as follows:
  - Short-list score: 50%
  - Simulated class, with essay: 25%
  - Interview: 25%

## II. Selection and pre-departure timeline (tentative)

|                      |   |
|----------------------|---|
| 12th Mar             | Last date for the submission of applications - <b>For Digital Storytelling Contest</b>  |
| 13th - 16th Mar      | Committee meeting to short list Digital Story   |
| 17th Mar             | Shortlisted announcement for Digital Storytelling   |
| 20th Mar             | <b>Submission of study abroad application</b>   |
| 23rd-24th Mar        | Tally and committee meeting for shortlisting of Study abroad  |
| 24th Mar             | Shortlisted students collect reading assignment for simulated class for study abroad<br>Candidates start processing for their Passports if they do not have one yet |
| 25th - 27th Mar      | Simulation Class + Interview for study abroad   |
| 30th Mar             | Selection, Placements and Results declaration study abroad<br>Candidates will be given an Offer Letter  |
| 6th April - 17th May | - Register and complete the FRIENDS MOOC for all study abroad short list participants   |

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|-------------|--------------------|
| April- June | - Visa Application |
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### III. Expectations upon Return:

In order to benefit those who were not able to participate in the program and to motivate the others to apply in the following years, upon their return to RTC, candidates must provide feedback, report and make a presentation/ organize photo exhibition highlighting their adventures, experience and the knowledge they gained from this academic exchange program. When required the candidate will also be expected to participate and assist the International Relations Office in any international program and events related to the exchange. The candidate should also be prepared to have an international roommate in future semesters and **be prepared to take charge and run the FRIENDS Project Tea House aimed at serving as a Multicultural hub for students and an extension of the International Relations Office established at RTC.**

### IV. Application Checklist:

- All candidates must submit a formal application along with 1 recent passport size photograph.
- A written consent from parents/guardian for participation in this program; format available at [my.rtc.bt](http://my.rtc.bt)
- Copy of your CID.
- Name and signature of a current RTC faculty member as a reference (no letter required or accepted at this stage).
- Merit and other documents/certificate copies if specifically required by the application form.
- A copy of your marks for all completed semesters.

**For any further enquiries or assistance, please contact Mr. Rigzin Dorji Wangdi at Email: [rigzindwangdi@rtc.bt](mailto:rigzindwangdi@rtc.bt) or Mobile: 77458559 and Mr. Jigme Dorji at Email: [jigmedorji@rtc.bt](mailto:jigmedorji@rtc.bt) or Mobile: 17694571**