



## PROGRAMME GUIDELINES

### RTC-Pitzer & RTC-Szent István Student Exchange Programme Academic Year 2018-2019

**(Applications are due to the International Relations Office staff by 5pm, March 27, 2018)**

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 up to two students to Pitzer College, USA (August 2018-May 2019; [www.pitzer.edu](http://www.pitzer.edu)) and two students to Szent István University, Hungary (September 2018-January 2019; [www.sziu.hu](http://www.sziu.hu)) on academic exchange programmes for the academic year 2018-19. The International Relations Office would like to encourage all eligible students to avail this opportunity to further their personal and academic development. Students will earn academic credits at some 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 3yr 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 students currently in their 1<sup>st</sup> or 2<sup>nd</sup> year of study at RTC, be prepared to study for a year at Pitzer College or a semester at Szent István University, 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 all the corresponding facilities at the host college 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:

For Pitzer College: **RTC students must cover the Nu. 181,000 tuition/room/food fees for the academic year 2018-19, but will be covered by the Pitzer Access Scholarship for the tuition/room/food at Pitzer, round-trip airfare, health insurance, books allowance, and visa processing expense allowance.** Students return to Bhutan in May 2019 and re-join at RTC in July 2019.

For Szent István University: **RTC students must cover the Nu. 63,500 tuition fees for the 2018 Fall semester, but will be covered by the Erasmus+ programme for the tuition at Szent István, Euro € 820 towards the cost of round-trip airfare, and Euro € 800/month towards the cost of room/food, health insurance, books, and visa processing expenses.** Students return to Bhutan in Feb. 2019 and re-join at RTC in July 2019.

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 **27th March 2018 by 5pm** 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 to the Application Checklist for the full list of requirements.*

## Eligibility

Regular full-time Bhutanese students with **65% average overall marks from completed semesters**, who are currently in their 1<sup>st</sup> or 2<sup>nd</sup> year in programmes for which there exist junior cohorts, will be eligible to apply for this scholarship. First and second year students in Business, BA Soc-Pol, BA His-Dzo, BA English Studies, BA Dev Econ and BSc Env Mgt are eligible to apply (Caution to 2<sup>nd</sup> year business students: there is no guarantee your same major will be offered in the junior cohort).

## Financial details

Pitzer College	Szent István University
<b>What is covered by the exchange partnership scholarships?</b>	
<ul style="list-style-type: none"><li>• Pitzer tuition and student room/food for one year.</li><li>• The Pitzer Access Scholarship also covers:<ul style="list-style-type: none"><li>- Round-trip airfare from Paro to Los Angeles (August 2018 departure - May 2019 return)</li><li>- Pitzer health insurance per year</li><li>- Modest books allowance – USD \$600/year</li><li>- Visa application fee assistance – USD \$500</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Szent István tuition for one semester.</li><li>• The Erasmus+ programme also covers:<ul style="list-style-type: none"><li>- Euro € 820 towards the cost of round-trip airfare</li><li>- Euro € 800/month towards the cost of room/food, health insurance, books, and visa processing expenses</li></ul></li></ul>
<b>Students will have to be responsible for financing the following on their own:</b>	
<ul style="list-style-type: none"><li>• RTC tuition/room/food fees for the academic year 2018-19.</li><li>• Travel expenses for trip to Delhi in May or June for the USA visa interview – Est. Nu. 20,000.</li><li>• Any personal expenses while in the USA – USD \$100-200/month.</li><li>• Living expense for one month of winter break when Pitzer residence halls are closed – USD \$500 - \$1,500 depending on the living arrangements.</li></ul>	<ul style="list-style-type: none"><li>• RTC tuition fees for the Fall semester 2018.</li><li>• Travel expenses for trip to Delhi in May or June for the Hungary visa interview – Est. Nu. 20,000.</li><li>• Monthly Housing costs: 150 - 190 € in dormitory or 300 € in Budapest town area</li><li>• Monthly food costs: 100 - 150 €</li><li>• Public Transportation ~15 € (Monthly ticket)</li><li>• Health Insurance: ~65 €/month</li><li>• Misc. Costs: 100 - 200 €/month</li></ul>

## II. Selection Criteria

The Committee is looking for the following broad characteristics:

### Academic Ability:

- **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 **65%** 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:

- 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.

### Specific evaluation criteria:

#### A. 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)

#### B. After shortlisting, the short-list 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%

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

27 <sup>th</sup> Mar	- Last date for the submission of applications
29 <sup>th</sup> Mar	- Committee meeting to shortlist students; shortlist announced
30 <sup>th</sup> Mar	- Shortlisted students collect reading assignment for simulated class
2 <sup>nd</sup> – 4 <sup>th</sup> Apr	- Simulated class and interview (specific dates TBA)
5 <sup>th</sup> Apr	- Results declaration - Candidates will be given an Offer Letter
9 <sup>th</sup> Apr	- Submission of signed <i>Acceptance of Offer</i> - Candidates start processing for their Passports if they do not have one yet
16 <sup>th</sup> Apr	- Submission of passports
23 <sup>rd</sup> Apr	- Submission of visa fees, SEVIS fees and airfare/other travel for Delhi visa interview to the International Relations Officer
May or Jun	- Visa interview in Delhi
Jul-early Aug	- Preparatory briefings, activities, and study
Mid-Aug	- Tentative date for travel

### IV. 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 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.

### V. 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 the Assistant International Relations Officer, Mr. Ugyen Tashi Dorji at Email: [ugyentdorji@rtc.bt](mailto:ugyentdorji@rtc.bt) or Mobile: 17770025**