



PROGRAMME GUIDELINES

RTC-Centre College & RTC-Erasmus+ Student Exchange Programme Academic Year 2020-2021

(Applications are due to the International Relations Office staff by 5pm, March 27th, 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 Bhutanese students for long-term academic exchange to the USA and across European countries for the Fall 2020-Spring 2021 academic year. 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 reputed 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 students currently in their 1st or 2nd year of study at RTC, be prepared to study for up to a year abroad, 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).

For USA Centre College Kentucky Exchange: The tuition/room/food fees at Centre College will be covered by the exchange agreement. RTC students must cover the Nu. 199,800 tuition/room/food fees for the academic year 2020-21, but will be partially supported by a USD \$2,000 scholarship. The students will also be responsible for the round-trip airfare, health insurance, books, and visa processing expenses. Students return to Bhutan after Spring 2021 and re-join at RTC in July 2021.

For 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. This scholarship allows for exchange semesters in one or two different universities (a semester in each), adding up to one full academic year. Students return to Bhutan after Spring 2021 and re-join at RTC in July 2021. All placements for the second semester (Spring 2021) are tentative and may change or be cancelled if the placement is not successful.

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 2020 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 **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 indicated in other countries 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: |
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| A | Centre College, Kentucky USA (2 slots) Subjects: any liberal arts and sciences | <ul style="list-style-type: none"> Centre College tuition and student room/food for one academic year. Centre College Scholarship of \$2,000 | <ul style="list-style-type: none"> RTC tuition/room/food fees for the academic year 2020-21 (Nu. 199,800) Travel expenses for trip to Delhi in April or May for the USA visa interview – Est. Nu. 30,000. USA visa application fees – USD \$560 Any personal expenses while in the USA – USD \$100-200/month. Living expense for one month of winter break when Centre college residence halls are closed – USD \$500 - \$1,500 depending on the living arrangements. Health insurance for the year: USD \$500 - \$1000 |
| B | Erasmus+ (2 slots) 1st & 2nd sem: VIVES, Belgium Subjects: Business, Social Sciences | <ul style="list-style-type: none"> Tuition for two semesters. Euro € 820 towards the cost of round-trip airfare Euro € 850/month for the academic year towards the cost of room/food, health insurance, books, and visa processing expenses | <ul style="list-style-type: none"> RTC tuition fees for the fall semester 2020 (Nu. 68,200). Travel expenses for trip to Delhi in April or May for the European visa interview – Est. Nu. 30,000. Visa application fees (€ 180) Health Insurance (Overseas Travel Insurance: ~200 €/year) Monthly Housing costs: 200 - 400 € in dormitory or 500 € in town area Monthly food costs: 200 - 300 € Monthly misc. costs: 100 - 200 € |
| C | Erasmus+ (2 slots) 1st & 2nd sem: SRH Hochschule Heidelberg, Germany Subjects: Business & Administration | <ul style="list-style-type: none"> Tuition for two semesters. Euro € 820 towards the cost of round-trip airfare Euro € 850/month for the academic year towards the cost of room/food, health insurance, books, and visa processing expenses | <ul style="list-style-type: none"> RTC tuition fees for the fall semester 2020 (Nu. 68,200). Travel expenses for trip to Delhi in April or May for the European visa interview – Est. Nu. 30,000. Visa application (€ 120) Health Insurance (Overseas Travel Insurance: ~200 €/year) Monthly Housing costs: 300-400 € (shared room or single) Monthly food costs: 200 - 300 € Misc. Costs: 100 -200 €/month |

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| D | <p>Erasmus+ (1 slot)</p> <p>1st & 2nd sem: RheinAhrCampus, University of Koblenz, Germany</p> <p>Subjects: Business & Administration</p> | <ul style="list-style-type: none"> • Tuition for two semesters. • Euro € 820 towards the cost of round-trip airfare • Euro € 850/month for the academic year towards the cost of room/food, health insurance, books, and visa processing expenses | <ul style="list-style-type: none"> • RTC tuition fees for the fall semester 2020 (Nu. 68,200). • Travel expenses for trip to Delhi in April or May for the European visa interview – Est. Nu. 30,000. • Visa application (€ 120) • Health Insurance (Overseas Travel Insurance: ~200 €/year) • Monthly Housing costs: 300-400 € (shared room or single) • Monthly food costs: 200 - 300 € in university canteen. • Misc. Costs: 100 -200 €/month |
| E | <p>Erasmus+ (2 slots)</p> <p>1st & 2nd sem: VU, Netherlands</p> <p>Subjects: Any</p> | <ul style="list-style-type: none"> • Tuition for two semesters. • Euro € 820 towards the cost of round-trip airfare • Euro € 850/month for the academic year towards the cost of room/food, health insurance, books, and visa processing expenses | <ul style="list-style-type: none"> • RTC tuition fees for the fall semester 2020 (Nu. 68,200). • Travel expenses for trip to Delhi in April or May for the European visa interview – Est. Nu. 30,000. • Visa application fees (€ 60) and University fee (€ 250) • Health Insurance (Overseas Travel Insurance: ~300 - ~500 €/year) • Monthly Housing costs: ~ 500 € in dormitory (single. internet and other bills covered), or 300-600 in shared apt. • Monthly food costs: 200 - 300 € • Misc. Costs: 100 -200 €/month |
| F | <p>Erasmus+ (1 slot)</p> <p>1st sem: WSPA, Lublin : Poland</p> <p>2nd sem: WSB, Poznan : Poland</p> <p>Subjects: Business</p> | <ul style="list-style-type: none"> • Tuition for two semesters. <p>Lublin, Poland:</p> <ul style="list-style-type: none"> • Euro € 820 towards the cost of round-trip airfare • Euro € 800/month for the academic year towards the cost of room/food, health insurance, books, and visa processing expenses | <ul style="list-style-type: none"> • RTC tuition fees for the fall semester 2020 (Nu. 68,200). • Travel expenses for trip to Delhi in April or May for the European visa interview – Est. Nu. 30,000. • Visa application fees (€ 120) • Health Insurance (Overseas Travel Insurance: ~200 €/year) • Monthly Housing costs: 350 € in apartment • Monthly food costs: 100 - 150 € • Misc. Costs: 100 - 150 €/month |
| G | <p>Erasmus+ (2 slots)</p> <p>1st sem: Ljubljana School of Business VSPV, Slovenia</p> <p>Subjects: Business</p> <p>2nd sem: Vilnius College, Lithuania</p> <p>Subjects: Business</p> | <ul style="list-style-type: none"> • Tuition for two semesters. <p>Slovenia</p> <ul style="list-style-type: none"> • Euro € 820 towards the cost of round-trip airfare • Euro € 800/month for the semester towards the cost of room/food, health insurance, books, and visa processing expenses <p>Lithuania</p> <ul style="list-style-type: none"> • Euro € 820 towards the cost of round-trip airfare • Euro € 800/month for the semester towards the cost of room/food, health insurance, books, and visa processing expenses | <ul style="list-style-type: none"> • RTC tuition fees for the fall semester 2020 (Nu. 68,200). • Travel expenses for trip to Delhi in April or May for the European visa interview – Est. Nu. 30,000. • Visa application fees for both countries: (€ 60 + € 60) = € 120 • Health Insurance (Overseas Travel Insurance: ~200 €/year) <p>Slovenia</p> <ul style="list-style-type: none"> • Monthly Housing costs: 300-400 € in student apartment • Monthly food costs: 200 € • Monthly transportation € 20-30 • Misc. Costs: 100 - 150 €/month <p>Lithuania</p> <ul style="list-style-type: none"> • Monthly Housing costs: up to 300 € • Monthly food costs: 150 - 300 € • Misc. Costs: 100 - 200 €/month |

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| <p>H</p> | <p>Erasmus+ (2 slots)</p> <p>One semester: University of Oviedo, Spain</p> <p>+</p> <p>One semester: University of Huelva, Spain</p> <p>Subjects: Any</p> | <ul style="list-style-type: none"> • Tuition for two semesters. • Euro € 1500 towards the cost of round-trip airfare • Euro € 850/month for the academic year towards the cost of room/food, health insurance, books, and visa processing expenses | <ul style="list-style-type: none"> • RTC tuition fees for the fall semester 2020 (Nu. 68,200). • Travel expenses for trip to Delhi in April or May for the European visa interview – Est. Nu. 30,000. • Visa application fees (€ 120) • Monthly Housing costs: 350-400 € • Monthly food costs: 200+ € • Misc. Costs: 100 - 200 €/month • Health Insurance (Overseas Travel Insurance: ~ 200 €/year) |
| <p>I</p> | <p>Erasmus+ (3 slot)</p> <p>1st & 2nd sem: University of Cadiz, Spain</p> <p>Subjects : Any subject/ fields</p> | <ul style="list-style-type: none"> • Tuition for two semesters. • Euro € 1500 towards the cost of round-trip airfare • Euro € 850/month for the academic year towards the cost of room/food, health insurance, books, and visa processing expenses | <ul style="list-style-type: none"> • RTC tuition fees for the fall semester 2020 (Nu. 68,200). • Travel expenses for trip to Delhi in April or May for the European visa interview – Est. Nu. 30,000. • Visa application fees (€ 60) • Monthly Housing costs: 350-400 € • Monthly food costs: 200+ € • Misc. Costs: 100 - 200 €/month • Health Insurance (Overseas Travel Insurance: ~ 200 €/year) |
| <p>J</p> | <p>Erasmus+ (1 slot)</p> <p>1st sem: University of Liechtenstein</p> <p>2nd sem: Eotvos Lorand University, Hungary</p> | <ul style="list-style-type: none"> • Tuition for two semesters. <p>Liechtenstein</p> <ul style="list-style-type: none"> • Euro € 820 towards the cost of round-trip airfare • Euro € 900/month for the semester towards the cost of room/food, health insurance, books, and visa processing expenses <p>Hungary</p> <ul style="list-style-type: none"> • Euro € 820 towards the cost of round-trip airfare • Euro € 800/month for the semester towards the cost of room/food, health insurance, books, and visa processing expenses | <ul style="list-style-type: none"> • RTC tuition fees for the fall semester 2020 (Nu. 68,200). • Travel expenses for trip to Delhi in April or May for the European visa interview – Est. Nu. 30,000. • Visa application fees for both countries: (€ 60 + € 60) = € 120 • Health Insurance (Overseas Travel Insurance: ~200 €/year) <p>Liechtenstein</p> <ul style="list-style-type: none"> • Monthly Housing costs: 500-600 € • Monthly food costs: 200 - 300 € • Misc. Costs: 100 - 150 €/month <p>Hungary</p> <ul style="list-style-type: none"> • Monthly Housing costs: 300-500 € • Monthly food costs: 100 - 150 € • Misc. Costs: 100 - 200 €/month |

To be eligible for the following slot “K” for a year at Szent Istvan University, Hungary (End Sept 2020 - July 2021), interested applicants must win the digital storytelling contest and complete MOOC under FRIENDS project. However, the digital storytelling content submission (deadline March 12th) adds points to the application for any of the slots. For more details please check the Digital StoryTelling contest announcement on my.rtc.bt.

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|--------|--|---|---|
| K | (3 slots) 8 weeks (July - Sept) at Varna University of Management, Bulgaria - FRIENDS Project Boot Camp at Bulgaria will cover the following subjects: Cross-cultural studies, Creativity and innovation, Art management, Event management, Project management, Leadership, Student engagement + A year at Szent Istvan University, Hungary (End Sept 2020 - July 2021) Subjects to be studied at Szent Istvan University: Business and Environment | <ul style="list-style-type: none"> ● Varna University of Management: travel and cost of stay covered worth EUR 3,270 per student ● Szent Istvan University: tuition for 2 semesters in 2020-21, travel support of EUR 820 and Euro € 800/month for the academic year towards the cost of room/food, health insurance, books, and visa processing expenses | <ul style="list-style-type: none"> ● RTC tuition/room/food fees for Fall 2020 semester academic year Nu. 68,200 ● Travel expenses for trip to Delhi for visa application – Est. Nu. 30,000. ● Schengen Visa fees – EUR €60 + Bulgarian Short-term Visa fees - Nu. 5,100 or Bulgarian Long-term Visa fees - Nu. 17,000 <p>Expenses at Bulgaria + Hungary :</p> <ul style="list-style-type: none"> ● Monthly Housing costs: 300-500 ● Monthly food costs: 100 - 150 € ● Misc. Costs: 100 - 200 €/month ● 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. ● Health insurance from RICBL: Est. EUR 200 |

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 **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:

- 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% (Digital storytelling participation, 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 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%

III. Selection and pre-departure timeline (tentative)

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| 27 th Mar | - Last date for the submission of applications |
| 30-31 st Mar | - Committee meeting to shortlist students; shortlist announced |
| 31 st Mar | - Shortlisted students collect reading assignment for simulated class - Candidates start processing for their Passports if they do not have one yet |
| 1 st -2 nd April | - Simulated class and interview |
| 6 th Mar | - Selection, Placements and Results declaration - Candidates will be given an Offer Letter |
| 13 th Apr | - Submission of signed <i>Acceptance of Offer</i> and Passports |
| 17 th Apr | - Submission of visa fees, SEVIS fees and airfare/other travel for Delhi visa interview to the International Relations Office |
| Apr-Jun | - Visa interviews in Delhi |
| Jul-early Aug | - Preparatory briefings, activities, and study |
| Mid-Aug onward | - 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 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. Candidates must also participate in the 6-weeks online (MOOC) course on intercultural competencies.

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
- 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. Bhuwan Kafley at Email: bhuwankafley@rtc.bt or Mobile: 17583939