

## GUIDELINES FOR STUDY ABROAD PROGRAMMES

### Purpose

The need to place external students <sup>1</sup> on different types of study abroad programmes in RUB constituent 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, 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**, 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.

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<sup>1</sup> 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. SEMESTER ABROAD PROGRAMME**

A semester abroad programme in which an external student may enroll in a programme of choice in an RUB college is a semester long programme offered in that college either in Spring or Fall or longer. The semester abroad programme is available to undergraduate or a postgraduate (Master) student whose primary aim of enrolment in the programme is to take a minimum of 2 standard modules.

### **1.1. Procedures**

- 1.1.1. Apart from existing programmes, colleges shall identify their strengths and niche areas and develop modules for semester abroad based on relevant disciplines and areas that will be of potential interest and use to semester abroad students.
- 1.1.2. Semester abroad programmes at RUB for students from foreign universities shall take place on a written and reciprocated arrangement between RUB and the external institution.
- 1.1.3. A semester abroad student shall take minimum of 2 modules from a given programme across programmes. Each module is worth 12 credits, equivalent to 120 notional hours of student effort.
- 1.1.4. The programmes will be discussed between RUB and partner institution before the start of the programme
- 1.1.5. Colleges will ensure that the modules that an external student enrolls in provide meaningful learning experience through academic and cultural immersion.
- 1.1.6. Students should send in Semester Abroad Application Form signed duly by the student and the Semester Abroad Programme Director or Coordinator of the parent university. Once the requirements are satisfied, the form shall be submitted to the host college for approval and arrangements.
- 1.1.7. On completion of the semester abroad programme in RUB, the study undertaken in shall be credited towards the student(s)' study abroad credit in his/her parent institution.
- 1.1.8. No applicants shall be accepted through third party providers. This arrangement will ensure that:
  - 1.1.7.1. Students applying for the programme are safeguarded against any fraud and/or academic malpractice
  - 1.1.7.2. Proper and suitable credit transfers are accorded for students engagement
  - 1.1.7.3. Study Abroad programmes are tailored to the requirements of the home university.
  - 1.1.7.4. Fund transfers and monetary transactions only take place between the host and parent university.

## **1.2. Programme Administration**

- 1.2.1. All conditions proposed for implementation shall be in alignment to Acts, Rules and Regulations of the Royal Government of Bhutan and the Royal University of Bhutan policies.
- 1.2.2. The DRER at OVC shall liaise between the foreign institution(s) and RUB to draw up agreements for study abroad on request from the college.
- 1.2.3. It shall be the responsibility of the DRER and semester abroad host college to prepare costs well in advance and inform the parent university/college of the international student as a study abroad fee package.
- 1.2.4. A standard of services that includes health and safety that colleges can offer to semester abroad learners shall be listed and included as part of semester abroad package and shall be reflected on the college website.
- 1.2.5. It shall be the responsibility of the parent university to deal with health insurance and risk management of the students during their study abroad in Bhutan. However, students should also be made aware that basic healthcare is free in Bhutan.
- 1.2.6. A course package brochure listing RUB semester abroad modules against credit worth of each module, contact information, assessment, evaluations patterns, educational objectives of study abroad in Bhutan and other relevant information shall be made available to the students by the colleges.
- 1.2.7. The International Relations Office (DRER) will liaise between the host college and the external institution regarding semester abroad students arrangements of accommodation, academic requirements, study tours (if it involves one), and briefing and de-briefings.
- 1.2.8. A handbook of rules and regulations for semester abroad (including student code of conduct) shall be developed by the host college and made available to semester abroad students.
- 1.2.9. The parent university shall conduct pre departure briefing for semester abroad students while RUB will conduct an orientation programme upon arrival for these students.
- 1.2.10. The number of students accepted into semester abroad programme should not in any manner affect the teaching and learning environment in the host college.
- 1.2.11. The host college shall assess the effectiveness of semester abroad programme and submit a report to the DRER who in turn will initiate the process of improving future programmes.
- 1.2.12. DRER office will work closely with the Dean of Research and Industrial Linkages in the host college to support the external students. The support shall include: a) preparing and approve paperwork for 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 students, where relevant, from the Department of Immigration to enroll in the programme requested; and d) assisting students' 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.
- 1.2.13. With regard to funds generated from semester abroad 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 semester abroad programme.
- 1.2.14. No college shall enroll a student with special needs into the semester abroad programme until it is fully equipped to cater to these needs.

### **1.3. Guidelines for Semester Abroad Students**

- 1.3.1. A student interested in semester abroad at RUB shall choose modules in consultation with his/her advisor at his/her home institution.
- 1.3.2. A student interested in semester abroad at RUB can on request avail a module package brochure listing RUB semester abroad modules against credit worth of each module, contact information, assessment, evaluations patterns, and other details related to the semester abroad modules, including the student code of conduct of the college.
- 1.3.3. The student on submission of three forms completes the paperwork related to his/her enrolment in RUB as a semester abroad student: a) Semester Abroad Application Form- b) Semester Abroad Programme Request form c) Terms and conditions of Semester Abroad form.
- 1.3.4. A semester abroad student is expected to complete their modules within the prescribed duration of study.
- 1.3.5. If a student(s) on semester abroad do not clear his/her academic requirements within the prescribed duration of study, a request for extension of study will be made to the Department of Immigration by the host college as per existing regulations.
- 1.3.6. In order to promote academic and cultural immersion, no homestays will be entertained where hostel accommodations are available on campus. Homestays will be permitted only if the module requires the student to avail such a facility.
- 1.3.7. Students on semester abroad programme shall not be engaged in paid work during the period of study in RUB.
- 1.3.8. As the host institution, RUB expects students on short term study abroad student to be sensitive to Bhutanese culture and environment and refrain from engaging in activities that may undermine the integrity of the host culture.
- 1.3.9. Rub may not accept a semester abroad programme if it considers the proposal difficult to manage in terms of administrative and logistical support.

### **1.4. Fees and Costing**

- 1.4.1. Tuition and other assorted costs will be as follows:

- 1.4.3.1. For Non-SAARC-Tuition of US\$1,600 (or equivalent ngultrums at the exchange on the day) per 12 credit module (or equivalent) shall be charged. This fee shall cover: a) tuition fee for one module; b) processing application and enrolment at RUB; c) pre-arrival planning, enrolment and on-campus orientation programme; d) student identification documents; e) semester Abroad student support services; f) final official RUB transcript.
- 1.4.3.1.1. However the tuition fees shall not include the following: a) accommodation (on campus): US\$ 150 per month; b) food (same as home students): US\$ 50 per month; c) travel (local): variable (actual costs); d) field visits which are not part of the module: variable (actual costs); e) home-stays: variable (actual costs); f) historical/cultural visits: variable (actual costs); g) visa: actual charges at the airport (currently US\$ 40).
- 1.4.3.2. For SAARC-tuition of Nu. 50000 per semester shall be charged. This fee shall cover: a) tuition fee for one semester; b) processing application and enrolment at RUB; c) pre-arrival planning, enrolment and on-campus orientation programme; d) student identification documents; e) semester abroad student support services; f) final official RUB transcript.
- 1.4.3.2.1. However the tuition fees shall not include the following: a) accommodation (on campus): same as RUB students; b) food (same as home students): same as RUB students; c) travel (local): variable (actual costs); d) field visits which are not part of the module: variable (actual costs); e) home –stays: variable (actual costs); f) historical/cultural visits: variable (actual costs); g) visa fee (if applicable).
- 1.4.2. From the total fee accrued to college(s) for semester abroad, a total of 8% from the semester abroad tuition shall be kept at OVC as operational charges.
- 1.4.3. The semester abroad fee will increase at the rate of 3% each year just like the fees for regular RUB programmes.



### SEMESTER ABROAD APPLICATION FORM

First name		Middle name/	Surname
Name of parent university:			
Student ID no. at university:			
Degree pursuing at university:			
Language of instruction at university:			
Male/female (circle)		DOB (DD/MM/YY):	
Nationality:		Country of birth:	
Address of the student:			
Contact home no. with country code:		Contact mobile no. with country code:	
Email id:			
University email id:			
Name of the Emergency contact:	Relationship:	Contact no. with country code:	
Email of the emergency contact:			
<p>Terms and conditions:</p> <ol style="list-style-type: none"> <li>1) The information provided on this application is true and correct.</li> <li>2) I authorize my semester abroad college to contact the nominated emergency and semester abroad office of home university in case of an emergency.</li> <li>3) I have no objection to the host college sharing my information in processing visa and arranging logistics for semester abroad in Bhutan.</li> </ol> <p>Signature Date</p>			
<p>As the legal guardian of the student, I am aware of the responsibility of the student, and consent to the named student to be part of semester abroad programme at RUB in Bhutan.</p> <p>Name of the guardian Signature Date</p>			
<p><u>A Please attach the following with this form (checklist):</u></p> <ol style="list-style-type: none"> <li>1) Scanned copy of the student's valid passport. (Yes/No) Circle</li> <li>2) Scanned copy of the student ID card. (Yes/No) Circle</li> <li>3) Scanned copy of the student's Academic transcript. (Yes/No) Circle</li> <li>4) Scanned copy of the student's medical certificate. (Yes/No) Circle</li> </ol> <p><u>B Please attach the following forms with this application:</u></p> <ol style="list-style-type: none"> <li>1) Scanned copy of Filled in information on Semester Abroad Programme Request form. (Yes/No) Circle</li> <li>2) Scanned copy of the Signed agreement on Terms and conditions of Semester Abroad in Bhutan under the Royal University of Bhutan (RUB) form. (Yes/No) Circle</li> </ol>			
<p><u>For Semester Abroad College in Bhutan</u></p> <p>Approved/Not approved Signature and Date</p>			



## SEMESTER PROGRAMME REQUEST FORM

<b>Student details</b>			
Name	Parent University	Country	Student ID no.
<b>Semester abroad details</b>			
Semester abroad college in Bhutan		Specify Semester/short term & Year (from-to)	
Names of modules to be undertaken at semester abroad (with module no)	Module Credits and hours	Parent university equivalent with credits hours	
1)			
2)			
3)			
4)			
Total credits:			
List alternative modules if the ones listed above are not available			
Names of modules to be undertaken at semester abroad (with module no)	Module Credits and hours	Parent university equivalent with credits hours	
1)			
2)			
3)			
4)			
<p>I hereby, on an informed choice, agree to sign to undertake the semester abroad programme at RUB in Bhutan listed above as a full time student.</p> <p>Student's name and signature:</p> <p>Date:</p>			
<p><b>To be signed by the Semester Abroad Programme Director of the parent university</b></p> <p>I understand that by signing this form, I recommend the student ..... (name) to the semester abroad programme in RUB and assure the student's competence to take the programme.</p> <p>Semester Abroad Programme Director name:</p> <p>Signature:</p> <p>Date:</p>			
<p><u>For Semester Abroad college in Bhutan:</u></p> <p>Received date:</p> <p>Student's semester abroad time and year (from-to):</p> <p>Module(s) to avail:</p> <p>Name of Semester Abroad college in Bhutan:</p> <p>DRIL signature:</p> <p>Date:</p>			



### TERMS AND CONDITIONS OF SEMESTER ABROAD FORM

Name of student:

Parent university:

Student ID. of parent university:

I, ..... (full name) of ..... (name of university/college) of ..... (name of country) bearing student ID no..... agree to be part of Semester Abroad under the Royal University of Bhutan (RUB), and agree to the terms and conditions of semester abroad RUB outlined below:

- 1) I shall abide by rules and regulations of the host college during my semester abroad in Bhutan, and shall be dismissed from the semester abroad programme if my behaviour is contrary to the rules and regulations of the host college.
- 2) I will conduct myself in the manner appropriate to the host college and respect cultural difference.
- 3) I should comply by all academic demands of the semester abroad programme and will not leave until the programme is over, failing which, I fail to fulfill the requirements of semester abroad.
- 4) I will receive credit transfer only upon successful completion of the semester abroad units.
- 5) It is my responsibility to guarantee that the semester abroad module(s) availed in Bhutan will earn credit to satisfy the requirements of my parent university.
- 6) I agree to be a part of semester abroad in Bhutan and the host college has no responsibility or liability for any or all claims in issues related to injury, damages and loss and will not hold the study abroad host college responsible on any charges ensuing from such issues.
- 7) I agree to grant full right to my host college to protect and safeguard me in an emergency related to my health and safety.
- 8) I am responsible for any and all financial and legal consequences ensuing from my own behavior.
- 9) I agree to pay my full tuition for study abroad to host college before departure from the parent university/college and am responsible for all travel costs associated with my return back to parent university/college.
- 10) I agree to not appeal for refund if I choose to withdraw from the semester abroad on my own.
- 11) I agree to the electronic email correspondence between me and the host college.

Having read the statement, I agree to the terms and conditions specified and sign below to endorse my agreement to the terms and conditions.

Name:

Signature and Date:

As the legal guardian of the named student, I am aware of the responsibility the student has assumed and agree with the terms and conditions specified by the semester abroad host college in Bhutan.

Name of the guardian

Signature and Date



## **1. SHORT TERM STUDY ABROAD PROGRAMME**

Short term study abroad is a one to six week tailor made programme organized for external students in one or more colleges as agreed between RUB and the external institution. This programme is available for undergraduate or postgraduate (Masters) students. Its aim is to enable the visiting students to work on topics of their interest, attend lectures, and work on research topics as agreed between the college and the parent institution. The programme is usually led by a faculty leader from the students' parent institution who will work as academic coordinator for the visiting students and will work closely with the host college(s).

### **1.1. Procedures**

- 1.1.1. Short term study abroad will integrate classroom teaching and learning with experiential learning and site visits. It is expected that the totality of the student's academic and cultural learning in the host college(s) will form the short term study abroad experience.
- 1.1.2. An external institution requesting for a short term study abroad programme will submit a proposal to the International Relations Office (DRER). The proposal should contain the following: a) name of host institution; b) the target academic discipline(s) in which the students will work; c) types of academic experience (for e.g. lectures, seminars and extra-curricular etc.; d) type of cultural experience (field visits, community projects, spiritual engagements etc.; e) number of students; f) purpose of the programme; g) reasons of undertaking the programme in RUB; h) assessment of student learning; i) resources required; j) logistics required.
- 1.1.3. A college may provide a short term study abroad programme as follows: a) during summer break as a tailor made programme; b) as a component of a programme offered in an external institution; c) as part of a student's ongoing research project.
- 1.1.4. Any proposal for short term study abroad received from an external institution shall be examined for the following: a) it has a set of well-defined academic and experiential objectives; b) it has a clearly defined purpose for undertaking the proposed study in Bhutan; c) it has evidence of academic rigor leading to maximization of students learning and experience; d) it gives the students adequate opportunity for self-exploration and experience of the host culture.
- 1.1.5. The external institution will complete the SHORT TERM STUDY ABROAD-Proposal Form and submit it to the International Relations Office (DRER) at least 6 months in advance of the proposed commencement date.
- 1.1.6. Credits from the short term study abroad programme will be awarded by the students' parent institution. Credit equivalencies will be worked out by the parent institution.
- 1.1.7. The International Relations Officer (DRER) will then work out the cost estimate for the proposed short term study abroad programme. After the estimated costs have been agreed between RUB and the external institution,

the International Relations Office will facilitate the conduct of the programme in the host college and travel approvals.

## **1.2. Programme Administration**

- 1.2.1. All conditions proposed for implementation shall be in alignment with the Acts, Rules and Regulations of the Royal Government of Bhutan and the Royal University of Bhutan policies.
- 1.2.2. The focus of the short term study abroad programme should be appropriate to the college(s) as the study location. The host college may not agree to a study site (including research) proposed by the student's parent institution for administrative or logistical reasons.
- 1.2.3. A short term study abroad proposal will be approved only if the programme is meant for five or more students at a time.
- 1.2.4. The visiting faculty leading the students will be responsible for class schedules, site arrangements, grading policies, final essays, and other components required for completing the programme. While in the college, the visiting faculty leader leading the students will be supported by an experienced faculty member in that college.
- 1.2.5. All payments for the short term study abroad programme should be remitted to RUB by the middle of the programme (for e.g. 15<sup>th</sup> day in case of a 30 days programme).
- 1.2.6. It shall be the responsibility of the parent university to deal with health insurance and risk management matters pertaining to the students during their short term study abroad programme in RUB. However, students should also be made aware that basic healthcare is free in Bhutan.
- 1.2.7. DRER office will work closely with the Dean of Research and Industrial Linkages in the host college to support the external students. The support shall include: a). preparing and approve paperwork for 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 students, where relevant, from the Department of Immigration to enroll in the programme requested; and d) assisting students' 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.
- 1.2.8. With regard to funds generated from short term abroad 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 short term study abroad programme.
- 1.2.9. No college shall enroll a student with special needs into the short term study abroad programme until is it fully equipped to cater to these needs.

- 1.2.10. As the host institution, RUB expects students on short term study abroad student to be sensitive to Bhutanese culture and environment and refrain from engaging in activities that may undermine the integrity of the host culture.
- 1.2.11. Rub may not accept a short term study abroad programme if it considers the proposal difficult to manage in terms of administrative and logistical support.

### **1.3. Fees and Costing**

- 1.3.1. Tuition and other assorted costs will be as follows:
  - 1.3.1.1. For Non-SAARC- For 1-3 weeks/group = US\$ 2000/student (or equivalent ngultrums at the exchange on the day). For 3 to 6 weeks packaged programme= USD\$ 2520/student. The programme fee shall NOT include costs for: a) airfare; b) accommodation; c) food; d) transport within the country; e) visa.
  - 1.4.2.1.1. Other charges for students on short term study abroad 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)
  - 1.3.1.2. For SAARC- For 1-3 weeks/group = Nu. 20000/student. For 3 to 6 weeks packaged programme= Nu. 25000/student. The programme fee shall NOT include costs for: a) airfare; b) accommodation; c) food; d) transport within the country; e) visa.
  - 1.4.2.2.1. Other Charges for students on short term study abroad 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).
- 1.3.2. From the total fee accrued to college(s) from short term study abroad programmes, 8% of the total programme fee shall be kept at OVC as administrative costs.
- 1.3.3. The short term study abroad fee will increase at the rate of 3% each year just like the fees for regular RUB programmes.



## SHORT TERM STUDY ABROAD PROGRAMME

### Proposal Form

<b>Name of the University</b>	<b>Name of Faculty/School/Department/</b>
<b>Faculty Leader's name</b>	<b>Names of students, their class, year and nationalities (use separate sheet if necessary)</b>
<b>Faculty Leader's nationality</b>	1 2 3 4 5
<b>Specify the dates of the proposed programme (from and to for e.g. 10<sup>th</sup> June-24<sup>th</sup> June)</b>	
<b>Complete Address of the Faculty Leader (including title, affiliation, email and phone number(s))</b> (Please note that RUB will contact the Faculty Leader mostly through email)	
<b>Please explain the reasons for choosing the proposed programme and its location in RUB.</b>	
<b>How will the proposed programme help fulfill students' learning experience in relation to their programme in the home university?</b>	
<b>Please list the types of academic and cultural experience that the students are expected to acquire through this programme (for e.g. attending lectures, research projects, service learning etc.)</b>	
<b>Please describe how the students learning will be assessed and how the credits in the parent institution.</b>	
<b>Please list any specific academic resources required for the proposed programme (for e.g. access to library, lab equipment etc.)</b>	
<b>Please list any requirements such as accommodation and meals while in college.</b>	
<b>Will the students also work with any other organization(s) during the short term study visit? If so, please specify the organizations.</b>	
<b>Name and Signature of the Faculty Leader</b> <b>Date</b>	

## **1. VISTING RESEARCH STUDENT**

RUB will provide opportunities for undergraduate and postgraduate (Masters, PhD.) students from external universities and research institutions to work on research projects that are related to the academic programme in which they are enrolled in their parent institutions. The duration of the visiting research student programme will vary from one semester to one year.

### **1.1. Procedures**

- 1.1.1. 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) name, title, affiliation, and contact information of the research supervisor(s); c) duration required for completing the research; d) indication of source of research funding; e) signed letter of consent from the faculty supervisor, parent university indicating approval of the research project to be undertaken in RUB; f) signed request for research to be conducted in RUB from the research supervisor(s); g) evidence of the visiting research student enrolment in the parent university
- 1.1.2. An external institution wishing to place a student in an RUB college for research should submit a proposal to the Director or Dean of Research and Industrial Linkages (DRIL) in RUB college for review by the College Research Committee (CRC).
- 1.1.3. Outcome of the review shall be communicated by DRIL within 30 days of the receipt of the proposal.
- 1.1.4. 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 local supervisor in the college; c). ethics approval from the parent institute is produced; 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).
- 1.1.5. The visiting research student shall be supervised by a supervisor from the host college.
- 1.1.6. An agreement shall be signed between the host college and the visiting research student. The agreement concerning the research site, research subjects, methodology, duration, funding arrangements, supervision, and research dissemination shall be signed between the college and the visiting research student.

### **1.2. Programme Administration**

- 1.2.1. All conditions proposed for implementation shall be in alignment to Acts, Rules and Regulations of the Royal Government of Bhutan and the Royal University of Bhutan policies.

- 1.2.2. Should the visiting research student's project require additional time after the agreed duration, the researcher will request the college for time extension. CRC will then review the request.
- 1.2.3. Outcome of the review of shall be intimated within 30 days (from the date of receipt of the proposal).
- 1.2.4. 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.
- 1.2.5. 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.
- 1.2.6. No college shall enroll a student with special needs into the programme until is it fully equipped to cater to these needs.
- 1.2.7. Terms and Conditions for supervisor: a). shall be responsible for proper conduct of the research through high quality supervision; b). shall ensure that his/her college responsibilities and duties are not hampered during the time away on research; d). shall abide by the Research Code of Conduct of the University;
- 1.2.8. The local supervisor and the visiting research student must co-publish a research article in a peer reviewed journal or co-present a paper in an international conference during or after completing the research.
- 1.2.9. As the host institution, RUB expects visiting research student to be sensitive to Bhutanese culture and environment and refrain from engaging in activities that may undermine the integrity of the host culture.
- 1.2.10. Rub may not accept a visiting research student programme if it considers the proposal difficult to manage in terms of administrative and logistical support.

### **1.3. Guidelines for Visiting Research Students**

- 1.3.1 The visiting research student shall conduct his/her research under supervision of RUB faculty supervisor as appointed by CRC.
- 1.3.2 The visiting research student shall abide by the University's existing research policies, procedures and guidelines.

- 1.3.3 The visiting research student shall make an oral presentation of the research proposal to the CRC before the commencement of the study and incorporate reasonable changes recommended by the CRC.
- 1.3.4 The researcher shall make a presentation of the completed research project at the end of agreed term and submit a copy of the research report to the Dean of Research and Industrial Linkages of the host college.

#### **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 cost.
  - 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 cost (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.