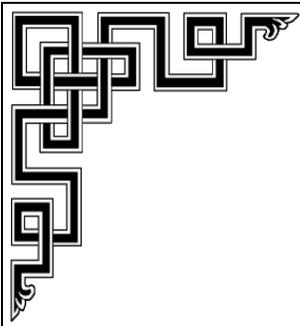


**Ministry of Education
Royal Government of Bhutan**

Undergraduate Scholarship Operational Guidelines

**Scholarship and Student Support Division
Department of Adult and Higher Education**

Thimphu



Published by:

**Scholarship and Student Support Division
Department of Adult and Higher Education
Ministry of Education
Royal Government of Bhutan
Telephone: +975-2-346848/335833/332248
Fax: +975-2-332101**

Copy rights @ 2017 Scholarship and Student Support Division
DAHE, Ministry of Education

All rights reserved, no part of this publication may be reproduced in any form without prior permission from the Scholarship and Student Support Division,
Department of Adult and Higher Education, Ministry of Education.

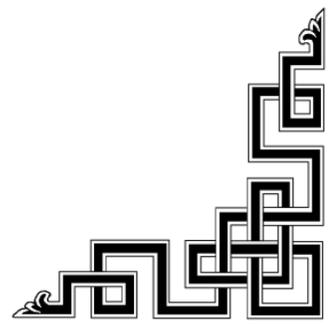
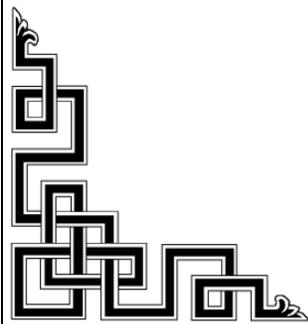


Table of Contents

1. Introduction.....	4
2. Rationale.....	5
3. Scholarship types.....	6
4. Eligibility for Scholarships.....	8
5. Determination and Approval Process.....	9
6. Prioritization of Scholarship Slots	10
7. Selection and Award of Scholarships.....	11
8. Undergraduate Scholarship Application Process.....	11
9. Admission Process.....	12
10. Withdrawal from scholarships.....	13
11. Undergraduate Scholarship Steering Committee	13
12. Scholarship Selection Committee	14
13. Eligibility for Honors Enrollment	14
14. Undertaking.....	15
15. Course Extension	15
16. Course Discontinuation.....	15
17. Termination/Suspension of Scholarship	15
18. Payment of stipend and fees	16
19. Payment Schedule	17
20. APEMS.....	17
21. In country	18
22. Health Insurance.....	18
23. Monitoring & Support Services.....	19
24. Scholarship Student Record	19
25. Field Attachment/ Internship/Study Tour	20
26. Course Completion and Employment	20
27. Bhutanese Students Association (BSA).....	20
28. Institutional Linkages and Tie-ups.....	21
29. Roles and Responsibilities	21
30. ANNEXURES.....	25

Undergraduate Scholarship Programme

1. Introduction:

The Scholarship and Student Support Division (SSSD) under the Department of Adult and Higher Education, Ministry of Education administers the entire Undergraduate Scholarship Programme for the class XII passed Bhutanese students selected by the government for further studies and provide support services to Bhutanese students studying abroad. The programme provides opportunities for high achieving students to undertake full time undergraduate study in different parts of the world in the priority human resource and development needs of the country.

It is an integral part of the Royal Government's long-term human resource development programme to address the shortage of human resources in the critical need areas. Based on the national human resource requirement, various ex-country scholarships in both professional and generic fields are implemented annually, under the Royal Government of Bhutan (RGoB) as well as the Government of India (GoI) funding.

Scholarships are provided based on academic merit, fulfilling the eligibility criteria and other required documents as determined by the Undergraduate Scholarship Steering Committee. The discipline and the number of slots are determined as per the national needs based on the availability of government funding and donor support. Ongoing ex-country scholarship students who are not able to continue shall not be transferred for in-country scholarships except under unavoidable circumstances such as natural calamities, ill health, and political disruptions. The funds allocated for ex-country scholarships shall not be considered for re-appropriation to in-country scholarships.

The Scholarship and Student Support Division under the Department of Adult and Higher Education is the responsible agency for implementing the scholarship programmes at the undergraduate level as planned and prioritized by the government from time to time.

2. Rationale:

The key reason for implementing the ex-country undergraduate scholarships is to cater to the needs of skilled HR requirement of the country. With the increase in socio-economic development, technical and professional work force is critical at all levels. Since the colleges and institutes under the Royal University of Bhutan do not provide much of the technical and professional courses that are of dire importance for the country's socio economic development, ex-country scholarships in various undergraduate courses abroad are implemented to meet the growing demands of Bhutan's fast growing economy.

About ten thousand plus students graduate out of class 12 on an annual basis, against which the ex-country scholarships offered is slightly over two hundred slots, which constitutes only about 2% of the class 12 graduates. For the students and the parents alike the opportunity for ex-country scholarships is a big motivation for working hard and excelling in studies and the only means of pursuing their tertiary education outside the country for many because of their inability to afford the cost. Its continuation, therefore is, imperative as it not only provides the motivation for students to work hard, but also promote cross fertilization of ideas and expertise that will be beneficial for the development of the country. The programme will also enhance social equity because in absence of such an opportunity, only those who can afford will be able to pursue higher studies who may not necessarily be academically strong and the best candidate fit for the programme.

3. Scholarship types:

The undergraduate scholarship programme implemented by the Ministry of Education is mainly categorized into three categories; RGOB Scholarships, GOI Scholarships and Ad-hoc scholarships based on the funding source.

3.1 RGoB Scholarships:

These are scholarships under the Royal Government of Bhutan funding implemented both in India and other third countries. The programme includes full scholarship to pursue higher studies in technical and professional fields. The scholarships under this category include scholarships to third countries, Queen's Endowment for Cultural Studies (QECS), Assistance to Privately Enrolled Medical Students (APEMS) and the scholarships to Government approved private college.

3.1.1 RGoB- Ex Country Scholarships

- a.** These are scholarships under the Royal Government of Bhutan funding implemented in the third countries;
- b.** The programme includes full scholarship to pursue higher studies in technical and professional fields;
- c.** Annually about 35 slots are earmarked for implementation under this category which is subject to change based on Government directives from time to time.

3.1.2 Queen's Endowment for Cultural Studies (QECS):

- a.** The Queen's Endowment for Cultural Studies is a special scholarship of the Royal Government of Bhutan instituted in 2011 to celebrate the Royal Wedding;

- b. The scholarship is to be implemented in India/Sri Lanka in cultural studies including Fine Arts, Herbal Medicine, Pali, Sanskrit, etc;
- c. Fifteen (15) slots are offered annually under this category.

3.1.3 Assistance to Privately Enrolled Medical Students (APEMS):

- a. Assistance to Privately Enrolled Medical Students (APEMS) is a medical scholarship grant to private medical students initiated in 2009 as a temporary measure to overcome the shortage of medical doctors in the country;
- b. The grant shall be up to a maximum ceiling of Nu. 300,000. 00 (Ngultrum three hundred thousand) per student per annum;
- c. The duration of the scheme shall be until such time as the Royal Government feels is necessary to overcome the present shortage of medical doctors in the country;
- d. The grant is extended only for MBBS and BDS courses for a maximum of 12 (MBBS) and 3 (BDS) slots or as determined by the Undergraduate Scholarship Steering Committee;
- e. The eligibility criteria for APEMS shall be same as that of full MBBS and BDS courses and the selection shall be based on merit;
- f. Candidates who are already enrolled shall be eligible, however must full fill the minimum eligibility criteria and be selected by merit;
- g. APEMS shall be eligible to only those institutes recognized by Bhutan Health Medical Council (BHMC);
- h. Fifteen slots are offered annually under this category till such time the government feels it necessary to overcome the shortage of medical doctors in the country.

3.1.4 RGoB-In Country Scholarships

- a. These are scholarships under the Royal Government of Bhutan funding implemented at the Government approved private colleges;

- b. The programme includes full scholarships to pursue higher studies in various courses offered by the colleges as prioritized;
- c. Annually 30 slots are implemented under this scheme and is subject to change as per the government directives.

3.2 *GoI Scholarships*

- a. These are scholarships funded by the Government of India under the Project Tied Assistance (PTA) of the Government of India to Bhutan;
- b. The programme is implemented in India as per the courses determined by the Royal Government of Bhutan;
- c. The programme includes full scholarship to pursue higher studies in technical and professional fields or as may be determined by the Steering Committee;
- d. Annually about 90-100 slots are implemented under GoI scholarships.

3.3 *Ad-hoc scholarships:*

- a. These are unplanned ad-hoc scholarship offers, mainly bilateral and institutional in nature;
- b. Bilateral scholarships are those that are offered by countries/ governments based on the goodwill and diplomatic relations;
- c. Institutional scholarships are offers made by various institutes/colleges/ universities based on the institutional linkage and tie ups in place;
- d. All ad-hoc scholarship offers received shall be announced in the education website and the candidates selected based on academic merit;
- e. Students who are already enrolled on government scholarships both within and outside the country shall not be eligible for ad-hoc scholarships.

4. Eligibility for Scholarships:

- a. All fresh class XII graduates both from within and outside the country are eligible to apply for the scholarships subject to the following:
- b. The applicant must be a Bhutanese citizen;
- c. Applicants should be below **22** years of age;
- d. Must meet the minimum academic eligibility criteria and selected on merit;
- e. Must not have repeated class 12 examinations;
- f. Continuing Education applicants must be 25 years of age or less on the date of application;
- g. Must have a minimum of 55% in English for all ex-country undergraduate scholarships and other minimum qualifying marks in relevant subjects as specified;
- h. Applicants to Government approved in-country scholarship must meet the eligibility criteria set by the college;
- i. The scholarship slots and eligibility criteria may change over the years based on the requirements of different institutes/colleges/universities;
- j. Applicants must be able to produce the following documents in original during the time of selection interview:
 - Academic transcripts of classes X and XII,
 - Citizenship Identity Card,
 - Security Clearance
 - School Leaving and Character Certificate.

5. Determination and Approval Process

- a. The total number of undergraduate scholarship slots and estimated outlay is on five year basis, corresponding to the plan period and implemented annually thereafter;
- b. The number of slots and courses to be implemented annually shall be based on the requisition received (*Annexure I*) through the two nodal agencies- the Royal Civil Service Commission for requirements in the government

agencies and the Ministry of Labour and Human Resources for requirements in the private and corporate sector;

- c. Approval for the number of slots, courses, place of study and the eligibility criteria shall be accorded by the Undergraduate Scholarship Steering Committee on annual basis for its implementation by Scholarship Division;
- d. Approved slots shall be announced in the mass media and education website (by end of January) inviting applications from all aspiring eligible candidates.

6. Prioritization of Scholarship Slots: All scholarship slots are prioritized based on the following:

- a. ***National Human Resource Requirement:*** Any undergraduate scholarships awarded are targeted to fill up the human resource shortages in the country. The long-term human resources for agencies are planned by HR cell of respective agencies and submitted to the Scholarship Division through the two nodal agencies. The Division in consultation with the stakeholders prioritizes if the slots/courses requested are in line with the national HR requirement;
- b. ***Relevance of Proposed Course to UG:*** Since DAHE implements only undergraduate courses, the requisitions received are verified to check the relevance of courses for undergraduate studies. Only courses that are relevant to undergraduate programme shall be prioritized;
- c. ***Priority Accorded by the Proposing Agency:*** The prioritization of the undergraduate scholarship slots is also dependent on the priority accorded by the proposing agencies. Courses that are of priority need for the agencies shall be considered for prioritization.
- d. ***Five Year Plan Target:*** The scholarships awarded will have to fit within the budget allocated and the number of slots approved for that plan period. Once approval for the budget and the number of slots for the plan period is

accorded, it is then staggered equally over the plan period and implemented annually thereafter.

7. Selection and Award of Scholarships

- a. All eligible candidates shall be put into merit order for selection interview;
- b. Selection and award of scholarships shall be based on academic merit, contingent upon fulfilling the eligibility criteria and submission of all required document
- c. Selection of the candidates shall be through an interview as per merit ranking order of the candidates
- d. Candidates shall have the choice of course and place of study depending on its availability on offer as per their ranking
- e. Candidates who are not merit listed, or have not applied for a particular category of scholarship, shall not be eligible for interview for that category
- f. In case of a tie between the candidates, the order of tie breaking mechanism shall be the use of Dzongkha marks on the total, than English followed by total of all subjects taken and finally the verification of CVs.

8. Undergraduate Scholarship Application Process

- a. Announcement for the planned/regular scholarships shall be made towards the end of January prior to the declaration of BHSEC results;
- b. Eligible students interested to compete for undergraduate scholarships will have to apply online at www.citizenservices.gov.bt;
- c. Online application for undergraduate scholarships shall be open from 1st to 15th February for a period of 15 days;
- d. Candidates will have to complete the application process within the stipulated time period as the application shall be blocked thereafter;
- e. Only applicants fulfilling the eligibility criteria and other required documents shall be shortlisted;

- f. Shortlisted candidates shall be merit ranked and the list uploaded in the education website
- g. Merit listing shall be done as per the specific subject requirement of the course and grouped into four broad categories; Biology, Math, Open discipline and In-country
- h. Selection interview shall be held towards the end of February or beginning of March, followed by orientation to the selected students;
- i. Selection interview shall be conducted by panel members from cross-sectional agencies.

9. Admission Process

- a. Admission and placement of students in the third countries are done directly with the institutes based on the MoUs, linkages that are in place;
- b. Admission and placement of students selected under the Royal Government of Bhutan funding in India are done through EdCIL or directly with the colleges/institutes/universities depending on the quality of institutes and availability of the course;
- c. Admission and placement of students under GoI funding is done by the Ministry of External Affairs (MEA) and Department of Agricultural Research and Education (DARE), New Delhi for admission under foreign student quota;
- d. For APEMS admission though students are required to secure their own admission however they may seek the assistance of Scholarship Division as well;
- e. Admission of scholarship students at RTC are processed directly with the college as per the established protocol;
- f. Upon joining the institutes scholarship students shall be required to submit course-joining report online at www.citizenservices.gov.bt .

10. Withdrawal from scholarships

- a. Candidates wishing to withdraw his/her candidature from the scholarship shall be required to submit in writing explaining the reasons for withdrawal;
- b. Selected candidate who withdraws shall not be eligible for other government scholarships;
- c. In case of GoI scholarships, the withdrawn candidate's slot shall be added to the subsequent year;
- d. If payments have been made, candidates withdrawing shall be required to refund as per the refund policy in place;
- e. For withdrawal or discontinuation of the course, refund shall be as per the provisions of the undertaking signed.

11. Undergraduate Scholarship Steering Committee

- a. The Undergraduate Scholarship Steering Committee is the highest governing body in deciding any scholarship matters at the undergraduate level in line with the provisions of this Operational Guidelines;
- b. The members to the Undergraduate Scholarship Steering Committee comprises of representatives from the Royal Civil Service Commission, Ministry of Labour and Human Resources, Department of National Budget, Gross National Happiness Commission, Ministry of Health, Royal University of Bhutan and Department of Adult and Higher Education;
- c. The Committee is chaired by the Secretary of Education and meets once a year in the month of January;
- d. The primary role of the Scholarship Steering Committee is to:
 - i. Prioritize and approve the number of scholarship slots and courses to be implemented for the year;
 - ii. Approve the course eligibility and selection criteria;
 - iii. Prioritize and approve the place of study and;

- iv. Given guidance and direction on the implementation of scholarship programs.

12. Scholarship Selection Committee

- a. The Scholarship Selection Committee, consisting of members from relevant agencies shall conduct the selection interview for the award of scholarships to the prospective students as per the merit ranking order;
- b. The Scholarship Selection Committee shall be presided by a chairperson elected from amongst the members with the Chief Programme Officer of the Division as the Member Secretary;
- c. Panel members shall declare conflict of interest and decline from participation in case of conflict of interest;
- d. The primary role of the Scholarship Selection Committee is to select candidates for scholarships based on merit upon verification of the required documents and fulfilling the eligibility criteria.

13. Eligibility for Honors Enrollment:

Scholarship students aspiring to enroll for honors course and qualify for continued funding support must fulfill the following conditions besides receiving honors enrollment letter from the university:

- a. Should have achieved high academic standards (be in the top 5-15% in the university);
- b. Should have evidences of Awards for Academic Excellence (e.g. President's award, Dean's Merit List, University Medals, Top Student Recognition etc);
- c. Should have no failed subjects/credits throughout the course (in any semester exams);
- d. Should have maintained consistent academic standard throughout the course;

- e. The University shall seek the consent of the Ministry of Education, Royal Government of Bhutan, before issuing the acceptance letter for honors course to the students.

14. Undertaking

- a. A candidate selected for undergraduate scholarship shall attend the pre-departure briefing (*Annexure II & III*) organized by Scholarship Division prior to their departure along with their legal guardian/guarantor;
- b. The selected candidate and the guarantor shall sign an undertaking in the prescribed format prior to leaving for studies;
- c. Candidate selected for higher studies abroad shall sign the ex- country undertaking (*Annexure IV & V*) and those selected for studies at the Government approved private colleges shall sign the In-country undertaking form (*Annexure VI*);
- d. APEMS candidate shall sign the same legal undertaking as that of the full ex-country scholarship candidates.

15. Course Extension

- a. Candidate shall complete the study within the duration prescribed in the Letter of Award, however, for events beyond individual's control such as ill health, natural calamities and political disruptions, a candidate may be allowed to repeat a course/examination and given extension of scholarship;
- b. Prior approval of the Ministry of Education shall be required for the extension of scholarship;
- c. Extension shall not be granted to undertake an additional course;
The government shall not provide financial support for course extension due to personal lapses or events within individual's control.

16. Course Discontinuation

- a. Candidates wishing to discontinue the course shall seek written approval from the Ministry of Education;
- b. The course discontinuation shall be approved on health ground or based on situations that are beyond the individual control;
- c. Candidate shall be liable for refund as per the provisions of the undertaking if discontinued for reasons within individual's control.

17. Termination/Suspension of Scholarship: Scholarship shall be suspended/terminated if:

- a. The conduct of the candidate is not in conformity to the scholarship rules and regulations;
- b. The performance of the candidate is observed to be below average or unacceptable to the authority of the Institute, DAHE;
- c. The candidate does not fulfill the attendance and other requirements stipulated by the Institute; and
- d. The candidate fails to complete the course in the prescribed period and approval for extension is not accorded.

18. Payment of stipend and fees

- a. Students selected for undergraduate scholarships shall be paid stipend and other permissible allowances at the rate approved by the Government; (*Annexure VII*)
- b. Stipend shall be paid biannually to the students as per the payment cycle;
- c. College and other related fees shall be paid directly to the institute upon receipt of fee invoices;
- d. Internship stipend (MBBS/BDS) shall be released only upon commencement of the internship period and submission of the letter of enrolment for internship programme from relevant authorities;

- e. In-country internship shall be granted only upon production of relevant registration certification from Bhutan Health Medical Council (BHMC);
- f. Since scholarships is a performance based funding, all government funding will be suspended if a candidate fails the semester/year;
- g. The funding support will be resumed only upon clearing the failed semester/year and progressing to the next level.

19. Payment Schedule

- a. The payment of stipend for scholarship students will be biannual, each release consisting of payment for 6 months' stipend;
- b. For ongoing students stipend for January to June will be released in the month of May, while the payment for July to December will be made in the month of November of each year, however for new students it will be paid during the time of their departure;
- c. Stipend will be credited directly into the students' account, each release consisting of payment for 6 months;
- d. Tuition fees and other institutional cost will be released to the institute concerned upon receipt of the invoices;
- e. Payment of fees and stipend will be processed only upon receipt of the official progress report from the institutes.

20. APEMS

- a. Assistance to Privately Enrolled Medical Students (APEMS) is a medical scholarship grant to private medical students;
- b. The grant shall cover only tuition fee up to maximum of Nu. 300,000. 00 (Ngultrum three hundred thousand) per student per annum;
- c. Financial assistance is for the entire course duration including internship period as specified in the Letter of Award. However, section 20.g shall be followed in case the tuition fee is less than the maximum ceiling.

- d. Prior approval must be sought in writing from the Department of Adult and Higher Education, Ministry of Education in case of course extension
- e. Tuition fees (actual) shall be reimbursed on production of payment receipts in original from the concerned medical institute/university;
- f. Students shall be required to submit details of actual fee (tuition) structure duly endorsed by the medical institutions/universities;
- g. The balance amount from the maximum ceiling of Nu.300,000/after paying tuition fee shall be provided to supplement living expense from 3rd year onwards which shall not exceed more than 70% of the prevailing government stipend rate in that country;
- h. During the internship period, supplementary expenses for the interns shall be provided to those who are not paid stipend or remuneration by the concerned hospitals subject to production of relevant documents in original;
- i. Payment shall be strictly as specified above and no other miscellaneous payments shall be entertained.

21. In country

- a. Scholarships to Government approved private colleges shall cover actual tuition, hostel and mess fees only;
- b. The scholarship does not cover personal costs such as books, stationery, supplies, laundry, printing, security deposit/caution money and other supplementary fees pertaining to re-sits or back papers;
- c. DAHE, MoE shall release the fees directly to the college on an annual basis upon receipt of the invoices.

22. Health Insurance

- a. All undergraduate scholarship students in India shall be insured under Student's Health Insurance Scheme as per the provisions of the MoU with RICBL;

- b. The scheme will enable students to avail cashless medical treatment facility from the RICBL partner hospitals in India;
- c. Reimbursement of medical claims of insured students shall be forwarded to the RICBL for refund as eligible;
- d. Based on the need and the cost factor, the scheme may be spread to other countries gradually.

23. Monitoring & Support Services

- a. Scholarship and Student Support Division shall constantly monitor the performance of the scholarship students, provide necessary support services and ensure timely completion and repatriation of the scholarship students;
- b. Release of fund shall be based on performance and accordingly, payment for failed semester/year shall be withheld till it is cleared;
- c. Government shall support for normal course of the study duration and shall not provide fund for the failed semester/annual examination;
- d. Students shall be required to submit semester/annual progress report to the Scholarship Division for record and reference;
- e. Officials from the Division and other relevant agencies shall be required to undertake monitoring visits to ascertain the quality of the institutes, monitor students' performance and provide support services.

24. Scholarship Student Record

- a. For reference and record, the Scholarship and Student Support Division shall maintain personal file for each scholarship student until their graduation;
- b. Upon completion of the course, student's file along with the course completion report shall be handed over to the RCSC/MoLHR as is relevant;

- c. The Data Manager shall maintain accurate database of scholarship students and share with relevant stakeholders when required;
- d. The data shall be updated on quarterly basis.

25. Field Attachment/ Internship/Study Tour

- a. Depending on the course requirement, scholarship students may be permitted to undertake field attachment/internship/study tour as part of their study programme;
- b. Student must obtain prior approval of the Department in writing for any internship/study tour or field attachment programme;
- c. Must submit application along with the recommendation letter from the institute on the requirement of the programme;
- d. Submit report of the programme undertaken to the Scholarship Division after the completion of the programme;
- e. TA/DA shall be paid during the internship/study tour as per the rates approved by the Government and the norms in place.

26. Course Completion and Employment

- a. Students shall be required to report to the Scholarship Division within three months of the completion of the course along with course completion report and copies of academic transcript /Degree certificate;
- b. On reporting, students shall complete the course completion formalities (*Clearance and Completion form, Annexure VIII & IX*) for onward transfer to RCSC and MoLHR;
- c. Upon completing the course completion formalities, graduates shall be handed over to RCSC/MoLHR as per the established protocol for onward course of action for their employment.

27. Bhutanese Students Association (BSA)

- a. In order to strengthen solidarity and foster unity among the Bhutanese studying abroad, Bhutanese Students Association shall be formed as per the BSA guidelines;
- b. The associations shall be managed and administered by its executive members headed by the association's president and vice president;
- c. Government shall provide nominal fund to celebrate events of national and historical importance
- d. The BSA fund entitlement is Nu. 1000/ per student per year and the release shall be in two installments based on the proposals received, the actual registered members in the association and the total amount not exceeding the ceiling;
- e. All Bhutanese studying abroad, either on government scholarships or self-financing are eligible for membership to BSA;
- f. BSA registration is offered online and the monitoring of its activities is overseen by Scholarship Division.

28. Institutional Linkages and Tie-ups

- a. In order to facilitate admission of scholarship students to quality institutions, the Scholarship Division and other relevant agencies shall initiate and continue to expand linkages with quality institutions across the globe;
- b. Initiate and sign Memorandum of Understanding with quality institutions for the admission of scholarship students;
- c. Explore institutional scholarships and make the offers available on merit basis.

29. Roles and Responsibilities

30.1 Ministry of Education: The key roles and responsibilities of the Ministry of Education to the Scholarship Division are to:

- a. Guide the Division on all policy matters, including National HR development;
- b. Build linkage with government of other countries in acquiring scholarship slots for the Bhutanese students;
- c. Approval for all major decisions that has policy implications;
- d. Guide and provide directions on the functions of the Division including changes in the Division's mandates.

30.2 Royal Civil Service Commission: RCSC being the apex HR administrator for government sectors shall:

- a. Verify and ascertain the human resource requirement for the government agencies in-line with their HR master plan;
- b. Submit undergraduate scholarship slot requisition to the Department of Adult and Higher Education on annual basis upon receipt of the intimation;
- c. Participate as member in the Scholarship Steering Committee and Scholarship Selection interview.

30.3 Ministry of Labour and Human Resources: The Ministry of Labour and Human Resources being the nodal agency for the HR requirement in the private and corporate sectors shall:

- a. Determine the human resource requirement for the private and corporate sectors in-line with their HR master plan;
- b. Submit the undergraduate scholarship slot requisition to the Department of Adult and Higher Education on annual basis upon receipt of the intimation;

- c. Participate as member in the Scholarship Steering Committee and Scholarship Selection interview;

30.4 *Scholarship Division, Department of Adult and Higher Education:* The Scholarship Division being the focal agency for the implementation of undergraduate scholarship programmes shall:

- a. Prepare and plan for undergraduate requirements with RCSC for requirement in the government agencies and MoLHR for requirement in the private and corporate sectors;
- b. Prioritize scholarship slots for various professional disciplines based on the requisitions received from the two nodal agencies- RCSC and MoLHR;
- c. Implement the undergraduate scholarship slots as per the approval accorded by the Undergraduate Scholarship Steering Committee;
- d. Ensure due diligence for the registration, verification and short listing of the candidates as per the eligibility criteria and specific subject requirement approved by the Scholarship Steering Committee;
- e. Organize orientation, process admissions and placements of selected students;
- f. Coordinate field attachment and internship program of scholarship students based on their course requirement;
- g. Monitor progress of scholarship students studying in various colleges/institutes/universities within and outside Bhutan;
- h. Maintain accurate database for all scholarship students, monitor their performance and process payments as per payment cycle fulfilling all due diligence;
- i. Establish and maintain linkages with universities/colleges/institutes in various countries through signing of MOUs etc;

- j. Coordinate selection of all ad hoc undergraduate scholarship offers received;
- k. Administer Bhutanese Student Association in various countries including the release of fund for these associations.

30.5 Bhutan Health Medical Council (BHMC)

- a. Provide the list of medical institutions which are registered under the respective councils of origin and those that are under the reciprocal recognition;
- b. Institute registration procedures and requirements for new categories of medical and health professions;
- c. Advocate and sensitize to the education consultancy firms on the requirements for recognition of medical and health institutions;
- d. Approve and validate in-country medical and health institutions for standard of education in the respective fields;
- e. Inspect and verify the standards and quality of education provided by the medical institutions enrolling Bhutanese students.

BRIEFING POINTS FOR STUDENTS LEAVING FOR FURTHER STUDIES
ABROAD UNDER FULL GoI/RGoB SCHOLARSHIP PROGRAMME

I. Obligation during Study

As student nominees of the Royal Government of Bhutan on scholarships, students shall adhere to the following:

1. Undertake study as approved by the Ministry of Education, Royal Government of Bhutan and carry out the course of study in a manner acceptable to the authorities of the institute/college/university;
2. Conduct himself/herself at all times in a manner befitting his/her nationality and in a manner acceptable to the authority of the institute/college/university;
3. Not leave the programme of study without prior permission from the college /institute /university and the Scholarship & Student Support Division, DAHE, Ministry of Education, BHUTAN;
4. Not change the course from what is specified in the Letter of Award or change the institute/college/university without prior approval of the DAHE;
5. Be very cautious on all health and safety issues and do not indulge in any activity that may jeopardize the health and safety of self and others;
6. Refrain from engaging in political, criminal or commercial/social activities that may be detrimental to the interest and image of the Royal Government;
7. Refrain from making any statements of facts or opinion in any public forum/ media that would reflect negatively on the image of the host institute and/or the Royal Government;
8. Be liable to pay to the government, two times the expenses incurred for the course if he/she fails to complete the designated course of study or in the event he/she failed for reasons other than natural disasters, political disruptions or genuine health reasons;

9. Not permitted to take field trips to Bhutan (Third countries);
10. For any internship program, must produce letter from Institute/College/University specifying the need of such a programme (RGOB/GOI, India);
11. Submit the academic reports (semester/annual) to the Scholarship & Student Support Division, DAHE for timely release of funds (stipend/tuition and other fees);
12. Note that payment of stipend is done twice in a year, once in the month of May (for July to December) and another in November (for January to June) on a six monthly basis to the concerned students' account number/bank address. Thus individual students need to manage their funds properly/wisely;
13. Be held responsible for any cost not covered under the scholarship grant: - e.g. spouse accompanying the scholars to the place of study;
14. Submit to the Scholarship and Student Support Division, the fee structure for entire duration of the course (GoI/RGoB India), along with the course joining report;
15. Submit *course joining report* to the Scholarship & Student Support Division with complete details of Bank account number, Bank address including the branch name and Swift code after completion of admission formalities in the college/institute/university;
16. All scholarship students while on study shall become the member of the nearest BSA;
17. Students are expected to give top priority to acquire knowledge and skills and also carry out the role of “Goodwill Ambassadors of Bhutan”.

II. Extension

1. A candidate shall complete the course of study within the duration specified in the Letter of Award;
2. Not be permitted for any course/duration extension except on grounds of health, political disruption or events beyond individual control;
3. Prior approval of DAHE, MoE shall be required for extension of course for reasons beyond the control of the candidate which must be supported by relevant documents;

4. Extension approval shall not be granted to undertake an additional/different course.

III. Termination of study/scholarship

The course of study/scholarship shall be terminated if:

1. The conduct of the candidate is not in conformity to the scholarship norms and /or college/university rules;
2. The performance of the candidate is below average or unacceptable to the Institute or DAHE, MoE concerned;
3. The candidate does not fulfill the attendance requirements stipulated by the Institute; and
4. The candidate fails to complete the course in the specified period and approval for extension is not accorded.

IV. Completion of Study and Return

A candidate on completion of course shall:

1. Return and report to the Scholarship & Student Support Division, DAHE with Course Completion Report and certificate/provisional certificate/letter of completion within one month after the completion of the course.

I hereby do confirm that I have been briefed on rules governing my study and I have understood them, including the implication and consequences of deviating from them. In particular, I understand that in the event I do not adhere to any one of the above stated conditions, I and/or the guarantor shall be liable for legal action by the Royal Government.

Name: Signature:

Course: Date:

E-mail:

Name of Parent / Guardian:

Signature (Dated):

Mobile Number:

**BRIEFING POINTS FOR THE SCHOLARSHIP STUDENTS SELECTED TO
GOVERNMENT APPROVED IN-COUNTRY COLLEGE**

V. Obligation during Study

As student nominees of the Royal Government of Bhutan on scholarships, students shall adhere to the following:

1. Conduct themselves befitting their nationality at all times.
2. Carry out the course of study in a manner acceptable to the authorities of college.
3. Not leave the programme of study without prior permission from the college.
4. Be very cautious on all health and safety issues and do not indulge in any activity that may jeopardize the health and safety of self and others.
5. Refrain from engaging in political, criminal or commercial/social activities that may be detrimental to the interest and image of the college and the Royal Government.
6. Be liable to pay to the government, two times the expenses incurred for the course if he/she fails to complete the designated course of study or in the event he/she failed for reasons other than natural disasters, political disruptions or genuine health reasons.
7. Be liable to pay the semester/annual course fee in the event he/she need to repeat the semester/ year for reasons other than health/events beyond the individual's control.
8. Academic reports (semester/annual) to be submitted to the Scholarship and Student Support Division for timely release of funds (tuition and other fees).
9. For any internship program, must produce letter from the college specifying the need as per the curriculum requirement.
10. Submit *course joining report* to the Scholarship & Student Support Division with complete details of Bank account number, Bank address including the branch name after completion of admission formalities in the college;
11. The Scholarship Grant will cover the following expenses such as tuition fee, food and lodge. All other expenses not covered above will have to be borne by the individual student.

VI. Extension

1. A candidate shall complete the course of study within the duration specified in the Letter of Award;
2. Not be permitted for any course/duration extension except on grounds of health, political disruption or events beyond individual control;
3. Prior approval of DAHE, MoE shall be required for extension of course for reasons beyond the control of the candidate which must be supported by relevant documents;
4. Extension approval shall not be granted to undertake an additional/different course.

VII. Termination of study/scholarship

The course of study/scholarship shall be terminated if:

5. The conduct of the candidate is not in conformity to the scholarship norms and /or college/university rules;
6. The performance of the candidate is below average or unacceptable to the Institute or DAHE, MoE concerned;
7. The candidate does not fulfill the attendance requirements stipulated by the Institute; and
8. The candidate fails to complete the course in the specified period and approval for extension is not accorded.

VIII. Completion of Study and Return

A candidate on completion of course shall:

2. Return and report to the Scholarship & Student Support Division, DAHE with Course Completion Report and certificate/provisional certificate/letter of completion within one month after the completion of the course.

I hereby do confirm that I have been briefed on rules governing my study and I have understood them, including the implication and consequences of deviating from them. In

particular, I understand that in the even I do not adhere to any one of the above stated conditions, I and/or the guarantor shall be liable for legal action by the Royal Government.

Name: Signature:

Course: Date:

E-mail:

Name of Parent / Guardian:

Signature (Dated):

Mobile Number:

**GENERAL UNDERTAKING (BOND) FOR EX-COUNTRY UNDERGRADUATE
SCHOLARSHIPS (Earmarked for Civil Service)**

This undertaking shall be completed in all respects and duly signed by candidates in accordance with the information contained therein, prior to his/her departure for studies/training abroad.

I, (name of candidate) CID.
No....., son/daughter of
(name of parents) hereby accept the offer of scholarship from (mention sponsoring agency)
..... for studies in
..... (mention the course) in
..... (mention institute/university and country) for a duration
of years.

I, as the recipient of the scholarship, hereby agree and accept the following terms and conditions:

1. Pursue the course of study as offered by the Royal Government and complete it within the duration specified as per Letter of Award No dated
2. Comply with the study course as approved by the Royal Government and not change to another course, institute or college.
3. Abide by all the rules and regulations of the Royal Government and the institute concerned.
4. Not discontinue the course and/or leave the institute prior to completion of the course without written consent from the institute/university and the DAHE, Ministry of Education.
5. Complete my studies and serve the government/country for a minimum period of two times the duration of the course approved (including extension approved by DAHE).

6. Pay to the government an amount equal to two times the actual cost of the course (including tuition waivers, discounts & quota) if:

6.1. I fail to produce the completed academic transcript/certificate: or

6.2. I fail to serve the Government/country (civil service) two times the duration of the course approved, if required. or

6.3. I do not return to Bhutan upon completion of the undergraduate course.

7. Pay to the government actual cost of the course if:

7.1. I discontinue the training/studies for reasons within the individual control

8. Register and appear for the upcoming Bhutan Civil Service Examination (BCSE) for the year soon after my graduation.

9. RCSC shall issue no objection certificates to those graduates in the event there are no job prospects to work in civil service after which, the graduates can seek employment elsewhere. This will then relieve the candidates from the obligations stated in their undertakings.

10. In addition to the above terms and conditions, students pursuing MBBS and teacher candidates shall agree and accept the following terms and conditions;

For MBBS candidates ()

- a. Agree to be placed on attachment program if I do not register and appear for the BCSE PE/ME based on needs of the civil service. The attachment period shall not be counted as part of my obligation to serve double the duration of the study period.
- b. Agree to be placed on contract (*without contract allowance but with professional allowance*) at one position level lower than the BCSE selected Technical Graduate in the event I am not able to clear the Main Examination. The contract period shall form part of my study obligation.

For Teacher candidates ()

- c. Agree to be placed on attachment program if I do not register and appear for the BCSE PE/ME based on needs of the civil service. The attachment period shall not be counted as part of my obligation to serve double the duration of the study period.

- d. Agree to be placed on contract (*without contract allowance but with professional allowance*) at one position level lower than the BCSE selected Technical Graduate in the event I am not able to clear the Main Examination. The contract period shall form part of my study obligation
11. Be very cautious on all health and safety issues and do not indulge in any activity that may jeopardize the health and safety of self and others.
 12. Refrain from engaging in political, criminal or commercial/social activities that may be detrimental to the interest and image of the Royal Government.
 13. Refrain from making any statements of facts or opinion in any public forum/ media that would reflect negatively on the image of the host institute and/or the Royal Government.
 14. Not permitted to take field trips to Bhutan (students in third countries).
 15. For any internship program, must produce letter from Institute/College/University specifying the need of such a programme (RGOB/GOI, India).
 16. Submit the academic reports (semester/annual) to the Scholarship & Student Support Division, DAHE for timely release of funds (stipend/tuition and other fees).
 17. Note that payment of stipend is done twice in a year, once in the month of May (for July to December) and another in November (for January to June) on a six monthly basis to the concerned students' account number/bank address. Thus individual students need to manage their funds properly/wisely.
 18. The students pursuing MBBS shall be entitled to stipend during the internship period. However, the payment for internship period shall be made only after the commencement of the internship and upon submission of the enrollment letter.
 19. Be held responsible for any cost not covered under the scholarship grant: - e.g. spouse accompanying the scholars to the place of study.
 20. Submit to the Scholarship and Student Support Division, the fee structure for entire duration/particular year of the course (GoI/RGoB India).
 21. Submit **course joining report** to the Scholarship & Student Support Division with complete details of Bank account number, Bank address including the branch name and Swift code after completion of admission formalities in the college/institute/university.
 22. All scholarship students while on study shall become the member of the nearest BSA.

23. Students are expected to give top priority to acquire knowledge and skills and also carry out the role of “Goodwill Ambassadors of Bhutan”.

24. Extension:

- a. A candidate shall complete the course of study within the duration specified in the Letter of Award.
- b. Not be permitted for any course/duration extension except on grounds of health, political disruption or events beyond individual control.
- c. Prior approval of DAHE, MoE shall be required for extension of course for reasons beyond the control of the candidate which must be supported by relevant documents.
- d. Extension approval shall not be granted to undertake an additional/different course.
- e. The duration of course extended, except on grounds of health, political disruption or events beyond individual control, shall be added to the service obligation period.

25. Termination/Suspension of study/scholarship:

The course of study/scholarship shall be terminated if:

- a. The conduct of the candidate is not in conformity to the scholarship norms and /or college/university rules.
 - b. The performance of the candidate is below average or unacceptable to the Institute or DAHE, MoE concerned.
 - c. The candidate does not fulfill the attendance requirements stipulated by the Institute; and
 - d. The candidate fails to complete the course in the specified period and approval for extension is not accorded.
26. Return and report to the Scholarship & Student Support Division, DAHE with Course Completion Report and certificate/provisional certificate/letter of completion within one month after the completion of the course.

I hereby do confirm that I have been briefed on all rules, terms and conditions governing my study and I have understood them, including the implications and consequences of deviating from them.

In particular, I understand that in the event that I do not adhere to any one of the above stated terms and conditions, I and/or my guarantor shall be liable for legal action by the Government, as may be applicable to the undersigned.

Place: (Affix Legal Stamp)

Date: **Signature of candidate**

Caution: *This is an important legal document and therefore, should be executed after clearly understanding all the responsibilities, liabilities and implications.*

In the event of any failure on the part of the above named person to abide by this understanding, I.....(name of guarantor), CID. No..... resident of hereby undertake to refund to the Government the stipulated amount or accept my liability to any other penalty as may be decided by the Government.

In the event that I do not adhere to the above, I understand that the guarantor and/or I shall be liable for prosecution in the Court of Law as per the provisions of the laws of RGoB.

Place: (Affix Legal Stamp)

Date: **Signature of**

Guardian

Name of Guarantor:.....

Citizenship ID No.:.....

Relation with the candidate:.....

Occupation:.....

Present address:.....

Permanent Address:.....

Mailing Address:.....

Contact No.:.....(O).....(R).....(M)

Witnesses:

1. Signature..... Name.....
CID. No.....

2. Signature..... Name.....
CID. No.....

(Note P.S. The Guarantor should be the direct parents/guardian and not others)

Briefed by and undertaking signed in the presence of:

Signature

(Official Stamp)

Date:

**GENERAL UNDERTAKING (BOND) FOR EX-COUNTRY UNDERGRADUATE
SCHOLARSHIPS (Earmarked for MolHR/RUB)**

This undertaking shall be completed in all respects and duly signed by candidates in accordance with the information contained therein, prior to his/her departure for studies/training abroad.

I, (name of candidate) CID.
No....., son/daughter of
(Name of parents) hereby accept the offer of scholarship from (mention sponsoring agency)
..... for studies in
.....(mention the course) in
..... (mention institute/university and country) for a duration
of years.

I, as the recipient of the scholarship, hereby agree and accept the following terms and conditions:

27. Pursue the course of study as offered by the Royal Government and complete it within the duration specified as per Letter of Award No dated
28. Comply with the study course as approved by the Royal Government and not change to another course, institute or college.
29. Abide by all the rules and regulations of the Royal Government and the institute concerned.
30. Not discontinue the course and/or leave the institute prior to completion of the course without written consent from the institute/university and the DAHE, Ministry of Education.
31. Complete my studies and serve the country/agency for a minimum period of two times the duration of the course approved (including extension approved by DAHE).

6. Pay to the government an amount equal to two times the actual cost of the course (including tuition waivers, discounts & quota) if:

6.1. I fail to produce the completed academic transcript/certificate: or

6.2. I fail to serve the agency two times the duration of the course approved, if required. or

6.3. I do not return to Bhutan upon completion of the undergraduate course.

7. Pay to the government actual cost of the course if:

7.1. I discontinue the training/studies for reasons within the individual control

8. RCSC/concerned agency shall issue no objection certificates to those graduates in the event there are no job prospects after which, the graduates can seek employment elsewhere. This will then relieve the candidates from the obligations stated in their undertakings.

9. In addition to the above terms and conditions, students pursuing MBBS and teacher candidates shall agree and accept the following terms and conditions.

For MBBS candidates ()

9.1. Agree to be placed on attachment program if I do not register and appear for the BCSE PE/ME based on needs of the civil service. The attachment period shall not be counted as part of my obligation to serve double the duration of the study period.

9.2. Agree to be placed on contract (*without contract allowance but with professional allowance*) at one position level lower than the BCSE selected Technical Graduate in the event I am not able to clear the Main Examination. The contract period shall form part of my study obligation.

For Teacher candidates ()

9.3. Agree to be placed on attachment program if I do not register and appear for the screening examination based on needs. The attachment period shall not be counted as part of my obligation to serve double the duration of the study period.

9.4. Agree to be placed on contract (*without contract allowance but with professional allowance*) at one position level lower than the selected graduate in the event I am not able to clear the Screening Examination. The contract period shall form part of my study obligation.

10. Be very cautious on all health and safety issues and do not indulge in any activity that may jeopardize the health and safety of self and others.
11. Refrain from engaging in political, criminal or commercial/social activities that may be detrimental to the interest and image of the Royal Government.
12. Refrain from making any statements of facts or opinion in any public forum/ media that would reflect negatively on the image of the host institute and/or the Royal Government.
13. Not permitted to take field trips to Bhutan (students in third countries).
14. For any internship program, must produce letter from Institute/College/University specifying the need of such a programme (RGOB/GOI, India).
15. Submit the academic reports (semester/annual) to the Scholarship & Student Support Division, DAHE for timely release of funds (stipend/tuition and other fees).
16. Note that payment of stipend is done twice in a year, once in the month of May (for July to December) and another in November (for January to June) on a six monthly basis to the concerned students' account number/bank address. Thus individual students need to manage their funds properly/wisely.
17. The students pursuing MBBS shall be entitled to stipend during the internship period. However, the payment for internship period shall be made only after the commencement of the internship and upon submission of the enrollment letter.
18. Be held responsible for any cost not covered under the scholarship grant: - e.g. spouse accompanying the scholars to the place of study.
19. Submit to the Scholarship and Student Support Division, the fee structure for entire duration/particular year of the course (GoI/RGoB India).
20. Submit **course joining report** to the Scholarship & Student Support Division with complete details of Bank account number, Bank address including the branch name and Swift code after completion of admission formalities in the college/institute/university.
21. All scholarship students while on study shall become the member of the nearest BSA.
22. Students are expected to give top priority to acquire knowledge and skills and also carry out the role of "Goodwill Ambassadors of Bhutan".

23. Extension:

- 23.1. A candidate shall complete the course of study within the duration specified in the Letter of Award.
- 23.2. Not be permitted for any course/duration extension except on grounds of health, political disruption or events beyond individual control.
- 23.3. Prior approval of DAHE, MoE shall be required for extension of course for reasons beyond the control of the candidate which must be supported by relevant documents.
- 23.4. Extension approval shall not be granted to undertake an additional/different course.
- 23.5. The duration of course extended, except on grounds of health, political disruption or events beyond individual control, shall be added to the service obligation period.

24. Termination/Suspension of study/scholarship:

The course of study/scholarship shall be terminated if:

- 24.1. The conduct of the candidate is not in conformity to the scholarship norms and /or college/university rules.
 - 24.2. The performance of the candidate is below average or unacceptable to the Institute or DAHE, MoE concerned.
 - 24.3. The candidate does not fulfill the attendance requirements stipulated by the Institute; and
 - 24.4. The candidate fails to complete the course in the specified period and approval for extension is not accorded.
25. Return and report to the Scholarship & Student Support Division, DAHE with Course Completion Report and certificate/provisional certificate/letter of completion within one month after the completion of the course.

I hereby do confirm that I have been briefed on all rules, terms and conditions governing my study and I have understood them, including the implications and consequences of deviating from them.

In particular, I understand that in the event that I do not adhere to any one of the above stated terms and conditions, I and/or my guarantor shall be liable for legal action by the Government, as may be applicable to the undersigned.

Place:

(Affix Legal Stamp)

Date:

Signature of candidate

Caution: *This is an important legal document and therefore, should be executed after clearly understanding all the responsibilities, liabilities and implications.*

In the event of any failure on the part of the above named person to abide by this understanding, I.....(name of guarantor), CID. No..... resident of hereby undertake to refund to the Government the stipulated amount or accept my liability to any other penalty as may be decided by the Government.

In the event that I do not adhere to the above, I understand that the guarantor and/or I shall be liable for prosecution in the Court of Law as per the provisions of the laws of RGoB.

Place:

(Affix Legal Stamp)

Date:

Signature of Guardian

Name of Guarantor:.....

Citizenship ID No.:.....

Relation with the candidate:.....

Occupation:.....

Present address:.....

Permanent Address:.....

Mailing Address:.....

Contact No.:.....(O).....(R).....(M)

Witnesses:

2. Signature..... Name.....
CID. No.....

3. Signature..... Name.....
CID. No.....

(Note P.S. The Guarantor should be the direct parents/guardian and not others)

Briefed by and undertaking signed in the presence of:

Signature

(Official Stamp)

Date:

GENERAL UNDERTAKING (BOND) FOR RGoB IN-COUNTRY
UNDERGRADUATE SCHOLARSHIPS

This undertaking shall be completed in all respects and duly signed by candidates in accordance with the information contained therein, prior to his/her departure for studies/training abroad.

I, (name of candidate) CID.
No....., son/daughter of
(name of parents) hereby accept the offer of scholarship from the *Royal Government of Bhutan* for studies in (mention the course) at *Royal Thimphu College, Ngabiphu, Thimphu* for a duration of *three* years.

I hereby undertake to:

1. Pursue the course of study as decided by the Royal Government and complete it within the duration specified as per Letter of Award No dated
2. Comply with the study course as decided by the Royal Government and not change to another course, institute or college.
3. Abide by all the rules and regulations of the Royal Government and the institute concerned.
4. Not discontinue the course and/or leave the institute prior to completion of the course and without written consent from the institute/university and DAHE, Ministry of Education.
5. Complete my studies and serve the government/country for a minimum period of two times the duration of the course, if required.
6. Pay to the government an amount equal to two times the actual cost of the course if:

25.1. *I fail to produce the completed academic transcript/certificate: or*

25.2. *I fail to serve the Government/country two times the duration of the course approved, if required.*

8. Pay to the government actual cost of the course if:

8.1. *I discontinue the training/studies for reasons within the individual control*

9. Shall register and appear for the upcoming Bhutan Civil Service Examination (BCSE) soon after my graduation.

10. Be very cautious on all health and safety issues and do not indulge in any activity that may jeopardize the health and safety of self and others.

11. Refrain from engaging in political, criminal or commercial/social activities that may be detrimental to the interest and image of the Royal Government.

12. Refrain from making any statements of facts or opinion in any public forum/ media that would reflect negatively on the image of the host institute and/or the Royal Government.

13. The Scholarship Grant will cover the following expenses such as tuition fee, food and lodge. All other expenses not covered above will have to be borne by the individual student.

14. For any internship program, must produce letter from college specifying the need of such a programme.

15. Submit the academic reports (semester/annual) to the Scholarship & Student Support Division, DAHE for timely release of funds (tuition and other fees).

16. Submit *course joining report* to the Scholarship & Student Support Division with complete details

17. **Extension:**

17.1. A candidate shall complete the course of study within the duration specified in the Letter of Award.

17.2. Not be permitted for any course/duration extension except on grounds of health, political disruption or events beyond individual control.

17.3. Prior approval of DAHE, MoE shall be required for extension of course for reasons beyond the control of the candidate which must be supported by relevant documents.

17.4. Extension approval shall not be granted to undertake an additional/different course.

- 17.5. The duration of course extended, except on grounds of health, political disruption or events beyond individual control, shall be added to the service obligation period.
18. **Termination/Suspension of study/scholarship:** The course of study/scholarship shall be terminated if:
- 18.1. The conduct of the candidate is not in conformity to the scholarship norms and /or college/university rules.
- 18.2. The performance of the candidate is below average or unacceptable to the Institute or DAHE, MoE concerned.
- 18.3. The candidate does not fulfill the attendance requirements stipulated by the Institute; and
- 18.4. The candidate fails to complete the course in the specified period and approval for extension is not accorded.
19. Return and report to the Scholarship & Student Support Division, DAHE with Course Completion Report and certificate/provisional certificate/letter of completion within one month after the completion of the course.

I hereby do confirm that I have been briefed on all rules governing my study and I have understood them, including the implications and consequences of deviating from them.

In particular, I understand that in the event that I do not adhere to any one of the above stated conditions, I and/or my guarantor shall be liable for legal action by the Government, as may be applicable to the undersigned.

Place:

(Affix Legal Stamp)

Date:

Signature of candidate

Caution: *This is an important legal document and therefore, should be executed after clearly understanding all the responsibilities, liabilities and implications.*

In the event of any failure on the part of the above named person to abide by this understanding, I.....(name of guarantor), CID. No..... resident of hereby undertake to refund to the Government the stipulated amount or accept my liability to any other penalty as may be decided by the Government.

In the event that I do not adhere to the above, I understand that I shall be liable for legal action by the Government.

Place: (Affix Legal Stamp)

Date: **Signature of Guardian**

Name of Guarantor:.....

Citizenship ID No.:.....

Relation with the candidate:.....

Occupation:.....

Present address:.....

Permanent Address:.....

Mailing Address:.....

Contact No.:.....(O).....(R).....(M)

Witnesses:

1. Signature..... Name.....
CID. No.....

2. Signature..... Name.....
CID. No.....

(P.S. The Guarantor should be the direct parents/guardian and not others)

Briefed by and undertaking signed in the presence of:

Signature

(Official Stamp)

Date:

Entitlement rate

Sl . No	Country	Stipend per month	Book Allowance	Hostel rent	House rent	Travel	Establishme nt cost
1	Australia	Aus \$1408	N/A	N/A	N/A	Airfare	AU\$ 785 onetime
2	Malaysia	USD 800	USD 60/ month	N/A	N/A	Airfare	N/A
3	USA	USD 1100	USD 60/ month	N/A	N/A	Airfare	USD 1000 onetime
4	Thailand	USD 500				Airfare	N/A
5	Sri Lanka	USD 375	USD 200/ year	N/A	N/A	Airfare	N/A
6	Bangladesh	USD 350	USD 200/ year	N/A	N/A	Airfare	N/A
7	Cuba	USD 375	USD 200/ year	N/A	N/A	Airfare	N/A
8	India	Nu. 4500	Nu.4500/ year	Actual rent	Nu 3500/month for metro and Nu 3000 for other cities	Nu.700 /	Nu.1000/ one time
9	Bhutan (Internship for MBBS/BDS)	Nu. 12000	N/A	N/A	N/A	N/A	N/A

CLEARANCE FORM

All graduating students under various undergraduate scholarship schemes are required to obtain the necessary clearance from different sections of the Scholarship Division before filing in the Course Completion Report (CCR).

Mr. /Msbearing CID

No.....has no outstanding dues with any of the following program sections/units:

1. Program Section (GoI/ RGoB India).....
2. Program Section (RGoB - Third Countries).....
3. Program Section (In-country).....
4. Undergraduate Scholarship Accounts section.....
5. Date-Management Unit.....

As such, Course Completion letter may be issued for onward transfer to the RCSC/MoLHR.

Chief/Program Officer

UNDERGRADUATES COMPLETION FORM

A. Personal Bio-Data

1. Full Name :
2. Gender :
3. CID Number :
4. Date of Birth :
5. Father's Name:
6. Village :
7. Gewog :
8. Dzongkhag :

B. Last Education Received

1. Country :
2. Funding Support :
3. Course of Study :
4. Date/ Year of Admission of Undergraduate:
5. Date/Year of Completion of Undergraduate:
6. Institute/ University last attended:

C. Undergraduate Completion: (Please indicate 'Yes' or 'No')

1. Submission of Transcripts/Certificates :
2. Submission of other meritorious certificates & documents :
3. Completion Report write up :
4. Dues cleared/not if any :

D. Contact Address

1. Permanent Address:.....
2. Present Address:.....
3. Telephone No:..... Mobile No:.....

Declaration:

(I hereby confirm that the information provided above is true and shall be held responsible for any wrong information provided to the Scholarship Division)

(Signature of the Student)

Date:

(Signature of Data Manager)

Date:

(Signature of Chief Program Officer)

Date:

STUDENTS CLAIM FOR REIMBURSEMENT

- a. Full Name :
- b. CID No:
- c. Course of study :
- d. University/Country:
- e. Year of Admission/Year of Completion:
- f. Receipts (original):
- g. Bank Name:
 - i. Branch:
 - ii. Account Number:
 - iii. IFSC/Swift Code:
- h. Amount Claimed by the Student:
- i. Name of the claim submitted for:
- j. Funded by:

(Signature of Student)

Contact No:.....

All claims must be attested by College Authorities. Unattested claims will not be entertained.

FOR OFFICE USE:

a) Claims Admissible for Nu. :

Assistant Accountant

DCP/SPO

Chief Program Officer