



RCBS

RAJAGIRI CENTRE FOR
BUSINESS STUDIES

CONTACT INFORMATION

Office Name	Office of International Relations	
Address	Rajagiri Business School Rajagiri Valley Road, P.O., Kakkanad Cochin, 682039, Kerala, India	
Telephone/Fax	Tel: +91 484 266 0555	
Homepage	https://rcbs.rajagiri.edu/	
Exchange Program Website	https://rcbs.rajagiri.edu/Admissions/InternationalStudents	
Contact Person(s) for Incoming Exchange Students	Contact Person	Mr. Pramodh U. Korula
	Email	pramodh@rajagiri.edu
	Phone	+91 9447013788
Contact Person(s) for Outbound Exchange Students	Contact Person	Mr. George Varkey
	Email	georgevarkey@rajagiri.edu
	Phone	+91 9495873251

□ APPLICATION REQUIREMENTS

Language	B2 level in English. No need to submit English Certifications.
Level of Study (Undergraduate/Graduate)	Graduate *Students are expected to have completed university or college degree program
Academic Calendar First & Fourth Trimester (June to September) Second & Fifth Trimester (September to December) Third & Sixth Trimester (January to March) Internship (Optional) - 2-month internship for students of Sixth trimester (April to June)	Application Deadline First & Fourth Trimester 31 March 2021 Second & Fifth Trimester 30 June 2021 Third & Sixth Trimester 31 October 2021
Entry requirement Required Application Materials	<i>Student applying for study in Rajagiri must first be nominated by their home institution</i> <ul style="list-style-type: none">• 1) Application Form https://rcbs.rajagiri.edu/uploads/files/12/Application%20form-RIIER.pdf Must be filled, signed and sent to us• 1 Photo (3X4CM) or passport-size with name on the back• Copy of Passport



Exchange Application Procedure	<p>* The program coordinator shall send us the nomination list with the application form through e-mail</p> <p>* After receiving the application form and copy of passport, we issue the <i>Letter of Invitation</i> (to the student and/or to the Indian Embassy/Consulate if needed) to apply for the Visa</p>
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□ **ACADEMIC INFORMATION:**

Courses/Programs Available to Exchange Students	<p><u>All Courses are taught in English –</u></p> <p>International MBA – PGDM Course Program Rajagiri International Summer School – “Social Entrepreneurship – A multidisciplinary journey immersed in Rich Indian Heritage and Culture”</p>
Online Syllabus (if available)	<p>For Online syllabus of PGDM program refer link: https://rcbs.rajagiri.edu/Academics/PostGraduateDiplomaInManagement Summer School: Syllabus will be released 6 months prior to the commencement of summer school.</p>
Course Load	<p>Minimum: 9 credits Maximum: 19 credits Trimester total</p>
Language Courses (if available)	<p>We offer English language course (Level I: Beginner to Exchange Students on regular trimester. The credits (3 credits/each) are transferable to home university.</p>
Required Courses for Exchange Students (if any)	<p>There are no mandatory courses. But courses like 'Innovation Safari' are recommended for interested international students</p>
Transcript Issue Date	<p>Trimester 4 – mid-October / Trimester 5 – mid-January / Trimester 6 mid-June</p>

Credit/Grading System	<p>*Credit The total class hours of 1 credit course are 10 hours. Transfer of Credits: upon inter-institutional agreements, one credit of Rajagiri may correspond to a different value of ECTS Credits, we recommend to check with your home institution to know more details on the equivalence of credits.</p> <p>*Grading Scale</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Grade</th> <th style="text-align: center;">Marks %</th> <th style="text-align: center;">Grade Point</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">O</td> <td style="text-align: center;">90-100</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">A+</td> <td style="text-align: center;">80-89</td> <td style="text-align: center;">9</td> </tr> <tr> <td style="text-align: center;">A</td> <td style="text-align: center;">75-79</td> <td style="text-align: center;">8</td> </tr> <tr> <td style="text-align: center;">B+</td> <td style="text-align: center;">70-74</td> <td style="text-align: center;">7</td> </tr> <tr> <td style="text-align: center;">B</td> <td style="text-align: center;">60-69</td> <td style="text-align: center;">6</td> </tr> <tr> <td style="text-align: center;">C</td> <td style="text-align: center;">50-59</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">D</td> <td style="text-align: center;">40-49</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">F</td> <td style="text-align: center;">Below 40</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	Grade	Marks %	Grade Point	O	90-100	10	A+	80-89	9	A	75-79	8	B+	70-74	7	B	60-69	6	C	50-59	5	D	40-49	3	F	Below 40	0
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□ **HOUSING AND ACCOMMODATION**

Housing Information	<p>Rajagiri International Guest House – RIGH</p> <p>-Fee: USD 300 per month, which include accommodation, food, transport service by private bus from and to the Campus 3 times a day. A one-time refundable deposit of USD 100 is also payable at the time of admission.</p> <ul style="list-style-type: none"> * Double Room with 1 private bathroom * Western-style room with bed/desk/closet/AC/Wi-Fi internet connection, fridge, and cupboards private space, and TV set as common amenities * Canteen- meal plan available; students are welcome to suggest changes in meals to the resident chef * Housing fee and refundable deposit must to be paid one month prior to the arrival by bank transfer, to the address mentioned in the Application Form
Arrival Dates (Housing Check-in)	Recommended to arrive at least 2 working days before the course starts to process arrival formalities (registration of the student at the housing, registration at the campus and setting the course programs to follow.

□ **OTHER INFORMATION**

Insurance	<ul style="list-style-type: none"> ▪ <i>Travel Insurance</i>- Students must make sure that they have taken Travel Insurance including emergency evacuation, repatriation incase of serious health problems etc. before they leave their home country. ▪ <i>Health Insurance</i>- It is strongly recommended that insurance is taken out before travelling to India. Insurance shall cover the entire duration of the Visa and travel
Visa	Must obtain Student Visa from the nearest Indian Embassy. After arrival, student must ensure that registration is done at Foreigners Regional Registration Office (FRRO) if visa is stamped with requirement for registration
Airport Pickup	<p>Can arrange if student inform the Office of International Relations one week prior to the date of travel exact details of:</p> <ul style="list-style-type: none"> - Date and time of Flight - Name of the flight and flight number - Last airport from which the flight will arrive <p>Our staff members will pick up the student from the airport and bring directly to RIGH</p>
Student Buddy Program	<p>Available</p> <p>*Each exchange students will be introduced to one or two buddies. The buddies will help the exchange students to assimilate into the campus life and Indian Culture.</p>

Other Information Useful for Exchange Students	Exchange students are required to be part of the cultural programs and be part of the different activity-clubs of their interest that are arranged by students in and off campus. Similarly, seminars/workshops/conferences/evening business talks etc. are arranged in and off campus in association with Management Associations in the city. Exchange students are expected to be active participants on all these occasions.
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