

RAJAGIRI BUSINESS SCHOOL, COCHIN, KERALA, INDIA

➤ CONTACT INFORMATION

Office Name		Office of International Relations
Address		Rajagiri Business School Rajagiri Valley P.O., Kakkanad Cochin, 682039, Kerala, India
Telephone/Fax		Tel:+91 484 266 0555
Homepage		www.rajagiribusinessschool.edu.in
Exchange Program Website page		https://www.rajagiribusinessschool.edu.in/global-
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. Pramodh U Korula
	Email	pramodh@rajagiri.edu
	Phone	+91 9447013788

➤ APPLICATION REQUIREMENTS

Language Requirements	B2 level knowledge of English. No need to submit English Certifications. If the candidate wishes to check the accent differences we can arrange a video call with Faculty members and International Office.
Level of Study Undergraduate/Graduate	Graduate
Courses/Programs Available to Exchange Students	1) International MBA – PGDM Course Program Subjects (throughout the year)
Online Syllabus (if available)	<u>All Courses are taught in English –</u> Please find the document ‘List of subjects offered’ in the webpage: https://www.rajagiribusinessschool.edu.in/global-exposure/incoming-students. <i>Also attached is the updated list of subjects (pls check Tri 2 and 6 for Jan to</i>

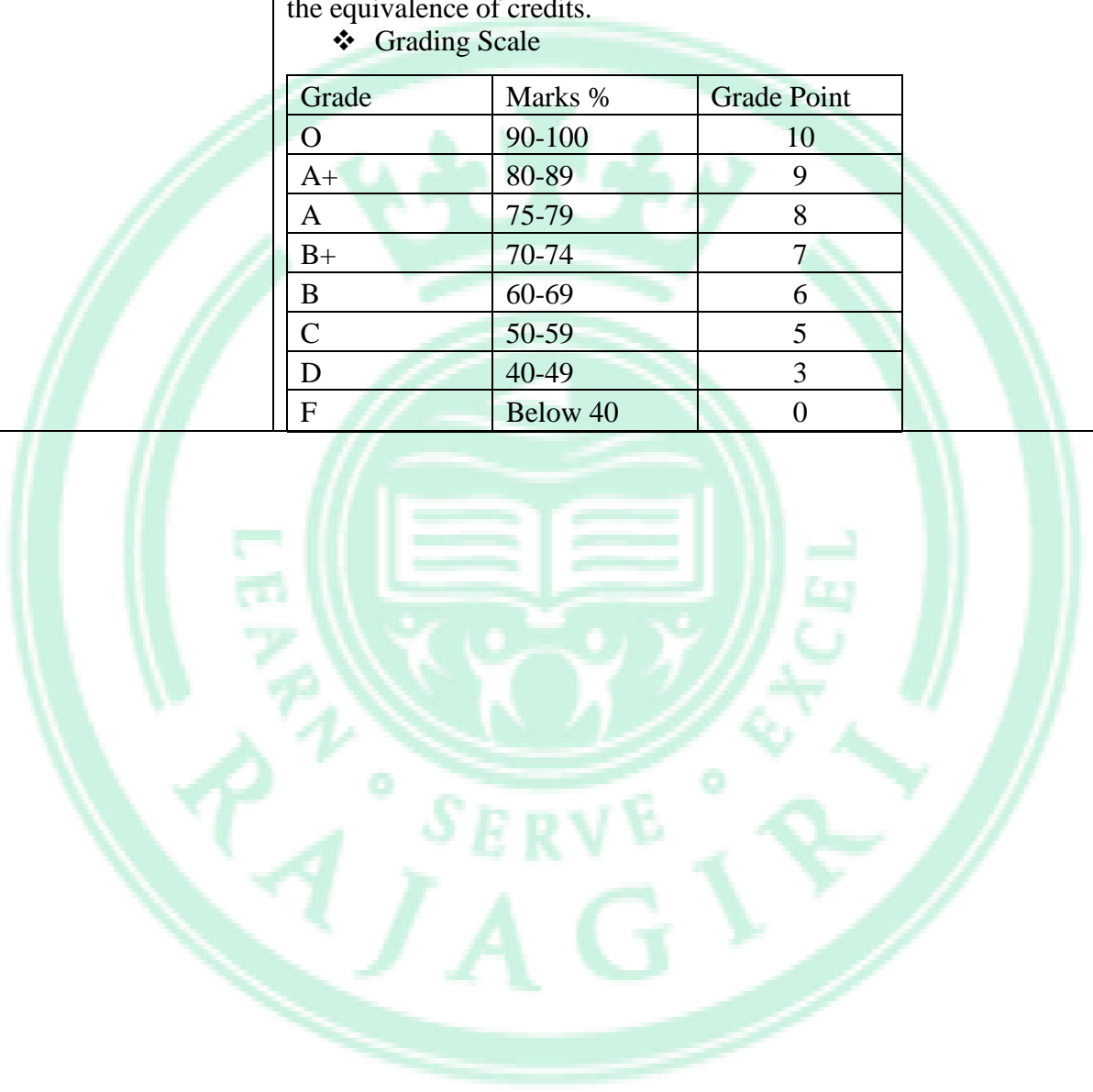
Application Deadline & Trimester months	<p style="text-align: center;">First Trimester (June till September) 30 April</p> <p style="text-align: center;">Second Trimester (September till December) 31 July</p> <p style="text-align: center;">Third Trimester (January till March) 30 November</p> <p style="text-align: center;">Forth Trimester (June till October) 30 April</p> <p style="text-align: center;">Fifth Trimester (September till December) 31 July</p> <p style="text-align: center;">Sixth Trimester (January till March) 30 November</p>
Required Application Materials	<ol style="list-style-type: none"> 1) Application Form https://rcbs.rajagiri.edu/admission/international-students (Must be filled and signed) 2) 1 Photo (3X4CM or passport-size/name on the back) 3) Passport Copy
Exchange Application Procedure	<ol style="list-style-type: none"> 1) The program coordinator / International Office should send us the nomination list with the provided nomination form through e-mail 2) Housing policies document should be signed by the student as soon as he/she arrives in the hostel. 3) Immediately on receiving the application form and passport copy we will issue the letter of Invitation for the student (and/or the Indian Embassy/Consulate in case if needed) to apply for the Visa

➤ ACADEMIC INFORMATION

Trimester Dates	Given above
Recommended Arrival Dates (Housing Check in)	We recommend students 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. Also it is advisable to check the semester starting dates with the contact person for incoming before booking flights or one month before travel and see if there are slight date changes due to un-anticipated reasons.
Course Load	Minimum: 9 credits Maximum: 19 credits in Trimester total. Majority of the subjects are of 3 credits and some are of 2 credits.
Language Courses (if available)	We offer English language course (Level I: Beginner to Exchange Students on regular trimester if requested. The credits (3 credits/each) can be transferable to your university.

Required Courses for Exchange Students (if any)	There are no mandatory courses. But the course 'India in the Globalised World' is recommended to all international students as one subject since it is an exclusive subject offered to exchange students .
Transcript Issue Date	With-in 45 days after all exams of the particular trimester

Explanation of 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 sending institution to know more details on the equivalence of credits.</p> <p>❖ Grading Scale</p> <table border="1"> <thead> <tr> <th>Grade</th> <th>Marks %</th> <th>Grade Point</th> </tr> </thead> <tbody> <tr> <td>O</td> <td>90-100</td> <td>10</td> </tr> <tr> <td>A+</td> <td>80-89</td> <td>9</td> </tr> <tr> <td>A</td> <td>75-79</td> <td>8</td> </tr> <tr> <td>B+</td> <td>70-74</td> <td>7</td> </tr> <tr> <td>B</td> <td>60-69</td> <td>6</td> </tr> <tr> <td>C</td> <td>50-59</td> <td>5</td> </tr> <tr> <td>D</td> <td>40-49</td> <td>3</td> </tr> <tr> <td>F</td> <td>Below 40</td> <td>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 Information	<p>Rajagiri International Guest House – RIGH</p> <ul style="list-style-type: none"> ❖ Double Room (twin share) with 1 bathroom ❖ Western style Room with bed/desk/closet/AC/Wi-Fi or data connection. In the common space fridge and cupboards and TV set are available ❖ Canteen, there is a meal plan, and students can also suggest meal changes like spice levels. ❖ Housing fee has to be paid for the entire duration of stay, by students one month before his/her arrival by bank transfer, to the account address mentioned in the Application Form.
Housing Deposit Information and Payment Methods	<p>Payment for 1 month will be 300\$ for accommodation, Food and transportation to and from campus once morning and evening. In addition, a onetime deposit of 100\$ has to be done that will be given back to the students at check-out time. Account details for online transfer is given along</p>

➤ **OTHER INFORMATION**

Insurance Requirements	<p>It is required that students should prepare their private insurance in their home country to apply for the Visa, as per the Embassy/Consulate of India regulations, insurance must cover the entire duration of the Visa and travel</p>
Visa Requirements	<p>Student Visa</p>
Airport Pickup (if available)	<p>Available</p> <p>*Before his/her arrival, students must inform the Office of International Relations giving exact details about:</p> <ul style="list-style-type: none"> - Date and time of Flight - Name of the flight Company and flight number - Last airport from where the flight will arrive <p>Our staff members will pick up the student from the airport and bring directly to RIGH. Similarly, airport drop is also available on giving the information in advance to the international office. Both are complementary.</p>
Student Buddy Program (if available)	<p>Available</p> <p>*Interested exchange students shall 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

75% attendance is mandatory for each subject to appear for the exam. It's a 6-day working campus. Computer Lab and Library will be open even on Sundays. Monday to Friday we follow formal way of dressing and Saturday casual. There would be Indian culture programs often in campus. There will be other academic programs like seminars, workshops, conferences, panel discussions, evening industry lectures etc. Moreover, there are domain clubs and co-curricular clubs run by students in campus. we appreciate the international students to find, join and participate in each activity to get a complete immersion in the Rajagiri experience as unlike other campuses, Rajagiri Valley is more in to activity mode.

