



Letter of Agreement (LoA)

between

Organization for Youth Empowerment (OYE), Thimphu,

and

College of Natural Resources, Royal University of Bhutan, Lobesa

Letter of Agreement (LoA)
between Organization for Youth Empowerment (OYE), Thimphu, and the College of Natural
Resources (CNR), Royal University of Bhutan, Lobesa

1. Objective

- 1.1.** Aligning the MoU, the College of Natural Resources (CNR), Royal University of Bhutan, Lobesa, and the Organization for Youth Empowerment (OYE), Thimphu, hereby enter into a Letter of Agreement (LoA) effected from 31/12/2021.
- 1.2.** This LoA agree to establish the UNESCO Madanjeet Singh Center for South Asia Forestry Studies (UMCSAFS) at the College of Natural Resources.

2. Implementation of the UMCSAFS Scholarships

- 2.1.** CNR will host UMCSAFS Scholarships students to undergo Masters in Forestry Studies at the College.
- 2.2.** The UMCSAFS scholarships shall apply to candidates from the eight SAARC (Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka) representing the respective SAF Chapters.
- 2.3.** Release of payment to CNR will be contingent to:
- 2.3.1.** Receipt of Madanjeet Singh grant to OYE on the annual basis.
- 2.3.2.** Student related grant (70% of the annual grant) shall be transferred to CNR on an annual basis.
- 2.3.3.** The SAF Bhutan Chapter/OYE shall retain the student support grant (25% of the annual grant) and release to CNR based on the activity related programmes by OYE as per *Annexure 1*.
- 2.4.** The number of Madanjeet Singh Scholarships admissions to Master degree in Forestry Studies per year will be dependent on the amount available from the overall financial contribution of SAF.
- 2.5.** The College shall update expenditure on the online portal of SAF on a half yearly basis as per Financial Implementation Regulations in *Annexure 2*.

- 2.6. Submission of half yearly SAF online reports will be updated by CNR and OYE jointly followed by annual audit report to the OYE.

3. Selection Process

- 3.1. For selection to Madanjeet Singh Scholarships at CNR, the College shall apply the College's respective admission criteria to Master programmes as per the Definitive Programme Document (DPD).
- 3.2. The CNR shall make available the announcement in their webpage www.cnr.edu.bt and in other relevant media for wider dissemination.
- 3.3. OYE will simultaneously float the same in their webpage www.bhutanoye.org and other SAARC Chapters.
- 3.4. Based on the annual grant available, CNR will communicate the number of Scholarships that can be provided each year to the OYE for further communication to other SAF Chapters.
- 3.5. Scholarship for Bhutanese students shall be decided by CNR based on admission selection criteria and communicated to OYE.
- 3.6. Assessment of the fulfillment of entrance requirements for different programmes will be conducted through online interviews for students nominated from other SAF Chapters.
- 3.7. In the event of candidates nominated by the SAF Chapters not meeting entrance requirements, the CNR reserves the right to reject the candidate(s).

4. Admission

- 4.1. For admission to Master programmes at CNR in Forestry Studies, the College shall issue Award of Scholarships and Admission Letter to the candidates.
- 4.2. Once the candidates have been formally selected and admitted to the programmes offered at CNR, the College shall be responsible for the overall administration of the candidates.
- 4.3. The admitted students will have to undergo a mandatory one-week orientation programme at the CNR.

5. Student Code of Conduct

5.1. The UMCSAFS Scholarship candidates shall abide by the *Student Code of Conduct and Ethics Policy* of the Royal University of Bhutan.

5.2. The UMCSAFS Scholarship students shall not make direct contact with SAF/OYE for any issues related to academic and other affairs. All such issues shall be routed through the focal official of the UMCSAFS, CNR.

5.3. For student welfare, the following provisions shall apply:

5.3.1. The CNR shall be responsible to monitor the movement/leave of the students.

5.3.2. The UMCSAFS students shall abide by the leave rules of the *Student Code of Conduct and Ethics Policy* of the Royal University of Bhutan.

5.3.3. If the students go on leave beyond 30 days, they will not be eligible for stipend.

6. *Period of Registration*

6.1. The duration of Master programmes shall be in accordance with the Definitive Programme Document (DPD) of the respective Master degree in Forestry Studies.

6.2. The CNR shall provide academic performance report of the UMCSAFS Scholarships students to OYE at the end of the semester.

6.3. For extension of study period, CNR shall grant extension based on verification of documents and decision taken by the College Academic Committee (CAC) in consistence with the *Wheel of Academic Law (WAL)*.

6.4. CNR shall accept the candidate's withdrawal only in the event the candidate is not able to cope with the programme on health and academic grounds, and other extenuating circumstances as per university guidelines.

7. *The Board of Management*

7.1. The UMCSAFS shall be administrated by the Board of Management, the composition of which is as under:

- | | |
|---|--------------------------------|
| a. Vice- Chancellor, Royal University of Bhutan (RUB) | Chairman |
| b. Chairperson, SAF- Bhutan Chapter | Co-Chairperson |
| c. Principal Trustee or Her nominee (MSF) | Member (as and when available) |
| d. President of the College (CNR) | Member |
| e. Director, DRER, OVC | Member |
| f. Executive Director, OYE | Member |
| g. Chief, External Relations, DRER | Member |
| h. Finance Officer, CNR & OYE | Member |

- i. Head of Department, Forest Science, CNR Member
- j. UMCSAFS Coordinator, CNR Member Secretary

7.2. The Terms of Reference of the Board of Management shall be as follows:

- 7.2.1. Provide functional directions for the UMCSAFS.
- 7.2.2. Review and endorse Annual Report of UMCSAFS.
- 7.2.3. Approve activity plan and budget.
- 7.2.4. Review and amend LoA as and when required.

7.3. The meeting will be conducted once a year.

8. *Student Support Services*

- 8.1. Accommodation will be provided by CNR on campus on rental basis as and when available. Otherwise, CNR will facilitate accommodation nearby the college campus from private housing(s) after mutual consensus with international students.
- 8.2. Entry permit and visa for students will be facilitated by the CNR as per *RUB Guidelines for Staff and Students Visiting the Royal University of Bhutan*.
- 8.3. OYE shall assist the College to find renowned and relevant scholars (within and outside Bhutan) to deliver talks on emerging issues related to their studies.

9. *Scholarship Areas*

9.1. The Scholarship expenses will cover the following:

- 9.1.1. Course Fee
- 9.1.2. Travel Cost
- 9.1.3. Field trip
- 9.1.4. Hostel fee
- 9.1.5. Examination fee
- 9.1.6. BSL (English Fee)
- 9.1.7. Living Expenses (one time establishment allowance)
- 9.1.8. Stipend
- 9.1.9. Special Course fee (if any)
- 9.1.10. Service Tax (if any)
- 9.1.11. Contingency expenses
- 9.1.12. Misc. (to specify)

9.2. The Scholarship Related expenses will cover the following:

9.2.1. Expenses on

- 9.2.1.1. Software/ IT related
- 9.2.1.2. Online purchase/Subscription
- 9.2.1.3. Consumables
- 9.2.1.4. Books
- 9.2.1.5. Stationery/Printing
- 9.2.1.6. Journals/ Magazine
- 9.2.1.7. Contingency
- 9.2.1.8. Misc. (1)

9.2.2. Expenses on Advisory / Governing Board/ Guest

- 9.2.2.1. Travel Cost of members
- 9.2.2.2. Misc. Exp. (2)
- 9.2.2.3. Hospitality expenses
- 9.2.2.4. Guest Lodging/ Transport

9.2.3. Extension Lectures

- 9.2.3.1. Experts Honorarium
- 9.2.3.2. Workshop/seminars
- 9.2.3.3. Misc. (3)
- 9.2.3.4. Travel Cost
- 9.2.3.5. Honorarium (if any) for invited Guest
- 9.2.3.6. Guest faculty Honorarium
- 9.2.3.7. Lab Expenses
- 9.2.3.8. Audit fees

9.2.4. The details of the Scholarship entitlements are in *Annexure 2*.

10. Contact Details

10.2. The Focal contact from the OYE for the UMCSAFS Scholarship will be:

Executive Director
Organization for Youth Empowerment (OYE)
Chubachu, Thimphu
Email: bhutanoye@gmail.com
Phone: +975 1787 1411 (P) +975 2 328470 (O)

10.3. The Focal contact from the CNR for the UMCSAFS Scholarship will be:

UMCSAFS Coordinator
College of Natural Resources
Royal University of Bhutan
Lobesa
Email: bsuberi.cnr@rub.edu.bt
Phone: +975 1755 4382

In witness of the Chairperson, South Asia Foundation (SAF), Bhutan Chapter, and the Vice Chancellor of the Royal University of Bhutan, the Letter of Agreement (LoA) is signed between the two institutions.

-sd-
Executive Director
Organization of Youth Empowerment
Date: 31/12/2021

-sd-
President
College of Natural Resources
Date: 31/12/2021

In witness

-sd-
Chairperson
SAF, Bhutan Chapter
Date: 31/12/2021

-sd-
Vice Chancellor
Royal University of Bhutan
Date: 31/12/2021

Annexure 1: Financial Implementation Regulations

1. As regional cooperation is the main objective of South Asia Foundation, the SAF institutions of excellence shall offer SAF Madanjeet Singh Scholarships annually subjected to the annual grant.
2. The OYE shall retain 5% from the overall financial contribution of USD 100000 per annum and of the 95% remaining fund, 70% will be released directly to CNR SAF Account.
3. 70% of the 95% fund shall be spent on group scholarships which includes course fee, travel cost, field trip, hostel fee, examination fee, BSL (English fee), living expenses, stipend, Special Course fee (if any), contingency expenses, misc. and service tax, (if any).
4. CNR will provide staff, office space and IT facilities within the existing staffing norm and space utilization without constructing additional structures to manage UMCSAFS Scholarship.
5. CNR either directly or through OYE will negotiate to utilize UMCSAFS Centre building in UWICER, Lami Gonpa, Bumthang, for academic purpose whenever the need arises.
6. Subject to availability of funds, SAF institutions of excellence shall increase the number of scholarships, based on gender equality.
7. Any unspent amount of annual SAF grant shall be carried over to cover the cost of SAF Group Scholarships during the subsequent year.
8. SAF annual instalments of funds for the subsequent year shall be paid to the institutions on receipt of authorized auditor's reports, listing the names of students and itemized details of the expenditure incurred on each scholarship and the scholarship-related costs as per *Annexure 2*.
9. CNR will submit the academic progress reports of UMCSAFS Scholarship students to OYE for preparation of Annual Reports before they are forwarded to the Board of Management and to the Trustee for subsequent release of payments.

Annexure 2 - Details of the Scholarship entitlements

| Sl.no | Particular | Rate (Nu.) | Remarks |
|--------------|---|---|--|
| 1 | Tuition fee | As per RUB Tuition Fee Guidelines 2012 (intl. stds) and RUB fee for national students | Charge annually with 5% annual increments as per Tuition Fee Guidelines 2012 for international students and 2% annual increments for national students |
| 2 | Stipend | 12,000 per month | Deducted 10% as accommodation fees/charges as per RUB Rental Guidelines |
| 3 | Airfare | Economy | One time return economy air fare from shortest route |
| 4 | Organize Field Trips/ Study Visits | 500 per day | As per the semester and academic plan. If the tour exceed one month only 50% DSA will be paid. |
| 5 | Establishment Cost | 16,000 | One time establishment allowance for international students only |
| 6 | Special course fees | | As determined by the College for the bridging course(s) |
| 7 | Research allowance for Master degree programmes | 50,000 | One- time lumpsum during the period of registration |
| 8 | Seminar/ Conference | | As determined jointly by OYE & CNR |
| 9 | Workshop, Meeting, Orientation | | As determined jointly by OYE & CNR |
| 10 | Book allowance | | One time allowance to fix in the beginning |
| 11 | Health Certificate fee | | As per Ministry of Health |
| 12 | Student card charges | | As per MoLHR |
| 13 | Visa fee | | As per DoI/ MoHCA |