



FACT SHEET

RAJAGIRI BUSINESS SCHOOL,

COCHIN, KERALA, INDIA

# CONTACT INFORMATION

|  |  |
| --- | --- |
| Office Name | Office of International Relations |
| Address | Rajagiri Business SchoolRajagiri 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-exposure/incoming-students |
| Contact Person for Exchange Students | Contact Person | Mr. Pramodh U. Korula |
| Email | pramodh@rajagiri.edu |
| Phone /Whatsapp | +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 well in advance. |
| Level of Study Undergraduate/Graduate | Undergraduate or Graduate |
| Courses/Programs Available to Exchange Students | International MBA – PGDM Course Program Subjects (throughout the year) |
| Syllabus  | **All Courses are taught in English –** Please find the document ‘List of subjects offered’ as another attachment. |
| Application Deadline& Trimester months | **First and Fourth Trimester (June till September)**30 April 2024**Second and Fifth Trimester (September till December)**31 July 2024**Third and Sixth Trimester (January till March)**30 November 2024 |
|  |  |
| Required Application Materials | 1. Application Form <https://rcbs.rajagiri.edu/admission/international-students> (Must be typed and filled)
2. 1 Photo (3X4CM or passport-size)
3. Passport Copy
 |
| Application Procedure | 1. The program coordinator from the home university should send us the nomination list and the candidate can send the application form with required documents through e-mail
2. Immediately on receiving the application form and passport copy we will issue the letter of Invitation for the student to apply for the Visa
3. When the visa is through, flight tickets can be booked by the student to Cochin International Airport (COK) and inform the exchange contact at Rajagiri for the airport pick up.
4. Housing policies document should be signed by the student as soon as he/she arrives in the hostel.
 |

# ACADEMIC INFORMATION

|  |  |
| --- | --- |
| 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 exchange 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 per Trimester. |
| Language Courses (if available) | We offer English or any Indian language course (Level I: Beginner) if requested. Credits (3 credits/each) also can be transferred. Beginner level training on select foreign languages are also offered.  |
| Required Courses for Exchange Students (if any) | There are no mandatory courses. But the course ‘Understanding India’ is recommended to all international students as one subject since it is a subject offered exclusively to exchange students. |
| Transcript Issue Date | With-in 45 days after last exam of the particular trimester |

|  |  |  |
| --- | --- | --- |
| Explanation of Credit/Grading System |  | * Credit

The total class hours of 1 credit course is 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.* Grading Scale
 |
|  |  | 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 |  |

|  |  |
| --- | --- |
|  Housing Information | **Rajagiri International Guest House – RIGH*** Double Room (twin share) with 1 bathroom attached
* 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.
* RIGH is 3km away from campus in a serene Residential Housing Area. Students are expected to keep the movements and activities suitable to the residential area. To ensure safety, no domestic or international visitors are allowed to enter the premises of hostel. There are suitable visitor areas, parks, and canopies on campus to meet the purpose.
 |
| Housing and meals Information and Payment Methods | Payment for 1 month will be 300$. This includes accommodation and 3 meals a day. Account details for online transfer is given along with the application. |

# OTHER INFORMATION

|  |  |
| --- | --- |
| Insurance Requirements | 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 |
| Visa Requirements | Student Visa |
| Airport Pickup (on request) | Available\*Before his/her arrival, students must inform the Office of International Relations giving exact details about:* Date and time of Flight
* Name of the flight and flight number
* Last airport from where the flight will arrive

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.  |
| Student Buddy Program (on request) | Available\*Interested exchange students will be introduced to two buddies. The buddies will help the exchange students to assimilate into the campus life and Indian Culture. |
| Other Information Useful for Exchange Students | We arrange Indian culture programs often in campus. There will be other academic programs like seminars, workshops, conferences, panel discussions, Industry visits, 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 and the Indian experience. Exchange contact person will be more than happy to receive emails for any further information or clarification. |

4