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INTRODUCTION

Providing educational opportunities to the Tibetan refugee children was one of the most important tasks undertaken by His Holiness The Dalai Lama in exile towards the realization of immediate and long-term goals of the Tibetan people. A number of Residential and Day Schools, Children's Villages and Homes were established to care the children along with modern and traditional education.

In recognition and support of the efforts made by His Holiness The Dalai Lama, the United States Congress passed a resolution in favour of the Tibetan cause in 1987 and consequently decided to provide up to fifteen scholarships annually to Tibetan students to pursue University and Research studies in the United States. Similar opportunities have been received from other countries for Tibetan students.

In order to ensure and maintain fairness in the selection of candidate for the above-mentioned scholarships, the High Level Scholarship Committee (HLSC) of Central Tibetan Administration was established. The HLSC framed the Rules and Regulations and made necessary amendments to the existing Rules and Regulations on the 28th of November 2006. We are happy to publish here the revised version of the Rules and Regulations of the High Level Scholarship Committee and Rules and Regulations for the Selection of Tibetan candidates in India, Nepal and Bhutan for Overseas Scholarships in University and Research studies. We are also happy to introduce this Rules and Regulations and the application form on our website www.tcewf.org

Department of Education
Central Tibetan Administration

November 29, 2006

Rules and Regulations of the High Level Scholarship Committee Of Central Tibetan Administration

Article I Title

These rules and regulations shall be called “Rules & Regulations of the High Level Scholarship Committee of the Central Tibetan Administration, Tibetan Royal Year 2114, corresponding to 1987”.

Article II Context

These rules and regulations have been approved by the Kashag of Central Tibetan Administration as per the Article 17 of the Charter of Tibetan People in Exile.

Article III Commencement

These rules and regulations will come into effect from the 2121st Tibetan Royal Year corresponding to 1994.

Article IV Responsibilities and Powers of the High Level Scholarship Committee (HLSC)

1. To frame rules and regulations for the selection of Tibetan candidates in exile for overseas scholarships in University and Research studies.
2. To select Tibetan candidates in exile for overseas scholarships in University and Research studies.
3. To frame rules and regulations for preliminary or actual selection of Tibetan candidates in India, Nepal and Bhutan for overseas scholarships in University and Research studies.

Article V Members of the HLSC

1. The following shall be permanent members of the Committee by virtue of their official responsibilities:
 - a) Chairperson of the Kashag
 - b) Kalon for Education

- c) Secretary of the Department of Education
2. Other members of the Committee shall be appointed by the Kashag on the recommendation of Department of Education
3. Members recommended by the Department of Education must be holding a post of Secretary at one of the CTA Departments or Offices.
4. Whenever necessary, one to three Academic Scholars may be appointed to attend the HLSC meeting with the approval from the majority of Committee members.
5. The committee shall have a minimum of seven members and a maximum of eleven members.

Article VI Tenure of the Member & HLSC’s Conduct of Affairs

1. The Members under Article 5.2 shall serve a term of three years. However, there is no objection against their re-appointment. The membership shall be terminated whenever a member leaves the post of Secretary.
2. The quorum necessary for the meeting shall be two-third of the HLSC members.
3. The Committee shall make decisions on the basis of consensus or majority. The Chairperson of the Committee shall cast his/her vote to break any tie up situation.
4. Any member unable to attend a meeting shall give prior notice to the HLSC Member Secretary.
5. The Committee may constitute any sub-committee or any other body whenever necessary.

Article VII Chairperson of the HLSC

1. The Chairperson of the Kashag shall be the Chairperson of HLSC.
2. The Kalon for Education shall be the Vice-Chairperson of HLSC.
3. The Chairperson may delegate his/her power and responsibility to the Vice-Chairperson or the Secretary or any member in written whenever necessary.
4. The Chairperson shall call the HLSC meeting whenever necessary.
5. In the absence of the Chairperson, the Vice-Chairperson shall preside

over the meeting. When the Vice-Chairperson is also absent, any member elected by the majority of the members present shall preside over the meeting.

Article VIII The Meeting Secretary

1. The Secretary of the Department of Education shall be the Secretary of HLSC meeting.
2. The Secretary shall maintain the records of decisions taken, resolutions and other documents of HLSC meetings.
3. The Secretary shall notify the member of its meetings.
4. The Secretary shall also execute any other responsibility entrusted to him/her by the Chairperson or the Committee.

Article IX General Matters

Members of the HLSC or its subsidiary committee or any other body entrusted with the responsibility of performing specific duties for the Committee shall claim their travel and daily allowances from the Department of Education after due approval from the Chairperson of the Committee.

Article X Dissolution of the HLSC

When necessary, HLSC may be dissolved with the resolution passed by two-third majority of the Committee and upon approval from the Kashag.

Article XI Amendment

Whenever necessary, changes in any of the article of these rules and regulations, shall be made with the majority of Committee members and upon approval from the Kashag.

Rules and Regulations for Selection of Tibetan Candidates in India, Nepal and Bhutan for Overseas Scholarship in University and Research studies

Article I Title

These rules and regulations shall be called as “Rules and Regulations for Selection of Tibetan Refugee candidates in India, Nepal and Bhutan for Overseas Studies in University and Research Courses by Central Tibetan Administration, Tibetan Royal Year 2121, corresponding to 1994”.

Article II Commencement

These rules and regulations shall come into effect from the fifth day of the tenth month, Tibetan Royal Year 2121, corresponding to December 1, 2000.

Article III Context

These rules and regulations have been framed under Article 4.3 of the Rules and Regulations of the High Level Scholarship Committee of Central Tibetan Administration.

Article IV Purpose

These rules and regulations have been framed by Central Tibetan Administration for the purpose of selecting Tibetan refugee candidates based in India, Nepal, and Bhutan for overseas studies in University and Research Courses.

Article V Public Announcement

Whenever the Department of Education receives scholarship offers from abroad in University studies or Research studies, the HLSC shall decide the number and criteria for the interested candidates in the scholarship. These shall be publicly announced at least three months in advance (except urgent cases) in three or more English/Tibetan official or

independent Journals/Newspaper/Periodicals and in the website of CTA www.tibet.net and Department of Education www.tcewf.org.

Article VI Criteria for Awarding Scholarships

1. Bonafide Tibetan refugees holding valid Tibetan Green Booklet and lawfully holding a Registration Certificate (RC) of the country of residence are eligible to apply for the scholarship. Possessing RC together with a national passport of the country of residence or of any other country shall be considered unlawful
2. Applicants for two-year Master Degree course in the United States (Fulbright Program) and other Master programs abroad must have secured a minimum of 45 percent in the Bachelor's or Post Graduate Program. Applicants for undergraduate studies abroad must have secured a minimum of 60 percent in class XII.
3. Those wishing to apply for scholarship must fulfill the criteria specified in the announcement and submit the application form duly filled with the following documents:
 - a) Photocopies of Applicant's Green Book and his/her parents or spouse Green Book duly paid till December 31 of the Announcement year.
 - b) Photocopies of first and page showing the date of extensions of Applicant's valid RC.
 - c) Applicants whose parents live in Tibet, divorced or have passed away must produce certificate to this effect from the concerned Settlement/Welfare Officer or Principal or Rector of a school having at least class X under the jurisdiction of the Department of Education.
 - d) Fitness Certificate from a registered Medical Doctor or a recognized traditional Tibetan Doctor.
 - e) Applicants under Fulbright Program must produce the copy of their TOEFL score sheet having a minimum score of 213/79 for Degree Applicant and 173/61 for Non Degree Applicant. For other scholarship programs, the minimum score of TOEFL/IELTS shall be based on the requirements of respective University/College and the same will be notified through the announcement.
 - f) Applicants for the two-year Master Program in the United States

must produce year-wise mark sheets, certificates/degrees, showing successful completion of a four-year recognized University studies after passing Class XII examination. Applicant can submit Provisional Certificate in case the University/College delays the issue of Pass/Degree Certificate.

- g) Applicants for Non-Degree Programs in the United States or other countries must have completed a minimum of 5 years Tibetan Community service. Certificate(s) to this effect shall be from the Head of CTA Department or Institution or Organization.
 - h) The age of the Applicant should not exceed the age of 35 as on 1st July of the selection year. This age limit will not apply to the Applicant of Non Degree Programs.
4. Photocopies of academic mark sheets, certificates/degrees and other documents must bear attestation of the concerned Settlement/Welfare Officer or a gazette CTA Officer holding a least rank of Joint Secretary or Principal or Rector of a School having at least class X under the jurisdiction of Department of Education.
 5. Other than Fulbright Scholarship, timely announcement will be made along with the specific academic/other requirements of the concerned University/College.
 6. Applicants from CTA must have at least five years of remaining service tenure after the completion of their overseas studies.
 7. Applicants disqualified for producing false documents or serious breach of rules and regulations are not eligible for re-application.
 8. Since 1987, Applicant who have received scholarship for one-year (two or more semesters/ three or more quarters) study or training or undergraduate studies in overseas countries for longer periods through CTA are not eligible to apply again for Fulbright or any other scholarship programs. However, for the requirements of CTA, this rule shall be waived for Doctorate or Post Doctorate research studies.
 9. Applicants selected for the Degree Program must sit for GRE or GMAT test. They may however submit their score sheet at a later date.
 10. The validity of the TOEFL test will be for two years from the test date. However, Applicants must take the responsibility for finding out and fulfilling the specific requirements of the university they desire to join.

11. Applicants under Fulbright Scholarship must select any of the subjects or its field mentioned in the Announcement for his/her further studies in the United States. Also, the final interview will be taken on the basis of five slated areas (*see annexure four*).

Article VII Undertaking

1. Recipients of overseas scholarships other than the Fulbright scholarship shall return to their country of residence after completion of their studies and serve the Tibetan community for a minimum period of two years. They shall also sign a legal bond to pay the specified amount of compensation to the Department of Education, CTA in the event of their failure to return. Persons standing surety must be parents or other responsible relatives of the candidate or persons competent to hold the legal responsibilities. A letter from Settlement/Welfare Officer certifying the relationship between the candidate and the surety bearer should be produced while signing the three following legal documents, attached as *Annexure*, in India.

(a) Letter of Undertaking (*Annexure One*)

(b) Surety Bond (*Annexure Two*)

Three persons should stand as surety:

(i) the scholarship recipient,

(ii) his/her parent or near relative, and

(iii) other relative or friend. They should own

property assets in India held jointly or separately.

(c) Promissory Note (*Annexure Three*)

Recipients of the Fulbright scholarship do not require signing the above mentioned legal documents in India with the Department of Education. They shall instead need to sign a *Letter of Undertaking* on reaching USA with the concerned US based NGO handling the scholarship program. They are required to commit themselves: to study until completion of the study period; to return to their country of residence after completion of their studies and serve the Tibetan community for a minimum period of two years; and to return the whole cost of their study to the US Government through the concerned US based NGO in

the event of their failure to return to the country of their residence. They are also required to undertake that the concerned US agency or NGO may report their cases of violation of the US law by not returning (to their country of residence) to the US Homeland Security Department.

2. The full amount of the scholarship money refunded to the Department of Education shall be exclusively spent on awarding scholarship for higher and research studies to other deserving candidates.
3. Both the candidate and the surety bearers (Article 7.1) must appear in person before the Department of Education and sign the bond papers after fully understanding their responsibilities.
4. If any candidate, on completion of the course under any program, wishes to continue studies with scholarship/grant from any recognized University of the same country, and if such a candidate commits to follow the terms and conditions of the bond papers for the extension of study period, the HLSC may consider the case. Such a request must first be made to Tibet Fund in New York (in case of the Fulbright Program). If Tibet Fund finds the case deserving, it shall then send a letter of recommendation to the HLSC.

Article VIII Procedure for the Submission of Applications

1. Whenever scholarships for University studies or Research studies in overseas countries are received, public announcements will be made as specified in Article 5. Applicants must submit applications according to the instructions given in the announcement.
2. A scholarship rules booklet together with the application form can be purchased for Rs.100/- from the Department of Education and other offices as specified in the announcement. Or Applicant can download the HLSC Rules and Regulations and Application form from the website of Department of Education www.tcewf.org.
3. Each application form must be accompanied by a bank draft of Rs. 50/- for postage made in favour of Tibetan Children's Educational and Welfare Fund, Dharamsala.
4. Application form must reach the Department of Education within the deadline specified in the announcement.

5. Applications not accompanied by all the required documents (Article 6.3 and Announcement) will be rejected. Similarly, applications and documents received after the last date will not be entertained. Applications containing false information's will not only be rejected, but will also disqualify the Applicant from applying for any future scholarship.

Article IX Selection Procedure

1. The Department of Education shall scrutinize all the applications and put up those fulfilling the stipulated criteria to the HLSC.
2. The HLSC shall finalize a preliminary list of Applicants fulfilling the minimum requirements.
3. Applicants (Article 9.2) for Degree Category under Fulbright Program will be selected for final interview if he or she secures the minimum aggregate of 50 percent in TOEFL, Tibetan written test and academic performance in Class XII and Bachelor Degree. However, Applicants failing to secure minimum of 7 marks in Tibetan Written Test will not be selected for the final interview even though he or she secured the required 50 percent.
4. Applicants (Article 9.2) for Non Degree category under Fulbright Program will be selected for final interview if he or she secures the minimum aggregate of 50 percent in TOEFL, Tibetan written test and service years. However, Applicants failing to secure minimum of 5 marks in Tibetan Written Test will not be selected for the final interview even though he or she secured the required 50 percent.
5. The Department of Education shall form a panel of scholars to conduct the interview (Article 9.3 and 9.4) and the panel shall select the final candidates.
6. Applicants for professional courses may be asked to appear in a special written test or interview and shall follow accordingly.
7. For other than Fulbright Scholarship, the final selection will be done on the basis of highest aggregate in Tibetan language test, English language test and interview. However, if the University/College wish to conduct the final test by itself, the HLSC shall decide whether the Applicants should be called for the above tests.

If the Applicant(s) fulfilling the required criteria or Applicant(s) reporting for the test is/are equal or below the number of scholarship(s), the HLSC will then make the final selection without the test.

Article X Score System

1. The score system for Degree Program (Article 9.3) will be as under:
 - a) TOEFL test with maximum marks of 20
 - b) Tibetan written test with maximum marks of 20
 - c) Academic Performance with maximum marks of 10
2. a) The 20 marks of TOEFL test (Article 10.1.a) shall be awarded in the following manner:

TOEFL cbt scores	Alloted Marks	TOEFL ibt scores	Alloted Marks
173-179	4	79-81	6
180-186	5	82-84	7
187-193	6	85-87	8
194-200	7	88-90	9
201-207	8	91-93	10
208-214	9	94-96	11
215-221	10	97-99	12
222-228	11	100-101	13
229-235	12	102-103	14
236-242	13	104-105	15
243-249	14	106-107	16
250-256	15	108-109	17
257-263	16	110-111	18
264-270	17	112-113	19
271-277	18	114-120	20
278-284	19		
285-300	20		

- b) The 10 marks for Academic Performances (Article 10.1.c) shall be awarded in the following manner:

	Range	Marks
i)	Class XII Percentage <i>From 55 to 59</i>	<i>1</i>

	<i>From 60 to 65</i>	2
	<i>From 66 to 70</i>	3
	<i>From 71 to 75</i>	4
	<i>From 76 to 100</i>	5
ii)	Bachelor's Percentage	
	<i>From 50 to 55</i>	1
	<i>From 56 to 60</i>	2
	<i>From 61 to 65</i>	3
	<i>From 66 to 70</i>	4
	<i>From 71 to 100</i>	5

3. The score system for Non Degree Program (Article 9.4) will be as under:
- TOEFL test with maximum marks of 20.
 - Tibetan written test with maximum marks of 15.
 - Community service with maximum marks of 15.
4. The 20 marks for the TOEFL test (Article 10.3.a) shall be awarded in the following manner:

TOEFL cbt scores	TOEFL ibt scores	Alloted Marks
173-181	61-64	6
182-190	65-68	7
191-199	69-72	8
200-208	73-76	9
209-216	77-80	10
217-224	81-84	11
225-232	85-88	12
233-240	89-91	13
241-248	92-94	14
249-256	95-97	15
257-264	98-100	16
265-272	101-103	17
273-280	104-106	18
281-288	107-109	19
289-300	110-120	20

5. Marks (Article 10.3.c) for the Tibetan community service shall be awarded in the following manner:

Service Years	Allotted Marks
5	4
6	5
7	6
8	7
9	8
10	9
11	10
12	11
13	12
14	13
15	14
16+	15

Article XI Conditions Entailed to Scholarship.

1. If a selected candidate is found ineligible or known to have breached any scholarship rules at any stage, his/her scholarship shall be discontinued with immediate effect. Besides, he/she will be required to return all related expenditures incurred till that time to the US Government through the concerned medium organization in the case of the Fulbright scholarship, and to the Department of Education, CTA in the case of other overseas scholarships.
2. On completion of his/her studies, should return to India and report Department of Education with photocopies of the degree obtained, and must serve the Tibetan community for at least two years
3. Additional scholarships and grants received by candidate from any academic institutions, foundations or any other organization must be reported, for instance, to the Tibet Fund if the candidate is under Fulbright Scholarship Program. However, exceptions shall be made to grants or award money received in recognition of the candidate's outstanding academic performance.

4. Members of CTA staff - those appointed by the Public Service Commission as well as those placed on separately created slots - must strictly adhere to the words of the CTA Staff Rules in the matters of taking leave of absence, making service break, and reporting back to service.

Article XII Amendment

Whenever necessary, the HLSC may amend these rules and regulations wholly or in part by a vote of majority of its members.

Please note: *In the event of any dispute in interpretation of these rules and regulations, the Tibetan version shall be deemed final.*

INDIAN STAMP PAPER OF RS. 15
(Check local rate)

LETTER OF UNDERTAKING

To

The High Level Scholarship Committee of the Central Tibetan Administration, Dharamsala, District Kangra, Himachal Pradesh, India , Department of Education of the Central Tibetan Administration, Dharamsala, District Kangra, Himachal Pradesh, India.

The Tibetan Children's Educational and Welfare Fund, Department of Education, Central Tibetan Administration, Dharamsala, District Kangra, Himachal Pradesh, India

Honoured Sirs,

Having been selected by the High Level Scholarship Committee of the Central Tibetan Administration, Dharamsala, India for Name and Duration of Course in Name of the Country with funding assistance and support from the Department of Education,CTA and Name of S p o n s o r i n g O r g a n i z a t i o n .

I: _____ Son/Daughter of _____

Aged: _____ Residing at: _____

Do Hereby Covenant and Undertake that:

I shall at all times during the course of the scholarship be bound by all the directions given to me by the High Level Scholarship Committee and the Department of Education of the Central Tibetan Administration and Name of the Sponsoring Organization concerning my study, stay and conduct, and successful completion of my studies in Name of the Country.

And I do hereby Covenant and Undertake to abide by the direction of the Department of Education, CTA, after the completion of the course of study, to return to India and report to the Department of Education, CTA, Dharamsala for service to the Tibetan community in India/Nepal/Bhutan for a minimum period of two years. I understand that it will be my own responsibility to find service opportunity within the Tibetan community after my return.

I am grateful for my selection for the scholarship.

Yours faithfully

Name: _____

Date: _____

Place: _____

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SURETY BOND

By this Bond given on _____ day of _____ month of _____ year at

I, _____ (Surety # 1)

Son/Daughter of: _____,

Aged : _____,

Residing at : _____,

Surety No. 2, related to Surety No. 1 as: _____,

And I, _____,

Son/Daughter of _____,

Aged : _____,

Residing at : _____,

Employed at : _____,

Surety No 3, Related to Surety No. 1 and Surety No. 2 as _____,

Son/Daughter of _____,

Aged : _____,

Residing at : _____,

Employed at : _____,

Bind Ourselves Jointly and Severally

To the Tibetan Children's Educational and Welfare Fund, a Society Registered under the Societies Registration Act XXI of 1860 and the Department of Education of the Central Tibetan Administration, Dharamsala, District Kangra, Himachal Pradesh

To make payment to the said Tibetan Children's Educational and Welfare Fund and the said Department of Education of the Central Tibetan Administration, Dharamsala, District Kangra, Himachal Pradesh

The sum of Indian Rupees _____ (equivalent to the total amount in-

curred towards my educational expenses under the given scholarship).

_____ (Surety No. 1)

_____ (Surety No. 2)

_____ (Surety No. 3)

Witnesses _____

Whereas the High Level Scholarship Committee of the Central Tibetan Administration, has upon the Application of Surety No.1 selected and granted Scholarship for Duration and Course in Name of the Country upon undertakings given by the Surety No.1 to the High Level Scholarship Committee and the Department of Education of the Central Tibetan Administration, that

Surety No. 1 will be bound by all the directions by the High Level Scholarship Committee and the Department of Education of the Central Tibetan Administration, concerning his/her study, stay, conduct and completion of study in Name of the Country, and that on the direction of the Department of Education of the Central Tibetan Administration, Surety No.1 will return to India and report to the Department of Education of the Central Tibetan Administration, for service to the Tibetan Communities in India/Nepal/Bhutan for a minimum period of two years.

And whereas for the purpose of securing and indemnifying the Tibetan Children's Educational and Welfare Fund and the High Level Scholarship Committee and the Department of Education of the Central Tibetan Administration, against all losses and damages that may be suffered by reason of Surety No.1 making default in the observance of the given by Surety No. 1, and the payments made and facilities given to Surety No. 1, it has been agreed that the said sureties should execute the above given bond subject to the conditions hereinafter contained.

Whereas it is also agreed that any dispute or differences as to the validity effect and enforcement of this Bond shall be decided by a Sole Arbitrator appointed by Chief Justice of the Tibetan Supreme Justice

Commission and the award of the said Sole Arbitrator shall be final and binding.

Now the condition of the above-written bond is that if the Surety No. 1 has studied, stayed and conducted himself and completed his/her education in Name of the Country to the satisfaction of the Department of Education of the Central Tibetan Administration, Dharamsala, Himachal Pradesh, and complied with the direction of the Department of Education of the Central Tibetan Administration, Dharamsala, Himachal Pradesh, to return to India, Nepal or Bhutan and rendered service to the Tibetan communities in these places for a minimum period of two years, then the above-written bond shall be void and no effect. Otherwise it shall remain in full force and with full effect.

_____ (Surety No. 1)

_____ (Surety No. 2)

_____ (Surety No.3)

(Tibetan Children's Educational and Welfare Fund, through Authorised Signatory under section 5 of the Societies Registration Act XXI of 1860 and the Rules)

(Department of Education of the Central Tibetan Administration)

Witnesses _____

PROMISSORY NOTE

I, _____
SON/DAUGHTER OF _____
AGED _____ RESIDING AT _____

DO PROMISE TO PAY ON DEMAND AND UNCONDITIONALLY TO THE TIBETAN CHILDREN'S EDUCATIONAL AND WELFARE FUND A REGISTERED UNDER THE SOCIETIES REGISTRATION ACT XXI OF 1860 OR ORDER THE SUM OF INDIAN RUPEES _____ (EQUIVALENT TO THE TOTAL AMOUNT INCURRED TOWARDS MY EDUCATIONAL EXPENSES UNDER THE GIVEN SCHOLARSHIP).

DATE: _____

PLACE: _____

INDIAN STAMP DUTY

WITNESSES : _____

Areas in which interview will be conducted and its mark distribution:

PERSONALITY	10%
PRESENTATION	20%
LANGUAGE PROFICIENCY	30%
SUBJECT	30%
CAREER VISION	10%