

Rotary Peace and Conflict Studies Program



Participant Handbook



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Introduction

The Purpose of This Handbook

Congratulations on your selection as a Rotary Peace and Conflict Studies Program participant. You will find the *Rotary Peace and Conflict Studies Program Participant Handbook* a useful resource containing information on the history and goals of the program, as well as its finances and requirements.

Program Purpose

The Rotary Peace and Conflict Studies Program supports the mission of The Rotary Foundation to further world understanding and peace by:

- Inspiring people to work for a culture of peace and tolerance while enhancing their capacity, knowledge, and skill to do so, in part by generating interaction between practitioners and academics
- Providing advanced international educational opportunities for Rotary Peace and Conflict Studies Program participants chosen from different countries and cultures on the basis of their potential as leaders in government, business, education, media, and other professions
- Providing a means for The Rotary Foundation and Rotarians to increase their effectiveness in promoting greater tolerance and cooperation among peoples, leading to world understanding and peace
- Developing a peace and conflict studies learning center, or center of excellence, to make Chulalongkorn University the leading institution for both the study and facilitation of conflict resolution in the region
- Developing and replicating the Chulalongkorn model to help support the initiation of similar programs and centers at other universities in the region

Through its unique and diverse interdisciplinary program, the Rotary Center for Peace and Conflict Studies provides academic and practical training to prepare graduates of the program for leadership roles in solving the many problems that contribute to conflict around the world. Up to 60 Rotary Peace and Conflict Studies Program participants are accepted annually on a world-competitive basis, with 30 study slots offered for each term. Participants complete an up-to-three-month certificate program in peace and conflict studies that provides specific opportunities for knowledge acquisition and institutional development in the following areas:

- An understanding of distinctive theoretical content of the field of conflict resolution
- An opportunity to acquire state-of-the-art skills in the application of this theoretical knowledge through practical fieldwork
- The exploration of obstacles to and development of approaches toward conflict resolution based on detailed knowledge of programs and projects in the region
- Awareness of the mechanisms central to the development of national, regional, and international policy related to conflict resolution

By following the preceding aims and objectives, participants will improve their understanding of the following aspects of conflict resolution:

- An awareness of how to contribute to the shaping of conflict resolution policy at national, regional, and international levels
- An understanding of skills and methodologies for conflict mapping and analysis of how to apply these methods to fieldwork situations relevant to their areas of concern and responsibility
- Greater familiarity, acquired through case studies, of process skills (such as mediation, negotiation, problem solving, and dialogue) used in conflict resolution and an understanding of how these may be relevant to their work and locales
- An ability to rethink and refashion existing models and practices and to contribute to the development of innovative ideas and techniques

- An appreciation of the educational approaches, values, and ideas that underpin the process of peacemaking in order to produce change agents for peace-building through appropriate processes of nonviolent social and cultural transformation

A Brief History of the Rotary Peace and Conflict Studies Program

Since the inception of the Ambassadorial Scholarships (then “Fellowships”) program in 1947, The Rotary Foundation has supported study abroad at the postsecondary education level in order to increase international goodwill and understanding. While some Ambassadorial Scholars have pursued fields of study directly related to international relations, diplomacy, mediation, and negotiation, it was not until the establishment of the Rotary Centers for International Studies in peace and conflict resolution in 2002 that the Foundation offered a study abroad program to specifically provide international students with coursework focused on peace studies and conflict resolution.

The same year that the first Rotary World Peace Fellow traveled abroad to pursue a two-year master’s degree at one of the Rotary Centers for International Studies, 2002-03 Rotary International President Bhichai Rattakul of the Rotary Club of Dhonburi, Thailand, shared with Rotary Foundation Trustee Chair Glen Kinross his vision of a short-term peace studies program that would serve as an alternative to the new Rotary Centers program. Not only would this second peace studies program attract middle- to upper-level professionals who could arrange to be away from their employment for just a few months, it would also provide a lower cost option to The Rotary Foundation. By anchoring this new program at an academic center imbedded within a university in Southeast Asia, the program would offer the only intensive peace and conflict studies program in the region for professionals and executives in the English language.

To enhance their existing support for international peace studies, The Rotary Foundation Trustees agreed in February 2005 to establish the Rotary Peace and Conflict Studies short-term certificate program as a three-year pilot, with possible programmatic changes and extension after the test period. The Trustees reviewed proposals to host a Rotary Center for Peace and Conflict Studies and selected Chulalongkorn University — Thailand’s oldest university and typically ranked among Asia’s top universities — as the Foundation’s partner for the program’s pilot phase. It was agreed that the first course would start in July 2006.

It is hoped by some Rotarians that once the pilot phase is successfully completed, similar Rotary Centers for Peace and Conflict Studies will be established in major cities in Asia and throughout the world.

Your Acceptance Packet

In addition to this handbook, your Acceptance Packet includes the documents listed below. Depending on your country of origin, additional materials may be included in your packet. Please read and review all items carefully.

- Cultural notes on Thailand (for non-Thai participants)
- Information on Rotary International and The Rotary Foundation

Note: The information included in this handbook is accurate at the time of publication. However, as it is produced nearly one year in advance of your program session, The Rotary Foundation Trustees reserve the right to revise the information in this handbook if circumstances warrant.

Rotary Peace and Conflict Studies Program Coordinator

The staff at Rotary International World Headquarters will work with you as you prepare for the program and throughout your studies. The Rotary Peace and Conflict Studies Program coordinator will serve as your primary contact at The Rotary Foundation, and you should direct all correspondence to that person. The coordinator prepares information for participants, host counselors, and other Rotarians; tracks participants’ documents; monitors participants’ progress; works with the Rotary Center; calculates awards; and issues payments.

Whether you contact the coordinator by e-mail, telephone, fax, or letter, the following general guidelines will facilitate communication and help to resolve problems quickly and efficiently. In most cases, e-mail is the most efficient method of communication. **Note:** If you are currently residing outside of Bangkok, it is recommended that you set up a Web-accessible e-mail account before your departure to facilitate communication with the coordinator.

If you need to telephone the coordinator, please remember that the Foundation cannot accept collect calls except in an emergency. If you must speak with the coordinator, call and leave a telephone number where you may be reached. Your call will be returned promptly.

If you send a fax, be sure to write the coordinator's name on it. Please note it will not be possible to confirm receipt of every fax. Also, allow adequate time for the coordinator to respond before assuming your fax was not received. If you are concerned about a fax transmission, call or send an e-mail to alert the coordinator that a fax is on its way.

Your Relationship with Rotary

Your participation in the Rotary Peace and Conflict Studies Program will provide you with a unique opportunity to participate in the multifaceted work of Rotary International. Rotary Foundation staff and your sponsor and host Rotarian counselors will provide information and support to you before, during, and after your program session. Through presession orientations, host area activities during your session period, and Rotary involvement as Foundation program alumni, Rotary Peace and Conflict Studies Program participants will form lifelong relationships with Rotary.

Rotarian Counselors

Two counselors will assist you before, during, and after your fellowship period in fulfilling your Rotary obligations. Your sponsor counselor is appointed by your sponsor (home) Rotary district and your host counselor is appointed from the host area district. Your counselors will assist with program logistics and provide background information on Rotary, Bangkok, and Thailand. Rotary promotes this close relationship between program participants and Rotarian counselors to ensure that everyone involved derives maximum and lasting benefits from the program. You will also be appointed a host Rotary club, of which your host counselor is a member. If you are residing in Bangkok, you will be assigned one Rotarian to serve as both your sponsor and host counselors.

Sponsor Counselor

Your sponsor counselor will serve as your link to Rotary in your home country and area and will be your primary contact for all preprogram orientation activities before your departure. As soon as you receive your sponsor counselor's name, address, and telephone number, make contact to introduce yourself and arrange a personal meeting. Your sponsor counselor can assist you in many ways, such as:

- Providing information about your sponsor Rotary club and the ideals and goals of The Rotary Foundation and Rotary International
- Gathering additional information about your local community, region, and country to prepare for appearances you will make in your host district
- Arranging attendance at local Rotary club meetings, district functions, etc.

It is up to you to maintain a working relationship with your sponsor counselor before, during, and after the program. Do not forget to:

- Keep your sponsor counselor, club, and district advised of your current address, telephone and fax numbers, and e-mail address at all times.
- Correspond regularly with your sponsor counselor after you arrive in your host country and area.
- Meet with your sponsor counselor after you return to arrange speaking engagements and share your experiences.

Host Counselor

The Rotary Peace and Conflict Studies Program coordinator will provide you with your host counselor's name and contact information.

- When you receive your host counselor's name and address, write a letter or e-mail of introduction and include a photograph of yourself.
- Host counselors sometimes meet program participants upon arrival. Discuss this possibility with your host counselor, as this meeting provides a good opportunity to become acquainted and set future appointments.
- Meet with your host counselor to develop opportunities to get involved with your host area's Rotary projects and activities during the program. Ask that the district governor's monthly newsletter and the host club's weekly bulletin be sent to you.
- If you plan to travel with your spouse and/or children, inform your host counselor as soon as possible. Your host counselor may be able to offer assistance, but please remember that he or she is under no obligation to do so.

Program Requirements

You are required to submit one report to The Rotary Foundation during the program. You must send the report to five individuals: 1) the Rotary Peace and Conflict Studies Program coordinator, 2) your host counselor, 3) your sponsor counselor, 4) the district governor of your sponsor (home) Rotary district, and 5) the district governor of your host Rotary district. You will submit your program report at the end of the certificate program.

Please use the Participant Report Instructions in the appendix for your report. (**Note:** Failure to submit high quality reports in a timely fashion will delay receipt of certificate.)

You are also required to keep the Rotary Peace and Conflict Studies Program coordinator informed of your whereabouts at all times. This includes the planned length of *any* absence from the Rotary Center, your destination location, and your contact information during that absence. Failure to do so may result in the revocation of your certificate eligibility and any funding you may have received.

Beyond the Program — Your Lifelong Association with Rotary

Your association with Rotary as a program alumnus is an important part of fulfilling your role as a Rotary Peace and Conflict Studies Program participant. Program participants are expected to maintain contact with Rotary throughout their careers. Rotary values participant feedback on its programs, and you are encouraged to participate in The Rotary Foundation's efforts to evaluate and improve the Rotary Peace and Conflict Studies Program. Program alumni are encouraged to provide the Foundation with regular career updates for use in Rotary publications, market the Rotary Peace and Conflict Studies Program to future candidates, and assess the impact of the program.

Rotary Peace and Conflict Studies Program alumni will make active contributions to international relations, peace, and conflict resolution. Rotary's history of involvement in peace-building and commitment to world understanding makes it an attractive organization to program alumni. You can stay involved with Rotary by:

- Continuing to speak about your experiences at club, district, and community engagements
- Submitting articles about your program experience to local newsletters and newspapers
- Holding an annual alumni/reunion dinner for other Foundation alumni in your area
- Recruiting participants for Foundation programs
- Participating in inbound and outbound Rotary orientation sessions

- Serving as a mentor to current program participants
- Participating in Rotary service projects
- Attending Rotary club meetings and joining a Rotary club, if invited
- Joining or forming a Foundation alumni association
- Attending Rotary International Conventions
- Consulting and/or advising Rotarians on service projects and peace-building initiatives

Information on Foundation alumni activities and events can be found on Rotary International's Web site at www.rotary.org. Fill out the Address Update Form and Foundation Alumni Survey Form. You can also contact the Rotary Foundation alumni coordinators, a group of Rotarians who encourage alumni to be advocates for the Foundation's programs. Rotary Foundation alumni coordinators information is also available on the Web site.

All program alumni will receive *REConnections*, an annual newsletter reporting on alumni activities and accomplishments, as well as Rotary news throughout the world. The newsletter can also be downloaded from the RI Web site.

Preparing for Study

Session Assignments

Many factors are considered when making session assignments and candidates' preferences are taken into consideration as much as possible. Unfortunately, the number of available seats for each session is limited. The final list of Rotary Peace and Conflict Studies Program participants and their session assignments are approved by the Foundation Trustees. Due to these competing factors, a number of participants may be assigned to their second-choice session. Please remember that the Foundation Trustees reserve the right to assign successful candidates to *either* of the sessions in a given program year. Program participants not wishing to accept the session assignment made by the Rotary Peace and Conflict Studies Program Selection Committee will forfeit their seats.

Deferral of Study

Deferral of a seat in the Rotary Peace and Conflict Studies Program to attend the corresponding session in the program year following that listed on your Acceptance Form will only be considered in cases of mandatory military service or serious, documented medical emergency. Contact the Rotary Peace and Conflict Studies Program coordinator immediately if either of these situations applies to you.

Relinquishment of Participation in the Rotary Peace and Conflict Studies Program

If you decide to forego your seat in the Rotary Peace and Conflict Studies Program, please contact the program coordinator as soon as possible.

Required Presession Orientation

It is imperative to attend program orientations in both your sponsor and host districts to ensure that you understand the mission of The Rotary Foundation, your role as a Rotary Peace and Conflict Studies Program participant, and your future responsibilities as a program alumnus. In addition, you must review the online PowerPoint orientation module that can be accessed at www.rotary.org/foundation/educational/rpcsp.

If no predeparture orientation is offered to Foundation program participants from your area, the Foundation can mail materials to your sponsor district Rotarians. Your sponsors can use these materials to organize an individual orientation for you. In this case, please notify your Rotary Peace and Conflict Studies Program coordinator and sponsor counselor. Then, schedule an individual orientation with your sponsor counselor and sponsor district's officers before your departure, using the materials provided.

Immediately prior to the start of your program session, you will attend a special Rotary Peace and Conflict Studies Program participant orientation conducted by host area Rotarians and Rotary Center staff who will have contacted you about the orientation beforehand. The orientation will acquaint you not only with Rotarians in the area, but also with the other Rotary Peace and Conflict Studies Program participants with whom you will be studying.

Required Presession Documents

Before you travel to Bangkok and begin study, you are required to complete a series of procedures and forms. All presession requirements must be completed no later than one month before the start of your session; some documents must be submitted much earlier. Failure to complete all presession requirements by the indicated deadlines may result in the cancellation of your participation in the program. No program payment, including airfare, will be made until all the required items are received and approved by the Rotary Peace and Conflict Studies Program coordinator.

Below is a list of required presession documents, followed by an explanation of each.

- Photocopy of Passport/Visa (if applicable)
- Medical Certificate
- Travel Option Form (if not currently residing in Bangkok)

The following documents must be submitted to the Rotary Peace and Conflict Studies Program coordinator at least one month before the start of your session:

Photocopy of Passport (if applicable)

A passport is issued by your country of citizenship to certify your nationality and is normally required for international travel. Once you have obtained your passport, send a photocopy to the Rotary Peace and Conflict Studies Program coordinator. The copy should include the page with your photograph, personal data, and passport expiration date. Do not send original documents. **Note:** You are advised to carry a photocopy of your passport with you to Thailand. In the event your passport is lost, it will be far easier to replace if you are able to present a photocopy.

Photocopy of Visa (if applicable)

A visa is issued by a country as evidence of permission to enter it and may be required for travel to Thailand, and possibly through any countries in transit to Thailand, depending on your citizenship and length of stay. You are responsible for obtaining the correct visa that will allow you to study legally in Thailand for the duration of your fellowship period. Your visa should span the entire length of your study session and should not require you to leave and re-enter the country at any time during your session.

Obtaining a visa for many countries can be a lengthy process, often taking several months. You should apply for any required visas as soon as possible. You will need to contact the nearest Royal Thai Consulate to determine student visa requirements.

Once you have obtained any required visa(s), please send a copy to the Rotary Peace and Conflict Studies Program coordinator. Do not send original documents. If no visa is required, please submit written confirmation or other official documentation from the government or visa-issuing body of Thailand or Chulalongkorn University to the Rotary Peace and Conflict Studies Program coordinator.

Medical Certificate

The Medical Certificate for Rotary Peace and Conflict Studies Program Participants is included in the appendix. Have your physician sign and complete the medical certificate after you receive a general physical examination.

This certificate is required of all program participants. Only the Medical Certificate for Rotary Peace and Conflict Studies Program Participants or an exact facsimile will be accepted. **Note:** You are advised to bring sufficient quantities of any prescribed or necessary medications to last the entire length of the program. If you currently reside outside of Thailand, you should also investigate health risks and any inoculations required for travel to Thailand and arrange for the inoculations well before your departure. Be advised that you will most likely be traveling outside of Bangkok into very rural areas.

Travel Option Form (if applicable)

Travel Option Forms are found in the appendix. Choose the travel option that is most suitable for you. Please complete the appropriate form and submit it to the Rotary International Travel Service, with a copy to the Rotary Peace and Conflict Studies Program coordinator. Please note that you must submit a Travel Option Form if you are not currently residing in Bangkok.

Travel Instructions

All Rotary Peace and Conflict Studies Program participants arrange their travel through the Rotary International Travel Service (RITS), which is located at Rotary International World Headquarters in Evanston, Illinois, USA. RITS also has designated agencies in seven other countries, which are listed in the appendix.

The following travel expenses are covered by The Rotary Foundation:

- Round-trip airfare leaving from the airport closest to your home city to Bangkok's Don Muang International Airport at the beginning of your study session and returning from Bangkok's Don Muang International Airport to your home city at the end of your study session. RITS will only issue one Foundation-funded round-trip ticket for dates at the beginning and end of your study session.
- Hotel expense for a forced overnight stay if required by your RITS travel routing. You will be notified if this applies to you.

The following expenses are NOT covered by The Rotary Foundation:

- Fees incurred for excess baggage
- Taxicab fare to or from airports
- Expenses for personal stopovers or other personal travel arrangements
- Fees for any changes to your airline tickets
- Hotel/housing expenses incurred upon arrival in the study city before the start of program-sponsored housing
- Cost of replacement tickets due to lost or expired tickets

Program participants may choose from two options to arrange their travel. Please read the options carefully and decide which one is best for you. Next, complete the travel form located in the appendix for the option you have selected and submit it directly to the RITS office at RI World Headquarters or to the RITS-designated travel agency in your home country. Please also submit a copy to the Rotary Peace and Conflict Studies Program coordinator. A Travel Option Form must be submitted no later than two months before you expect to depart for Bangkok.

Option 1

If you choose Option 1, you will arrange your travel through RITS. After you submit your form indicating the dates and destinations necessary for your study, a RITS travel agent will contact you with a suggested travel itinerary. You will decide if the itinerary meets your needs and notify the RITS agent about any problems or concerns. When you agree upon an itinerary, a reservation will be held for you.

You must submit all of your required predeparture documents to the Rotary Peace and Conflict Studies Program coordinator, who will authorize RITS to purchase and send the air tickets to you. The Rotary Foundation will pay RITS directly for your tickets. There is no direct expense to you. The instructions for arranging Option 1 travel are below:

1. Submit a completed Option 1 RITS Travel Request Form to the appropriate RITS-designated travel agency (see the appendix) no later than two months before you expect to depart. The form is also available from the Download Center of the RI Web site (www.rotary.org).
2. Review the travel itinerary sent to you by your RITS agent and confirm your travel arrangements and current address.
3. Submit all required predeparture documents to the Rotary Peace and Conflict Studies Program coordinator. When your predeparture requirements are met, the coordinator will authorize RITS to issue and send your tickets. Please keep in mind that it may take several weeks to send your tickets, so it is extremely important that you submit your documents on time. Please also note that reservations cannot be held indefinitely. Failure to submit your predeparture documents in a timely manner may result in the loss of your reservation.
4. Examine your tickets carefully upon receipt. Read the remarks on the attached flight itinerary. Contact the agent immediately with any questions or concerns.

Option 2

If you can find a very economically priced ticket from your home city to Bangkok, and RITS determines that this ticket is less expensive than the one it can provide, you will be approved to purchase your own ticket and receive a reimbursement from The Rotary Foundation. Generally, if the RITS fare is within US\$100 or local currency equivalent of the fare you submit, you will not be approved to purchase your own ticket. Tickets purchased without RITS authorization may not be reimbursed for the full amount.

If authorized to purchase your ticket, you will receive reimbursement for the cost written in the RITS approval notification. If denied authorization to purchase your ticket, RITS will make travel arrangements for you and send you a travel itinerary. RITS will wait for your confirmation of the itinerary and verification that all of your predeparture documents have been submitted before purchasing the ticket and sending it to you. Instructions for arranging Option 2 travel are below:

1. Submit a completed Option 2 Program Participant Ticket Purchase Request Form. This form is also available from the Download Center of the RI Web site (www.rotary.org).
2. Obtain a travel itinerary from a travel agent, airline, or Web site. The itinerary must show the airline, flight numbers, dates, routing, and fare quote for the ticket you want to purchase. Handwritten itineraries will not be accepted.
3. Submit both documents to the RITS office in Evanston, IL, USA. RITS will compare your airfare to the airfare it is able to obtain and inform you whether you are authorized to purchase your own ticket.

Selecting Your Travel Dates

Departure

You should plan on arriving in Bangkok a few days before the mandatory program orientation. Arriving more than two weeks before the start of your studies is discouraged, as it does not allow you sufficient time to fulfill your presession duties to the Foundation and your sponsor district, nor your host district sufficient time to prepare for your arrival. You should not arrive before your housing is available.

Return

Program participants should not plan to leave the Rotary Center until they have completed the entire certificate program. Students planning to depart before the end of the program should contact the Rotary Peace and Conflict Studies Program coordinator at the Foundation before making travel plans.

Program Finances

General Funding and the Availability of Fellowships

The Rotary Foundation provides round-trip transportation for all Rotary Peace and Conflict Studies Program participants currently residing outside of Bangkok. A limited number of full and partial fellowships are available to assist individuals and sponsor agencies from low-income countries in meeting the cost of the program. All full and partial fellowships will be awarded by the Foundation.

Funding the Program and Fellowships

Funds for the Rotary Peace and Conflict Studies Program and Fellowships come from the extreme generosity of Rotarians around the world. During your study session, you will receive requests from Rotarians to attend Rotary club meetings and district and regional events and will often be asked to speak at them. Your active participation in these events will demonstrate to Rotarians the success of the Rotary Peace and Conflict Studies Program. In turn, the enthusiasm with which you embrace your Rotary obligations will help to ensure continued funding for future students.

Length of Fellowship

Fellowship funding will begin with the start of the assigned Rotary Peace and Conflict Studies Certificate Program session and end at the conclusion of the session. Fellowships are valid only for the up to three-month term of the assigned session. Rotary International, The Rotary Foundation, Chulalongkorn University, and any Rotary district, club, or individual Rotarian are in no way responsible for enabling you to pursue your studies beyond the period of your session. If you choose to pursue studies beyond that period, all expenses will be your responsibility.

Postponement of Return Home

The Rotary Peace and Conflict Studies Program and Fellowships are designed to provide individuals committed to peace a short-term certificate program with both theoretical and fieldwork components. Upon completion of your program session, you are expected to return to your current employment. For this reason, The Rotary Foundation does not encourage Rotary Peace and Conflict Studies Program participants to remain in Bangkok beyond the study period, except, of course, those who are residents of Bangkok.

Award Details

General Guidelines

In addition to the program cost as detailed below, The Rotary Foundation funds round-trip transportation to and from Bangkok for all participants not currently residing in Bangkok. Transportation and fellowship funds are for your use only. If your spouse and/or dependents accompany you to Bangkok, their expenses will be your personal responsibility; this includes higher rent due to larger apartments, increased start-up expenses, etc. You should return any funds remaining at the end of your fellowship to The Rotary Foundation.

The program cost, whether paid entirely or in part by both the Foundation and your sponsor agency, covers the following expenses:

- Required tuition and fees
- Housing on the Chulalongkorn University campus (US\$5,000 cost option only)
- Meals
- Books and materials
- Fieldwork expenses
- Insurance

Other Funding

- **Personal funds.** You should take sufficient funds for all expenses not covered by The Rotary Foundation and your sponsor agency. If possible, take an internationally recognized credit card. You may also wish to explore using automated teller machine cards from your home country bank.

In addition to most personal and miscellaneous expenses, the following items are not covered by The Rotary Foundation:

- Application fees, including passports and visas
- Medical care
- Clothing and laundry
- Cooking utensils, toiletries, magazines, gifts, etc.
- Telephone installation and use
- Entertainment and personal travel
- Computer hardware or software and Internet access
- Professional/technical equipment or supplies
- Purchase, lease, or maintenance of an automobile, motorcycle, bicycle, or any form of personal transportation

- **Rotary functions and related travel costs.** Clubs and districts that extend invitations may fund your travel to Rotary clubs and district conferences, including some out-of-pocket expenses. Funds provided by your host club and district vary according to their individual policies and the functions involved.

Note: You should refrain from accepting payment for participating in Rotary-sponsored events.

Disbursement of Payments

Note: No funding of any type will be provided until you have completed all pre-session requirements. The Rotary Foundation reserves the right to revise or expand the requirements students must fulfill to receive payments.

The amount of any fellowship funding you have been awarded was included on your Acceptance Form. All payments will be made directly to RITS and the Rotary Center on your behalf. In the case of Option 2 travel, the ticket reimbursement process will be initiated as soon as all predeparture requirements are met.

Will I Have to Pay Taxes on My Fellowship?

Depending on tax laws in your home and host countries, money received from The Rotary Foundation may be taxable in part or in full. It is your responsibility to investigate tax regulations pertaining to your fellowship funding. Allow adequate time to meet any deadlines that apply.

Your Acceptance Form is the official document that details the specific amount of funding you will receive from The Rotary Foundation. You should keep a copy of this form in your files in case you need it for tax purposes. No other tax forms will be issued by the Foundation. Please note that the Rotary Peace and Conflict Studies Program coordinator is not qualified to give tax advice. For answers to specific questions on tax treatment of your funding, please consult a qualified tax adviser.

Appendix

Required Predeparture Documents

- Medical Certificate for Rotary Peace and Conflict Studies Program Participants
- Option 1 – RITS Travel Request Form
- Option 2 – Program Participant Ticket Purchase Request Form

Useful Contact Information

RITS-Designated Travel Agencies

Rotary Peace and Conflict Studies Program Participant Report Instructions

Glossary of Terms

Medical Certificate

Rotary Peace and Conflict Studies Program Participants



The individual whose name appears on this form will enroll in an up to three-month term of the Rotary Peace and Conflict Studies Certificate Program at Chulalongkorn University, Bangkok, Thailand.

Please print or type.

Date _____

I have this day examined

PROGRAM PARTICIPANT'S FAMILY NAME

FIRST AND OTHER NAMES

and found him or her to be in good health and enjoying full working capacity. I have discussed with this individual the medical and psychological issues associated with an academic study program abroad. After examination and review of this individual's medical history, I have not found any medical concern that would prevent this individual from participating fully in this program.

NAME OF EXAMINING PHYSICIAN (PLEASE PRINT OR TYPE)

ADDRESS

CITY

STATE/PROVINCE

COUNTRY

SIGNATURE OF PHYSICIAN



Option 1

RITS Travel Request Form

Rotary Peace and Conflict Studies Program Participants



Please submit this form directly to one of the RITS offices at least **two months** prior to your preferred departure date. Please also submit a copy of this form to the Rotary Peace and Conflict Studies coordinator.

☐ I am requesting round-trip travel between my home city and Bangkok.

Assigned Program Session Dates: _____

I. Personal Information

Full name (as it appears in your passport): _____
FAMILY FIRST AND OTHER NAMES

☐ Male ☐ Female Date of birth: ____ / ____ / ____ Citizenship: _____
DD MM YY

Daytime telephone: _____
COUNTRY/CITY CODE NUMBER

Evening telephone: _____
COUNTRY/CITY CODE NUMBER

Fax: _____
COUNTRY/CITY CODE NUMBER

E-mail: _____

II. Travel Information

To Bangkok

Preferred departure date: ____ / ____ / ____
DD MM YY

Departure from: _____
CITY STATE COUNTRY

Closest airport to your home or place of departure: _____

Final destination: Bangkok, Thailand

If reservations cannot be confirmed for preferred departure date, please indicate whether you prefer traveling earlier or later: _____

From Bangkok

Preferred departure date: ____ / ____ / ____
DD MM YY

Departure from: Bangkok, Thailand

Final Destination: _____
CITY STATE COUNTRY

Closest airport to your home or place of original departure: _____

If reservations cannot be confirmed for preferred departure date, please indicate whether you prefer traveling earlier or later: _____

(over)

Participant's name: _____
FAMILY FIRST AND OTHER NAMES

Personal travel: If you wish to make any voluntary stopovers on your flight, they are at your own expense. You must prepay air travel expenses incurred for extra stopovers or additional personal arrangements before RITS can issue your tickets. If you have personal travel requests, please attach a separate sheet providing detailed itinerary information, including each city in which you intend to stop and the departure date from each city.

III. Address and Telephone

Current mailing address

Permanent mailing address (if different)
valid through ____ / ____ / ____
DD MM YY

Current telephone number: _____
COUNTRY/CITY CODE NUMBER

Note: If either address changes before you receive your airline tickets, please advise RITS or the appropriate designated affiliate immediately.

IV. Program Information

Program coordinator at The Rotary Foundation in Evanston, IL, USA: Jenn Weidman

Name and contact information (telephone and fax numbers and post and e-mail addresses) of your Rotarian sponsor counselor:

PLEASE SUBMIT THIS FORM DIRECTLY TO ONE OF THE RITS OFFICES AT LEAST TWO MONTHS PRIOR TO YOUR PREFERRED DEPARTURE DATE.



Option 2

Ticket Purchase Request Form

Rotary Peace and Conflict Studies Program Participants



Please complete and submit this form and an official travel itinerary to the Rotary International Travel Service (RITS) office in Evanston, IL, USA (fax: 847-866-6297) at least two months prior to your scheduled departure date. Your travel itinerary must be from a travel agent or airline and must show the airline, flight numbers, dates, routing, and fare quote for the ticket you wish to purchase. Handwritten itineraries will not be accepted. Please also submit a copy to the Rotary Peace and Conflict Studies coordinator.

☐ I am requesting RITS fare comparison to determine reimbursement for round-trip travel to Bangkok that I will arrange myself.

Assigned Program Session Dates: _____

Full name (as it appears in your passport): _____
FAMILY FIRST AND OTHER NAMES

☐ Male ☐ Female Date of birth: ____ / ____ / ____
DD MM YY Citizenship: _____

Daytime telephone: _____
COUNTRY/CITY CODE NUMBER

Evening telephone: _____
COUNTRY/CITY CODE NUMBER

Fax number: _____
COUNTRY/CITY CODE NUMBER

E-mail: _____

Current mailing address (valid through ____ / ____ / ____):
DD MM YY

If address changes, advise RITS immediately.

Program coordinator at The Rotary Foundation in Evanston, IL, USA: Jenn Weidman

PLEASE ATTACH TO THIS FORM AN OFFICIAL TRAVEL ITINERARY INCLUDING THE FLIGHT NUMBER, ROUTING, AND COST OF YOUR PROPOSED TRAVEL ARRANGEMENTS AND FORWARD TO THE RITS OFFICE IN EVANSTON, IL, USA. HANDWRITTEN OR UNOFFICIAL ITINERARIES WILL NOT BE ACCEPTED. DO NOT PURCHASE ANY TICKETS UNTIL YOU RECEIVE APPROVAL FROM RITS.

Useful Contact Information



Rotary Peace and Conflict Studies Program Web page

You will find a number of program resources on the Rotary Peace and Conflict Studies Program Web page at www.rotary.org. In addition to general program information, required forms, and other application materials, the Web page contains program updates and important contact information for Rotary Peace and Conflict Studies Program participants. You are encouraged to check this Web page often for updated information on the program.

RI International Offices and RIBI

Rotary International World Headquarters

Rotary International
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698 USA
Tel.: 847-866-3000
Fax: 847-866-0934 or 847-328-8554
Web site: www.rotary.org

Rotary International Brazil Office

Rotary International
Rua Tagipuru 209
01156-000 São Paulo, SP
Brazil
Tel.: 55-11-3826-2966
Fax: 55-11-3667-6575
Web site: www.rotary.org.br

Rotary International Europe and Africa Office

Rotary International
Witikonstrasse 15
CH-8032 Zurich
Switzerland
Tel.: 41-44-387-71-11
Fax: 41-44-422-50-41

Rotary International Japan Office

Rotary International
NS3 Bldg. 1F
2-51-3 Akabane
Kita-ku, Tokyo
Japan 115-0045
Tel.: 81-3-3909-3161
Fax: 81-3-3903-3781

Rotary International Korea Office

Rotary International
Room 705, Miwon Bldg.
43 Yoido-dong
Yongdungpo-gu
Seoul 150-733
Korea
Tel.: 82-2-783-3077, 783-3078, or 782-3080
Fax: 82-2-783-3079

Rotary International South Asia Office

Rotary International
Thapar House
2nd Floor, Central Wing
124 Janpath
New Delhi, India 110 001
Tel.: 91-11-4225-0101 to 05
Fax: 91-11-4225-0191 or 92
Web site: www.risouthasia.org

Rotary International South Pacific and Philippines Office

Rotary International
McNamara Centre, Level 2
100 George Street
Parramatta, NSW
Australia 2150
Tel.: 61-2-9635-3537
Fax: 61-2-9689-3169

Rotary International Southern South America Office

Rotary International
Florida 1, Piso 2
1005 Buenos Aires, C.F.
Argentina
Tel.: 54-11-5032-0096, -0097, -0098
Fax: 54-11-5032-0099

Rotary International in Great Britain and Ireland (RIBI)

Kinwarton Road
Alcester, Warwickshire
England B49 6PB
Tel.: 44-1789-765-411
Fax: 44-1789-765-570
E-mail: secretary@ribi.org

Rotary International Fiscal Agent, Thailand

Somphop Sooksing
Rotary International Fiscal Agent,
Thailand
32/F Ocean Tower II
75/82-83 Soi Wattana
Asoke Road
Wattana, Bangkok 10110
Thailand
Tel.: 66-2-661-6720 or 66-2-661-6781
Fax: 66-2-661-6719
E-mail: rifath@loxinfo.co.th

Chulalongkorn University

Rotary Center for Peace and
Conflict Studies
Chulalongkorn University
Bangkok 10330
Thailand
Tel.: 66-2-218-7268
Fax: 66-2-253-8050

RITS-Designated Travel Agencies

Argentina, Chile, Uruguay

Rotary Contact – Martha Sanchez
Eduardo Sanchez Viajes y
Turismo
Florida 833
2 Piso Of. 202 “H”
1005 Buenos Aires
Argentina
Tel.: 51-11-43-11-6141
Fax: 51-11-43-13-8091
E-mail: martha@sanchezviajes
.com.ar

Australia

Rotary Contact – Linda Sesta
American Express
Level 12
151 Clarence St.
Sydney NSW 2000
Australia
Tel.: 61-2-9271-7518
Fax: 61-2-9271-3050
E-mail: rotaryaustralia@aexp.com

Brazil

Rotary Contact – Rosely
Tamashiro
Flytour Business Travel
Alameda Jurua, 641
Alphaville
Barueri, SP
Brazil
Tel.: 55-11-4502-2600
Fax: 55-11-4502-2625
E-mail: rosely.tamashiro@flytour
.com.br

India

Rotary Contact – Bejoy Samuel
Lionel India Ltd.
M-32
Greater Kailash II
Shopping Complex
New Delhi 110 048
India
Tel.: 91-11-41637424
Fax: 91-11-29211158
E-mail: rotary@get-india.com

Korea

Rotary Contact – Yoomin Won
K Travel Service
7th Floor Youone Bldg.
75-95 Seosomun-Dong
Chung-Ku, Seoul 100-110
Korea
Tel.: 82-2-779-3413
Fax: 82-2-775-8189
E-mail: ymwon@k-travel.co.kr

New Zealand

Rotary Contact – Rebecca Oscroft
GET Global Experts in Travel
Level 2, Gosling Chapman Bldg.
63 Albert St.
Auckland Central
New Zealand
Tel.: 64-9-968-2508
Fax: 64-9-373-3143
E-mail: rebecca@getnewzealand
.co.nz

Philippines

Rotary Contact – Ivy Santos
American Express
2/F Unit 118-119 Cybermall
Eastwood, Libis, Quezon City
Philippines
Tel.: 63-2-687-7321
Fax: 63-2-631-4909
E-mail: ivy.santos@travelnow.ph

USA

American Express
Rotary International
One Rotary Center
1560 Sherman Ave. 12NW
Evanston, IL 60201-3698
USA
Tel.: 847-866-3411
Fax: 847-866-6297
E-mail: juanita.x.ramirez@aexp
.com

Report Instructions

Rotary Peace and Conflict Studies Program Participants



Refer to this form for instructions on writing your required report. Your report must be a substantial account of your experiences as a Rotary Peace and Conflict Studies Program participant. Reports must be typewritten and at least 3-5 pages in length. Your report should contain your most current contact information including street address, telephone number, and e-mail address.

In your report, please include information about the following: 1) your academic and fieldwork activities and progress, 2) your involvement with Rotarians in your host area, 3) your impressions of the program, and 4) your successes and challenges as a Rotary Peace and Conflict Studies Program participant. Describe any Rotary functions or conferences you have attended; volunteer activities you have participated in; presentations you have given including the date, location, event, and topic; and publications in which you have been featured since the beginning of the program. Please also include an overall evaluation of the program, recommendations for future program participants, and your postprogram career plans.

You are required to submit copies of your report to the following individuals:

- Rotary Peace and Conflict Studies Program coordinator
- Sponsor counselor
- Host counselor
- Sponsor district governor*
- Host district governor*

Your program report is due at the completion of the program.

*Your counselors can assist in locating district governors' addresses.

Glossary of Terms



Ambassadorial Scholarship – The Rotary Foundation Ambassadorial Scholarships program is the world’s largest privately funded international scholarships program for university-level studies. The purpose of the Ambassadorial Scholarships program is to further international understanding and friendly relations among people of different countries. The program sponsors several types of scholarships for undergraduate and graduate students as well as qualified professionals pursuing vocational studies. Rotary Ambassadorial Scholarships vary in duration and cover a wide range of academic disciplines at a large number of accredited universities around the world.

Host Rotarians – Rotarians who are members of the clubs in the district where the Rotary Center is located.

Rotarian Host Counselor – The Rotarian from the host area assigned to each Rotary Peace and Conflict Studies Program participant. The host counselor will be the student’s primary Rotary contact in the host area for the duration of the program.

Rotarian Sponsor Counselor – The Rotarian assigned to each Rotary Peace and Conflict Studies Program participant in the student’s sponsor district (home country or permanent place of residence). The sponsor counselor will be the student’s primary Rotary contact for all preprogram orientation activities before departure. If your permanent place of residence is Bangkok, you will be assigned one Rotarian to serve as both your host and sponsor counselors.

Rotary Centers for International Studies in peace and conflict resolution – Seven centers established in partnership with eight universities around the world that host Rotary World Peace Fellows who study in up to two-year master’s degree programs in international relations, peace, and conflict resolution.

Rotary Peace and Conflict Studies Fellow – A Rotary Peace and Conflict Studies Program participant who has received a full or partial fellowship from The Rotary Foundation to help defray the cost of the program.

Rotary Peace and Conflict Studies Program Coordinator – The Rotary Foundation staff person who coordinates the Rotary Peace and Conflict Studies Program and Rotary Peace and Conflict Studies Fellowships. The coordinator assists with student preparation, finances, and reporting before, during, and after the program, and is the student’s primary Foundation staff contact.

Rotary Peace and Conflict Studies Program Participant – One of up to 60 individuals selected annually by The Rotary Foundation to participate in an up to three-month peace and conflict studies certificate program at Chulalongkorn University in Bangkok, Thailand.

Rotary Peace and Conflict Studies Program University Partner – Chulalongkorn University, Bangkok, Thailand

Rotary World Peace Fellowship – A fellowship that funds an up to two-year master’s degree program in international relations, peace, and conflict resolution at one of seven Rotary Centers for International Studies.

Sponsor Agency – The Rotary Peace and Conflict Studies Program participant’s employer that is supporting the participant to attend the program.

Sponsor District – The Rotary district that nominates the Rotary Peace and Conflict Studies applicant to the world competition.



The Rotary Foundation
of Rotary International
One Rotary Center
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Evanston, IL 60201-3698 USA
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