

ROTARY PEACE CENTERS

Professional Certificate Fellowship Guide 2015



Congratulations on your selection as a Rotary Peace Fellow assigned to the Rotary Peace Center at Chulalongkorn University. This guide explains how to prepare for your session and meet the terms of your fellowship.







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The Rotary Peace Centers program supports the mission of The Rotary Foundation to improve health, support education, and alleviate poverty by:

- Supporting research, teaching, publication, and practical field experience related to issues of peace, causes of conflict, and world understanding
- Inspiring people to work for a culture of tolerance and peace while enhancing their capacity, knowledge, and skill by promoting interaction between practitioners and academics
- Providing advanced educational opportunities in peace and conflict resolution
- Enabling The Rotary Foundation and Rotarians to more effectively promote tolerance and cooperation among peoples, advancing the goals of world understanding and peace

YOUR ROTARY SUPPORT TEAM

Several key people will provide information and support before, during, and after your session.

Rotary Foundation peace centers specialist

The peace centers specialist assigned to you is your primary contact at The Rotary Foundation as you prepare for the program and throughout your studies.

Your peace centers specialist can assist you by:

- Providing general information about The Rotary Foundation and your fellowship
- Monitoring your progress

During your fellowship session, you must inform your peace centers specialist of your whereabouts at all times. Include information on the duration of any absence from the Rotary Peace Center, your destination, and your contact information during that absence. If you fail to provide this information, you may lose funding and be denied your certificate.

Rotary Peace Center staff

The staff at the Rotary Peace Center at Chulalongkorn University is your source for information about the program's academics and logistics as well as visa paperwork. Staff members will work with you as you prepare for the program and throughout your studies. One of them will contact you shortly after you accept the fellowship.

The center staff can:

- Provide course overviews, arrival information, and program expectations, as well as tips on what to bring and life in Bangkok
- Provide contact information at the peace center and for program professors
- Provide information for your visa application, including a request letter written in Thai
- Monitor your progress

Sponsor counselor

Your sponsor counselor is appointed by your sponsor (home) Rotary district. This Rotarian is your primary contact for all orientation activities before your departure, and serves as your link to Rotary in your home country.

As soon as your sponsor club gives you the contact information, contact your sponsor counselor to introduce yourself and arrange a meeting. Your sponsor counselor can:

- Provide information about your sponsor Rotary club and the ideals and goals of The Rotary Foundation and Rotary International
- Gather additional information about your community, region, and country, which you can share in the presentations you will make in your host area
- Arrange appearances at local Rotary club meetings and district functions

Maintain a working relationship with your sponsor counselor throughout your fellowship. In particular:

- Keep your sponsor counselor, club, and district advised of your current address, phone number, and email address.
- Correspond regularly with your sponsor counselor after you arrive in Bangkok.
- Meet with your sponsor counselor after you return home, to arrange speaking engagements and share your experiences.

If you currently reside in Bangkok, your sponsor counselor also serves as your host counselor.

Host counselor

Your host counselor and a host Rotary club are appointed by your host area coordinator. They are your connections to Rotarians and Rotary activities in the host area.

Before you depart:

- Send a letter or email of introduction to your host counselor and include a photo of vourself.
- Ask your host counselor to meet you when you arrive at the airport, as this is a good opportunity to become acquainted and set future appointments.
- If children will accompany you to Bangkok, inform your host counselor as soon as possible. A parent undertaking a demanding academic course in a foreign country faces significant practical difficulties, so planning far in advance is essential. Host counselors are under no obligation to assist you, but may be able to provide information on schools and childcare in the area.

During your program session:

- Get involved with Rotary projects and activities in your host area.
- Utilize links to the host club and district websites, and ask to be added to distribution lists for regular communications from the area district and your host club.

Host area coordinator

Each Rotary Peace Center has a designated host area encompassing the Rotary district where the center is located and surrounding districts. The strong collaborative relationship between the Rotary host area and the Rotary Peace Center will enable you to strike an appropriate balance between academic and Rotary obligations during your fellowship period.

The host area coordinator is a Rotarian trained by The Rotary Foundation and is the primary contact between host area Rotarians and the Rotary Peace Center staff.

Your host area coordinator:

- Works with The Rotary Foundation to promote the Rotary Peace Center's activities
- Coordinates training and events
- Encourages host area clubs and districts to participate in events
- Manages your speaking engagements at Rotary events

YOUR RESPONSIBILITIES

In accepting a Rotary Peace Fellowship, you have the following responsibilities, which are explained in detail in this guide.

Before you depart:

- Submit confirmation of your acceptance of the fellowship to your peace centers specialist.
- · Submit biographical information to your peace centers specialist, along with a high resolution digital photo of yourself, preferably a headshot, in a JPEG format.
- If possible, meet with your sponsor counselor.

After you arrive:

- Attend an inbound orientation.
- Meet with your host counselor.

During your session:

- Participate in Rotary activities and make presentations at Rotary club meetings in your host area.
- Communicate regularly with your Rotarian sponsor and host counselors.

After your session:

- Submit an evaluation to The Rotary Foundation.
- Make presentations at Rotary club meetings and other Rotary gatherings, arranged by your sponsor counselor.
- Provide your contact information to The Rotary Foundation's alumni staff.
- Continue your involvement with Rotary (see suggestions below).

FUNDING

Funding for Rotary Peace Centers and Rotary Peace Fellowships comes from the generosity of Rotarians around the world.

Your fellowship pays for these program expenses:

- Tuition and fees
- Housing on the Chulalongkorn University campus
- Lunch on session days; breakfast, lunch, and some dinners during field studies
- Fieldwork expenses
- Medical insurance for the duration of the program
- A contingency fund to defray costs such as visa fees

The Rotary Foundation makes program payments on your behalf directly to the Rotary Peace Center at Chulalongkorn University.

Fellowship period

Fellowships are valid only during the assigned session. Neither Rotary International, The Rotary Foundation, Chulalongkorn University, nor any Rotary district, club, or individual Rotarian is in any way responsible for enabling you to pursue your studies after your session. If you choose to pursue studies beyond that period, all expenses will be your responsibility.

Deferral of fellowship study

The Rotary Foundation may grant a one-time deferral of enrollment only in cases of military service, personal illness or illness in your immediate family, or employment circumstances beyond your control. Deferment can be granted until the next session only. If you cannot attend the next session, you must reapply to the program.

Relinguishment of fellowship

If you decide to forgo your fellowship, contact your peace centers specialist as soon as possible.

Personal expenses

You should take enough money to pay for all expenses that are not covered by your fellowship. Most personal and miscellaneous expenses, as well as the following items, are not paid for by The Rotary Foundation:

- Entertainment and personal travel
- Computer hardware and software and Internet access
- Professional or technical equipment and supplies
- Purchase, lease, or maintenance of an automobile, motorcycle, bicycle, or any form of personal transportation

If possible, you should bring an internationally recognized credit card. You may also wish to have a debit card from your home country bank.

If your spouse or partner or children accompany you to Bangkok, their expenses will be your responsibility.

Taxes

Depending on tax laws in your home country and Thailand, the fellowship may be taxable in part or in full. It is your responsibility to investigate tax regulations related to your fellowship funding. Allow adequate time to meet any deadlines. For questions about taxes on your fellowship, consult a qualified tax adviser.

Auditing

The Rotary Foundation occasionally audits grants. Therefore, you are asked to keep receipts for the duration of your fellowship.

ORIENTATION

Outbound orientation

Your peace centers specialist will provide orientation material shortly before the start of your session to enhance your overall understanding of the program and your role as a Rotary Peace Fellow. Also, Rotarians may invite you to participate in a district or multidistrict orientation.

Inbound orientation

The center holds an orientation at the start of the session. It will familiarize you with the program, the peace center, and the university, and it includes tours of the campus and Bangkok.

TRAVEL

Your Rotary Peace Fellowship includes funding for international or domestic airfare between your home city and Bangkok at the start and end of the academic program.

Unless you are a current resident of Bangkok, you will arrange your travel through Rotary International Travel Services (RITS), which works with BCD Travel.

You may need to have a confirmed RITS ticket in order to apply for a Thai visa. The Foundation recommends that you inquire about this at a Thai consulate or embassy before booking your visa appointment.

Travel expenses

When completing the Rotary Grants Travel Request Form, use the grant (fellowship) identification number you will have received from your peace centers specialist.

Rotary Foundation grants cover the following travel expenses:

Economy-class tickets: lowest-cost airfare to and from Bangkok

Rotary Foundation grants do not cover the following travel expenses:

- Optional stopovers that deviate from your approved travel dates and route; such additional
 costs are your responsibility. The RITS/BCD affiliate will clearly identify personal
 expenses, and the Foundation will not reimburse them.
- Penalty charges for changes in travel arrangements
- Unfunded accompanying travelers (spouse, partner, child)
- Excess and overweight baggage charges, shipping charges, and flight or trip cancellation insurance

Requesting airline tickets

RITS works with BCD Travel, which provides efficient, low-cost travel services from convenient global locations. Tickets issued by its affiliate offices are entered on the RITS traveler tracking system, which ensures insurance coverage and facilitates emergency travel assistance.

- 1. Review the Rotary grants travel web page.
- 2. Complete your online Rotary Grants Travel Request Form (see instructions below), which may include a preferred itinerary and carrier and a copy of a recently priced itinerary, and submit it to the BCD affiliate.
- 3. The BCD affiliate will price the travel as requested and offer a lower-cost option if one is available.
- 4. Select one of the options offered and email your approval to the BCD affiliate, which will issue your tickets electronically.

Paying for airline tickets

Your peace centers specialist will provide you with a Rotary travel access code that will enable Rotary to pay for your airline tickets directly. Enter the code in the last section of the travel request form under "Special Needs."

The BCD affiliate office may charge a fee if your reservations must be rebooked because you did not authorize ticketing before the original fare expired. Please authorize ticketing within 24 hours to avoid any deductions from your fellowship funding.

Personal travel

If you must travel for personal reasons during your fellowship session, check the "Personal Travel" box on the travel request form and submit the form to the designated BCD affiliate. Also send a copy to your peace centers specialist. You must pay for personal travel with a personal credit card.

Submitting the travel request form

On the form, indicate the following, for which you must pay:

- Any personal travel
- Any accompanying unfunded travelers
- Any upgrades

If you need help determining your Rotary grant identification number or travel access code, contact your peace centers specialist.

If you have frequent-flier status with an airline that does not charge baggage fees or that offers other benefits, include this information with your form.

Submit your completed form online to the BCD affiliate, making sure to include your preferred itinerary and airline as well as your cost estimate. The BCD affiliate will email you a proposed itinerary and a lower-cost alternative if one is available. You must respond to the quote within 24 hours.

If you are booking personal travel, use the invoice provided to make your payment directly to the BCD affiliate.

The BCD affiliate will email you electronic tickets.

For questions about travel itineraries and logistics, contact your assigned BCD travel agent.

Travel Insurance

All Rotary Peace Fellows are automatically enrolled for travel insurance coverage that meets Rotary International requirements. The Rotary Foundation will cover additional expenses associated with your insurance coverage **only** if it is required by Chulalongkorn University. Otherwise, you must pay for any additional insurance coverage. Learn more about the insurance coverage the Foundation provides.

ROTARY PARTICIPATION

Your active participation in Rotary meetings and events demonstrates to Rotarians the success of the Rotary Peace Centers program.

Presentations and activities

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. The information provided by your sponsor counselor can be included in your presentation.

Travel expenses

Rotary clubs and districts that invite you may pay for your travel to meetings and conferences and some out-of-pocket expenses; practices vary depending on individual policies and the functions involved. Never accept a fee for participating in a Rotary-sponsored event.

Program evaluation

At the end of your fellowship session, you are required to complete an evaluation. Your peace centers specialist will provide the evaluation form toward the end of the program.

ROTARY ALUMNI

Rotary Peace Fellows form lifelong relationships with one another and with Rotary. Continuing your association with Rotary after your studies is an important part of your role as a peace fellow, and it will help to ensure that funding will be available for future fellows.

Stay connected

Here are some ways you can stay connected with Rotary:

- Maintain contact with your Rotarian sponsor and host counselors.
- · Subscribe to the Rotary Peace Centers e-newsletter, Peace in Action, and contribute updates about your career.
- Subscribe to Reconnect, a Rotary e-newsletter for all Foundation alumni.
- Follow Rotary alumni news on Facebook, Twitter, and other social media.
- Share your story and experiences on the Rotary blog.

Stay involved

You can stay involved in Rotary by:

- Speaking about your experiences at club, district, and community events
- Submitting articles about your fellowship experience to local newspapers and blogs
- Organizing an annual reunion for other Foundation alumni in your area
- Recruiting participants for Foundation programs
- Assisting with orientation sessions
- Mentoring current Rotary Peace Fellows
- Participating in Rotary service projects
- Attending Rotary club meetings
- Joining or forming a Foundation alumni association
- Attending the annual Rotary International Convention and the biennial Rotary World Peace Symposium
- Advising Rotarians on service projects and peace-building initiatives
- Joining a local Rotary club

Learn more about alumni activities and events at www.rotary.org. The Rotary Foundation's Alumni Department is dedicated to increasing the connections between fellows, alumni, universities, potential employers, and the Foundation.

HARASSMENT POLICY

The Rotary Foundation has a zero-tolerance policy concerning abuse and harassment. An independent and thorough investigation must be made into any claims against Rotarians of sexual abuse or harassment. Any Rotarian against whom such an allegation is made will be temporarily removed from all contact with Rotary Foundation program participants until the matter is resolved. Recurring complaints, even without a finding of guilt or admission of guilt, will result in removal from the program. Contact your peace centers specialist if you find yourself in a vulnerable situation.

APPENDIX: ROTARY PEACE CENTERS CONTACT INFORMATION

Chulalongkorn University

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www.brad.ac.uk/ssis/peace-studies

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