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**School of Peacebuilding, Mediation, Conflict Resolution, Security, Intercultural Dialogue, Leadership & Human Rights**

***Application for VRP Program***

**-** 3 Month Visitor Researcher Program Yes [ ]

***Photo***

- 6 Month Visitor Researcher Program Yes [ ]

- 12 Month Visitor Researcher Program Yes [ ]

- Other desired period (Please state the number of months): \_\_\_\_ month Yes [ ]

- **Online** Yes [ ]

- **On-Campus** Yes [ ]

- Desired Research Period Starting Day: DD.MM.YYYY

- Desired Research Period Last Day: DD.MM.YYYY

**Personal Details**

**1.** Name:

**2.** Surname:

**3.** Nationality:

**4.** Date of birth (DD.MM.YY):

5. Passport number:

**6.** Date of expire (DD.MM.YY):

**7.** Post address: (country, city, region, district, house, street, apart., zip code and etc.)

**8.** Private and Organizational Email:

**9.** Cell number:

**10.** Skype, MSN, Facebook and etc.:

**11.** Name of your School or Organization & Your Position (If available):

**12.** Contacts of your Organization (If available: Full address, email, web page, tel. & fax) & Reference Person:

**13.** Relevant Embassy contacts: (E-mail address which we need to send invitation letter for visa process)

**14.** How did you hear about Visitor Researcher Program?

**15.** How you will cover your participation fee amount?

- Myself **Yes** **[ ]**

- My work or study place **Yes** **[ ]**

- Family member **Yes** **[ ]**

- Friend or Colleague **Yes** **[ ]**

**-** Other Sources (Please specify the financial aid source)  **Yes** **[ ]**

**16.** IPD has the right to use the publication of submitted research proposal in its website and publication materials. Please confirm  **Yes** **[ ]**

**17.** Do you need furnished Single room accommodation during research period (Flat with more rooms or extra night stay as well possible upon request of the applicant?  **Yes** **[ ]**

**Desired research topic**

[ ]  Other topics: Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Coaching, Mentoring & Case Management

[ ]  Personal & Organisational Development

[ ]  Effective Human Resources Management: Strategic Roles, Responsibilities & Recruitment Process

[ ]  Humanitarian Aid, Migration, Human Trafficking & Refugees

[ ]  Leadership, Personnel Administration & Team Management

[ ]  Talents Development, Employee Performance Management & Successful Employee Motivation

[ ]  Incident & Crisis Management

[ ]  Management Employee Integration, Planning Gender, Diversity Management & Inclusion & Cross-Cultural Awareness

[ ]  Leadership Culture, Social Responsibility, Ethics & Trust Building

[ ]  Time Management, Strategic Project Planning, Writing & Management

[ ]  Effective Conflicts Prevention, Management, Resolution & Transformation

[ ]  Peacebuilding, Peacekeeping & Non-Violence Actions

[ ]  Interreligious & Interfaith Dialogue

[ ]  Mediation & Negotiation Skills

[ ]  Environment Base Conflicts, Global Mining, Disaster Risks, Climate Change & Food Security

[ ]  Trauma, Healing, Reconciliation & Forgiveness

[ ]  Presentation Skills, Working with Media, Advocacy, Public Relations & Capacity Building

[ ]  International Law (Criminal Law or Migration Law or Commercial Law) & Justice

[ ]  Arbitration, Alternative Dispute Resolution (ADR) and Litigation

[ ]  Human Rights, Active Participation, Election & Observation

[ ]  Anti-Corruption & Transparency

[ ]  Diplomacy, International Security, Disarmament & International Relations

[ ]  International Humanitarian & Trade Organisations

[ ]  Global Economy

[ ]  Social Work

[ ]  Psychology

[ ]  Women & Children Rights, Gender Equality

[ ]  Municipality & Community Development

**Education** If doesn’t exist please state **N/A**

|  |  |  |
| --- | --- | --- |
| **Name & Email of University** | **Length of Studies** **mm/yyyy - mm/yyyy** | **Degree Obtained** **(For example: MA in Political Science)** |
|   |   |   |
|   |   |   |

**Participation at the relevant research programs, fellowship, training and seminars**

If doesn’t exist please state **N/A**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year**  | **Country** | **Organizer’ name & email** | **Topic** |
|   |   |   |   |
|   |   |   |   |

**Work Experience** If doesn’t exist please state **N/A**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** **mm/yyyy - mm/yyyy** | Country | **Name & Email of Company/Organization**  | **Title of Position** |
|   |   |  |  |
|   |   |  |  |

**Language skills**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Speaking** | **Writing** | **Reading** |
| **Mother Language** |  |  |  |
| **English Language** |  |  |  |
| **Other Language** |  |  |  |

**Please outline your motivation, intention and interest for attending in the Visitor Researcher Program (Not more than 500 words):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Special needs

Do you have any special needs or requirements that the organizers should take into account during the VRP period (e.g. dietary, vegetarian, disability, etc.)? **Yes** **[ ]  No [ ]  [ ]** If Yes Please specify

Fee, Additional Expenses & Discounts

- **12800EUR** for 3 Month period with accommodation or 8000EUR without accommodation Yes **[ ]**

**- 22000EUR** for 6 Month period with accommodation or 13500EUR without accommodation Yes **[ ]**

**- 40500EUR** for 12 Month period with accommodation or 24500EUR without accommodation Yes **[ ]**

- Welcome meeting in Basel Airport and transfer to hotel: 120EUR per person Yes [ ]

- I am Alumni of IPD programs (10% discount) Yes [ ]

- I am student (10% discount) Yes [ ]

- I am small NGO representative (10% discount) Yes [ ]

- I am paying together with group of participants (More than 2 person for 10% discount) Yes [ ]

- I am **ProPeace** Member (For 10% discount please visit [www.ipdinstitute.ch](http://www.ipdinstitute.ch)) Yes [ ]

**Participation Procedure Step by Step**

**1.** The researcher submits a filled application in WORD format with a CV and scanned passport page

**2.** The researcher will receive a signed invoice to start the payment of the requested participation fee amount

**3.** When the requested fee has been transferred to the bank account provided, the participant will receive an invitation letter via email. If visa application process is required, we will send the invitation letter by email to the relevant embassy.

There haven`t any deadline for application submission and researchers can select any desired starting and end time period for research stay.

But we strongly advice to the researchers to submit the filled application at least 2 months in advance of the starting the research program which will be useful for visa application process and looking for available-suitable accommodation for research period.

**Cancellation Rules & Dates of Participation**

Please note that after submission of the application in any case of the participation and accommodation cancellation till the beginning of Visitor Researcher Program, there will be **50%** cancellation fee amount of paid fee + bank transfer and exchange rates costs will be extra charge.

Participation and accommodation cancellation after beginning of the Visitor Researcher Program**,** there will be no refund**.**

Participant responsible to inform IPD directly by email or post about his/her participation cancellation.

**Bank Account information to transfer the Participation Fee**

Beneficiary`s Name: Institute for Peace and Dialogue (IPD)

Bank Name: PostFinance Ltd

Bank Address: Mingerstrasse 20, 3030 Bern, Switzerland

Account number: 91-577724-2 EUR

IBAN: CH 27 0900 0000 9157 7724 2

SWIFT code: POFICHBEXXX

**Declaration of the Applicant**

By submitting this **Application Form,** I confirm that all the information given in this form is correct, true and complete. I also confirm that I agree to the following conditions of participation:

**Yes** [ ]  I will actively join each of the activities during the program.

**Yes** [ ]  I understand that the organiser reserves the right to exclude the participant from the course in case information given in the form proves to be incorrect.

**Yes** [ ]  I confirm that I don’t have refusal on using my photos in IPD promotional materials and website

**Yes** [ ]  I will respect to other nations and race during the program

**Yes** [ ]  I confirm the participation cancellation rules & conditions

**Name, Surname & Signature:**

**Date/Place:**

**Contact person:**

Fakhrinur Huseynli

Director

Institute for Peace and Dialogue, IPD

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LinkedIn Profile: https://www.linkedin.com/in/fakhrinur-huseynli-574776223/

**Follow us on Facebook**

<https://www.facebook.com/Institute-for-Peace-Dialogue-105141534911793/?ref=page_internal>

**If you have any problem to contact with us via your office email, then please try to write us via online contact form or via your personal email, WhatsApp, LinkedIn, Skype and inform your**

**We are looking forward to receive your application soon and welcome you in our**

**Vısitor Researcher Program**

**IPD Training Programs: Theory - Practice - Research - Exchange - Networking - Contribute**

**We bring together Academic Institutions, State, Private and Public Sectors**