

Handbook for Commencing Rotary Peace Fellow



ROTARY PEACE FELLOWS
CLASS XVIII

commencing 2020

Photo cover:

Nobel Peace Prize recipient 2006 Dr Muhammad Yunnus (fourth from right back row) with UQ Rotary Director Dr Melissa Curley (second from the right back row) and UQ Peace Fellows from Class XV at the Rotary Presidential Peacebuilding Conference in Sydney, Australia 2018.

Every attempt has been made to ensure that the information contained in this Handbook is correct at the time of publication.

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The University of Queensland Rotary Peace Centre
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Rotary Peace Centre at The University of Queensland

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Welcome to Rotary Peace Fellows



Associate Professor

Morgan Brigg

Director, The University of Queensland
Rotary Peace Centre



Dear Class XVIII UQ Rotary Peace Fellows,

On behalf of the staff of the School of Political Science and International Studies and the Faculty of Humanities and Social Sciences, I would like to welcome you to The University of Queensland (UQ). We trust you will adjust to life and study at the University and we are proud to offer you a high quality program and facilities to support your educational endeavours.

You are part of the eighteenth intake of Rotary Peace Fellows (Class XVIII). You will be studying with other Peace Fellows, and also with students enrolled from a wide range of countries and professions.

We aim to assist you in achieving:

- A smooth transition from your home country to living in Australia;
- An easy adjustment to studying the Master of Peace and Conflict Studies program;
- A good understanding of how policies, structure, procedures and requirements of the School and University can affect you;
- A good knowledge of the resources, support and assistance available to you.

This Handbook is intended as a guide to resources pertaining to your study at UQ and the School of Political Science and International Studies. A more comprehensive induction on the Fellowship expectations and activities will be undertaken when you arrive.

In addition to this information, Peace Fellows should also refer to other important publications of this University:

my.UQ

my.uq.edu.au/

Student Support

my.uq.edu.au/information-and-services/student-support

UQ Policies and Procedures Library

ppl.app.uq.edu.au/

We anticipate that you will be arriving in Brisbane sometime in late January or early February in order to attend Orientation programs, commencing on Monday 17 February 2020, and classes commencing on Monday 24 February 2020.

There are also three important events to note for your orientation to the UQ Rotary Peace Centre. These are **compulsory** and will also provide opportunities to meet existing Class XVII Peace Fellows and Brisbane based Alumni from the program. Please note these dates in your diary:

- Welcome Morning Tea for Class XVIII Peace Fellows:
Monday 17 February 2020
9am–11:30am (Bldg 14, Terrace Room)
- Master of Peace and Conflict Studies (MPaCS)
Orientation: **Monday 17 February 2020**, 1–4pm
- UQ Class XVIII Peace Fellows
Induction: **Tuesday 18 February 2020**
9am–4pm (Bldg GPN39A, Room 402)

I urge you to listen to the [Pre-departure online briefing](#) for more information on planning your arrival and also refer to information at UQ Future Students Getting Prepared:

future-students.uq.edu.au/getting-prepared

Fellows make their own arrangements for arrival in Brisbane and collection from the airport. Options you may wish to consider:

- Your Rotary Host Counsellor may be able to help you with this. Contact them in advance of your arrival if you require their assistance
- UQ provides an 'Airport Reception' service for commencing students. Bookings must be made [online](#) a minimum of three working days in advance of your arrival.

future-students.uq.edu.au/international/arriving-in-brisbane

Please contact your Rotary Host Area Coordinator or your Rotary Host Counsellor if you require assistance with finding accommodation when you arrive.

Please note that there are thousands of students seeking accommodation in February, so we advise that you plan this carefully. The University has an accommodation service, which can be accessed through future-students.uq.edu.au/accommodation

Fellows with dependents are urged to arrive at least four weeks prior to the beginning of semester to arrange their accommodation, employment and/or schooling requirements etc.

To help you to settle into the program, we have arranged a **buddy** system, whereby you will be linked with a Rotary Peace Fellow from Class XVII. Your allocated 'buddy' is listed on page 9. It is hoped your 'buddy' will be able to answer informal questions and help you to settle into life in Brisbane. Please feel free to reach out to them via the email contact provided. Please refer academic or administrative questions to Centre Staff at any time (contact details are on page 8 of this handbook).

I urge you to read this Handbook thoroughly and familiarise yourself with the information contained within, so you can be as prepared as possible for your study with us.

I hope that the one and a half years you spend with us will be a productive and memorable experience, that you will form lasting friendships, and gain maximum benefit from our program in Peace and Conflict Studies.

With best wishes



Associate Professor Morgan Brigg
Director, UQ Rotary Peace Centre
(January 2020 onwards)



All Peace Fellows who attend the University of Queensland program are recognised at the completion of their degree with a paver stating their name, country of origin and date of program. These are laid in the Rotary Presidential Peace Park adjacent to the campus.

The University of Queensland Rotary Peace Centre

rotary.centre.uq.edu.au

The University of Queensland's Rotary Peace Centre is part of a global program to advance research, teaching, practical training and knowledge on issues of international relations, peace studies and conflict resolution.

Following an intensive international search by The Rotary Foundation, The University of Queensland was selected from over 100 universities expressing interest in the establishment of a program for Peace and Conflict Studies. The decision recognised the outstanding reputation of The University of Queensland's longstanding International Relations and Peace and Conflict Studies programs.

The University of Queensland's program is one of only six such programs worldwide.

Other programs are based at:

- Chulalongkorn University, Bangkok, Thailand
- Duke University and University of North Carolina, Chapel Hill, USA
- International Christian University, Tokyo, Japan
- University of Bradford, Bradford, UK
- Uppsala University, Uppsala, Sweden

Information on the Rotary Peace Fellowship program can be found at rotary.centre.uq.edu.au

About the School's Peace and Conflict Studies Program

polsis.uq.edu.au/master-peace-and-conflict-studies

Recent international crises highlight the need for greater understanding of the political, economic and social factors that affect security and stability, as well as the tragic human costs involved in such conflicts. The threat of insurgency and terrorism, humanitarian crises in Afghanistan, Iraq, central Africa, the Middle East and elsewhere, all indicate that we need to develop greater expertise in alleviating such tensions and more effective strategies for promoting peace and stability.

The Master of Peace and Conflict Studies (MPaCS) is a coursework program aimed at developing conceptual and empirical understanding and skill sets in research and knowledge development in the field of peace and conflict. Students will gain an advanced understanding of how conflicts emerge and how they can be managed and solved in a nonviolent manner. Topics covered span from the local to the global and include issues such as peacebuilding, conflict resolution and prevention, mediation, nonviolence, gender and security as well as peace and development.

The MPaCS degree is tailored for students interested in seeking employment in either government agencies, non-government organisations or the private sector:

- Students will study with people from a wide range of countries and professions;
- Teaching staff are recognised as being world class in their respective fields;
- Teaching is conducted in small groups wherever possible, and at convenient times, with most internal classes timetabled for the evening.

Teaching and Research

polsis.uq.edu.au/research

The teaching and research of the School's Academic Staff is internationally recognised. The Staff maintain close ties with important international and national non-government organisations, government agencies and leading academic institutions and research centres in Asia, Europe and North America. This exposure further reinforces the program. The School also hosts the **Asia-Pacific Centre for the Responsibility to Protect**, which focuses on the Responsibility to Protect concept, genocide prevention and the study of crimes against humanity. It conducts extensive outreach activities in the Asia-Pacific region, and UQ Rotary Peace Fellows have conducted their AFE with the R2P Centre on a number of occasions.

r2pasiapacific.org/

Fellowship Lifecycle

Rotary Peace Fellows at UQ study the #24 unit Masters of Peace and Conflict Studies program, which is an 18-month academic program commencing in February annually. Fellows must commence in Semester 1 and the Fellowship involves an intensive period of both formal study, one field visit, a service activity, and the Applied Fieldwork Experience. **Fellows should plan their time in Australia around these compulsory activities, as per Fellowship conditions and guidelines.** During the Fellowship, Peace Fellows participate in a compulsory field visit to the Australian national capital of Canberra in Semester 2 (usually in early September), and a service activity related to the Centre's participation in the UN International Day of

Peace Celebrations with St John's Cathedral annually on 21 September. This involves helping set up displays for the recognition of 'Local agents of Peace' in the Cathedral prior to the event, as well as attendance at the event on the evening of the event.

Class XVIII Fellows will participate in their Applied Fieldwork Experience in the summer break in between Semester 2, 2020 and Semester 1, 2021. Class XVIII Fellows will present their Annual Seminar in their final semester, that is Semester 1, 2021. More detailed information on the Fellowship lifecycle, activities and expectations will be provided at the induction for UQ Rotary Peace Fellows (Tuesday 18 February 2019).

This table summarises major UQ Rotary Peace Centre Commitments that Fellows should plan ahead for:

Semester 1 2020	Orientation and commencement of academic study Attendance/assistance at Class XVII Annual Seminar Saturday, 4 April 2020
Semester 2 2020	Participation in 4-day field visit to Canberra (early September) Participation in Service activity: UN International Day of Peace 21 September 2020
Summer 2020/2021 Nov-Feb	Applied Fieldwork Experience (min 8 weeks)
Semester 1 2021	Final academic semester Presentation of Class XVIII Annual Seminar (April/May)

Contact details for assistance

Program enquiries:



Associate Professor Morgan Brigg

Director, Rotary Peace Centre
Indigenous Engagement
School of Political Science and International Studies
Level 5, Building 39A, Room 559
The University of Queensland, Brisbane QLD 4072

Telephone: +61 7 33469986
Facsimile: +61 7 3365 1388
Email: m.brigg@uq.edu.au



Mrs Diana McCluskey

Graduate Centre Manager
Rotary Liaison and Events
Graduate Centre in Governance and International Affairs
School of Political Science and International Studies
Level 4, Building 39A, Room 403A
The University of Queensland

Telephone: +61 7 3343 1325
Email: d.mccluskey@uq.edu.au



Rotary Host Area Coordinator

Brisbane Rotary enquiries

Further information about your assigned Rotary Host Counselors and Rotary Speaking Duties should be directed to:

Mr Doug St Clair

Rotary Host Area Coordinator Rotary Club of Woolloongabba

Telephone: 0410 605506
Email: DSTCLAIR@bigpond.net.au

Student Administration Enquiries

Further information about course enrolment

Student and Academic Administrative Team
School of Political Science and International Studies
Level 5, Building 39A,
The University of Queensland

Telephone: +61 7 3365 2858
Fax: +61 7 3354 1388
Email: polsis@uq.edu.au

Class XVIII (2020–2021 Rotary Peace Fellows – Buddy List)

Class XVII Fellow	Country of Citizenship	XVII Contact	Class XVIII Fellow	Country of Citizenship	XVIII Contact
Mr Nery Ronatay	Philippines	n.ronatay@uq.net.au	Linh Nong	Vietnam	linhctk15@gmail.com
Ms Maria Fernanda de la Luz	Canada/ Mexico	m.felixdelaluz@uq.net.au	Ms Megan McKeown	Mexico	meganmckgl@gmail.com
Ms Estefania Lay Guerra	Peru	e.layguerra@uq.net.au	Ms Ana Belen Harb	Ecuador	belen.harb@gmail.com
Ms Cora Lavin	USA	c.lavin@uq.net.au	Ms Molly Ferguson	USA	mk.ferguson12@gmail.com
Mr Peter Lindsay	USA	peter.lindsay@uq.net.au	Ms Rachel Buchan	USA	rvbuchan@gmail.com
Ms PhyuSin Ngwethaw	Myanmar	p.ngwethaw@uq.net.au	Mr Ramanathan Thuraijoo	Singapore	ram_1012@hotmail.com
Mr Alexis Ayamdor	Ghana	a.ayamdor@uq.net.au	Mr Tesfaye Mekonen	Ethiopia	atidu2000@yahoo.com
Mr Nico Schneider	Germany	nico.schneider@uq.net.au	Ms Maya Glassman	Israel	maya.glassman@gmail.com
Ms Chiaki Takenouchi	Japan	c.takenouchi@uq.net.au	Mr Anthony Pemberton	UK	anthonyapemberton@gmail.com
Ms Erica Yague	Philippines	e.yague@uq.net.au	TBA		



Rotary Peace Fellow Class XVII **Back row** Mr Nico Schneider, Ms PhyuSin Ngwethaw, Mr Peter Lindsay, Mr Nery Ronatay, Mr Alexis Ayamdor, Ms Chiaki Takenouchi **Front row** Ms Estefania Lay Guerra, Ms Cora Lavin, Ms Maria Fernanda Felix de la Luz, Ms Erika Yague

Commencing
at The University
of Queensland



Orientation and Key Dates

Rotary Peace Centre Welcome Morning Tea

The UQ Rotary Peace Centre will host a Welcome Morning Tea. **This event is compulsory, all Peace Fellows are required to attend; partners and children are welcome.** This will take place on Monday 17 February 2020 from 9am to 11.30am in the Terrace Room, 6th Floor of Sir Llew Edwards Building (Bldg 14). More information will be supplied to you closer to the date via email.

Graduate Centre Orientation

To enable you to meet your fellow classmates and select the correct courses for your program it is **compulsory that you attend the University Orientation on Monday 17 February 2020 from 1–4pm commencing in Room 208, Bldg GPN39A.**

Class XVIII Peace Centre Induction

A/Prof Morgan Brigg, Rotary Peace Centre Director and Mrs Diana McCluskey, Graduate Centre Manager, will coordinate a **Class XVIII Induction on Tuesday 18 February 2020, 9am and 4pm. Your attendance for this day is compulsory,** to facilitate Fellow's arrival and settling in process, and also to gain an opportunity to meet and get to know current Class XVII Peace Fellows and Brisbane-based alumni. This will also incorporate your induction to the School and allocation of room keys, equipment/computer access, information about obtaining business cards, swipe card access, and an Occupational Health and Safety Induction. The location is Bldg GPN39A, Room 402.

O-Week

orientation.uq.edu.au/

Orientation Week (O-Week) is a University-wide celebration for international and domestic students who are beginning their studies at UQ. O-Week will commence Monday 17 February 2020. O-Week offers you social, sporting, study and support sessions and events to help you get familiar with the campus, meet people, get prepared for study, find out who's there to help and most importantly have fun!

All international students are required to attend:

- Getting Started workshop
- Health and Safety workshop

Rotary Peace Fellows' Seminar 2020

The annual seminar is designed to enable Fellows to present the findings and research from their time as a Fellow in a conference-like format to representatives from Rotary, sector professionals, academics and peers. Rotary Peace Fellows will present at this seminar during their last semester of study. **All Class XVIII Fellows are required to assist and attend Class XVII's seminar, to be held on Saturday 4 April 2020.** Please note this date in your diary (the location will be advised closer to the time).

Information about Brisbane and Queensland

Brisbane City Council

brisbane.qld.gov.au/

Must Do Brisbane

mustdobrisbane.com/

Visit Brisbane

visitbrisbane.com.au

Southbank

visitsouthbank.com.au/

Tourism Queensland

tq.com.au

Destination Gold Coast

destinationgoldcoast.com/

Accommodation Services

future-students.uq.edu.au/accommodation

Finding a great place to live while studying at UQ can really enhance your experience of university life. Accommodation Services provides information and services to assist you to find a home that's right for you, and make your arrival in Brisbane as smooth as possible.

Based on the experience of other Fellows, if you are coming from a cold climate and are not used to hot and humid weather conditions, we would recommend that you look for accommodation with air-conditioning. While air-conditioning will increase your electricity costs, you may have trouble sleeping during the hot and humid Brisbane nights without it.

Australian seasons are as follows:

Summer – December–February

Autumn (Fall) – March–May

Winter – June–August

Spring – September–November.

Cost of Living

future-students.uq.edu.au/international/cost-living

The cost of living will vary according to your lifestyle and requirements. Keep in mind that your budget should be flexible enough to allow for unexpected costs such as emergencies and health expenses.

Children's School Fees

future-students.uq.edu.au/international/bringing-your-family

Please be advised that if you have primary or secondary school-aged children accompanying you, and you wish to enrol them in a school in Brisbane, you will more than likely have to pay school fees. These fees are set by the Australian government and are quite high, so we strongly recommend that you make early enquiries in order to know what these charges will be ahead of your arrival in Australia.

Confirmation of Enrolment Letter

You may need to obtain an official UQ Confirmation of Enrolment letter from the Student Centre which can be used for various administrative requirements.

In Person

You can obtain a letter in person from the Student Centre, Level 1, JD Story Building (Bldg 61), St Lucia campus. Please take your current student ID card.

Online

You can also request a letter online but this may take a few days to have the letter ready for collection, although you may be able to obtain a scan of the letter to your student email address.

To request a letter online:

Go To uq.edu.au/student-centre/

Click on the *Student Centre link*

Click on *UQ Answers* (the green link)

Click on *Current Students*

Click on *Send us Your Question*

Login with your UQ Username and Password.

Request a Confirmation of Enrolment Letter and let them know how you want it delivered to you – via email to your student email address and in hard copy.

OSHC Health Insurance

All international students in Australia must take out a separate health insurance policy (Overseas Student Health Cover) for health coverage while in Australia. Please note that this coverage will depend on your chosen provider – and may exclude some pre-existing medical conditions, dental procedures, and at times coverage for mental health disorders or conditions.

Please take this into account when choosing your health plan, as you may need to provide additional financial resources to cover such expenses.

Graduate Centre for Governance and International Affairs

The UQ Rotary Peace Centre is co-located in the Graduate Centre for Governance and International Affairs. A key element of the Graduate Centre's mission is to improve post-graduate student satisfaction and improve graduate employment outcomes by providing students with a comprehensive learning experience that involves UQ's leading researchers in governance and international affairs and a suite of value-adding activities to supplement high quality academic courses. This includes enhancing opportunities for post-graduate students to engage in work integrated learning, including internships, matching them with a career mentor and student mobility. The Graduate Centre also offers pastoral care and any additional support required by students.

Rotary Peace Fellows are encouraged to participate in a range of activities offered throughout the year by the Centre – these include attending masterclasses, seminars and workshops with visiting academics from around the world and joining the career polsis.uq.edu.au/career-mentor-program Mentor Program. This program is open for registration in semester 1 (closing on 31 March) each year and runs in Semester 2. The opportunity to be matched with a career mentor can significantly enhance a student's overall academic experience and help with employability skills following graduation.



Information about studying at The University of Queensland



Key Dates 2020

You should familiarise yourself with key dates in the 2020 academic calendar including the due date to enrol for each semester.

uq.edu.au/events/calendar_view.php?category_id=16&year=2020&month=&day=01

Master of Peace and Conflict Studies (MPaCS #24) (Program Code: 5645) Program Requirements

All Rotary Peace fellows must enrol in the MPaCS #24 program.

The MPaCS #24 program is currently under review for students commencing in 2020. We expect the proposed program changes should be approved by early November 2019 and we will notify you then of the 2020 program requirements and changes to course lists.

UQ Program Code: 5645

Duration: 3 semesters FT

Mode of Study: Internal

A standard full-time load is #8 units of study per semester.

Courses offered in **Internal mode** require weekly class attendance throughout the semester.

Courses offered in **Intensive mode** require class attendance for 5–6 full-days throughout the semester and some may be weekends.

Courses offered in **External mode** do not require class attendance.

A standard #2 unit course requires approximately 8–10 hours of work each week. This is a combination of lecture and study time e.g. a 2 or 3 hour seminar and 5–7 hours of reading and research. A #4 unit course represents a time commitment of 16–20 hours per week.

Course Descriptions – MPaCS 2020

Current course descriptions for all courses offered in the MPaCS #24 program are available on UQ Course and Programs website.

future-students.uq.edu.au/study/

Electronic Course Profiles (ECPs)

Electronic course profiles (ECPs) are published for each course and are available at least two weeks prior to the commencement of semester. You can access general public versions from the Courses and Programs website future-students.uq.edu.au/study/ and student versions after you enrol in the course from the course Blackboard course site.

The ECP contains the university official course information including course objectives, topic outlines, assessment items and due dates, marking criteria, teaching format, course materials and reading lists.



Applied Fieldwork Experience (AFE)/ Independent Study Research

The AFE is required by Rotary and is undertaken in Summer Semester (November–February) with a US\$7,000 funding (lump sum) to support your travel, accommodation and expenses.

There is no UQ requirement for the AFE to be undertaken as credit towards your MPaCS program.

There are three UQ options available and these will be explained in more detail in your formal induction:

- A) Not for credit. Undertake AFE placement with host with no academic credit.
- B) POLS7521 Internship – Pass/Fail course requiring 120 hours of placement with host organization. Assessment via logbook and reflective essay.
- C) POLS7207 Independent Study – Combines fieldwork and academic experience; Assessment = plan and bibliography, 4 meetings with supervisor, 6,000 word paper.

Credit or Exemption for Previous Studies

If you have already completed postgraduate level courses similar to those offered in the program, you may be eligible for credit or exemption.

hass.uq.edu.au/student-support/credit-previous-study

English Language Support

English for Academic Communication

icte.uq.edu.au/study/support-uq-students/english-academic-communication

English for Academic Communication (EAC) St Lucia

English for Academic Communication courses are held each semester for UQ students from a non-English speaking background. Courses are free and designed to fit around your UQ study.

You can choose to register for EAC once, or for as many semesters as you like, while you are enrolled at UQ.

Please email **ICTE-UQ Admissions** if you have any queries.
admissions@icte.uq.edu.au

Enrolment

sinet.uq.edu.au

You must enrol in your courses via mySI-net. Under the program structure, a standard full-time semester workload will comprise #8 units of study. You may be able to enrol in a maximum of #10 units in a semester if you achieve a minimum GPA of 4.5 in the most recent semester of full-time study.

Equity and Diversity

ppl.app.uq.edu.au/content/1.70-equity-and-diversity

The University has a number of policies relating to equity and diversity with which students should be familiar including prevention of sexual harassment, racism, children on campus, discrimination and harassment, and disability.

Graduation

uq.edu.au/graduations/

When you are close to graduation, you should familiarise yourself with graduation processes and procedures. Rotary Peace Fellows commencing in Semester 1, 2020 are due to graduate at the end of Semester 1, 2021 and this will be reflected on your student record on mySI-net. Closer to your graduation you will receive notification of your graduation status. You will then be required to submit a “Conditional Graduation” form via mySI-net.

Library Services

library.uq.edu.au/

The Library has a number of Online Tutorials and other Classes available to assist students. Details can be found on their training calendar.

Collections are backed-up by a comprehensive information and computer skills training program, as well as individual advice and help in person, by telephone, on the website and through email or online chat.

The Student Centre

uq.edu.au/student-centre/index.html

The Student Centre is your one-stop shop for all student administration and general enquiries relating to the University.

The Student Centre can provide information about academic records, admission procedures, enrolment procedures, examinations and assessment, graduation, grievance procedures, prizes and scholarships, traffic and parking.

Obtaining a Student ID Card

You must obtain a student ID card as soon as possible to access your UQ computer account and help enrol in classes.

my.uq.edu.au/starting-at-uq/prepare-for-semester/student-id-cards

Student Rights and Responsibilities

ppl.app.uq.edu.au/content/3.60-student-rights-and-responsibilities

The University has a number of policies relating to student rights and responsibilities with which students should be familiar.

In particular students must thoroughly acquaint themselves with the University's policy regarding student integrity and academic misconduct.

Student Integrity and Misconduct

ppl.app.uq.edu.au/content/3.60.04-student-integrity-and-misconduct

You must read the UQ Student Integrity and Misconduct policy which makes a comprehensive statement about the University's approach to plagiarism, including the approved use of plagiarism detection software, the consequences of plagiarism and the principles associated with preventing plagiarism.

Before submitting any assignments you must ensure you have completed UQ's online [Academic Integrity Tutorial](#).

uq.edu.au/integrity/

Student Services

uq.edu.au/student-services/

Student services can help you with access to university, accommodation, careers, counselling, disability, illness and injury and International student support.

UQ Students are entitled to **free consultations** with a personal counsellor, disability advisor, international student advisor, careers advisor and learning advisor.

Health Centre

uqhealthcare.org.au/our-clinics/st-lucia-clinic/

There is an on campus medical clinic for University of Queensland domestic and international students, with experienced General Practitioners and nurses dedicated to the health care needs of St Lucia students.

They offer innovative, client-focused care through an extensive range of health services which include general medicine, immunisation, skin checks, travel medicine, wellness support and more.

Timetables

A final timetable is usually published several months prior to the beginning of the semester. The Semester 1 2020 timetable will be published in early December 2019 and will be available from mySI-net. Some changes after this date may be necessary due to increasing or decreasing course enrolments. Students should therefore continue to consult the timetable until the commencement of the semester.

Tuition Fees

Rotary Peace Fellows have their tuition fees paid on their behalf by Rotary International. Please contact the School if your student record on mySi-net indicates you have any outstanding fees.

