

## **How to apply for Applied Conflict Transformation Studies (ACTS) MA Programme**

Do not return this page to the ACTS office. Keep it for your own reference. It is a guide how to complete your application correctly.

### **Step 1: Before beginning the application process, read through the following criteria for ACTS students and determine your eligibility for the course:**

The selection criteria for ACTS students are:

- Student should be living and working within the boundaries of the Asia Pacific region
- Experience in participative learning methodology in the field of conflict transformation or related fields
- Willingness to participate in a diverse, cross-cultural, interfaith learning environment
- At least five years work experience in conflict transformation or related fields
- Support of employer
- Capacity to cope with demands of the course, including self-directed action-research
- Commitment to peace and justice values
- Self-awareness and openness to receiving feedback
- Access to computer, email, internet, skype, WhatsApp, Telegram, and regularly communicate
- Fluency in use of the English language (required to pass IELTS score 6.0 or TOEFL of 550)
- High School degree and Undergraduate degree are essential (non-negotiable)
- Over the age of 25 years

### **Step 2: If you feel satisfied with your eligibility, please proceed and complete the following forms:**

- ✓ ACTS Application Form
- ✓ Reference Form (at least two including
- ✓ Supervisor/Line Manager Statement
- ✓ Statement of Motivation

### **Step 3: Prepare the following documents:**

- ✓ Your curriculum vitae or resume
- ✓ Copy of your High School certificate/diploma and High School transcript (with notarised translation if not in English)
- ✓ Copy of your Bachelor Degree academic transcript and Bachelor's certificate/diploma (with notarised translation if not in English)
- ✓ Copy of your IELTS OR TOEFL test results, taken within the last 2 years (Note ACTS requires IELTS of 6.0 or TOEFL of 550)
- ✓ Scanned copy of passport

- ✓ Passport size ID photo

**Step 4:** Email these forms and scanned copies of your documents before September 30, 2021 to: [centrepeaceconflictstudies@gmail.com](mailto:centrepeaceconflictstudies@gmail.com). Know that this is a rolling application system so the sooner we receive, the sooner we can proceed with the process.

**Step 5:** Request three (3) referees to complete the referee forms and send to: [centrepeaceconflictstudies@gmail.com](mailto:centrepeaceconflictstudies@gmail.com) before November 1, 2020.

**Step 6:** Fill up the PUC Application form to be sent by the ACTS Admin team and send back to same email.



## Application Form

**IMPORTANT:** Before you proceed with this form please tick the box below if you intend to choose a one-year ACTS certificate programme or the two-year MA ACTS programme:

Personal Details	
<b>Surname/Family Name:</b>	
<b>First Name:</b>	
<b>Title:</b> Mr <input type="checkbox"/> Ms <input type="checkbox"/> (Double Click the box to check)	
<b>Sex:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Date of Birth:</b> dd/mm/yyyy
<b>Religion:</b>	
<b>Postal Address:</b>	
<b>Telephone No:</b>	<b>Fax No:</b>
<b>Email Address:</b> (please note that we will use your email address for most correspondence, unless you state otherwise)	
Disability/Special needs: (please let us know if you have a disability/special need for which you may require assistance).	

- One-Year ACTS Certificate Programme (three modules)  
 Two-Year MA ACTS Programme (six modules)



Name of Direct Line Manager/Supervisor Position/Email Address			
Please provide brief information about your <b>past</b> employment			
Dates	Organisation	Nature of Organisation	Job title and description of work
<b>Declaration</b> I hereby confirm that the information contained in this application is correct			
Signature:			
Date:		dd/mm/yyyy	





## **Supervisor/Line Manager Statement**

To the employer:

The ACTS MA program has been created to enable individuals and their organisations to strengthen their capacity and competence in the field of conflict transformation and peacebuilding. It uses the student's own work place as the source of reflection and the basis for their thesis. It is expected that students will write about their own work.

During the two years, ACTS students will be expected to participate in the six modules and will be carrying out action research related to their own work. To ensure participants' successful completion of the programme we envisage that their organisations will need to provide support like permitting time from work and permission to write about their project. Full participation of the modules is compulsory for completion of the ACTS Masters degree.

**Statement:** I support Name of Applicant participation in the Applied Conflict Transformation Studies programme and undertake that if he/she is accepted on the programme we (their employer) will support them as required.

Printed Name and Signature:

Position:

Organisation:

Contact Telephone Number and Email:

Date: dd/mm/yyyy



**Programme Fees and Finance**

**Programme Fees:**

The programme fee is USD 2,250 per year (USD 4,500 in total for two years of study) Students are expected to do their own fundraising. Only a very limited number of scholarships are available to certain types of students.

**Please fill this form about how you intend to pay for the programme:**

<b>OPTION 1:</b> If your participation in the programme is to be paid for by your employer or another sponsoring agency, please ask a senior representative to fill in this section	
Name:	
Official Position:	
Organisation and Address:	
Endorsement:	I undertake that, if the applicant is accepted on the ACTS programme, I will <input type="checkbox"/> arrange for the payment of the full programme fee <input type="checkbox"/> arrange for the payment of 50% of the fee (Double click to check. You can choose multiple, if applicable) I fully support this application.
Signature:	
Date:	dd/mm/yyyy
<b>OPTION 2:</b> If you plan to pay for the programme from your own private resources, please sign your name below.	
Signature:	
Date:	dd/mm/yyyy

**OPTION 3:** Please indicate if you need to raise funds to participate in the programme

YES  NO

Please explain how you will go about fundraising including whom you will approach for funds

Word Count: (Maximum 500 words)





### **Statement of Motivation**

Please complete a statement of motivation to accompany this application. The statement should be no longer than 1,200 words. This statement should answer **ALL** of the following questions **and should be written as an essay**:

Word Count:        (Maximum 1200 words)

1. Why do you want to take part in the ACTS programme? What aspects of the programme are of particular interest to you?
2. How is the ACTS programme relevant to your current work?
3. What are the difficulties / issues / questions you are dealing with in your work which you would like to explore through this programme?
4. What area / topic do you think will be a possible focus for your action research? What has made you interested in this area?
5. The ACTS programme is challenging. It will require you to think deeply about the work that you do, about your own behaviour and attitudes. How suited do you think you are for this?