

# Using Participatory Action Research to Improve Development Practice

Monday 23 January 2017 - Friday 27 January 2017

## Terms & Conditions

### Admissions

The course is designed for NGO practitioners, facilitators and change agents as well as donors developing evidence-based programmes. It is also open to researchers and postgraduate students wishing to orient their work within the PAR paradigm. All applications will be individually assessed, to ensure participants have the required qualifications and experience. You will be notified of our decision once all the applications have been reviewed.

If you have any queries about the application process, please contact the Course Coordinator [Richard Douglass](#), tel: +44 (0) 1273 915785.

Participants can apply by post, to request a paper application please contact the Course Coordinator, or send a written request to: Richard Douglass, Institute of Development Studies, Library Road, Brighton, BN1 9RE, England.

### English proficiency

To derive the maximum benefit from the course, participants should be proficient in English and able to follow and take an active part in course discussions. If you have any doubt please look at the curriculum and review the readings. Please seek advice from Course Leaders [Jo Howard](#) or [Danny Burns](#) if you need further clarity.

### Payment Details

#### Confirmation of booking

We are offering a maximum of 25 places and acceptance on the course is on receipt of the fee (£1500). Once the target number of places is reached there will be a waiting list in operation. When applicants are accepted on to the course a conditional offer will be issued along with an invoice for the fees. **An applicant's place on the course will only be confirmed when the fees are received.**

Payment is by money transfer direct to the IDS bank account and details will be included with the invoice. *(We can also accept payment by credit card (not American Express) please contact the Course Coordinator for details.)*

#### Fees

The fees of £1,500 include tuition, lunch and refreshments on teaching days, one group evening meal and course materials. They do not include accommodation and travel for participants.

#### Cancellation

If you are unable to attend the course then you must cancel your place in writing by 12<sup>th</sup> December 2016 to receive a refund. Cancellations after this date will receive no refund.

If you have been refused a visa to the UK, and applied in good time (as per current guidance by the UK Border Agency), the course fee will be refunded if the following conditions apply:

- IDS is provided with the original letter issued by the British High Commission/Embassy confirming the refusal of the visa
- IDS Joining Instructions and any visa support documentation are returned to IDS

Note: IDS will inform the UK Border Agency of any cancellations or 'No Shows'.

We reserve the right to cancel the course up to eight weeks before the course commences and will notify applicants by 25<sup>th</sup> November 2016 at which point any course fees paid will be refunded.

### **Tax**

The fees for educational courses provided by The Institute of Development Studies are exempt from VAT for all participants under Schedule 9 of The VAT Act 1994.

### **Visas**

If you are a visa national, it is compulsory to apply for entry clearance before you leave. It is your responsibility to apply for a visa at your nearest British Embassy or High Commission, **before** you travel to the UK. This short course is accredited by the British Accreditation Council and we are advised that the appropriate visa category is '**Student Visitor Visa**'. (A Tier 4 visa is not appropriate for this short course).

IDS will provide an official Visa Support Letter to facilitate your visa application once your fees have been received.

Please allow a minimum of 6 weeks for your visa application to be processed. Costs for making applications and travel to a visa issuing centre are the applicant's responsibility.

### **Participants' responsibilities**

Participants are responsible for arranging their own international travel and accommodation in Brighton. You should also ensure you have health, travel and cancellation insurance for the duration of the course and as outlined above, apply for any required visa documentation in good time.

During the course, lunches, refreshments and two evening meals are provided. We advise participants to have sufficient funds to cover other meals and miscellaneous expenses.

Participants will receive a certificate on completion of the course, but only if they have participated fully and attended all the sessions. Where mitigating circumstances apply (e.g. ill health), the Course Leader will decide if a certificate can be issued.

### **Disabilities**

If you have any medical condition, physical or other disability of which IDS should be aware of which might call for special arrangements or facilities, please let us know. All such information will be treated confidentially.

### **Checklist**

To enter the UK and attend the course all participants must:

- Obtain a UK Student Visitor visa for the duration of the course

- Obtain comprehensive health, travel and cancellation insurance and provide details to the Course Coordinator in advance
- Pay the course fee on receipt of invoice
- Advise the Course Coordinator of any special arrangements are required to accommodate a medical condition, physical or other disability
- Have sufficient personal funds to cover miscellaneous expenditure during their stay in the UK