Berghof Foundation

National Dialogue and peacemaking: From conflict to consensus

Online course

Frequently Asked Questions



Where will the course take place? What is the format of the course?

The course will take place online on Zoom. It comprises a self-paced component and live sessions.

When will live sessions take place?

They take place Tuesdays and Thursdays from 2 pm to 4 pm (Berlin time).

In which language will the course be held?

The course language is English.

Who can apply to the course?

Candidates must have at least two years of professional experience in a related field of conflict transformation or National Dialogues. They are also expected to have a university degree. Moreover, all candidates must have a good command of English and ensure that they have a stable internet connection.

Do I need any prior trainings for this course?

No.

How can I register for the course?

Please send your CV and application form (in a PDF format) to trainings@berghof-foundation.org with the subject line "National Dialogue and peacemaking online course 2024". You will then receive a confirmation of receipt of your application via email. Within four weeks you will receive a notice on the status of your application. When you receive an acceptance letter, it will also include payment details. Registration will only be effective after the confirmed receipt of the full course tuition. Moreover, participants are encouraged to read carefully the respective sections of the terms and conditions for Berghof Foundation training courses.

How can I pay?

Once you are accepted into the course, we will send you a digital invoice with all information. You can pay with a bank transfer.

Are there any other options to pay?

Unfortunately, only bank transfers are accepted.

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When should I pay for the course?

You will get an invoice after you receive the acceptance letter. Please follow the information on the invoice.

My organisation will cover the costs. How can I make sure that the invoice is issued to its name?

Please include this information in the payment details of the application form, i.e. the full name of your employer and its full address.

Does the Berghof Foundation offer a scholarship?

There is a limited number of partial scholarships, i.e. maximum 25% of the full tuition fee.

What is the cancellation policy?

Please check the respective section of the <u>terms and conditions</u> for Berghof Foundation training courses.

Will participants receive a certificate upon completion of the course?

Yes, upon the completion of the course you will receive a digital certificate of attendance. Please bear in mind that you need to attend 85% of the live sessions (which make up 13 out of 15 sessions) and complete all the e-learning tool assignments to complete the course.

Can I get a visa for this course?

This course is fully online and will not qualify for visa requests.

What happens to my personal information?

Your information will be viewed and processed by the course team. For more information, please view our <u>privacy terms</u>.

What are the technical requirements for this course?

- Video-capable device (PC, notebook or tablet) with the latest software version (updates).
- Preferably use a headset with a separate microphone.
- Preferably wired internet (LAN) or alternatively WLAN with
 - o Download min.: 5 Mbit / sec
 - o Upload min.: 2 Mbit / sec

Please pre-install the latest version of the Zoom app to take part in the live sessions. Find more information here: https://zoom.us/download.

If you have not found your answer here, please contact us at trainings@berghof-foundation.org.