# The Graduate Institute | Geneva

# Strategic Project Management for Development

# 2021

# APPLICATION FORM

Please **complete** this form and **return it by e-mail** to Ms. Jimmye Johnson, Admissions Officer, at: ee.programadvisor@graduateinstitute.ch.

If you need **help or advice**, please do not hesitate to contact Ms. Jimmye Johnson, by email or by phone (+41 (0)22 908 57 28).

**All fields marked with an asterisk (\*) must be completed.**

**PRIVACY AND PROTECTION OF YOUR PERSONNAL DATA**

In order to process your application for evaluation, we collect and store your personal data.

By completing this form, you agree to the processing of this data.

For more information, please consult the [Privacy Policy](https://graduateinstitute.ch/index.php/privacy_policy#Privacy%20policy/).

**MODULES’ CHOICE**

Please **select** **the Module(s)** you wish to attend **(\*)**:

**[ ]  Module 1** (24 & 25 September 2021)

**[ ]  Module 2** (1 & 2 October 2021)

**[ ]  Module 3** (8 & 9 October 2021)

**[ ]  All Modules**

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Family name (\*)** |       | **First name (\*)** |       |
| **Date of birth (\*)** |      Day |      Month |      Year | **Gender (\*)** | [ ]  Male [ ]  Female |
| **Nationality** |       |  |  |

**ADDRESS (for correspondence)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Street (\*)** |       | **Telephone number (Home)** |       |
| **NPA (\*)** |       | **Telephone number (Work)** |       |
| **City (\*)** |       | **Mobile** |       |
| **Country (\*)** |       | **Email (\*)** |       |

**ENGLISH**

Applicants are expected to be **proficient in English**, although **no certificate** is required.

**GENERAL EDUCATIONAL BACKGROUND**

Please list the **academic institutions** you have attended, and the **degrees** completed.

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| --- | --- |
| **Degree Type** |       |
| **Subject** |       |
| **Year commenced** |       |
| **Year completed**  |       |
| **University / Institution name** |       |
| **Country** |       |

**2**

|  |  |
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| **Degree Type** |       |
| **Subject** |       |
| **Year commenced** |       |
| **Year completed**  |       |
| **University / Institution name** |       |
| **Country** |       |

**3**

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| **Degree Type** |       |
| **Subject** |       |
| **Year commenced** |       |
| **Year completed** |       |
| **University / Institution name** |       |
| **Country** |       |

**PROFESSIONAL BACKGROUND**

Please indicate your **number of years** of **professional experience** **(\*)**:

**[ ]  0 – 4 | [ ]  5 – 9 | [ ]  10 – 14 | [ ]  15 & more**

Please list the **organisations** you have worked for and the **positions** held **(please list at least one\*).**

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| --- | --- | --- | --- | --- | --- |
| **Position held** | **Type of activity** | **Name of organisation** | **Location (country)** | **Starting year** | **Duration (months)** |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

**YOUR CURRENT JOB**

Please give a **short description (15 lines max)** of your **current job** (eg.: nature of work, main responsibilities, employees under your supervision if applicable, size of budget or number of clients / products if applicable, results obtained...)

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**FINANCING YOUR STUDIES**

Is your current employer willing to **sponsor** your participation in the programme? **[ ]  Yes [ ]  No**

**If yes**, will you need a **support letter**? (we will be glad to provide you one upon request) **[ ]  Yes [ ]  No**

**If no**, please indicate **how you are planning to finance** your studies **(\*)**:

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| --- |
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Please note that **Executive Education** is unfortunately **unable** to provide **scholarships**.

**MOTIVATION**

What is your **motivation** to attend **this programme**? Please **select** between the below options, the one that suits you best (**1 choice**) **(\*)**:

**[ ]** I am **employed,** and think about **changing career**

**[ ]** I am **unemployed,** and **looking for a position**

**[ ]** I want to improve **my skills and knowledge** for my current (or next) position in the same organisation

**[ ]** I have an **interest** in this topic

Please provide a **description** of your **motivation** (eg.: skills / knowledge you expect to obtain, how will they help you for your current or next position…). Please write a **short (half A4 page max.)** and **concise** answer. **(\*)**

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**BACKGROUND INFORMATION**

Have you **already** **attended** a course at the **Graduate Institute** previously? **[ ]  Yes [ ]  No**

**If yes**, please provide details:

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Indicate **how you learned** about the programme:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Media** | **Recommendation** | **Documentation** | **Fairs** | **Internet** |
| [ ]  Advertisement in newspaper | [ ]  Alumni | [ ]  Alumni association | [ ]  APSIA Fair | [ ]  Google ads |
| [ ]  Article | [ ]  Family / Friend | [ ]  Flyer | [ ]  QS Fair | [ ]  Search engine |
| [ ]  Conference | [ ]  Professor | [ ]  Poster |  | [ ]  The Graduate Institute website |
| [ ]  Faculty Presentation | [ ]  Institute Student | [ ]  Student’s guide |  | [ ]  APSIA website |
|  | [ ]  Employer / Colleague |  |  | [ ]  QS Website |
|  |  |  |  |  |
| Other |       |  |  |

**CHECK LIST**

Please **check** that your application is complete:

* I have **completed all compulsory fields (marked with an asterisk),** my form is ready to be sent

 **Once completed** and **sent**, your application will be reviewed by the Admission Committee.

You will receive a reply within two weeks maximum.

For **questions** regarding the application process or the programme, please:

* Visit the [**programme’s website**](https://www.graduateinstitute.ch/executive-education/programmes/strategic-project-management-development)
* **Contact** **us**:
	+ Email: ee.programadvisor@graduateinstitute.ch
	+ Phone: +41 (0)22 908 57 28

**WE THANK YOU FOR YOUR APPLICATION.**