



**JOHN PAUL II INSTITUTE FOR MARRIAGE
AND FAMILY, Melbourne
CRICOS Code 02490E**

2016

**INTERNATIONAL
STUDENT GUIDE**

Academic Board

The Academic Board of the John Paul II Institute (Institute) meets as required to discuss a range of matters pertaining to academic regulation of the Institute in accordance with powers delegated to it by the Council.

Academic Regulations

The regulations of the Institute are set out in a document entitled *Academic Regulations* available on the website or to request a copy, write to The Registrar, JP II Institute PO Box 146 East Melbourne VIC Australia 8002

Accommodation

The Institute does not provide accommodation for students and encourages students to arrange their accommodation before departure for Australia where possible.

However, a number of our students have obtained accommodation at Mannix College, a Catholic residential college at Monash University in Clayton, administered by the Dominican Order. The suburb of Clayton is not close to the Institute and thus students who live at Mannix have to travel by train (approximately 40 minutes) to reach the Institute. Mannix College does, however, offer many services for international students which makes it an attractive option for some, especially those engaged in doctoral research who are not required to travel to the Institute for lectures on a daily basis. See: <http://www.mannix.monash.edu.au/>

The University of Melbourne has residential colleges which sometimes have vacancies for external students: see www.unimelb.edu.au

Many students live in privately leased flats and student houses close to the Institute in the suburbs of Collingwood, Fitzroy and Carlton. These suburbs have a strong supply of student accommodation and services since they are located near the Australian Catholic University, RMIT, Victoria University and the University of Melbourne.

Students seeking to lease flats or houses close to the Institute are advised to contact the Real Estate agents operating in the area to obtain information through them before they arrive. Such agents are readily found advertising their services on the internet, or see www.realestate.com.au.

We also recommend the RMIT housing advisory service: see www.rmit.edu.au

Students who are priests, seminarians or members of religious orders may well be able to find accommodation in a parish house or a religious community. The Superiors of these students are advised to make formal requests to the Vicar General of the Archdiocese of Melbourne well in advance of any arrivals in Australia: phone 03 9926 5638 or email vicar.general@cam.org.au.

Information on places available in parishes may be available through the Vicar-General's office or from convents through consulting the Australian National Catholic Directory (www.catholicdirectory.com.au).

Airport Arrival

The Overseas Student Officer or a Student Representative will try and meet an international student at the airport and deliver them to their address in Melbourne if this is required.

It is the responsibility of the student to inform the Dean or the Registrar of the flight number and time of arrival at Tullamarine airport in Melbourne well in advance.

If a student already has family or friends in Melbourne who will be meeting him/her at the airport, and does not require to be met by a member of the Institute's staff, then this information should also be communicated to the Dean or Registrar.

Application Procedures

Applicants must complete every section of the International Student Application for Admission Form.

Applicants must include original or certified true copies of all relevant documents including academic transcripts, English Language proficiency results, and proof of health insurance documents.

Any documents not in English must also have certified translations. Staff at any Australian diplomatic mission can certify copies.

Please note the Institute is unable to return documents sent by students.

Once the Institute has received the Application, with all supporting documents, a student will be notified by email as to whether or not he/she has been accepted. This will be followed by a formal Letter of Offer and a written agreement which will form an Annex to the Letter of Offer. The written agreement must be signed and dated and the complete written agreement returned to the Registrar of the Institute. If the signed written agreement is returned by fax or as an electronically scanned document the original must be returned by post.

Once the signed written agreement has been received back by the Institute, a Confirmation of Enrolment (CoE) form will be sent to a student who has been accepted and has provided all relevant supporting documentation.

The student then presents the CoE form with his/her copy of the Letter of Offer and signed written agreement to the Australian diplomatic mission in order to obtain an international student visa.

Without this form it is impossible to obtain a student visa, and the administrative staff of the Institute will not be able to issue this form unless all supporting documentation has been provided, including, and especially, proof of English language proficiency and proof of health insurance.

Any student arriving in Australia on a tourist visa will not be admitted to the Institute.

Assessment Methods

Assessment for course work subjects involves a mixture of short and long essays, class presentations, and written or oral examinations.

Students will be advised of the particular assessment method(s) to be used in the *Subject Outline* at the commencement of each course subject.

Essays are commonly graded by reference to the following criteria: the quality (clarity and lucidity) of the expression, the depth and breadth of the research, the depth of the analysis, the accuracy and relevance of material presented and structural issues such as the logical development of the argument.

Rules pertaining to extensions, late submission, resubmission, plagiarism, collusion and appeals are set out in the *Academic Regulations* available on the website.

For Guidelines for Presentation of Essays and Theses refer to *The Chicago Manual of Style*.

A copy is available at the Mannix Library reserved for Institute students.

Availability of Lecturers

Prospective students can, if they wish, contact our lecturers by email; once in Melbourne you can see them in person throughout the duration of the subject.

During semester time our lecturers try to be available to help with any of your academic problems.

Banks & Currency

Banking services are available within a block of the Institute.

The Australian currency is the Dollar, divided into 100 cents.

You should check current exchange rates with your bank.

Campus Ministry

A chapel is located at the Institute where Mass is celebrated most class days.

In addition, the Institute is within five minutes' walking distance of St Patrick's Cathedral, the centre of the Archdiocese's liturgical life.

Celebrations and Entertainment

A formal academic dinner or an informal family barbecue is usually held at the Institute to mark the end of each semester.

Families of students are welcome to these functions. There are also Masses to mark particular feasts and occasions, and the students often go out together for a meal, to

play tennis etc.

Melbourne is a large modern city with every style of entertainment available within a comfortable distance of the Institute: see 'Melbourne' below.

Melbourne hosts:

- an International Comedy Festival;
- an International Festival of the Arts;
- a Chinese New Year Parade;
- the Moomba Festival; and
- Annual Vietnamese, Italian and Greek festivals.

International sporting events include:

- the AFL (Australian football championships);
- a Spring Horse Racing Carnival (including the famous Melbourne Cup);
- the Australian Open (Grand Slam tennis);
- the Grand Prix Motor Race;
- World Series and Test cricket; and
- the Bells Beach Surf Classic.

Chapel

The chapel is located between the third and fourth floors of the Thomas Carr Centre and is open for prayer whenever the building is open.

Clothing

Melbourne has a temperate climate: see 'Weather'.

Woollen pull-overs and coats are worn in winter but the temperatures do not warrant alpine standard clothing (unless you want to visit the snowfields in winter, two hours' drive from Melbourne).

Summer clothing suffices for much of the year, except winter.

CTC

The acronym CTC stands for Catholic Theological College, which offers undergraduate degrees in theology for seminarians and others.

Students of CTC also share the resources of the Thomas Carr Centre.
The Master of CTC is Rev. Assoc. Prof. Shane Mackinlay.

Some of the Institute's students choose to enrol in CTC subjects as preliminary or complementary studies.

Common Rooms

JPII students are entitled to use the ground floor student common room facilities, including tea, coffee, milk and sugar provisions, the refrigerator, the snack machine, the urn and the microwave oven.

The costs of these facilities are covered by the Student Services Fee paid each semester.

In addition to this, JPII students may use the upstairs kitchen.

Computers

The Institute has a limited number of computers available for student use on the top floor of the Thomas Carr Centre.

These computers also include internet, email and printer (own paper to be supplied) access.

Contact Details

You can contact the John Paul II Institute on +613 9417 4349 or via email at info@jp2institute.org.

You can also telephone the Registrar or Dean on +613 9412 3370 or write to The Registrar, JPII Institute PO Box 146 East Melbourne VIC Australia 8002

Counseling

Counseling services and rooms are available for students.

Credit Transfer

In some cases it is possible for students to receive credit for subjects taken at other institutions.

The Dean must first be satisfied that such subjects cover the same material and are delivered at the same level as those offered at the Institute.

Further details are available in the *Academic Regulations* available on the Institute's website.

Where credit granted results in the shortening of course duration prospective students should be aware that this will result in a change being made to their Confirmation of Enrolment (CoE), i.e. a Master of Theology student who receives credit for four subjects, a quarter of the total requirement, would have his CoE period reduced by six months.

Dean

The Dean of the Institute is Associate Professor Tracey Rowland.

Her office is located on the top floor of the Thomas Carr Centre. Dr Rowland's email is trowland@jp2institute.org

Deferral of Enrolment

There are very limited circumstances in which the Institute can defer the enrolment of a student.

These are compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes) or misbehaviour by the student.

If such a case arises students should be aware that deferring, suspending or cancelling a student's enrolment may affect their student visa.

It is the law that the Institute must report the circumstances to the appropriate Australian government authorities.

The assessment, approval and recording of a deferment of commencement of studies or the suspension of studies for the student will be kept on the student's file.

Director

The Director of the Institute is the Most Rev. Dr Peter Elliott.

His office is located on the top floor of the Thomas Carr Centre.

Disability

The Institute's *Policy Statement on People with Disabilities* is available on the website or to request a copy, write to The Registrar, JPII Institute PO Box 146 East Melbourne VIC Australia 8002

Doctor and Dentist

The Institute is located in close proximity to several medical and dental practices.

Students are expected to make their own arrangements for medical and dental services. (See also 'Health Cover' below.)

Education

School is compulsory for all children aged between five and fifteen years. These ages may vary slightly in some states. The government provides public schools. Churches and other groups provide private schooling. Public schooling is free and users pay fees for private schooling. Students holding temporary visas may be required to pay full school fees for their children and should check with individual schools for details.

Employment

All initial student visas do not provide for the holder to be granted permission to work in

Australia.

Students and their dependants will only be able to apply for a student visa with work rights after they arrive in Australia and the student has commenced his/her course of study.

Students and their dependents are referred to the Department of Immigration and Border Protection for up-to-date information on visas and work rights.

English Language

All lectures are given in English.

Other languages are useful for reading the theological literature.

The Institute requires all students to have a good command of written and spoken English.

Evidence of English language proficiency will be required of students for whom English is not their first language: See the *Academic Regulations* available on the Institute's website.

A number of institutions in Melbourne provide English as a Second Language courses for students intending to engage in tertiary studies.

Education Services for Overseas Students (ESOS)

The Department of Education, Employment and Workplace Relations regulates the education and training sector's involvement with overseas students studying in Australia on student visas.

It does this through the Education Services for Overseas Students legislative framework. This protects Australia's reputation for delivering quality education services and the interests of overseas students by setting minimum standards and providing tuition and financial assurance.

The legislation mandates a nationally consistent approach to registering education providers so that the quality of the tuition, and care of students, remains high. The professionalism and integrity of the industry is further strengthened by the ESOS legislation's interface with immigration law.

This imposes visa related reporting requirements on both students and providers. A simple explanation of the framework is the [Easy Guide to ESOS](#).

Equal Opportunity

The Institute's *Equal Opportunity Policy* is available on the website or to request a copy, write to The Registrar, JPII Institute PO Box 146 East Melbourne VIC Australia 8002.

Family (Dependants)

International students who intend to bring family members with them to Australia should first check with the nearest Australian diplomatic mission whether their visa allows for this.

Students should be aware that while they are in Australia they will be responsible for supporting dependants (that is, family members), including health insurance.

Any student with school-aged dependents accompanying them to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.

Fees

The 2016 fees for international students are the same as those for Australian students. Individual subjects cost \$1,455 and full-time students do eight subjects per year.

There is a voluntary fee of \$70 per semester for student services.

Altogether you should budget for a minimum of A\$11,640 per year in fees.

Fees are reviewed annually by the Institute Council for the following year

Fire Evacuation

In the event of an emergency evacuation occupants are asked to make their way as directed via the front entrance to the Assembly Area 1: the corner of Victoria Parade and Lansdowne Street, or by the back entrance to Assembly Area 2: the corner of Albert Street and Eades Street.

Evacuation procedures are placed at each entry/exit point in the Centre.

Food and Drink

There are many eateries and bars within easy walking distance of the Institute, ranging from high class restaurants and bistros to basic cafeterias and sandwich shops.

Every style of food and drink is available. (See also 'Kitchen')

Grades

The following is the Institute's Grading System:

- 0–49 Fail
- 50–69 Pass
- 60–79 Credit
- 70–85 Distinction
- 85–100 High Distinction

Health Cover

The Australian government requires all international students and their dependants to obtain health insurance for the duration of their visas.

For a single student this ranges from approximately \$A417 for a year and for a family the cost is approximately \$A3,500 a year.

This covers 85% of the government-scheduled fees for private doctors, pathology and x-rays.

Students must make up the short-fall.

Overseas students' health cover will not normally cover any pre-existing conditions (those which existed 18 months before the student began study) and may not cover pregnancy. You are advised to check details before taking out cover.

For more information, visit the Australian Government's Study in Australia website: www.studyinaustralia.gov.au/global/live-in-australia/insurance

Hospital

There are several world-class hospitals within two or three blocks of the Institute.

Kitchen

Institute students may use the kitchen on the top floor, which has a refrigerator and microwave oven, or the similar facilities in the Student Common Room on the ground floor.

Intensive Mode

This is a technical term referring to the delivery mode of lectures. Some subjects are conducted over a 12-week or semester-long period, while others are conducted intensively over several weekends or consecutive weekday evenings.

Although the lectures are arranged into three hour blocks, there are breaks each hour on average.

The Lateran

The "Lateran" or "Pontifical Lateran University" is situated in Rome near the great basilica of St John Lateran.

The several campuses of the John Paul II Institute for Marriage and Family throughout the world are affiliated with the Lateran University where the Institute was first established in 1981.

Lecture Rooms

Details of the rooms in which lectures will be held may be found on the notice board

outside the Registrar's Office.

Legal Services

The Institute does not provide a free legal service, however students who require legal advice are advised to contact either:

The Fitzroy Legal Service
124 Johnston Street
Fitzroy VIC 3065
PO Box 297 Fitzroy 3065

T 03 9419 3744
F 03 9416 1124
E enquiries@fitzroy-legal.org.au

Or:

The International Student Care Service
Level 1
19–21 Argyle Place South
Carlton

T: 1800 056 449
E: info@iscs.vic.gov.au

Library

The Mannix Library in the Thomas Carr Centre has been built up over many decades to serve the regional seminary and the three teaching institutes in the complex.

As a result it is now accumulating specialisations in studies of the human person, marriage and the family and bioethics.

Students may also use the libraries of the Australian Catholic University (across the road) and the Dominican House of Studies (in East Camberwell).

Library fees are covered by tuition charges.

The Library is open Monday to Friday. Library staff are always willing to help with general enquiries.

Living expenses

The following amounts are estimates only; you are advised to check the Australian Government Study in Australia website: www.studyinaustralia.gov.au.

- **Accommodation:** (based on sharing a two bedroom flat) Rent in advance (varies according to area and type of accommodation) – a one-off payment of a refundable bond of one month's rent, and monthly rent of between \$600-\$800.

- **Furnishings:** (some second hand) \$1000.
- **Utilities:** connection fees \$50; monthly costs for gas, electricity and water of \$60 per utility, and telephone bills of \$50 per month.
- **Food:** (based on home cooking) \$350 per month.
- **Public Transport:** (depends on how far away from the Institute you live and how much you travel) \$100 per month.
- **Health cover:** \$420 per year (single).
- **Stationery:** subject readers, photocopying \$300 per year.
- **Internet:** from \$30 per month
- **Entertainment:** that's up to you!

Marketing Officer

The Administrative and Marketing Officer is Mr Owen Vyner. His office is located on the top floor.

Mass Times

If you would like a Mass to be offered up for a special intention please let either the Dean or the Registrar know and they will pass on the request to the priest celebrating Mass.

Mass times are published at the Thomas Carr Centre Reception.

Melbourne

Melbourne is the capital of the state of Victoria and the second largest city in Australia.

The population is now over four million people.

Often voted the world's 'most liveable city', Melbourne enjoys clean air, beautiful parks and gardens, bays and beaches.

Within walking distance of the Institute is the city centre, which features world class shopping, historical architecture and entertainment.

Enriched by over 170 ethnic groups, Melbourne has been called Australia's ethnic and culinary capital.

Within an easy walk of the Institute, for instance, are the city's Chinatown and Vietnamese quarter; there is cuisine to suit every palate and the student's budget. See also 'Celebrations and entertainment' above.

For more information about what is happening in Melbourne, see: www.citysearch.com.au.

The city and surrounding suburbs are well serviced by a public transport. Outside Melbourne there are beaches, mountains, rivers and valleys.

Monitoring

Lecturers are required to report students who have missed lectures, or who appear to be “at risk”, to the Associate Dean.

The Academic Board then discusses the “at risk” students.

Students who have failed a subject are automatically considered to be “at risk”.

Students who have missed lectures are contacted by the Registrar to establish the reason. If the reason is academic, they are contacted by the Academic Skills Officer (ASO) and offered academic assistance. Any student who is considered to be “at risk” is also referred to the ASO.

When lecturers or subject coordinators note that a student's performance in tutorial discussion, in written work or otherwise indicates that he or she may be having difficulty coping with the work, the student may be referred to the ASO.

Students are also generally advised that they can make an appointment with the ASO for assistance.

Students who have failed a subject are automatically contacted by the ASO and offered academic assistance.

Other Campuses of the Institute

Other sessions of the Institute are located in the Lateran University of the Vatican City (Rome), Changanacherry (India), Cotonou (Benin), Mexico City and Guadalajara (Mexico), Salvador da Bahia (Brazil), Valencia (Spain) and Washington DC (USA).

Another campus is evolving in Gaming (Austria).

Occupational Health and Safety

All students are to comply with the OH&S policy of the Institute.

Our Lady of Fatima

Our Lady of Fatima is the Patroness of the Institute.

On her Feast Day in 1981 Pope John Paul II was about to announce the establishment of the Institute when he was shot. He believed he was saved by the intercession of Our Lady of Fatima and so gave the Institute to her patronage.

The Feast of Our Lady of Fatima is 13 October.

Pharmacies and Post Office

Are within easy walking distance of the Institute.

Photocopying

Photocopying is available in the Mannix Library.

Policies

The JP2 Institute has policies containing information regarding Student Conduct, Bullying, Grievances, Discrimination and Harassment.

These Policies can be obtained on the website: www.jp2institute.org or, to request a copy, write to The Registrar, JP2 Institute PO Box 146 East Melbourne VIC Australia 8002

Pre-Reading

It is good to do some pre-reading before the start of each subject.

Draft copies of Subject Guides are available for students who want to do pre-reading. In any given subject there are usually some magisterial documents which are required reading which are worth at least a skim read before the start of a course.

Privacy

The Institute complies with the provisions of the *Privacy Act* 2001.

The primary purpose for which the Institute collects information is for student/academic records and also for health and safety reasons.

A Human Research Ethics Committee exists to consider all research proposals that may relate to the privacy of individuals.

A copy of the Privacy policy is displayed outside the Registrar's office, from whom copies can be obtained.

Professional Recognition

The Institute is an accredited provider of higher education in the state of Victoria, Australia, and is authorised to conduct its programmes and award its diplomas and degrees by the Australian Tertiary Education Standards and Qualifications Agency.

International students should check in their own country as to whether such degrees granted in Australia would be recognised at home.

Public Transport

The John Paul II Institute is easily accessible by public transport. Details are available in the Academic Handbook.

Reading Room (The Blessed Charles Reading Room)

The Blessed Charles Reading Room is a quiet reading room for staff and students. It is located on the top floor.

Registrar

The Registrar is Lt Col. Toby Hunter RM.

The Registrar's Office is located on the top floor next to the Director's.

If you have any questions about your enrolment status, academic results, financial queries, Academic Board queries, Academic regulations, essay presentation guidelines or assignment due dates, these are questions you should direct to the Registrar.

Relocation

Should it become necessary for the Institute to relocate premises students will be given notice of at least 20 working days before the relocation takes effect.

Required and Recommended Reading

Subject Guides will usually list a number of readings under the heading "Required Reading" and "Recommended Reading".

Students should definitely read the works required and will find the recommended works helpful both to supplement lectures and for their essay topics.

If your Subject Guide contains recommended readings across a range of fields, for example, New Testament, Old Testament and Vatican II, you might be able to skip some of the recommended reading listed under the Old Testament heading if your essay is on the Documents of Vatican II, but it would not be advisable to skip the recommended reading under the Vatican II heading.

Required reading may be asked about during classes or the examination. All materials in the Subject Reader are ordinarily required reading.

Review of Results

Students who wish to appeal a result may do so according to the processes set out in Section 7 of the *Academic Regulations*.

The first step is to consult the examiner. Any failures are automatically sent to a second examiner.

Scholarships

A small number of scholarships exist to cover the cost of tuition.

As yet there are no large scholarships that cover living allowances as well as tuition fees.

Application forms for scholarships may be found on the publications stand in the entrance to top floor hallway or can be downloaded from the Fees page of the website

Sexual Harassment

The Institute's *Sexual Harassment Policy* is available on the website or to request a copy, write to The Registrar, JP II Institute PO Box 146 East Melbourne VIC Australia 8002

Smoking

Smoking is not permitted inside the Thomas Carr building.

Stationery and Books

A stationery supplier is available within easy walking distance of the Institute.

Subject readers are available from the Registrar.

Required textbooks will be available from the Central Catholic Bookshop in the City.

Student Association and Representation

At the end of each year a representative of the student body is elected as President of the Student Association.

The President of the Students' Association is a non-voting member of the Academic Board of the Institute.

Student Ombudsman

Students may contact the International Student Ombudsman at www.oso.gov.au.

Study Period

The Academic Regulations of the Institute define a Study Period as one semester. An international student is expected to take four subjects in each semester. Each subject is 36 contact hours. In a semester length subject these will be offered over 12 seminars each of three hours. Sometimes subjects are offered in intensive mode over one or two weeks.

Transfers

Students who wish to transfer to another course within the Institute may do so in accordance with the *Academic Regulations*.

Students who wish to transfer to another institution are required to apply in writing to the Dean. In the first instance they should seek the advice of the Registrar.

Transfers will only be approved where:

- The Institute is no longer able to offer the course the student has enrolled for and no comparable course is available at the Institute,
- The student has been with the Institute for longer than six months, and
- All student debts have been cleared.

A letter of release from the Institute will only be provided when a student is able to demonstrate in writing a valid enrolment offer from another institution.

There will be no charge for the letter of release.

Any student granted release on enrolment in another institution is advised to contact the Department of Immigration and Citizenship to seek advice as to whether a new student visa is required.

Any request for transfer will be replied to within five working days from receipt.

Thomas Carr Centre

The Institute is located at the Thomas Carr Centre, a Catholic theological complex at 278 Victoria Parade, East Melbourne.

It shares its excellent facilities with CTC, the Mannix Library, the Archdiocesan Family Council and Respect Life Office.

Education at all levels is available in a complex which also provides a rich resource for academic research and teaching, prayerful reflection, and spiritual growth.

Tutoring

The Institute employs an Academic Skills Counselor who is also the Overseas Student Officer to assist and advise students in the preparation of assignments if required. She can be contacted through the Registrar.

Visas

Visas generally last for the period of the course, and are granted on the condition that students must leave Australia soon after completion of their studies.

The Institute is obliged to report any student who does not attend classes or who is not making satisfactory progress.

International students are not permitted to study part-time.

For more information, go to www.immi.gov.au/study.

Website

The John Paul II Institute website may be found at: www.jp2institute.org/

The latest version of the Academic Handbook, Academic Regulations and other pages are available there and continually updated.

Withdrawal from Subjects

A student may withdraw from a subject without academic penalty up to the end of week six of lectures in that semester or up to the end of the 18th hour of contact time in the case of summer schools or intensive subjects.

If a student withdraws before the end of week three of lectures (or before the end of the 9th hour of contact time in the case of summer schools or intensive subjects), no notation will be recorded on the transcript; otherwise a notation of Withdrawn Without Academic Penalty (WW) will be recorded.

Ordinarily a student who withdraws from a subject after week six of lectures (or after the 18th hour of contact time in the case of summer schools or intensive subjects), but prior to Examination Week will be recorded as Withdrawn-Fail (WF).

Weather

During the Paschaltide (or First) Semester of the Academic Year, it is Autumn in Melbourne and the average temperature is 11° to 20°C.

During the Assumptiontide (or Second) Semester Melbourne enjoys Spring weather, with an average temperature of 9° to 19°C.

During the Summer break, between academic years, the temperature rises to an average of 13° to 26°C and the days are longer due to daylight savings, with warmer evenings. The temperature in summer can reach 40°C.

During the Winter break, between semesters, the temperature falls to an average of 6° to 14°C.

The rainfall is low in Melbourne at the present time.

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AUSTRALIA

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