

## 2020 Specialized Courses Programme (SCP)

Specialized Courses (EPA/EPM)		6 April – 15 May 2020
EPA 301	Education Management Information Systems (EMIS)	Monday 6 - Friday 17 April 2020
EPA 304	Using learning assessment data to monitor SDG 4 progress	
EPA 303	Micro-planning and school mapping	Monday 20 - Thursday 30 April 2020
EPM 312	Teacher management	
EPA 302	Projections and simulation models: methods and techniques	Monday 4 - Friday 15 May 2020
EPM 314	Education Sector Project Design	

### Rationale

The IIEP Specialized Courses Programme (SCP) aims at increasing the outreach of IIEP's [Advanced Training Programme](#) by offering a wider access to its specialization courses. It thus responds to the needs of professionals interested in intensive, short-term, specialized training in specific areas of educational planning and management. Courses are designed to strengthen the participant's knowledge and skills in the use of key planning and management tools and techniques.

### Application and admission

Admission to courses is open to all candidates who meet the requirements stated below. The number of places made available is limited. To apply, please use the [online Application Form](#) which contains complete information on the required documents.

### Entry requirements

- Academic qualification: a university degree or equivalent (minimum three years of undergraduate studies) preferably in a field related to educational planning and management.
- Professional experience: a minimum of three years' professional experience as a practitioner, trainer or researcher in the planning or management of formal or non-formal education.
- Language proficiency: a good working knowledge of English or French.
- Computer literacy: very good knowledge of Word and Excel (depending on the course).
- Funding: the candidate's application must specify how the course fees and other participation costs will be met.
- **Female candidates are strongly encouraged to apply.**

## Application and selection procedures

An application form must be completed online. The following documents are required:

1. The SCP Authorization of Participation form duly completed and signed/stamped by your employer. (You can download the blank Authorization of Participation form [here](#))
2. A scanned copy of the name and date page of your passport.
3. Scanned copies of diplomas, degrees and other relevant training certificates.
4. A Language proficiency certificate, if your first language is neither English nor French.

SCP Application forms must be completed and submitted online with the required documents uploaded onto your application. Do not send supporting documents by email.

If you have entered information and uploaded documents to the IIEP registration platform for a previous application, you do not need to provide this information again. You only need to update information that has changed. **But please note that a new signed Authorization of Participation form is required for each new application.**

Applications are processed on a first-come, first-served basis. The decision on acceptance is communicated to the applicant within three weeks following the receipt of the application. Incomplete applications are not reviewed, so please follow instructions carefully.

## TRAINING ENVIRONMENT

The working languages are English and French; an expert team of interpreters ensure simultaneous interpretation during teaching sessions. Group work is usually organized in linguistic groups. Teaching-learning activities span a variety of modes ranging from lectures, seminars and discussions to practical exercises, simulations and individual as well as group work. The working methods call for active involvement of and contribution from each participant.

## FINANCIAL INFORMATION

Course fees must be covered by admitted candidates.

Admitted candidates will receive an official admission letter together with a personalized invoice.

### SCP Course fees

The fee for each course offered in the SCP is **€1,800**. Admitted candidates are allowed to attend the programme only if the required amount has been transferred to IIEP by 1<sup>st</sup> February 2020. In addition to course fees, participants are required to make arrangements to cover:

- return air fare;
- accommodation and living expenses in Paris (estimated at a minimum of €100 per day);
- subscription to a health/accident insurance policy.

### Financial assistance and grants

IIEP is not a funding institution and cannot offer financial assistance. Candidates are encouraged to apply to funding institutions for fellowships or grants (their employer, including ministries, international organizations, and NGOs). These grants are generally funded from institutional capacity development programmes sponsored by governments, international cooperation programmes, or directly through international partners, such as development banks, bilateral agencies, or UN funds and programmes.

### Cancellation policy

Please note that participants whose cancellation request is received less than 14 days prior to the start date of their first training course, will be charged a cancellation fee of 10% of the course.

Please also note that IIEP reserves the right to cancel a course if there are too few candidates from either the English or French language group. In this case, IIEP will offer the candidate a seat in an alternative course. If the alternative course is not acceptable to the candidate, reimbursement can be considered.

## PRACTICAL INFORMATION

### Training facilities

All participants have access to high-quality equipment, IIEP provides participants with the following modern pedagogical tools: classrooms fully equipped with innovative computer appliances, a Library which also provides a quiet study space, a cafeteria, as well as other social spaces such as a flower garden and terrace – all of which provide an atmosphere which energizes participants, motivating them to work hard and get the most out of their training.

### Research environment

For training organized on IIEP's premises, the Institute offers participants a unique research environment. Participants have individual access to the Institute's extensive databases. IIEP benefits from a rich Library with more than 30,000 publications and over 500 specialized periodicals and journals devoted to educational policy, planning, management and related areas (economy, demographics, statistics, sociology, public administration, political science, etc.).

### Accommodation

IIEP has no accommodation facilities of its own.

The following websites may also be consulted:

- **Campus France** : <https://www.campusfrance.org/en>
- **Crous de Paris** : <http://www.crous-paris.en>
- **Student Housing in Paris** : <https://www.estudines.com/uk/residence-housing-student-paris-51-46.html>

## CREDIT AND CERTIFICATION

The performance of the participant in each course is assessed through one or a combination of the four modes: test, written assignment, group work and participation. Performance is marked on a scale ranging from 0 to 20, and the pass mark is 12/20.

A participant taking a specialization course and fulfilling stipulated assessment requirements is granted the full number of credits defined for the course. The credits obtained through the specialization courses can be transferred to IIEP's Advanced Training Programme (ATP). To qualify for the ATP, a candidate has to take three specialization courses. Admission to the full ATP is conditional to the submission of a separate application and the acceptance of the candidature by IIEP's ATP Selection Committee.

On completion of the course or courses taken within the framework of the SCP, the trainee receives a certificate of participation delivered by the IIEP indicating the title of each course attended and the date. The scores obtained in the assessments are communicated separately.