

Advanced Training Programme

26 September 2016 - 30 September 2017

(Registration deadline: 15 December 2015)

Conditions for admission



* Subject to change

To apply, please use the [Online Application Form](http://www.iiep.unesco.org) on the IIEP website (www.iiep.unesco.org), which contains complete information on the required documents, including reference letters and motivation letter, to be provided.

Entry Requirements

Applicants must meet the following requirements:

- ❖ Be between 30 and 48 years of age;
- ❖ Have a minimum of 3 years of work experience in fields related to education planning and management;
- ❖ Hold at least a bachelor's degree or an equivalent degree, preferably in a field related to education, economics, or statistics;
- ❖ Be fully proficient (read, write, and speak fluently) in either English or French;
- ❖ Possess good computer skills in MS Word and Excel software.

Female candidates will be given priority access in the case of equal admissions qualifications. Particular consideration will also be given to applications received from the least developed countries.

Application and selection procedures

All candidates must complete application forms online, but candidates from ministries and other public bodies must submit by email a letter of endorsement from their ministry or the UNESCO national commission. Candidates from non-governmental organizations and donor agencies only need an endorsement letter from their employer.

Admitted candidates are allowed to attend the programme only if the required fees have been transferred to IIEP before their arrival and their medical files have been cleared by the UNESCO medical service.

Participation costs must be provided for by the participants.

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Financial information



Financial assistance and grants

IIEP is not a funding institution and cannot offer financial assistance. Candidates are encouraged to apply to appropriate institutions for fellowships or grants (their employer, including ministries, international organizations, and NGOs). These grants are generally funded from human resources development or 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.

UNESCO member states may submit a request for funding from the UNESCO participation programme through the UNESCO National Commission. The procedure and schedule for the submission of funding requests are available from the UNESCO web site.

Accommodation

IIEP has no accommodation facilities of its own. Upon requests received from admitted candidates, IIEP can help to arrange accommodation.

Note: The total cost of participation in the 2016-2017 ATP session is estimated at €25,300 to which return travel costs need to be added.

Funds must be deposited in IIEP's bank account at least one month before the beginning of the programme (August, 26).

** Funds could be administered by either the Participant or IIEP.

1. Amount to cover interpretation, training materials and their reproduction, as well as programme development costs. Field visits include a thematic study visit including school visit within France.

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Financial information*

The programme cost is **€11,300** for participation in the ATP, which includes:

I. Programme Costs ¹	Euros
Programme costs including training materials	9,000
Field visits	1,500
Administrative costs	800
Total Programme Costs	11,300

In order to participate in the different courses, the participants will need a **laptop computer and software (estimated combined cost €1,000)**.

To this amount, participants should add costs related to **their return airfare and their living in Paris**, as follow:

II. Costs related to the living in Paris	Euros
Medical examination fee for French resident permit	60
Medical and civil insurance coverage	480
Lunch vouchers	1,200
Publications postage	160
Recommended monthly stipend ** (€1,600 x 6 months)	9,600
Reservation fee for accommodation **	1,500
Total Living Costs	13,000

III. Total Expenses	Euros
Programme costs	11,300
Laptop computer and software	1,000
Costs related to living in Paris	13,000
Grand Total	25,300