

Online application, selection and preparation

Second Summer School of the Pestalozzi Programme - 2014

Timeline

| When | What/who | What will happen | Comments for candidates |
|--------------------|---|--|---|
| 3 – 23 March | Applications for the Summer School 2014 | <ol style="list-style-type: none"> The link to the application workflow is published together with this step-by-step guide (Web site and Community of Practice of the Pestalozzi Programme; tweeted by @pestalozziprog; emailed to National Liaison Officers (NLO)) Candidates fill in their application form; after submission of the form candidates receive an email confirming their application with the possibility to print it out. The employers (superiors) receive a notification and are asked to refuse or validate the application. The NLOs receive automatic notification for each candidate validated by their superior. | <ol style="list-style-type: none"> Please check your input carefully before submitting your application. Take particular care to correctly enter your email address. Since the whole process is online, your email is the only channel of communication available. Also take particular care with the email address of your employer. Your employer will not be able to validate your application if there is a problem with the email address you entered. You need to complete all the fields of the application form before you can submit it. |
| 23 March | Deadline of applications | <ol style="list-style-type: none"> The online application form will be deactivated; | <ol style="list-style-type: none"> No applications will be possible after that date. |
| 24 March – 2 April | Validation by NLOs | <ol style="list-style-type: none"> NLOs finalise the selection of their participants (validated, refused, on waiting list). The organisers (Secretariat) will receive notification of each candidate validated by their NLO and are able to consult the application forms. | |
| 3 April | Selection by the Secretariat | <ol style="list-style-type: none"> The Secretariat makes the final selection of participants. Participants receive a confirmation email with a link to the course enrolment. | |
| 4-14 April | Course enrolments by participants | <ol style="list-style-type: none"> Participants select their personalised course programme. After submission of their enrolment they receive an email confirmation together with a link to the printable version of their draft course programme. | <ol style="list-style-type: none"> The detailed course programme and course descriptions will be available online in March. We invite you to carefully study the programme <u>before</u> starting your online enrolment. One part of the course programme is fixed in advance for everyone. Participants can select among a variety of courses to complete their personalised course programme. |

| | | | |
|-------------|---|---|--|
| | | | <ol style="list-style-type: none"> 3. A minimum and maximum number of course hours is required. The enrolment form indicates the hours you have signed up for. 4. You will not be able to enrol in a course which requires a language or a language level you do not have. 5. You cannot submit the enrolment form without reaching the required number of course hours. |
| 16 April | Validation of course enrolment by Secretariat | <ol style="list-style-type: none"> 1. The Secretariat checks all the courses and makes adaptations where necessary (ex. geographical, professional, linguistic balance). 2. Participants receive their final individual course programme. | <ol style="list-style-type: none"> 1. With this step your enrolment is completed and you will receive the official confirmation and invitation to participate in the Summer School a couple of weeks later. 2. If for any unforeseen reason you cannot attend the Summer School please let us know as soon as possible (pestalozzi@coe.int) so that we can find a reserve candidate. 3. This will not be possible if you withdraw from the Summer School only shortly before the start. |
| 20-30 April | Feedback by NLOs and participants | <ol style="list-style-type: none"> 1. The Secretariat will send a link to a feedback form to all candidates and NLOs to collect their remarks and comments on the whole process for further improvement of the online workflow. | <ol style="list-style-type: none"> 1. Please take the time to give us feedback on the application process so that we can make the necessary improvements. |
| Early May | Invitations | <ol style="list-style-type: none"> 1. The Secretariat will send the invitations to participants together with all the necessary practical information for travel arrangements and reimbursement. | <ol style="list-style-type: none"> 1. Please make sure that everything is clear and that you organise your travel in accordance with the regulations. 2. Please note that you commit to participating for the whole duration of the Summer School and to carry out pre-tasks and follow-up actions. |
| May-June | Online Community of Practice | <ol style="list-style-type: none"> 1. Participants are invited to the online Community of Practice of the Pestalozzi Programme. 2. Facilitators will publish pre-tasks for participants. | <ol style="list-style-type: none"> 1. Signing up to the Community of Practice of the Pestalozzi Programme will take about 15 minutes. 2. Please take the time to complete your online profile and to consult the online platform regularly. 3. This is where you will meet the other participants and the facilitators and where you learn about the pre-tasks. |