



## Step by step guide

### Application process

Steps	Description	Comments
Online submission of application	<ol style="list-style-type: none"> <li>1) Go to the <a href="#">online application system</a> of the Pestalozzi Programme</li> <li>2) Select the training activity you wish to apply for from the list of training activities</li> <li>3) Only the training activities for which the deadline for applications is not yet reached will be active</li> <li>4) Fill in the form in English or French</li> <li>5) At the end click on validate</li> <li>6) You will receive a confirmation email and you can print out the information you submitted</li> </ol>	<ul style="list-style-type: none"> <li>• Read the guidelines available on the web site of the Pestalozzi Programme and in case of doubt contact the Secretariat <a href="mailto:pestalozzi@coe.int">pestalozzi@coe.int</a></li> <li>• Do not wait until the deadline for applications to submit yours. The earlier the better</li> <li>• Here is the link to the online application system</li> <li>• Complete all the fields carefully. Pay particular attention to the email addresses you enter. Without correct email addresses you will not receive notifications and your employer or your hierarchy will not be able to validate your application.</li> <li>• In case you do not receive the confirmation email do the following: <ul style="list-style-type: none"> <li>• Look in your spam folder</li> <li>• If it is not in your spam folder contact us <a href="mailto:pestalozzi@coe.int">pestalozzi@coe.int</a></li> </ul> </li> </ul>
Validation by employer	<ol style="list-style-type: none"> <li>7) Your employer/ hierarchical superior receives an email with the notification of your application and is invited to validate or to refuse your application by clicking on the respective buttons</li> <li>8) If the employer validates your application, the information is forwarded to the NLO of your country for the next step and you receive a notification</li> </ol>	<ul style="list-style-type: none"> <li>• Employer/ hierarchical superior designates the person or authority who needs to give you permission to be absent from your place of work for the duration of the training activity</li> <li>• Your employer can consult the information on the training activity and the information you submitted</li> </ul>

	<p>9) If your employer refuses your application the process is stopped and you receive a notification of your refusal</p>	<ul style="list-style-type: none"> <li>• Make sure before you submit the application that the email address you indicate is regularly consulted by your employer</li> <li>• Make sure that your employer has received the email because the validation has to be made before the deadline expires</li> </ul>
<p>Validation and pre-selection by the NLO of the country of residence</p>	<p>10) Your NLO receives notifications of all the applications and is invited to pre-select a certain number of candidates before a specific deadline</p> <p>11) The NLO has three options: validate – put on reserve list – refuse</p> <p>12) In case of validation your application is forwarded to the organiser and you receive a notification</p> <p>13) In the case of refusal the process is stopped and you receive a notification of your refusal</p> <p>14) In case your application is put on the reserve list you will not be notified at this stage</p>	<ul style="list-style-type: none"> <li>• The NLO of the country of residence is called “Home NLO”, the NLO of the country organising the training activity is called organiser or “Host NLO”</li> <li>• The contact details of all NLOs are available on the web site of the Pestalozzi Programme <a href="http://www.coe.int/pestalozzi">www.coe.int/pestalozzi</a></li> </ul>
<p>Selection by the organiser</p>	<p>15) The organiser receives notifications for all applications which are validated by the home NLO</p> <p>16) The organiser is invited to select the most appropriate candidates for the training activity and notifies the Secretariat of the selection</p> <p>17) The Secretariat checks the validity of the selection</p> <p>18) When the selection is confirmed all candidates receive a notification (either acceptance or refusal of the application)</p>	<ul style="list-style-type: none"> <li>• A selection is valid when the candidate has not attended a European Workshop or a Summer School of the Pestalozzi programme in the past two years</li> <li>• For European Workshops and National training events the selection of participants is the responsibility of the NLO of the country where the activity takes place</li> <li>• For the Modules of trainer training and the Summer School of the Pestalozzi Programme as well as for the intensive trainer course the selection of participants is the responsibility of the Secretariat (of the Pestalozzi programme).</li> </ul>

Invitations and reserve list	<p>19) The invitations are sent to the selected international candidates by the Secretariat and to the participants of the host country by the organisers</p> <p>20) If any of the invited candidates – for different reasons - cannot attend the training activity, the organiser turns to the reserve list</p> <p>21) Once all the candidates have confirmed their participation the process is closed and all remaining candidates will receive a notification of their refusal</p>	<ul style="list-style-type: none"><li>• Do not make any travel arrangements before receiving the official invitation and follow the instructions of the rules for reimbursement which are sent together with the invitation</li></ul>

## Supplementary steps for the Pestalozzi Programme Summer School

Course enrolment	<ol style="list-style-type: none"> <li>1) Once the selection process is closed you receive a link to the detailed course programme</li> <li>2) After pre-selecting your courses with the help of the course book follow the link, select your courses and submit your draft individual course programme</li> <li>3) You will receive a notification and you also can print out the information you submitted</li> </ol>	<ul style="list-style-type: none"> <li>• Study the course book before submitting your courses online</li> <li>• Prepare your selection of courses within the indicated framework (number of hours, language, etc.)</li> <li>• One part of the course programme is fixed in advance for everyone. You can select among a variety of courses to complete your personalised course programme</li> <li>• A minimum and maximum number of course hours is required. The enrolment form indicates the hours you have signed up for</li> <li>• You will not be able to enrol in a course which requires a language or a language level you do not have.</li> <li>• You cannot submit the enrolment form without reaching the required number of course hours</li> </ul>
Validation of enrolment	<ol style="list-style-type: none"> <li>4) The Secretariat checks all the courses and makes adaptations where necessary (ex. for geographical, professional, linguistic balance)</li> <li>5) You receive your final individual course programme</li> </ol>	<ul style="list-style-type: none"> <li>• 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</li> <li>• If for any unforeseen reason you cannot attend the Summer School, please let us know as soon as possible so that we can find a reserve candidate. This will not be possible if you withdraw from the Summer School only shortly before the start</li> <li>• Last minute changes to the course programme are possible. You will receive the latest version of the course programme in your file on arrival at the Summer School</li> </ul>

<p>Invitations and online Community of Practice</p>	<p>6) The Secretariat sends the invitations to participants together with all the necessary practical information for travel arrangements and reimbursement</p> <p>7) Participants are invited to the online Community of Practice of the Pestalozzi Programme</p>	<ul style="list-style-type: none"><li>• Please make sure that everything is clear to you and that you organise your travel in accordance with the regulations</li><li>• 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</li></ul>
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## Supplementary information concerning the online Community of Practice of the Pestalozzi Programme

Online Community of Practice	<ol style="list-style-type: none"><li>1) With the invitations for participation the Secretariat also invites the participants to join the online Community of Practice of the Pestalozzi Programme</li><li>2) Facilitators publish pre-tasks for participants in the dedicated online space</li><li>3) Participants get to know each other, do the pre-tasks, explore the Community of Practice</li></ol>	<ul style="list-style-type: none"><li>• For the Summer School and the Modules of trainer training participants are invited automatically to join the online community of Practice. For workshops and national training and dissemination events this is done on request from the organisers</li><li>• Signing up to the Community of Practice of the Pestalozzi Programme will take about 15 minutes</li><li>• Please take the time to complete your online profile and to consult the online platform regularly. This is where you will meet the other participants and the facilitators and where you learn about the pre-tasks</li><li>• Each training activity has its own closed room to exchange and discuss with the other participants and the facilitators; and there are other areas of the online Community open to all members</li></ul>
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