

## **Essential information for schools seeking authorization for the Diploma Programme in the Asia Pacific region**

These are the steps a school in the Asia-Pacific region needs to take when seeking authorization to offer the International Baccalaureate Diploma Programme (DP). All the documents referred to here are available from the IB Asia Pacific website: <http://www.ibo.org/ibap/diploma/>.

**Step 1: At least 2 years prior to desired starting date for offering the DP.**

After examining the authorization documents on this website, the school will conduct a feasibility study to determine whether their educational philosophy is consistent with that of the International Baccalaureate as expressed in the IB's mission statement.

<http://www.ibo.org/mission/>

The school will also examine its resources – human, physical and financial – in light of the Diploma Programme requirements.

To conduct a valid feasibility study, a school should:

1. Purchase subject guides. This is essential for a school to understand subject requirements as well as the core requirements of the DP. Guides can be purchased from the IB's sales department in Cardiff through <http://www.ibo.org/general/storefaq.cfm>
2. Send key staff members to introductory DP workshops. A calendar of regional workshops is available at <http://www.ibo.org/ibap/workshops/>
3. Invite a representative from the regional or sub-regional office to visit the school for a consultation visit (optional) to speak to staff and/or the governing board about the DP. The school will be expected to cover any travel/ accommodation costs and, consultation and administrative fees apply.
4. Arrange visits to authorized schools in the region to speak to staff experienced in running the DP.

**Step 2: No later than 2 years prior to desired starting date for offering the DP**

If the school's governing body decides to seek authorization, they will send a completed **Interested School form** electronically to the regional office in Singapore and a copy to a sub-regional office (if in their sub-region):

<http://www.ibo.org/ibap/diploma/>

<http://www.ibo.org/offices/regions/ibap/index.cfm>

**Step 3:** The school continues to send key staff to regional workshops and to visit other DP schools.

The school must appoint a Diploma Programme Coordinator. This is a vital position for managing DP implementation in the school.

**Step 4: No later than 15 months prior to desired starting date for offering the DP**

The school prepares and e-mails Part A of the official Application to the regional office and a copy to the appropriate sub-regional office. The Application Form Part A can be found at: <http://www.ibo.org/ibap/diploma/>

This means

- for a school intending to offer the Diploma leading to **May 2014 examinations** and intending to begin teaching in August 2012:
  - **no later than April 1, 2011**
- for a school intending to offer the Diploma leading to **November 2014 examinations** and intending to begin teaching in February 2013:
  - **no later than October 1, 2011**

At the same time, the school remits its application fee to IB in Cardiff, with a copy of the remittance receipt **scanned** to the regional office.

**Please note:**

*Ensure that you have included all documents as indicated in the 'Documentation Checklist' in the [Diploma Programme Guide to School Application](http://www.ibo.org/ibap/diploma/) to be found at <http://www.ibo.org/ibap/diploma/>*

**Step 5:** On receipt of Part A and its supporting documents, together with the remittance receipt, the regional office will review the application for "candidate status".

If Part A of the Application is approved, candidate status is granted, access for the school to the On-line Curriculum Centre (OCC), which provides schools with all necessary curriculum documents, will be given.

The regional office will propose dates for pre-authorization and authorization visits. The school will cover the travel and accommodation costs for both visits.

**Pre-authorization visit:**

This will be a one-day visit by a representative from the regional or sub-regional office that will assess the school's preparation for authorization. Advice will be given on issues to be addressed prior to the authorization visit.

**Authorization visit:**

This will be a 3 day visit by a representative from the regional or sub-regional office together with one or two experienced team members who will formally assess the school's readiness to deliver the Diploma Programme.

**Please note:**

At least one teacher in each subject (including TOK and CAS) must attend, or be scheduled to attend, an IB-endorsed workshop for that subject. If no workshop is available alternative arrangements must be in place in agreement with the regional office. (Standard B1, practices 11 and 15)

**Step 6: No later than 8 weeks prior to the authorization visit**

The school submits Part B of the Application and Part B application fee to IB in Cardiff. <http://www.ibo.org/ibap/diploma/>

**Step 7:** After the authorization visit, the regional office submits a report to the IB director general via the regional director.

**Step 8:** The director general either grants or denies authorization, and notifies the school within 2 months from the date of the visit.

**Step 9: Five years after teaching of the Diploma commences (and every five years thereafter)**

The school conducts a formal self-study review of its progress and effectiveness as an IBO World School, and submits the review to the regional office for evaluation.

**SUMMARY OF KEY DATES**

**No later than 2 years prior to desired starting date for offering the DP**

School submits Interested School Form.

School requests consultation visit (optional). Consultation and administrative fees apply.

**No later than 15 months prior to desired starting date for offering the DP**

**[May Schools: April 1; November Schools: October 1]**

School submits Application Part A and supporting documents.

The regional office confirms dates for the **mandatory** pre-authorization and authorization visits

**No later than 8 weeks prior to the authorization visit**

School submits Application Part B and Application Part B fee.  
<http://www.ibo.org/ibap/diploma/>