

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 2013 examinations** and intending to begin teaching in August 2011:
 - **no later than April 30, 2010**
- for a school intending to offer the Diploma leading to **November 2013 examinations** and intending to begin teaching in February 2012:
 - **no later than October 31, 2010.**

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 2-3 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 30; November Schools: October 31]

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/>