

Pre-authorization visit

Guidelines for schools

As part of the authorization application procedure, a pre-authorization visit is compulsory for each school during the period between submission of Application Form Part A and the authorization visit itself (MYP Coordinator's Handbook, section E1.2). The purpose of this MYP visit is to see whether the school is ready for authorization. This visit, usually lasting two days, also allows the school to benefit from advice given by an IBO approved visiting team.

The visiting team will tour the facilities of the school, review documentation and speak to administrators, teachers, students, parents, and board members or their representatives. The timing of the visit is at the discretion of the appropriate regional office, but in consultation with the school.

1. Procedure

1. School contacts IBAP office
2. Regional office sends guidelines and request form to school
3. School completes request form and sends it to the regional office
4. Regional office designates visiting team
5. Visiting team contacts the school about
 - i. Logistics for the visit
 - ii. Logistics for travel
6. At this stage the visiting team may request some documentation from the school
7. The school sends a draft agenda which has been agreed upon by IBAP office and the school for the visit
8. Visit is carried out
9. IBAP office forwards the report to the school four to six weeks after the visit

2. Costs

Expenses incurred for this visit are charged to the school directly. Schools cover the following expenses:

- travel and insurance
- accommodation
- meals
- a safe call home after arrival
- any other reasonable costs related to the visit (taxi, parking, shipping, photocopying etc)

3. Travel

- The visiting team member(s) will seek a low-budget itinerary that suits him/her. Note that including a Saturday can often reduce the cost of flights – implications of this should be discussed between the school and team member(s)
- The school should enquire about visa requirements, and inform the team member(s)
- The team member(s) will discuss with the school the advantages of the school organizing/paying for the airplane/train ticket. Very often now it is possible for the school to buy the ticket electronically and arrange for an e-ticket to be waiting at the airport
- The team member(s) is aware that all expenses must be accompanied by the corresponding receipts
- Any other travel information provided by the school will be appreciated by the visiting team

IMPORTANT – PLEASE READ

While the IBO will endeavour to collect and make available useful information regarding travel risks to its employees/consultants, all its employees/consultants are personally responsible for verifying such information and the existence of any other relevant information relating to the areas to which travel is anticipated. At the same time, employees/consultants shall be entitled to renounce travelling if they believe the travel risks are too high.

Please note that, under exceptional circumstances, scheduled, confirmed and purchased tickets could be cancelled by the visiting team member(s) after consultation and advice from the regional office. Schools are responsible for the costs incurred in this cancellation.

THE VISITING TEAM MEMBER(S) IS AWARE THAT HE/SHE SHOULD NOT PURCHASE ANY AIRPLANE/TRAIN TICKETS UNTIL THE WRITTEN CONFIRMATION FROM THE SCHOOL HAS BEEN RECEIVED.