



United Nations  
Educational, Scientific and  
Cultural Organization

17 December 2009

Ref.: CL/3905

Subject: **UNESCO Fellowships Programme in support of Programme Priorities (2010-2011)**

Sir/Madam,

The UNESCO Fellowships Programme provides opportunities for innovative training and high-level studies through the granting of short-term postgraduate fellowships for the benefit of UNESCO's Member States and Associate Members.

In approving the Programme and Budget for 2010-2011 (document 35 C/5 paras. 10201-10202), the General Conference allocated the sum of \$1,105,100 to accommodate short-term individual fellowship and study grant requests, particularly from developing Member States. Of this amount, \$655,200 will be earmarked to enable the Organization to enter into cost-sharing, in the form of travel grants, under co-sponsorship arrangements. **To this end, I am writing to invite you to submit a maximum of two requests under this Programme in accordance with the criteria and conditions set out in the Annex to this letter.**

In 161 EX/Decision 3.6.3 and 165 EX/Decision 8.6 respectively, the Executive Board recommended that fellowship awards should reflect UNESCO's strategic programme objectives and programme priorities and requested the Director-General to align fellowships more closely with the Organization's programme priorities. Furthermore, in the Approved Programme and Budget for 2010-2011 (35 C/5), the Resolution for the Fellowships Programme (reference para. 10200 1.(a)) confirmed that fellowships awarded by UNESCO should be in areas closely aligned to the Organization's strategic objectives and programme priorities.

I would very much appreciate it, therefore, if your Government could propose candidates for fields of study that correspond to the "Biennial sectoral priorities" designated for each Major Programme, as specified in the Approved Programme and Budget for 2010-2011 (and enumerated in the attached Annex).

Finally, allow me to remind you that fellowships may still be requested under the Participation Programme for 2010-2011, particularly for longer courses such as the annual training programme of the International Institute for Educational Planning (IIEP). Such requests should be listed by order of priority.

Accept, Sir/Madam, the assurances of my highest consideration.

Irina Bokova  
Director-General

Enclosures: Annex and Application Form

cc: National Commissions for UNESCO  
Permanent Delegations to UNESCO

## ANNEX

### UNESCO FELLOWSHIPS PROGRAMME IN SUPPORT OF PROGRAMME PRIORITIES (2010-2011)

#### Criteria and Conditions

#### I. CRITERIA

##### A. **Target: Graduate and Postgraduate candidates for study abroad wishing to:**

- Pursue training;
- Undertake advanced research;
- Upgrade skills; or
- Attend specialized or refresher courses.

##### B. **Priority attention:**

- Women candidates;
- Candidates from **LDCs** (Least Developed Countries), **SIDS** (Small Island Developing States) as well as from **PCPDs** countries (post conflict/post disaster) and/or in transition

##### C. **Qualifications required:**

- University degree, i.e. minimum a B.A. or B.Sc.;
- Aged 45 maximum.

##### D. **Additional qualifications:**

Applicants must have exceptional merit and have demonstrated that they possess outstanding potential to contribute to the social, cultural and economic development of their country.

##### E. **Fields of study:**

All applications **must be** closely aligned with “UNESCO’s expected strategic objectives and programme priorities” as decided by the 161<sup>st</sup> and 165<sup>th</sup> sessions of the Executive Board (161 EX/Dec. 3.6.3 and 165 EX/Dec. 8.6 respectively).

It is therefore recommended that the proposed study programme(s) coincide(s) with the designated priorities for each of the five Major Programmes as described in the approved Programme and Budget for 2010-2011 (35 C/5) (please see page 5 of this Annex).

##### F. **Language proficiency:**

Candidates must be proficient in reading and writing the language of instruction in the proposed country of study.

## II. CONDITIONS

### A. **How to apply:**

Completed application form(s) IMP/0023A (x.95) should be sent by **30 April 2010** to the:

Participation Programme and Fellowships Section  
7, place de Fontenoy  
75352 Paris 07 SP – France  
Fax: 33-1 4568.5503 (advance copy).

Incomplete applications, as well as candidatures that do not fulfil the requirements mentioned in this Annex, will be disqualified.

### B. **Who submits:**

The National Commission for UNESCO of the candidate's country submits the application(s), clearly indicating the order of priority. Applications from individuals will not be accepted.

### C. **Duration of studies:**

Minimum: 1 (one) month;  
Maximum: 6 (six) months.

### D. **Dates of study:**

Any time between 1<sup>st</sup> September 2010 and 31 December 2011.

### E. **Number of candidatures that may be submitted:**

**Two**, listed in order of priority. The second candidature will serve as an alternate in case of cancellation or withdrawal of the first.

### F. **Programme of study:**

Candidates should specify the type of study/research programme(s) they wish to undertake and draw up a precise and comprehensive detailed proposal (see "III. Guidelines" in page 4 of this Annex).

### G. **Responsibility for programme arrangements:**

Priority will be given to well-planned programmes, particularly those for which the necessary contacts have been made in advance with the host institution. Confirmation from the host institution(s) of their acceptance to receive the fellow is indispensable prior to the award of the fellowship.

### H. **Host institution and country of study:**

The host institution's address, the place of study as well as the name of the contact person (including his/her phone and fax numbers as well as e-mail address), should be clearly indicated on the application form. **Countries of study within the same region as that of the candidate's are highly recommended.**

**I. Estimated costs:**

Applicants should be realistic in compiling their proposed budgets. The estimate should indicate, exclusively:

- The cost of international and domestic travels for the proposed itinerary;
- Tuition fees, if any; and
- Stipend to cover subsistence abroad.

Applications where funds requested are judged to be excessive in relation to the real costs are likely to be awarded smaller grants. With a view to ensuring equitable distribution of funds, UNESCO applies standard rates for stipend and other entitlements.

**J. Maximum cost of fellowship:**

Entitlements of fellows, including health and accident insurance, are standardized, in accordance with the rules and regulations governing fellowships programmes.

In any event, the maximum cost should not exceed **US \$15,000** to cover either partially or fully expenses related to the study programme. Should the proposed study programme need additional funds, other sources must be sought by the candidate to ensure completion of studies. Written confirmation issued by other funding sources will be required.

**K. Evaluation of applications:**

UNESCO's relevant Programme Sector evaluates the technical and substantive suitability of the request. The budget for the fellowship is examined and confirmed by the Participation Programme and Fellowships Section in conformity with the standard rates applied by the entire United Nations system.

**L. Selection of beneficiaries:**

An Intersectoral Screening Committee, chaired by the Assistant Director-General for External Relations and Cooperation (ADG/ERC), will examine each application with a view to ensuring transparency, equitable geographical distribution, and conformity with strategic objectives and programme priorities as defined in the 34 C/4 and C/5 documents.

### III. GUIDELINES FOR THE PREPARATION OF CANDIDATES' DOSSIERS

All applications must be submitted with the required supporting documents using the prescribed UNESCO application form attached herewith. Each Member State may nominate **not more than two candidatures** on or before **30 April 2010**.

The candidates' dossiers should include, in three sets, the following:

1. The application form IMP/0023A (x.95) with the candidate's photograph and duly completed in one of the Organization's three principal working languages, i.e. English, French, or Spanish;
2. A comprehensive research/study programme indicating:
  - (i) the details of the studies to be undertaken;
  - (ii) the place of study (candidates are encouraged to choose only one country, preferably in the same region);
  - (iii) the host institution(s);
  - (iv) the time frame (dates of commencement and termination of the study); and
  - (v) an exhaustive account of the future work assignment envisaged by the candidate at the end of the fellowship.
3. Certified copies of the candidates' university diploma (Bachelor of Arts or Bachelor of Science degree) translated into French or English, including the complete transcript of grades obtained;
4. A copy of the letter of admission issued by the proposed host institution, ensuring that the programme supervisor's contact information are indicated in the letter;
5. A realistic budget estimate covering international travel expenses, tuition fees, book and subsistence allowances; and
6. A certificate of language proficiency of the country of study (if different from the candidate's mother tongue) duly completed by an official authority, i.e. the British Council, *Alliance Française*, or a qualified teacher.

**NOTE: Applications must bear the seal and signature of the nominating National Commission for UNESCO (page 1 of the prescribed form IMP/0023A (x.95)) and be accompanied by a covering letter of endorsement from this national body.**

## Programme Priorities for UNESCO's Five Major Programmes Approved Programme and Budget for 2010-2011 (35 C/5)

| <i>Education</i>   | <i>Natural sciences</i>  | <i>Social and human sciences</i>  | <i>Culture</i>  | <i>Communication and information</i>  |
|--|--|---|---|---|
| <p><i>Biennial sectoral priority 1:</i></p> <ul style="list-style-type: none"> <li>■ Supporting the achievement of Education for All in countries in need.</li> </ul> <p><i>Biennial sectoral priority 2:</i></p> <ul style="list-style-type: none"> <li>■ Providing global and regional leadership in education.</li> </ul> | <p><i>Biennial sectoral priority 1:</i></p> <ul style="list-style-type: none"> <li>■ Policies and capacity-building in science, technology and innovation for sustainable development and poverty eradication.</li> </ul> <p><i>Biennial sectoral priority 2:</i></p> <ul style="list-style-type: none"> <li>■ Sustainable management of freshwater, ocean and terrestrial resources as well as disaster preparedness and mitigation.</li> </ul> | <p><i>Biennial sectoral priority 1:</i></p> <ul style="list-style-type: none"> <li>■ Responding to critical global social challenges.</li> </ul> <p><i>Biennial sectoral priority 2:</i></p> <ul style="list-style-type: none"> <li>■ Addressing emerging global ethical issues.</li> </ul> | <p><i>Biennial sectoral priority 1:</i></p> <ul style="list-style-type: none"> <li>■ Protecting, safeguarding and managing the tangible and intangible heritage.</li> </ul> <p><i>Biennial sectoral priority 2:</i></p> <ul style="list-style-type: none"> <li>■ Promoting the diversity of cultural expressions and the dialogue of cultures with a view to fostering a culture of peace.</li> </ul> | <p><i>Biennial sectoral priority 1:</i></p> <ul style="list-style-type: none"> <li>■ Promoting freedom of expression and information.</li> </ul> <p><i>Biennial sectoral priority 2:</i></p> <ul style="list-style-type: none"> <li>■ Building capacities for universal access to information and knowledge.</li> </ul> |

**2010-2011**

**DEADLINE**

for submission of  
applications:

**30 April 2010**

**N.B. Two applications maximum.**

(Please indicate order of priority as  
**ONLY ONE CANDIDATE**  
can be accommodated;  
only in cases of withdrawal or cancellation  
of the first choice candidate,  
will the second proposed candidate be retained)



7, place de Fontenoy, 75352 Paris 07 SP
telephone: (33.1) 45.68.10.00
telex: 204461 Paris
270602 Paris
telefax UNESCO: (33.1) 45.66.94.29

APPLICATION FOR FELLOWSHIP

under the
UNESCO FELLOWSHIPS PROGRAMME

Instructions: The application form should be submitted by the appropriate governmental body and each part should be answered completely and accurately. The application should be submitted in three copies. The information requested should be either typed or written in ink in block capitals. Where additional space is needed, a separate sheet should be used and attached in three copies.

A. Official presentation

The Government of ... presents herewith the candidature of ... for a UNESCO fellowship in the field of ... for a duration of ... to begin ... under Programme and/or Project ...
The undersigned certifies that it is the Government's intention to have organized a programme of study such that will permit the candidate to increase his contribution to the development of his country in the future.
If a fellowship is granted, the Government will:
(a) provide the necessary assistance to the fellow for departure to begin the study programme;
(b) assist the fellow in meeting personal and family responsibilities during the period of his fellowship by maintaining, if necessary, continuation of the whole or part of his present remuneration;
(c) facilitate employment of the fellow in the assignment mentioned in this application upon completion of the fellowship.
It is certified that information contained herein is complete and accurate.
PRESENTED FOR: BY:
(seal) Governmental unit Name and title of responsible officer
Date Signature

B. Background data concerning the candidate

Table with 4 columns: Family name (surname), First and middle names, Nationality, Occupation.
Rows include: Permanent address, Telephone, E-mail; Mailing address, Telephone, E-mail; Date of birth, Country and place of birth, Sex; Marital status, Full name of spouse, Number and age of children, Name and address of person to notify in case of accident.

## Education

| Name, place and country of educational establishments                | Years attended          |                         | Degrees, diplomas: Indicate main subjects | Date obtained           |
|--|-------------------------|-------------------------|---|-------------------------|
|  | from                    | to                      |   |                         |
| Secondary, technical, etc.<br>.....<br>.....<br>.....                | .....<br>.....<br>..... | .....<br>.....<br>..... | .....<br>.....<br>.....                   | .....<br>.....<br>..... |
| Post-secondary, university, or equivalent<br>.....<br>.....<br>..... | .....<br>.....<br>..... | .....<br>.....<br>..... | .....<br>.....<br>.....                   | .....<br>.....<br>..... |

**IMPORTANT:** This application is not considered complete unless accompanied by certified copies of diplomas received and academic transcripts of courses followed and grades or marks obtained

## Other studies

Mention any other studies undertaken, including training/refresher courses

## Fellowships and scholarships

Which of the above studies were undertaken with a fellowship or scholarship? Mention the sponsor of the grant

## Visits abroad

List any significant visits abroad not mentioned above

## Publications and research

List any significant publications (including publisher and date of publication) and any major research projects undertaken

## Languages

Mother tongue:

| Other languages | Read   |            | Understand (spoken) |            | Speak    |              | Write  |            |
|-----------------|--------|------------|---------------------|------------|----------|--------------|--------|------------|
|                 | Easily | Not easily | Easily              | Not easily | Fluently | Not fluently | Easily | Not easily |
| .....           | .....  | .....      | .....               | .....      | .....    | .....        | .....  | .....      |
| .....           | .....  | .....      | .....               | .....      | .....    | .....        | .....  | .....      |
| .....           | .....  | .....      | .....               | .....      | .....    | .....        | .....  | .....      |

The UNESCO certificate of language knowledge should be completed and attached to this application

## References

List three persons, not related to the candidate, who can provide information on his/her qualifications. These persons should normally be teachers or supervisors acquainted with the candidate's previous academic work

| Full name | Title and address |
|-----------|-------------------|
| .....     | .....             |
| .....     | .....             |
| .....     | .....             |



## Details of proposed studies

(If additional space is needed, separate sheets should be attached)

Give precise details of studies to be undertaken

Give realistic budget estimates for the fellowship requested (return travel, monthly allowance, tuition fees, etc.)

## Expected results and future assignment

Indicate how it is envisaged to make the best use of the results achieved and specify what position will be taken up at the end of the fellowship with a description of future responsibilities

## Candidate's statement

If UNESCO grants me a fellowship I agree to take up after my period of study the position to be assigned to me as described above. I certify the information I have provided is complete and accurate

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Candidate's signature



7, place de Fontenoy, 75352 Paris 07 SP  
telephone: (33.1) 45.68.10.00

APPLICATION FOR FELLOWSHIP

CERTIFICATE OF LANGUAGE KNOWLEDGE

|                         |                |
|-------------------------|----------------|
| Name of candidate ..... | Language ..... |
|-------------------------|----------------|

Address of candidate.....

(1) ABILITY TO UNDERSTAND

- (a) Understands without difficulty when addressed at normal rate.....
- (b) Understands almost everything, if addressed slowly and carefully.....
- (c) Requires frequent repetition and/or translation of words and phrases.....
- (d) Does not understand spoken language.....

(2) ABILITY TO SPEAK

- (a) Speaks fluently and accurately and is easily intelligible.....
- (b) Speaks intelligibly, but is not fluent or altogether accurate.....
- (c) Speaks haltingly, and is often at a loss for words and phrases.....

(3) ABILITY TO WRITE

- (a) Writes with ease and accurately.....
- (b) Writes slowly and/or with only a moderate degree of accuracy.....
- (c) Writes with difficulty and makes frequent mistakes.....

(4) READING ABILITY AND COMPREHENSION

- (a) Reads fluently, with full comprehension.....
- (b) Reads slowly, but understands almost everything he reads.....
- (c) Reads with difficulty, and only with frequent recourse to the dictionary.....
- (d) Cannot read.....

(5) TECHNICAL LANGUAGE

Certain fellowships require a particular knowledge of specialized or technical language. In such cases, please evaluate candidate's ability with reference to paras. 1, 2, and 4 above.

- (6) Please indicate any further facts about candidate's language knowledge which may be of value in the development of his programme:

LANGUAGE TEST HAS BEEN MADE BY ..... Address: .....

Name: .....

Title: .....

Date: .....

COMMENTS: .....