**How To Apply Guide**

**报名指南**

**Option 1: Group Registrations for Partner Institutions**

 **(payment via Letter of Agreement LoA)**

**方案1：合作高校组团参加项目**

**（通过协议书付款）**

UNITAR is delighted to offer a whole range of training programmes to individual partner institutions. These can include any of the training programmes detailed in the comprehensive proposal UNITAR has shared with CCIPE.

UNITAR乐于向各个合作高校提供一整套培训项目,可以包括UNITAR与中外人文交流中心分享的培训项目介绍中详细列出的任何培训项目。

The partner institution can freely choose the training programme it desires to offer to its students. UNITAR is then able to implement this programme exclusively for the students of the partner university.

合作高校可以自由选择其希望为学生提供的培训项目。UNITAR将专门为其学生实施这一项目。

The advantage of this option is that the date and content of the desired training programme is entirely customizable, so the programme can be perfectly tailored to the training needs of the partner institution´s students.

这一方案的优点是，所需培训项目的日期和内容可以定制，因此该项目可以完全符合该校学生的培训需求。

The disadvantage of this option is that the payment process can be administratively cumbersome and could take between 4-8 weeks. It requires the completion of a Letter of Agreement (LoA) between UNITAR and the partner institution.

这种选择的缺点是，支付流程的程序繁琐，可能需要4-8周的时间。UNITAR与合作高校需要签署合作协议书。

The LoA has to be signed and the budget required by UNITAR transferred before the implementation date of the programme. Thus the agreement to run the programme has to be made 2-3 months in advance.

协议书的签署与预算的支付需在项目实施日期之前完成。因此，实施项目的协议必须提前2-3个月达成。

Number of Participants:

参与人数：

Online Training: a maximum of 50 participants per group (including 50)

Field Visits: a maximum of 30 participants per group (including 30)

线上培训：每团组50人以内（含）

实地访问：每团组30人以内（含）

**Step-by Step Guide for the Partner Institution:**

**合作高校步骤指南：**

1. Partner Institution to receive the official project notice issued by CCIPE, including details on all UNITAR training programmes that could be implemented;

中外人文交流中心在官网上发布正式项目通知，包括UNITAR所有可实施的培训项目的详细情况；

1. Partner Institution to select the programmes to participate in and send an email to ccipe.cooperation@unitar.org, indicating the interest to implement a UNITAR training programme for its students;

合作高校研究选择拟参加的项目，发送邮件至ccipe.cooperation@unitar.org，说明有意愿为其学生实施UNITAR培训项目；

1. UNITAR and partner institution to schedule a video call in order to discuss details of implementation, including desired time and content;

UNITAR和合作高校安排一次视频通话，讨论项目时间和内容等实施细节；

1. UNITAR to share the draft Letter of Agreement (LoA) with the partner institution via email for partner to fill out the highlighted parts (see Annex 6 sample LoA for your reference);

UNITAR通过邮件发送协议书草案，合作高校填写高亮部分（协议模板见通知附件6）；

1. Partner Institution to start the promotion of the programme among its student body and organize its students to apply. According to the application form for university group participation (in both English and Chinese, see Annex 5), the partner institution then fills in the application information and sends the form to ccipe.cooperation@unitar.org. Partner Institution to collect student individual payments (unless partner university already possesses the required funds and offers the programme to its students for free);

合作高校开始在学生中推广该项目并组织学生报名，根据高校组团参加报名表（中英文填写，详见通知附件5）填写报名信息，将报名表发送至ccipe.cooperation@unitar.org，并收集学生的个人款项（除非高校已有所需资金并向其学生免费提供该项目）；

1. UNITAR to contact and negotiate with the partner institution based on its group application information to determine the specific programme, implementation time, training fees, payment methods, etc.;

UNITAR根据学校组团报名信息与报名高校联系协商，确定具体项目、实施时间、培训费用、支付方式等；

1. Partner Institution and UNITAR to sign the LoA at least 4 weeks before the desired starting date of the programme upon mutual consent;

双方协商一致后，合作高校和UNITAR至少在项目计划开始日期前4周签署协议书；

1. UNITAR to issue invoice to partner institution via email and partner institution completes the payment to UNITAR at least 2 weeks before implementation;

UNITAR通过邮件向合作高校开具发票，合作高校至少在项目实施前2周汇款给UNITAR；

1. Partner institution to send the application form for university group participation containing information of the final confirmed students to ccipe.cooperation@unitar.org and unitar@ccipe.edu.cn at least 7 days before implementation.

合作高校至少在项目实施前7天将包含最终确认参加项目学生信息的高校组团参加报名表发送至ccipe.cooperation@unitar.org和unitar@ccipe.edu.cn。

1. **For Online Training Programmes:** UNITAR to upload all confirmed students on its online platform, sending welcome email with login details to all individual students and beginning the implementation of the programme.

关于在线培训项目：UNITAR将所有确认的学生上传到其在线平台，向所有学生发送载有登录详细信息的欢迎邮件，开始执行项目。

1. UNITAR to send out all certificates, transcripts and letters of recommendation to partner institution, which forwards them to the individual students individually

UNITAR将所有证书、成绩单和推荐信发给合作高校，由高校单独转交给学生个人。

1. **For field visits:** After the LoA has been signed by both parties, UNITAR to send out all visa invitation letters to the partner institution, which then forwards them to the individual students.

关于实地访问项目：在双方签署协议书后，UNITAR将向高校发出所有签证邀请函，然后由高校转给学生个人。

1. Partner institution to ensure that all its students will be insured during their time abroad. Partner institution to collect all individual students’ proofs of insurance during their time abroad.

合作高校确保其所有学生在国外期间都将被投保。合作高校收集所有学生在国外期间的保险证明。

1. UNITAR to implement the field visit and hand out certificates of completion and Recommendation Letters to all participants in person during the closing ceremony.

UNITAR执行实地访问项目，并在结业式上亲自向所有参与者发放结业证书和推荐信。

**Additional Information for field visits:**

**实地访问项目补充信息：**

Excluded from the budget:

项目收费不包含以下支出:

airplane tickets to and from the city; accommodation cost in the city; visa related costs; daily meals and drinks

往返城市的机票;城市住宿费用;签证相关费用;每日膳食和饮品

UNITAR:

UNITAR负责:

organize a welcome dinner; compile training material; help with suggesting hotels (accommodation price includes a city public transportation ticket)

组织欢迎晚宴;编制培训材料；帮助推荐住宿酒店（价格含市内公共交通票）

Partner Institution:

合作高校负责:

organize the journey to Geneva or other cities;visa applications

组织前往日内瓦或其他城市的旅行;签证申请

**Option 2: Individual Registrations by Participants via UNITAR Website (payment through individual fees)**

**方案2：学生个人参加项目（通过UNITAR官网进行个人注册）**

**（个人缴费）**

In collaboration with CCIPE, UNITAR is delighted to offer 9 online training programmes taking place in 2024 and in winter 2025. All students are welcome to apply individually through the UNITAR website *www.unitar.org/ccipecooperation*.

2024年和2025年冬季，UINTAR将与中外人文交流中心合作，提供9个在线培训项目。欢迎有需要的学生通过UNITAR官网*www.unitar.org/ccipecooperation*进行个人申请。

The advantage of this option is that it is administratively easy for partner institutions to offer these opportunities to their students. Also, the students will benefit from getting to know peers from many other different institutions across China and even international students from other countries.

这一方案的优点是，程序简单，便于合作高校为学生提供机会。此外，学生们能了解来自国内众多高校的同龄人，甚至来自其他国家的国际学生，从中受益。

The disadvantage for a partner institution is that the dates and content of the programmes are already pre-defined and can thus not be modified. Under this option, it is also not possible for a partner to ask for specifically tailored sessions.

对于合作高校来说，这一方案的缺点是项目的日期和内容已经预先确定，因此无法修改。此外，合作高校无法要求定制项目。

Number of Participants:

参与人数：

Online Training: a minimum of 34 participants (including 34)

线上培训：达到34人（含）开班

Field Visits: a minimum of 20 participants (including 20)

实地访问：达到20人（含）开班

The programme names and dates are listed below:

项目名称和日期如下所示：

**Online Programmes:**

**线上项目：**

* *4-week The UN Future of Work Programme*
	+ *17 Jun – 13 Jul 2024 (registration deadline: 13. 06. 2024)*
* *4周联合国未来工作项目*
	+ *2024年6月17日 - 7月13日（注册截止日期：2024年6月13日）*
* *2-week Human Rights, Environmental Protection and Climate Change Programme*
	+ *5 Aug - 18 Aug 2024 (registration deadline: 28. 07. 2024)*
* *2周人权与环境保护和气候变化项目*
	+ *2024年8月5日 - 8月18日（注册截止日期：2024年7月28日）*
* *3-week The UN Human Rights Council Training Programme*
	+ *9 Sep – 28 Sep 2024 (registration deadline: 05. 09. 2024)*
* *3周联合国人权理事会培训项目*
	+ *2024年9月9日 - 9月28日（注册截止日期：2024年9月5日）*
* *3-week Law of International Organizations and Treaties Programme*
	+ *23 Sep - 13 Oct 2024 (registration deadline: 15. 09. 2024)*
* *3周国际组织法和条约法项目*
	+ *2024年9月23日 - 10月13日（注册截止日期：2024年9月15日）*
* *4-week The UN Career Development Programme*
	+ *6 Jan - 24 Jan 2025 (registration deadline: 02. 01. 2025)*
* *4周联合国职业发展项目*
	+ *2025年1月6日 - 1月24日（注册截止日期：2025年1月2日）*
* *2-week The UN Online Immersion Programme*
	+ *17 Feb - 7 Mar 2025 (registration deadline: 13. 02. 2025)*
* *2周联合国在线深度体验项目*
	+ *2025年2月17日 - 3月7日（注册截止日期：2025年2月13日）*

The following project implementation will be released on demand:

以下项目开展日期将按需发布：

* *3-week Training on Law of the Sea Programme*
* *3周海洋法培训项目*
* *3-week The UN Space Law Programme*
* *3周联合国空间法项目*
* *4-week International Humanitarian Law and Cyber Warfare Programme*
* *4周国际人道法和网络战项目*

**1-week Field Visits:**

**1周实地访问：**

* *UN Immersion Programme - Japan*
	+ *5 Aug – 9 Aug 2024 (registration deadline: 01.08.2024)*
* *联合国沉浸式项目-日本*
	+ *2024年8月5日 - 8月9日（注册截止日期：2024年8月1日）*
* *UN Immersion Programme - Thailand*
	+ *19 Aug – 23 Aug 2024 (registration deadline: 15.08.2024)*
* *联合国沉浸式项目-泰国*
	+ *2024年8月19日 - 8月23日（注册截止日期：2024年8月15日）*
* *UN Immersion Programme - Geneva*
	+ *13 Jan - 17 Jan 2025 (registration deadline: 02.01.2025)*
* *联合国沉浸式项目-日内瓦*
	+ *2025年1月13日 - 1月17日（注册截止日期：2025年1月2日）*

**Step-by Step Guide for Partner Institutions:**

**合作高校步骤指南：**

1. Partner institution to receive the official project notice issued by CCIPE with more information on the content and modalities of the UNITAR programmes;

中外人文交流中心在官网发布正式项目通知，合作高校获取UNITAR项目内容和形式的更多信息；

1. Partner institution to promote the programmes to its student body and identify the department and contact person in charge of gathering the personal application information of the students;

合作高校向本校学生推广项目，并明确负责汇总个人报名参加信息的部门和联系人；

1. Partner institution to send an email to ccipe.cooperation@unitar.org mentioning your institution’s interest to organize students to participate in the training programmes;

合作高校发送邮件至ccipe.cooperation@unitar.org，表明学校有意愿组织学生参加培训项目；

1. Partner institution to gather the student application information, fill out the individual student application form (in both Chinese and English, see Annex 5), and send the registration form to ccipe.cooperation@unitar.org and unitar@ccipe.edu.cn;

高校汇总学生报名信息，填写学生个人参加报名表（中英文填写，详见附件5），并将报名表统一发送至ccipe.cooperation@unitar.org和unitar@ccipe.edu.cn；

1. After confirming the programme details, including the fees with the registered students based on their personal application information, UNITAR to send the programme registration link (www.unitar.org/ccipecooperation) to students. The students to complete registration and complete full payment before the payment deadline;

UNITAR根据学生个人报名信息与报名学生进行项目、费用等信息确认后，向学生发送项目报名链接（[www.unitar.org/ccipecooperation](http://www.unitar.org/ccipecooperation%22%20%5Ct%20%22_blank%22%20%5Co%20%22http%3A//www.unitar.org/ccipecooperation)），学生完成注册并于支付截止时间前完成全额付款；

1. Individual students to receive confirmation of acceptance email from UNITAR and can have potential follow-up questions answered via email;

学生个人收到UNITAR的录取确认邮件；学生可通过邮件向UNITAR询问后续问题；

1. If the student is unable to attend the training due to force majeure such as visa, flight, epidemic and other reasons after payment, UNITAR will not refund the payment, but can arrange the student to attend the same or other training of equivalent value in the future;

学生付款后因签证、航班、疫情等不可抗力等原因无法参加培训的，UNITAR不予退款，可安排学生参加后续相同培训或其他等值培训；

1. Partner institution to receive the final statistics from UNITAR on how many of its students have completed the programme;

合作高校接收UNITAR的最终统计数据，了解本校多少学生完成了项目；

1. UNITAR to send the final statistics to CCIPE and jointly issue certificates of completion to students with CCIPE;

UNITAR向中外人文交流中心发送最终统计数据，并与中心联合向学生颁发结业证书；

1. UNITAR to send out certificates of completion, transcripts and recommendation letters to students individually via email.

UNITAR通过邮件分别向学生发送结业证书、成绩单和推荐信。

**Issuance of completion certificates**

**结业证书发放**

Once the programme is finished, UNITAR and the university will jointly confirm the list of students who have completed the training, and then CCIPE and UNITAR will jointly issue the completion certificate to the students who have completed the training. For students who have obtained the completion certificate for this project year, UNITAR will issue recommendation letters to the top 10% of these students upon request.

项目学习培训结束后，由UNITAR和高校共同确认完成学习培训的学生名单，由中心和UNITAR共同向完成项目学习培训的学生颁发结业证书。对于本项目年度获得结业证书的学生，UNITAR将为有需求的综合表现前10%的学生出具推荐信。