**How To Apply Guide**

**报名指南**

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

**方案：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。

Number of Participants:

参与人数：

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：

**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" \t "_blank" \o "http://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。

**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）