

REGISTRATION GUIDE
REGULAR TRAINING COURSES OF SEAMEO QITEP IN SCIENCE 2019

A. General Description

SEAMEO QITEP in Science conducts training courses for science teachers and educational personnel in Southeast Asia every year. We grant scholarship for 30 selected participants (free charge of programme, accommodation, meals, and transportation during the training).

In the regular training courses, we only provide slots for 30 participants consisting of 20 participants from Indonesia (selected by SEAMEO QITEP in Science) and 10 participants from other SEAMEO Member Countries (selected/nominated by Ministry of Education in the respective countries).

The trainings that will be held in 2019 are:

1. Science Classroom Supervision (Code: SCS)

Bandung, 19-28 June 2019

Training Course on Science Classroom Supervision aims to strengthen the competencies of principals and supervisors in enhancing the quality of science educational personnel by implementing academic science classroom supervision to achieve effective school management. It is expected that after attending this training, principals or superintendents can bring schools to contribute significantly in shaping people to be a scientific society.

Intended for: school principals and superintendents in all levels.

2. Environmental Education for Sustainable Development (Code: EESD)

Bandung, 07-16 July 2019

Training Course on Environmental Education for Sustainable Development aims to share best practice activities related to environmental knowledge, skills, and values, and also to integrate sustainable development issues such as climate change, Disaster Risk Reduction (DRR) and Global Citizenship in science learning for the students. It is expected that after attending this training, teachers can be agents for sustainable environmental development in society.

Intended for: elementary school teachers.

3. Earth and Space Science (Code: ESS)

Bandung, 06-15 August 2019

Training Course on Earth and Space Science aims to develop teacher's content comprehension and support classroom activities development related to the earth

and space science, for improving the quality of learning process in class. There will be a mix of presentation session, hands-on activities, and field observation in order to enrich participants' learning experiences in this program. It is expected that after attending this training, participants are able to enhance knowledge and skills in developing and managing class activities related to earth and space science.

Intended for: science, physics, and geography teachers in junior and senior high schools.

B. General Requirements

Applicants must meet the following requirements to be eligible for selection process.

1. No more than 52 years old.
2. Able to communicate actively in English.
3. **HAS NEVER** participated in any regular or regional training courses conducted by SEAMEO QITEP in Science (alumni data will be verified).
4. Active teacher (ESS and EESD) and principal in school or superintendent (SCS) and/or also active member of Teachers Association or Teacher Working Group (for teacher) or Principal Association (for principal) or Superintendent Association (for superintendent).
5. Good health condition.
6. Should not be regarded as an expectant mother.

C. The Rules for Selected Applicants

1. Country Report/Innovation Report and Science Curriculum
Selected participants will be required to make a country report or innovation report (the detail will be informed in the invitation letter), which describes best-practice, research, or classroom action research with certain theme and format as well to as bring science curriculum guide of the participants from other countries.
2. Transportation
Selected participants from West Java, Central Java, Banten, and DKI Jakarta will commute by land transportation (using train, bus, travel agent, etc).
3. Arrival Confirmation
Selected participants should confirm the availability of participation, at maximum one week prior to the day of the training course through telephone or email.
4. Disqualification
Disqualification or cancellation of participation will apply on the following conditions:
 - a. proven to conduct falsification of data/identity;
 - b. proven to conduct plagiarism to the creation and intellectual property in the innovation report;

- c. acknowledged as an alumnus of any regular training courses conducted by SEAMEO QITEP in Science;
- d. not permitted by his/her direct head/superior (principal, foundation or official); and
- e. absence more than two days during the training course.

D. Prohibition

Selected participants are not allowed to:

- 1. bring their children, friends, babysitter or other family members during the training course;
- 2. leave the training course session in a long time without notification to the committee in charge;
- 3. leave the training course session without a prior notification to the committee (the participant who has some businesses outside the training course should send prior notification to the committee before leaving);
- 4. bring any weapons to the training course venue; and
- 5. smoke during the training course session.

E. Accommodation and Meals

For the selected participants, SEAMEO QITEP in Science will make a hotel reservation on participants’ behalf (upon receipt of the registration form). Participants’ rooms, except the self-funded one, will be paid for by SEAMEO QITEP in Science for **nine (9) nights only from:**

No	Training Course	Check-in	Check-out
1	Science Classroom Supervision	19 June 2019	28 June 2019
2	Environmental Education for Sustainable Development	07 July 2019	16 July 2019
3	Earth and Space Science	06 August 2019	15 August 2019

Meals and snacks have been arranged for all participants during the training. Meals will be started to be served at lunchtime on the first day on the mentioned date.

F. Self-Funded Participants

The training courses are also open for 5 (five) self-financed master teachers or education personnel with required qualifications on the basis of first come first served. The registration fee of each course is 700 USD that includes airport transfers, lodging, courses materials and meals. Payment could be made by bank transfer and show the transfer receipt or cash upon their arrival to the course venue. Please note that self-funded participants will shoulder their own international travel.

G. Others

Other concerned information/regulation which has not yet stated in this guideline will be determined later.

For inquiries and other information, please do not hesitate to contact the Secretariat of SEAMEO Regional Centre for QITEP in Science (Mr Dian Purnama/Mr Dito Prasetyo) by:

phone : +62 22 4218739

fax : +62 22 4218749

email : secretariat@qitepinscience.org

website : <http://www.qitepinscience.org>

Facebook : www.facebook.com/qitepscience