

ADVANCED TRAINING IN THE EEC

A GUIDE TO SELECTED OPPORTUNITIES



ADVANCED TRAINING IN THE EUROPEAN COMMUNITY

**A Guide to Selected Opportunities for Graduates and Professionals from Non-EEC Countries
in the Agriculture, Engineering, Health, Informatics and Management Sectors**

1990/91 EDITION

Commission of the European Communities, Brussels

October 1989

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PART I

INTRODUCTION

1. INTRODUCTION

1.1 Background

The increasing number of inquiries from Non-EEC countries' students, technicians and managers on training and further training possibilities in the industrialised countries are especially directed towards postgraduate courses and technical and managerial training programmes. Agriculture, engineering, health, informatics and management courses form the nucleus of the interests expressed.

As experience has shown, cooperation in the human resources development leads to better mutual understanding between countries, by reinforcing social, economic and political links. With this in mind, the EEC/ASEAN meeting of Economic Ministers held in Bangkok in October 1985 accepted the proposal of the EEC (European Economic Community) to create a Data Base on training opportunities in the member states of the EEC, and to publicise the information among the interested parties and individuals throughout the ASEAN region.

With the aim of disseminating the information collected in the Data Base and Directory in other regions of the world, the Commission of the European Communities has decided to expand the Data Base to other sectors and distribute it in other parts of the world.

1.2 The procedure

The actual innovation of the project is the publication of comprehensive information on courses being offered in all EEC member states. Following a defined structure, these courses are described uniformly in a Data Base, which facilitates officials from public or private organisations, as well as students, in their search for training possibilities in the European Community.

For this purpose the Commission of the European Communities and German Education and Training GmbH contacted in all twelve EEC Countries (Belgium, Denmark, Federal Republic of Germany, France, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Spain and the United Kingdom), national institutions* which have long experience in dealing with the courses being offered. By helping in the collection of data they also guarantee that only quality courses are included in the Data Base and Directory.

* Names and addresses of the institutions involved in the data collection can be found in the list in point 4., below.

2. THE DATA BASE AND DIRECTORY

2.1 The Data Base is published in two forms:

- * as a set of floppy disks ready for use with any hard disk microcomputer, fully compatible with IBM standards;
- * as a Directory containing all information accessible without the use of a computer.

Both of these forms contain information on training offers for 1990/91.

The Data Base and Directory are to be distributed to ministries, embassies, public and private organisations and to universities in Asia, Latin America and to many EEC Delegations in other regions of the world. The Data Base and Directory give those responsible for the further training of their organisation's staff the opportunity to inform staff members interested in training in Europe on the programmes existing there. Students will also have the opportunity to use the Directory and the Data Base.

2.2 The contents

To be able to collect the information required, questionnaires were sent to several hundred institutions within the EEC, which organise courses corresponding to the selection criteria established.

As a result of this inquiry, the Data Base numbers a total of 950 courses offered by more than 250 training institutions. These courses were selected according to the following criteria:

- 1) According to the expressed demand from students and professionals from various parts of the world, the Data Base concentrates on five sectors. Both in the Data Base and Directory, each sector is designated by a letter:

*Agriculture	"A"
*Engineering	"E"
*Health	"H"
*Informatics	"I"
*Management	"M"

Within each sector the list of courses is arranged and numbered in alphabetical order according to the course subject (see subject classification - folder, inside back cover).

- 2) The Data Base includes postgraduate and specialised courses, with a specific professional or academic focus. Therefore, courses which mainly require professional experience are also included in the Data Base.
- 3) The courses included in the Data Base are designed to cater for the needs of individuals from Non-EEC Countries. This was one of the most severe selection criteria.
- 4) The duration of courses to be included in the Data Base could not be shorter than 2 weeks nor longer than 78 weeks.

- 5) The Data Base includes mostly courses in English. Courses in other European languages are also included. Most of them are combined with a crash- or refresher language course. In some cases the possibility of simultaneous translation exists.
- 6) The Data Base does not include information on "courses on demand". Such courses, as well as "group courses" are offered by most of the European training institutions. For further information, please contact them directly.

2.3 Course description (part II)

The part containing the course descriptions, is divided into five sectors: Agriculture, Engineering, Health, Informatics and Management. All five of them have the courses listed in alphabetical order of the subjects.

Each course is described by the same set of 17 items, which are explained in the following:

COURSE NUMBER: Heading each course, the reader will find a letter combined with two times a three digit number, followed by one, two or three capital letters, as for example E.820.001.NL. The letter "E" gives the information that the course belongs to the Engineering sector, the number 820 its subject, "Telecommunications", and the number 001 that it is the first course in this subject and the letters "NL" that it is held in the Netherlands.

- a) The letters used to describe the courses are:

*A = Agriculture
 *E = Engineering
 *H = Health
 *I = Informatics
 *M = Management

- b) The first and second row of digits describe, respectively, the subject of the course and the course number (see subject classification - folder, inside back cover).

- c) The letters used at the end of the course number were taken from the internationally agreed country codes for automobile plates:

B = Belgium	GR = Greece
D = Federal Republic of Germany	I = Italy
DK = Denmark	IRL = Ireland
E = Spain	L = Luxembourg
F = France	NL = the Netherlands
GB = the United Kingdom	P = Portugal

- 1) **TITLE OF COURSE** is the first information given on each course. It may often occur that together with the course title some other information is given, such as in those cases in which it is stated, that it is a diploma course with the possibility of becoming an M.Sc. course, if the student attends the course for three more months.

- 2/3) The NAME and ADDRESS of the course organiser correspond in most cases with the name and address of the location where the course takes place. Otherwise the address of the course centre will also be given.
- 4) The DURATION of the courses is uniformly given in weeks. Included were only courses between 2 weeks and 18 months (78 weeks).
- 5) The NUMBER of PARTICIPANTS is indicated in absolute figures. It is important to mention that only courses, which are also suitable for individuals from developing countries, were included in the Data Base.
- 6) The DATE, or dates of the next course(s) are stated by giving first the day, then the month and finally the year: 28.11.90.

Independantly or additionally to the date(s) given for every course, other information, such as follows, might be given:

- * "to be confirmed", meaning that the date of the next course has to be confirmed;
- * "not yet decided", meaning that the date is not yet fixed.

It is important to mention that the Data Base only includes regular courses, meaning that the courses are held every year, and not courses which are "on demand" or "on request".

- 7) DIPLOMA/CERTIFICATE TYPE is a reference to the type of certificate which will be awarded at the end of the course. The list of certificate types ranges from "Certificate of Attendance" to the "Master's Degree".
- 8) COURSE LANGUAGE gives information on the language the course is held in. In most cases the course language is English. However, a considerable number of courses will be held in other European languages.
- 9) The course FEE is stated in ECU (European Currency Unit), followed, in brackets, by the amount in the national currency of the country where the course takes place. For easier comprehension, in the following are the exchange rates (at 12.09.89):

Currency amount for 1 ECU:

BFR(B)	43.4316	HFL(NL)	2.34094
DKR(DK)	8.07407	IR£(IRL)	0.778462
DM(D)	2.07696	LIR(I)	1491.08
DRA(GR)	179.013	LFR(L)	43.4316
ESC(P)	173.694	PTA(E)	129.828
FF(F)	6.99699	UK£(GB)	0.675563

For further information: 1 ECU = 1.07225 US \$

- * "No tuition fees", means that the course is completely free. However, accommodation, meals, transport and travel expenses have to be paid by the student.

- 10) The SCHOLARSHIP item gives the reader information on whether individuals interested in attending the course have the possibility of applying for scholarships. The sponsoring bodies are given in abbreviations. In case of several sponsoring bodies for the same course, interested individuals are free to apply for more than one scholarship at the same time. (For further information on scholarships, see point 2.5, below).
- 11) EDUCATION LEVEL informs the reader on the necessary requirements to be able to attend the course he is interested in. In general, both degree and professional experience are required, but it also occurs, that only one of these aspects is necessary for an individual to attend the course in question.
- 12) COURSE OBJECTIVES informs the reader on the objectives of the course, such as learn, specialise, familiarise, train and so forth.
- 13) COURSE CONTENTS gives the reader short information on the subjects to be lectured or practiced during the course.
- 14) The SPECIAL SERVICES item informs on the services provided by the organising institution, be it accommodation, meals, transport, insurance/medical assistance, assistance with obtaining visa, residence permit, and cultural programme. Only those services included or partly included in the course fee will be mentioned.
- 15) LANGUAGE COURSES are in many cases available for people who do not have good proficiency in the language the course is held in. Again, information is given on the duration and fees of these crash- or refresher courses.
- 16) APPLICATION TO ... item informs the reader to whom and where he has to send his application to or who will provide him with further information.
- 17) APPLICATION DEADLINE gives information on the deadline for application. As in the item of date of next course, this information is given with day.month.year.

NOTE:

In case the reader does not find in one of the courses description on one or two items, it is because the organising institution did not provide the necessary information.

2.4 Terms used in the Directory

- 1) *For officials from developing countries:*
the course is designed to cater for the needs of officials from public organisations in developing countries.
- 2) *Not yet decided:*
means that the date of the next course has not yet been fixed.
- 3) *To be confirmed:*
informs that the date still has to be confirmed.
- 4) *No tuition fees:*
gives the information that the course is free.

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- 5) *Included in course fee:*
means that the fees include, for example, accommodation, meals, etc.

Partly included in course fee:
informs that, for example, only lunch or similar services are included in the fees.
 - 6) *Not given:*
means that there was no information on the subject.
 - 7) *Depending on knowledge:*
means that the course duration or costs depend on previous knowledge the student has of the language.
 - 8) *Included in scholarship:*
means that the costs concerning the item in question (e.g., language course) is paid by the scholarship.
 - 9) *Including field trips:*
informs that the course fee contains the price of field trips to be made during the course.
 - 10) *Per week:*
informs that the price of the item is given per week, depending on the knowledge.
 - 11) *Group fee:*
gives the fees for a whole group.
 - 12) *On request:*
means that language courses are available if required by the students.
 - 13) *First course: French; second course: English:*
informs that the first date mentioned relates to the course in the French language and the second date to the English language.
 - 14) *For dates of modules 2/3/4 contact institution:*
means that there are different modules which begin in different dates.
 - 15) *Maximum duration; shorter courses are available:*
informs that the duration given is the longest and that courses with shorter duration are possible, depending on the knowledge.
 - 16) *Per day, per week, per module and per year:*
means that the prices mentioned are for each day, week, module or year.
 - 17) *Each module can be followed separately:*
informs that the course consists of various modules and that these modules can be taken separately, independantly from each other.
 - 18) *Plus thesis:*
means that the duration does not include thesis, which can be done in home country.
 - 19) *Varies:*
means that the duration or the price vary depending on the knowledge.
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- 20) *2 wks certificate, 48 wks diploma, 76 wks master:*
mean that for a duration of 2, 48 and 78 weeks, students receive a certificate, diploma or a master respectively.
- 21) *20 x 1 hour per week:*
informs that a language course is given once a week.
- 22) *Under consideration:*
means that the possibility of providing scholarship is being considered.

2.5 Scholarships

Many participants from Non-EEC Countries attending advanced European training courses, finance their training through home sources: be it by their national government, by their employer or by their family. Only for those individuals who, for one reason or another, fail to obtain funding from the mentioned sources, a limited number of scholarships from international or European agencies are available.

Some aspects are to be considered, before scholarship procedures are explained:

1. Not every interested individual is entitled to receive a scholarship: The decision is taken by the organisation offering the scholarship.
2. EEC-Scholarships are generally connected with a project. The Commission of the European Communities does not finance individual scholarships to attend courses included in the Data Base.
3. The number of scholarships available is limited.

2.5.1. List of Abbreviations and Scholarship Donors

The following list gives information on the institutions which might provide scholarships for each specific course.

If under item 10 of the course description, the reader only finds "available" or "not available" this is due to the fact that no further information was provided by the training institute. The reader will mostly find abbreviations on the institutions offering scholarships, which are as follows:

ACTIM	Agence pour la Coopération Technique et Industrielle 66 Rue Pierre Charron 8 ème Paris France
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ADB	Asian Development Bank 2330 Roxas Boulevard P.O. Box 789 Metro Manila Philippines
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AGCD	Administration Générale de la Coopération au Développement (AGCD) "A.G." Building Place du Champs de Mars 5, Bte. 57 1050 Brussels Belgium
BID	Banco Interamericano de Desarrollo (Inter-American Development Bank - IDB) 1300 New York Avenue, N.W. Washington, D.C. 20577 United States of America (Not applicable for Asian and African Candidates)
BRITISH COUNCIL	10, Spring Gardens London SW1A 2BN United Kingdom (British Council representative in each country)
CIES	Centre International des Etudiants et Stagiaires Boite Postale 73-10 75462 Paris Cedex 10 France
Commonwealth Foundation	(British Council representative in each country)
DAAD	Deutscher Akademischer Austauschdienst Kennedy-Allee 50 5300 Bonn 2 Federal Republic of Germany
DANIDA	Danish International Development Agency 2, Asiatisk Plads 1448 Copenhagen K Denmark
Department of Education and Science (UK)	(British Council representative in each country)
DSE	Deutsche Stiftung für Internationale Entwicklung Geschäftsführung und Zentralverwaltung Rauchstraße 25 1000 Berlin 30 Federal Republic of Germany

EEC
European Economic Communities
200, rue de la Loi
1049 Brussels
Belgium

EDF
European Development Fund
Directorate-General for Development
200, rue de la Loi
1049 Brussels
Belgium

(Only applicable for candidates from countries under the Lomé convention)

FAO
Food and Agriculture Organisation of the UN
Via delle Terme di Caracalla
00100 Rome
Italy

Ford Foundation
Plaza Washington 125, 3 piso
Apartado 6025
Lima
Peru

(For Nationals from Argentina, Chile, Colombia and Peru)

Fullbright Foundation
(Not applicable for Asian and African Candidates)

GTZ
Deutsche Gesellschaft für Technische Zusammenarbeit
Dag-Hammarskjöld-Weg 1
Postfach 5180
6236 Eschborn 1
Federal Republic of Germany

IAPH
International Association of Ports & Harbours
Kotohira - Kaikan Building
2 - 8 Toronamon 1 - chome
Minato - Ku
Tokyo 105
JAPAN

IBI
Intergovernmental Bureau for Informatics
P.O. Box 10253
Viale Civiltà del Lavoro 23
Rome
Italy

(For candidates from IBI member states)

ICAO	International Civil Aviation Organisation 1000 Sherbrooke Street West Suite 400 Montreal Quebec Canada H3A 2R2
ICI	Instituto de Cooperación Iberoamericana Avda. de los Reyes Católicos, 4 28040 Madrid Spain
IHA	International Hotel Association 80, rue de la Roquette 75011 Paris France
ILO	International Labour Organisation 4, route des Morillons 1211 Geneva 22 Switzerland
ITU	International Telecommunications Union 1211 Geneva 20 Switzerland
Ministry of Education (France)	110, rue Grenelle Paris France
Ministry of Foreign Affairs (Italy)	Via Contarini 25 00194 Roma Italy
NFP	Netherlands Fellowships Programme Section for Training in the Netherlands of the Ministry of Foreign Affairs P.O. Box 20061 2500 EB The Hague Netherlands

OAS	<p>Organisation of American States Washington, DC 20006 United States of America</p> <p>(Only applicable for OAS candidates)</p>
ODA	<p>Overseas Development Administration (UK) Eland House Stag Place London SW1 5DH United Kingdom</p>
OECD	<p>Organisation for Economic Cooperation and Development (Not applicable)</p>
UN	<p>United Nations Secretariat 1, United Nations Plaza New York 10017 United States of America</p>
UNCHS	<p>United Nations Centre for Human Settlements (HABITAT) P.O. Box 30030 Nairobi Kenya</p>
UNCTAD	<p>United Nations Conference on Trade and Development Palais des Nations 1211 Geneva 10 Switzerland</p>
UNDP	<p>United Nations Development Programme 1, United Nations Plaza New York 10017 United States of America</p>
UNESCO	<p>United Nations Educational, Scientific and Cultural Organisations 7, Place de Fontenoy 75700 Paris France</p>
UNICEF	<p>United Nations Children's Fund 866 United Nations Plaza New York 10017 United States of America</p>

UNIDO	United Nations Industrial Development Organisation P.O. Box 300 1000 Vienna Austria
WB	World Bank 1818 H Street, N.W. Washington, D.C. 20433 United States of America
WHO	World Health Organisation Avenue Appia 1211 Geneva 27 Switzerland
WMO	World Meteorological Organisation P.O. Box 5 1211 Geneva 20 Switzerland
WTO	World Tourism Organisation Calle Capitán Haya, 42 28020 Madrid Spain

2.5.2. Application Procedures

The application procedure varies from institution to institution. As a rule, interested individuals should contact *as early as possible* the resident representative (of international agencies) or the respective embassy (in case of national scholarships) for application forms and advice.

The application deadlines for scholarships vary between two months (in case of EEC) and up to nine months (in case of national agencies).

In most cases, the application must be supported by the employer of the applicant *and*, additionally, by the National Government (National Authorising Officer) *and* by the embassy or resident representative of the international agency.

The critical steps to be followed are, in general:

- (i) complete the application form (at the end of this Directory) and send it to the training institution to reserve a place in the desired course, keeping the deadline in view;
- (ii) initiate the application process to the funding agency (for contacts, see below) at least six months before the course. Where there is the possibility of receiving sponsorship from a number of agencies, it is advisable to submit all applications at the same time to ensure that deadlines can be met;

- (iii) monitor regularly the progress of the application(s) through the different stages to ensure that it is (they are) not delayed at any stage;
- (iv) inform the training institution on the development of the application(s) progress and, if necessary, ask for its advice;

Note: Contacts for scholarship applications should be made with the following institutions:

- a) in case of national (bilateral) scholarships (ACTIM, AGCD, CIES, DAAD, DANIDA, DSE, GTZ, ICI, NFP, ODA):
the embassy/consulate of the respective country in the applicant's home country;
- b) in case of EEC / EDF scholarships:
the Commission of the European Communities does not finance individual scholarships to attend courses included in the Data Base;
- c) in case of UN agencies (FAO, UNCHS, UNCTAD, UNDP, UNESCO, UNICEF, UNIDO, WMO, WTO):
the resident representative of UN (mostly UNDP) in the applicant's home country;
- d) in case of development banks (ADB, BID, World Bank):
the resident representative of the bank in the applicant's home country;
- e) in case of ICAO, ITU and WHO:
the National Civil Aviation or Telecommunication or Health Administration of the applicant's home country;
- f) in case of ILO:
the National Labour Authority or Trade-Unions of the applicant's home country;
- g) in case of the British Council:
the British Council representative in applicant's home country;
- h) in case of IAPH, IBI and IHA:
direct application to these institutions;
- i) in case of "own institute":
the institution concerned;
- j) in case of Commonwealth Foundation and Department of Education and Science (UK):
the British Council representative in applicant's home country;
- k) in case of Ford Foundation, OAS:
direct application to organisation concerned.
- l) in case of ministries:
the embassy/consulate of the respective country in the applicant's home country.