

Essential information for schools seeking authorization for the Middle Years Programme in the Asia-Pacific region

These are the steps a school in the Asia-Pacific region needs to take when seeking authorization to offer the International Baccalaureate Middle Years Programme (MYP). All the documents referred to here are available from the IBAP website: <http://www.ibo.org/ibap/myp/>

Step 1: **Feasibility study** should start at least 6-12 months prior to anticipated starting date for trial implementation of the MYP. After examining the authorization documents on this website, the school will conduct a feasibility study to determine whether their educational philosophy is consistent with that of the IBO as expressed in the IBO's mission statement. The school will also examine its resources – human, physical and financial – in light of the Middle Years Programme requirements.

To conduct a valid feasibility study, a school should:

1. **purchase guides**. This is essential for a school to understand MYP implementation requirements. Guides can be purchased from the IBO's sales department through <http://www.ibo.org/general/storefaq.cfm>.
2. **submit *Interested schools form*** electronically to the regional office in Singapore and a copy to the appropriate sub-regional office.
3. **appoint a MYP Coordinator**. This is a vital position for managing MYP implementation in the school.
4. **consider inviting** a representative from the regional or sub-regional office for a consultation visit. During this visit the representative will speak to stakeholders about the MYP. The school is expected to cover consultation fees, travel and accommodation costs.

Please take particular note of the [copyright and advertising guidelines](#) for candidate schools available at <http://www.ibo.org/school/candidate/>. Interested schools may **not** advertise any association with the IB at all.

Step 2: **Candidate status**

At least 18 months prior to desired date for MYP authorization, the school:

1. **submits *MYP Application Form Part A*** electronically to the regional office. Please ensure that you have included all documents as indicated in the "Documentation Checklist" in the ***Middle Years Programme Guide to School Application*** which can be found at <http://www.ibo.org/ibap/myp/>. The regional office reviews the application form and responds within 6 weeks' time.
2. A 1-day school visit may be required prior to approval of candidate status.
3. When the application is approved, the school will be sent a Letter of *Acknowledgement of Candidate Status*. The school becomes a candidate school. The regional office will organize access for the school to the Online Curriculum Centre (OCC), which provides schools with all necessary implementation documents.

4. starts trial implementation of the MYP. The school will put in place all the processes, resources and curriculum structures needed to deliver the programme, including undertaking teacher training provided by or approved by the IBO.
5. organizes in-school introductory MYP training for all staff members. The *MYP in-school training-Guidelines for Schools* is available at <http://www.ibo.org/ibap/myip/>
6. sends teaching staff to MYP subject workshops. A calendar of regional workshops is available at <http://www.ibo.org/events>.

Please note: Newly established schools must be operating for at least 2 months prior to the submission of *Application Form Part A*.

Schools may publicize their **candidate** status.

- Step 3: The **Pre-authorization visit** takes place at least 12 months after the starting date of trial implementation. The school:
1. submits **MYP Pre-authorization visit Request Form** to the regional office.
 2. hosts a pre-authorization visit. The pre authorization visit is a 2-day visit by an IBO representative. *Pre-authorization Guidelines for Schools* are available at <http://www.ibo.org/ibap/myip/>.
 3. continues to send their staff to subject workshops
- Step 4: The **Authorization visit** takes place at least 6 months after the pre-authorization visit. The school:
1. submits **MYP Application Form Part B** electronically to the regional office at least eight weeks prior to the visit. Please ensure that you have included all documents as indicated in the “Documentation Checklist” in the **Middle Years Programme Guide to School Application** which can be found at <http://www.ibo.org/ibap/myip/>.
 2. hosts an authorization visit. It will be a 2-3 day visit by two IBO representatives. The *MYP School Guide to Authorization Visit* is available at <http://www.ibo.org/ibap/myip/>.
- Please note: It is a condition of authorization for MYP schools that at least one teacher per subject group in addition to the MYP coordinator, must receive IBO-approved training, and that the head(s) of section(s) must also receive introductory training (MYP Coordinator’s Handbook section E1.3).
- Step 5: After the authorization visit, the regional office submits a report to the IBO director general via the regional director.
- Step 6: The director general grants either full or conditional authorization, or may refuse authorization, and notifies the school within 2 months from the date of the visit.
- Please note: A school can advertise itself as an IB World School only after it has been authorized.
- Step 7: **Progress report.** 12 months after MYP authorization visit, the school’s MYP coordinator submits to the regional office a progress

report addressing the Recommendations and Matters to be Addressed as stated in the authorization report.

Step 8:

4 years after official MYP authorization, the school:

1. conducts a formal self-study review and fills in the **Self-study Questionnaire**
2. hosts a programme evaluation visit. Evaluation takes place every 5 years thereafter.

Please send all application forms and supporting documents to:
ibapmyp@ibo.org