

# Designing Effective Ways to Evaluate Impact 16 – 20th January 2017

## Terms & Conditions

### Admissions

This 5 day course, designed for both for policy makers and practitioners, tackles an emerging problem in development evaluation: how to ensure that we have the right mix of methods to provide relevant and credible impact evidence. All applications will be individually assessed, to ensure participants have the required qualifications and experience. You will be notified of our decision once all the applications have been reviewed.

If you have any queries about the application process, please contact the Course Coordinator: Deborah West [d.west@ids.ac.uk](mailto:d.west@ids.ac.uk)

The application procedure is a 3-stage process:

**Stage 1:** Deadline for applications is Friday 7th October 2016. Applications can only be made by completing the online application form.

**Stage 2:** Applicants will receive the outcome of the review process by the 17th October 2016. Successful applicants will receive the Stage 2 form and an invoice for the course fee. Places on the course are not guaranteed until fees have been received.

**Stage 3:** Once fees have been received, applicants will receive confirmation of a place on the course and a letter to support their visa application (if required).

### English proficiency

To derive the maximum benefit from the course, participants should be proficient in English and able to follow and take an active part in course discussions.

### Teaching staff

IDS may at its discretion substitute any member of the teaching staff for another suitably qualified person.

### Confirmation of participants place on the course

Acceptance on the course is on receipt of fees (£1,500). Once the target number of places is reached there will be a waiting list in operation. When applicants are accepted on to the course a conditional offer will be issued along with an invoice for the fees.

**An applicant's place on the course will only be confirmed when the fees are received. Fees must be paid on receipt of invoice.**

Payment is by money transfer direct to the IDS bank account and details will be included with the invoice. The invoice reference number and course code CV/16013 must please be quoted on all bank transfers, along with the participant's name.

*(We can also accept payment by credit card (not American Express) please contact the Course Coordinator for details.)*

### **Fees**

The cost of the course is £1,500 which includes course fees and all materials, lunch, refreshments and one evening meal. **All other costs are the responsibility of the participant.**

### **Tax**

The fees for educational courses provided by The Institute of Development Studies are exempt from VAT for all participants under Schedule 9 of The VAT Act 1994.

### **Visas**

If you require a visa to enter the UK, it is compulsory to apply for entry clearance before you leave. It is your responsibility to apply for a visa at your nearest British Embassy or High Commission, **before** you travel to the UK. IDS is accredited as a short course provider by the British Accreditation Council and we are advised that the appropriate visa category is as **“Short Term Study Visa”** formerly known as a **Student Visitor Visa**. (A Tier 4 visa is not appropriate for this short course).

Participants must be in receipt of a **“Short Term Study Visa”** no less than 45 days before the start of the course – 2 December 2016.

IDS will provide an official Visa Support Letter to facilitate each visa application **once course fees have been received.**

Please check with your nearest British Embassy or High Commission for the latest information on visa processing times. Costs for making applications and travel to a visa issuing centre are the applicant's responsibility.

Participants should ensure that they provide the visa issuing centre will all of the required supporting documentation. If participants fail to do so they will be refused a visa to enter the UK

If you have been refused a visa to the UK, and applied in good time (as per current guidance by the UK Visas and Immigration), the course fee will be refunded if the following conditions apply:

IDS Joining Instructions and any visa support documentation are returned to IDS.

Note: IDS will inform the UK Visas and Immigration of any cancellations or 'No Shows'.

### **Cancellation by participants**

If you are unable to attend the course then you must cancel your place in writing not less than 46 days (1 December 2016) before the course commences to receive a refund. Cancellations made after this date will not receive a refund.

### **Cancellation by IDS**

We reserve the right to cancel the course up to 45 days before the course commences and will notify applicants by 2 December 2016. In case of cancellation by IDS, any course fees paid will be refunded.

**IDS will not be liable for any costs incurred with respect to any accommodation or travel bookings. Please take out the necessary insurance to cover such losses.**

### **Transferring your place**

Each application is judged on its own merit. Therefore it is **not** possible for one applicant to take the place of another if the original applicant is unable to attend the course. If for any reason an applicant is not able to attend and would like someone to attend in their place this is at the discretion of the course leader and a request must be made via the Course Co-ordinator.

### **Deferment of you place**

Deferment of a place to the following year/course is not permitted unless there are exceptional circumstances, in which case the Course Convenor will make a judgement on a case by case basis. A request for deferment must be made to the Course Coordinator who will liaise with the Course Convenor.

### **Disabilities**

If you have any medical condition, physical or other disability of which IDS should be aware of which might call for special arrangements or facilities, please let us know. All such information will be treated confidentially.

### **Participants' are responsible for the following:**

- Paying for the course, in full, on receipt of the invoice (if paying by bank transfer they must quote the invoice reference number, course code and participant's name);
- Completing and returning the Secondary Course Booking form;
- Applying for a **Short Term Study Visa** in good time (as per current guidance by the UK Visas and Immigration) and allowing for public holidays when visa offices may be closed;
- Obtaining their visa no less than 45 days before the start of the course;
- Ensuring they have health, travel and cancellation insurance for the duration of the course as outlined above;
- Arranging their own international travel;
- Arranging their own travel to/from IDS;
- Booking their own accommodation if required;
  - Ensuring they have sufficient funds to cover all expenses which are NOT included in the full cost of the course;
  - Participating fully by attending all course sessions and arriving punctually to each session;
  - Signing the register at the beginning of each session;
  - Advising the Course Coordinator of any special arrangements that are required to accommodate a medical condition, physical or other disability.