

Applying for a course at RNTC

Who can apply?

All RNTC's courses are targeted at media professionals from developing countries and countries in transition. If you are working for a media organisation, or an organisation working with the media, you can apply. For all our courses, the following requirements apply:

- you have a minimum of three years working experience in the media
- your employer supports your participation in the training
- you have followed secondary education, and professional education or training in media
- you are used to work with computers
- your speaking and writing skills in English (the course language) are sufficient

There are no restrictions on the age of the applicants or on the maximum number of participants from one given organisation or country. For most of our courses, we have additional requirements, related to the course content. You'll find them in the course information sheets.

Application

If you are interested in a particular course, and you meet the criteria mentioned above, you can apply by filling in our application form (attached). Please do take note of the application deadlines for each course, as we do not consider applications after the closing date. Please do realise that to apply doesn't mean you will automatically be invited to take part. On average, we receive up to 5 applications for any available place.

To cover the costs of participation, you have three options:

- You or your organisation cover the costs. Upon request, we'll provide you with detailed information about the costs involved of the course of your choice (info@rntc.nl)
- You'll find a sponsor or a grant to participate (for more information, visit: www.grantfinder.nl)
- You'll apply for a Fellowship under the Netherlands Fellowship Programme (NFP)¹. As most people choose this option, what follows is a step by step guide on the NFP procedure

Netherlands Fellowship Programme

The Netherlands Fellowship Programme (NFP) is a demand-driven fellowship programme designed to foster capacity building within organisations by providing training and education

¹ Citizens from the following countries can apply for a NFP-fellowship: Afghanistan, Albania, Armenia, Autonomous Palestinian Territories, Bangladesh, Benin, Bhutan, Bolivia, Bosnia-Herzegovina, Brazil, Burkina Faso, Burundi, Cambodia, Cape Verde, China (except citizens from Hong Kong and Macao), Colombia, Costa Rica, Cuba, Democratic Republic of Congo, Ecuador, Egypt, El Salvador, Eritrea, Ethiopia, Georgia, Ghana, Guatemala, Guinea-Bissau, Honduras, India, Indonesia, Iran, Ivory Coast, Jordan, Kenya, Kosovo, Macedonia, Mali, Moldova, Mongolia, Mozambique, Namibia, Nepal, Nicaragua, Nigeria, Pakistan, Peru, Philippines, Rwanda, Senegal, South Africa, Sri Lanka, Sudan, Surinam, Tanzania, Thailand, Uganda, Vietnam, Yemen, Zambia, and Zimbabwe.

to their mid-career staff members. NFP-fellowships cover your travel costs, accommodation and course fee. NFP is funded by the Netherlands Ministry of Foreign Affairs from the budget for development co-operation, and run by NUFFIC, the Netherlands Organisation for International Cooperation in Higher Education. In each of the 61 participating countries, a fellowship officer is attached to the embassy or consulate (visit www.mfa.nl/en to find a location nearest to you).

Half of the available fellowships are awarded to women, and simultaneously, half of the available budget is spent on candidates from sub-Saharan Africa. Apart from this, priority is given to candidates from deprived groups and/or from marginalized regions.

Procedure

The NFP procedure is currently under review. A new procedure is expected to be implemented from October 2010 onwards. It might have consequences for the way your application is being proceeded. We'll keep you informed through our website, and your fellowship officer should be able to give you an update as well. Until further notice, we'll respect the following procedure:

1. After receiving your application form, RNTC evaluates it against the requirements. If you meet them, you are eligible, and you'll receive a 'conditional letter of acceptance'
2. You'll need the 'conditional letter of acceptance' to apply for a Fellowship. The Fellowship Officer at 'your' Royal Netherlands Embassy or Diplomatic post will interview you and help you with the NFP application procedure. Please realize that processing your application takes time, and you should have finalized the embassy-application before the 'embassy deadline' mentioned in the call for applications
3. If you meet the NFP criteria², the Fellowship officer will forward your application to NUFFIC in the Netherlands
4. Nuffic then sends RNTC a pre-selection of approved candidates
5. RNTC will then assess your application in depth. We will inform you and the Fellowship officer whether you have been selected or not

The selection process will normally be completed two months prior to the start of a course.

If you have questions about any aspects of the procedure, please contact us at: info@rntc.nl or visit www.rntc.nl

² Apart from the 'conditional letter of acceptance', you'll need to hand in the following documents: the official result of an English language test (TOEFL or IELTS), unless you are a native speaker; A letter from your employer guaranteeing that your salary will continue to be paid and your job will be held for you; a copy of your passport or other official identity document; Certified copies of educational records*; a current photo*; A copy of your birth certificate* (* upon request of the Embassy or consulate)



RNTC application form International Courses 2011/2012

Please fill in this application as fully and clearly as possible.
For questions, contact RNTC at info@rntc.nl
Send your application form to applications@rntc.nl

1. Application details

Name of the course for which you are applying

- ☐ International Course Broadcast Journalism 2011*: Sport and Society, January 31- April 22, 2011. Application deadline: August 15, 2010.
- ☐ International Course Internet for Journalists 2011, May 16 – June 24, 2011. Application deadline : October 1st, 2010
- ☐ International Course Broadcast Management 2011, May 30 – June 10, 2011. Application deadline : October 1st, 2010
- ☐ International Course Soaps and Society 2011*, September 12 – December 2, 2011. Application deadline: December 1st, 2010
- ☐ International Course Broadcast Journalism 2012*: (Dis)covering diversity, January 30 – April 20, 2012. Application deadline: March 1st, 2011
- ☐ International Course Training the Trainers 2012, May 14 – June 22, 2012. Application deadline: December 1st, 2011
- ☐ International Course Broadcast Management 2012, may 28 – June 22, 2012. Application deadline: December 1st, 2011

** For courses marked with an asterix (*) please make a choice for:*

- ☐ Radio
- ☐ Television

2. Personal and work details

Please spell your names exactly as they appear in your passport, and ensure that telephone numbers are correct: international country code, followed by area code and subscription number. It is important that you can be contacted quickly at these numbers

☐ Mr. ☐ Ms. ☐ Mrs.

Family name:

First name(s):

Date of birth:

Place and country of birth:

Nationality:



RNTC application form International Courses 2011/2012

Personal contact details

Home address:
City (and zip code):
Country:
Home telephone:
Mobile telephone:
Email:

Next-of-kin/person to be notified in an emergency

Name:
Address:
Telephone number:
Email:
Relationship:

Work contact details

Present position/job title:
Name of the organisation:
Address:
City:
Country:
Telephone:
Fax:
General email address:
Your email at work:
Website:

Type of organisation

- ☐ (Semi-) government (national/federal/regional/local)
- ☐ Corporation, private/commercial (national/regional/local)
- ☐ Non-governmental or civil society organisation (national/regional/local)
- ☐ International organization
- ☐ Educational institution, training institution

How would you like to receive future correspondence

- ☐ Private email
- ☐ Your email at work
- ☐ Home Address
- ☐ Work address



RNTC application form International Courses 2011/2012

How did you hear about this course

- ☐ This is not my first application/ I am an RNTC alumnus/alumna
- ☐ RNTC's website/internet
- ☐ My organization: boss
- ☐ My organisation: colleague
- ☐ A former RNTC student
- ☐ Other, please specify:

How do you intend to cover the costs of course fees, travel, accommodation, and living expenses

- ☐ Application under the Netherlands Fellowships Programme*
- ☐ Sponsorship**
- ☐ At my own expense – please send me specific information

3. Education and skills

Please give details of secondary and where applicable higher education plus any training workshops/courses that you have attended of relevance to your present work.

Secondary education

School	Subjects	Qualification	Location	Dates (from/to)

* For information about the Netherlands Fellowships Programme please see our Application Procedure at www.rntc.nl or visit www.nfa.nl/en for the address of the nearest Dutch Embassy

** Please enclose a confirmation letter



RNTC application form
International Courses 2011/2012

Higher education

Institution	Field of study	Qualification	Location	Dates (from/to)

Training of relevance to your work

Institution	Field of study	Qualification	Location	Dates (from/to)

Languages

Mother tongue:

Command of written and spoken English (RNTC's working language)*:

☐ Excellent ☐ Good ☐ Fair ☐ Basic

Computer skills

During the course you will work with PC laptops. Experience in using computers:

☐ None ☐ Some ☐ Average ☐ Extensive

* Proficiency in English is a requirement for participation in RNTC courses. Applications from countries where English is not the official language or the language of education should include a certified statement from a recognised authority establishing proficiency in English (e.g. TOEFL, IELTS, British Council).



4. Employment

Date on which you took up your present position:

Description of your work, indicating your personal responsibilities:

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Previous employment

Name your previous employers, starting with the most recent

Previous position/Job title:

Dates and period of employment:

Name of employing organisation:

Description of your work, indicating your personal responsibilities:

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Previous position/Job title:

Dates and period of employment:

Name of employing organisation:

Description of your work, indicating your personal responsibilities:

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Previous position/Job title:

Dates and period of employment:

Name of employing organisation:

Description of your work, indicating your personal responsibilities:

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Membership of relevant professional organisations:

Recent publications/articles in your name (with dates):

Other relevant professional achievements:

We require all applications and their employers (if applicable) to include a written motivation setting out: the reasons for applying for the course, its relevance to your work and that of your organisation, and its potential contribution to enhancing the performance and the capacity of both.

Motivation of the applicant:

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RNTC application form
International Courses 2011/2012

Employer

Motivation of the employer:

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Name and position of employer:

Signature and official stamp of employer:

Telephone:

Email:

Your signature:

I agree with the requirements for participation (see last page of this form) and certify that the statements made by me in answer to the above questions are true, complete and accurate to the best of my knowledge.

Name:

Date:

Place:

Signature:



6. Application requirements

Please make sure you include the following:

- ☐ Your application completed in full – and signed by you and your employer. If you send it in by email, please scan page 7 with the signatures and send it as an attached PDF file.
- ☐ Copies/photocopies of educational qualifications
- ☐ Statement of proficiency in English
- ☐ Additional reference letters where you think these are relevant
- ☐ If applicable a letter of confirmation from your intended sponsor
- ☐ A recent passport photo

We welcome your application at:

1. The fastest way to get your application processed is through: applications@rntc.nl
2. RNTC course applications, P.O. Box 303, 1200 AH Hilversum, The Netherlands
3. Fax : + 31 35 6724531

Important notes:

- ☐ Please note that without RNTC's written confirmation no candidate should assume that he/she has been awarded a place on the course.
- ☐ Candidates being offered a place on RNTC courses will be required to be in good physical and mental health.
- ☐ Detailed information about our application procedure is available at: www.rntc.nl
- ☐ If you still have questions that we haven't answered here please contact our course secretariat at: info@rntc.nl or by telephone at: + 31 35 6724502 / 503