

The Green Economics Institute Charitable Trust

**Study Placements, Fellowships, Post Doctoral Study,
Post Graduate Study, Interns/Scholars/study/work
experience/charity work Application Form 2015**

Reforming Economics: Changing Economics !

Re- balancing the Global Economy!

**Greening the Global Economy! Healing the Global
Economy! Reclaiming the Commons! Innovations
and Change Making.**

Including:

**10th Annual Green Economics Institute, Green
Economics Conference at Oxford University**

3 Day Conference 22nd -25th March 2015

And Summer Annual Conference July 2015

And Autumn 2015 Conferences

**Science and Economics and Doctoral Department,
University of Oxford, Oxford**

including unique short training courses

Please fill in this application form to apply for all our courses:

Please fill in all sections. Basic Contact Information

Name

Surname

Title
Institution (if applicable)
Date of completion of this form
Postal Address
Country – of origin, passport, and residency
Email address
Facebook
Phone numbers mobile:
How did you hear about the Green Economics Institute
How did you hear about the internship programme?
Do you have expertise, knowledge or experience in this area?
Allergies or other health issues
Special mobility requirements

Do you require a visa to work in this country ?	
Do you have a visa ? if so please email it with this application	<i>No applications will be considered unless the student shows at the time of application</i> Either a) eligibility to work in the UK b) eligibility to work in the EU b) visa which covers work and study in the UK if the student is from outside the EU c) EU passport d) UK passport
All applicants please send a scan of your passport on acceptance	
Your Dates of availability	
Education so far in detail	
Work experience so far in detail	
All applicants are required to take out their own health insurance	

In 2015 The Green Economics Institute plans the following activities and we usually expect to take on about 25-50 students throughout the year :	Please indicate which are of interest
Campaigns The greening of food farming and agriculture Organics	

GreenIT The greening of the commons, The Reform of economics: new innovations Global Banking Trees Water, rivers and seas The Greening of Greece and Cyprus Biodiversity The Greening of Norway Recycling The Philosophy of Social Justice Ending the War against women The Green Economics and Enlightenment – a Bhuddhist perspective Education Older People Anti Fracking Renewables Preparing for the Paris Cop21 Climate Change Conference. Population, migration, refugees Europe and its economy Staving off Deflation The Economics of Survival Other species, animal protection and communication The garment industry in Bangladesh Corporate Social Responsibility, Ethics and Governance And many others	
Books	We intend to publish 10 new books in 2015 –which are you interested in helping with
Parliament -House of Commons Event usually in July This year will be in the House of Lords	Organising this and speaking or producing proceedings or a book to be launched there
Animal Protection, biodiversity loss and species extinction and sentient beings	We want to run an event and publish a book on this
The reform of economics and our main annual conference- all the above themes and more included All students are expected to attend this event and help with it or with other conferences in the summer depending when they are with us -The main conference is March 22nd-25 th 2015 inclusive to be held at Oxford University. We will help you to write in the academic proceedings and to give a speech at Oxford during the Conference. We give you tuition in how to do that and most of our students publish in our books as well. Some publish in our academic journal and all publish in our academic proceedings and books.	
Training courses throughout the year to be held at Oxford University	
We produce proceedings documents for all our events- would you like to help with those	
We regularly visit the EU and Belgium regularly– would you like to help with that	
We are visiting Athens, Brussels, Brazil , Romania and Bulgaria- can you help us prepare or run workshops there?	
We are producing 2 members magazines in 2015	

And we need help with those	
We are running 4 issues of our academic peer reviewed academic journal and we need help with those and 4 preparing for next year	
We are starting 2 new academic journals One on Reform of Economics and one On Green Political Economy We need help with that	
Research –we undertake research into green economics and we need help with that We are currently working on International Trade Issues	
We need help with our events and planning – can you help with that	
We need lots of help with marketing. Can you help with that ?	
We do many speeches throughout the year Would you like to help with those	
We do stalls at fairs and events: would you like to help with those	
We need a strong social media presence and advertising – would you like to help with that	
We need help with administration of our activities Would you like to help with that	
We are relaunching all our web presence and we need help with the content	
We are relaunching all our marketing and brochures- can you help with that	
We are producing a big report about the state of the world –and its economy- can you help with that.	
We are planning to run a residential field trip in Southern England in the countryside in May or July 2015 –can you advise if you'd like to attend	

Practical arrangements		
Do you have funding to cover your internship		
Please describe the funding and say who it is from and what it covers		
Do you need accommodation We are based in Reading and our conferences are at Oxford University so most students stay in Reading either living in or living nearby. Some students work remotely via skype and some visit us regularly during their period of study and live		

elsewhere.		
How long do you want to come to us? Please give dates when you are available		
Do you want to study and work with us full time or part time or remotely		
Where are you based –please give your permanent address and email for correspondence And phone number	Home E-mail Mobile: Phone:	
What can you offer the institute in your internship- or Fellowship what do you bring to it?		
What are you looking for in the study period?		
Is the study period or internship part of your course ?will you need references or some kind of assessment of your work?		

Here you will find information about the many choices of Study Mode Options, Fees and Conditions

Options for Courses : (Most of our courses are suitable for Erasmus Plus, CPD, University Accreditation etc. Please ask us how the courses meet your own particular requirements).

1. Charity Work Experience with our Green Economics Institute Trust
2. Work Placement for Work Experience, administration, management, conference running, marketing, writing, editing, books. Public speaking, lecturing.
3. Academic Internship or study placements. Writing or editing academic work – our academic journal, our conference proceedings
4. Books and publishing writing, editing, production, reviewing
5. Conference and event administration and management
6. Professional Examinations and qualifications
7. Short 1-2 -3 day courses
8. Remote study from home
9. Remote work placement from home
10. Remote academic study from home
11. Post Graduate Study 1-2-3- 6 months supervised study, Fellowships, Visiting Scholars
12. Undergraduate course (This option is in development and we can send details to you)
13. Masters Programme – currently in development and we will send you details
14. PhD Programme – currently in development and we will send you details
15. One book of your academic study – for Publication with the Institute
16. Open Book Examinations with certified Conference Attendance
17. Continuous Professional Education (CPD) Events throughout the year- please ask for dates and details
18. Internships- a formal taught course which works as a bridge between college and the world of work (Very popular course with over 400 students having gone through the programme.)

19. Career planning and tasting placements.
20. Erasmus Plus - internships and study placements (Our most popular course)
21. Post Doctoral Study, Research and Writing.
22. European Union Youth in Action Courses with partners delivering it together. Please enquire if you'd like to partner for our next course
23. Bespoke in house courses- we have run these and training in such varied environments as the UK Cabinet Office, Montenegro, Venice International University, Oxford, Berlin and many other places for many organisations, the International Labour Organisation of Trade Unions.
24. Supervised Research and innovation leading to a report or book or other publication and a public event.
25. Writing – learning to write –with formal tuition and supervision – leading to Publication of your writing in our books.
26. Dissertation Supervision for your course

Work Experience and Study Placements and Internships

As we are a very small charity we have to charge to cover the expenses incurred in providing you with a first class and in depth training and learning experience.

No one is turned away because they can't afford it but we do ask all students to contribute to the life of the institute in concrete ways.

All students are required to pay the following:

£60 compulsory Institute membership for one year

£100 to cover conference and other entrance fees for the annual conference or other conferences so you do not have to pay any entrance fee for any event we run whilst you are with us

£ 100 for the study placement or internship costs, insurances and tuition costs we incur for you. (We ask all students to obtain their own health insurance please)

Minimum cost is therefore £ 260 per student on a work experience placement.

We offer three routes for study placements and internships.

- a) Remote –via skype or similar £260 per student for the whole period- usually 3 months.
- b) Academic –ie not working but studying guided by us with some publishing of your work if suitable. We charge £750 for this course of study for up to 3 months (not including food, travel or accommodation).
- c) Work experience for students as part of your course or independently, joining in all activities- for a rich and varied experience

Total £260 per student to cover insurances etc as above for up to 3 months (Excluding accommodation, travel and food).

We provide formal and full feedback to your university and references where required.

Senior Postgraduate and Post Doctoral Research Scholars and Directed Learning

Please also state here your proposed course of research study and previous publications and research undertaken.

Course Fees for Senior Post graduate and Post Doctoral students and Research Fellows are £ 1500 per student per course, or period of study, part time with weekly supervision and tutorials to be paid on acceptance, not including accommodation.

Please fill in the information for this mode of study here:

Course Fees for Senior Post graduate and Post Doctoral students and Research Fellows

For full time study with daily supervision in person or by email £5000 - £10,000 depending on your requirements and how much work we will need to do, costs of tutors, materials and costs of classrooms etc. Please discuss with us. Please enquire about accommodation, food and travel, as there may be some available but this is charged additionally according to requirements and availability and is not included in the tuition fees.

Please fill in this form and email it to us and we will discuss the possibilities with you on an individual basis.

Professional Examinations Leading to Letters after your name to be used permanently .GE Green Economist, and M.GEI Member of the Green Economics Institute.

These exams are offered with a course of learning which can be short – ie during a conference or longer study periods.

We run the examinations twice a year.

Please ask us for details and timetable

The examinations are £500 and the course of study depends entirely on your previous experience. Please email – filling out this form and we will send you further details. Some students are able to take this with only attendance at a 3 day conference -100% attendance is required. Others require the three month study placement or a months' tuition. Please ask us to advise you what is best.

The above registration does not include accommodation or travel or regular food costs which you need to plan to pay yourself

Scholarships

For certain students with a proven cv of work experience or with proven expertise in economics or other aspect of our work, we may be able to provide scholarships for the internships to cover some of the above registration costs but these are means tested for students from lower income countries and lower income students only, to ensure no one gets turned away as they can't afford it. We are a small charity however and scholarships tend to be provided for people with proven practical experience in the areas of administration that we need at a particular time.

This especially applies to students whose country of origin has a lower average GDP per head of £15,000 Per year. Please ask us about this via email greenecomicsinstitute@yahoo.com We will most certainly ask you to pay a pro rata fee.

Accommodation

The institute does have accommodation on its premises for some students if required, (it's not guaranteed, & it's not compulsory) and this is a popular option and gets full quickly so please apply for accommodation as soon as you know you might need it.

Room costs are either £ 350 (usually reserved for undergraduate students on a very low income from a low income country or £550 per month depending on the size of the room you choose and availability. We supply all bedding and towels for you. However there is also plenty of accommodation in Reading and we can help you find this if you need our help please ask.

Payments

As soon as we accept you formally in writing, payments can be made via BACS, Paypal. Please ask for a Paypal invoice if you want to pay using a credit card.

Probationary Period

Any student who fails to pass their probationary period is asked to leave without a refund. We are looking for attitude and application rather than aptitude. The probationary period is the first month

all students get daily feedback and monitoring and guidance for their work by email or in person from our team and after that there is a weekly assessment to ensure the student remains on track. We expect all students to develop and improve substantially in this period, we attract the brightest and the best and we look for attitude more than aptitude. A keen student is likely to do very well indeed with us.

Misleading Information

Any student found to have given misleading or deliberately incorrect application information will be asked to leave immediately without a refund.

Health and Safety

Any student deliberately contravening health and safety instructions, potentially endangering themselves or others, will be asked to leave immediately without a refund.

All students must fill in a Health and Safety Form on arrival in order to ensure we can look after you during your period with us. We require all students to register with a Doctor and Dentist whilst they are with us.

Forms or information we will need before you begin with us

- A) Confidentiality statement
- B) Permission to Publish your work
- C) Health and Safety Statement so we can look after you correctly should the need arise
- D) Statement of Insurance
- E) Information that you can support yourself financially
- F) Scan of your passport
- G) Next of kin details in the event of an emergency
- H) On going contact details so we can send you certificates etc.
- I) Evidence of your accommodation being organised and practical arrangements whilst with us
- J) Contact details of your tutor or University or Erasmus Programme Manager in case we need to contact them
- K) A mobile phone number for you whilst you are with us for emergencies
- L) A Cv
- M) This form filled in
- N) **All fees, accommodation costs etc** have to be paid before the commencement of studies and at least 2 weeks before arrival so that any last minute requirements can be organised in good time.

Please ensure you manage the process of providing these documents to us, by email is best. (They are kept confidentially and not shared with anyone outside the Institutes' Tutorial Teaching team

Please send this completed form to
greenecomicseducation@yahoo.co.uk

Please ensure you wait for our formal acceptance in writing when we send you an agreement on headed paper **before** buying any travel tickets. (We cannot be responsible for travel costs.)

All places are to be paid for prior on acceptance and rooms are on a first come first reserved basis. No rooms can be reserved without being paid for as we have constant demand for them.

If you have any questions, please do not hesitate to contact us:

Registered office and Postal Address:

The Green Economics Institute,
6 Strachey Close,
Reading, RG8 8EP, UK
Phone: 0044 (0) 7990 59463
greeneconomicsinstitute@yahoo.com
www.greeneconomics.org.uk

Payment and Bank Details

Green Economics Limited
Company Registration Number : 07246914
web: www.greeneconomics.org.uk
Email: greeneconomicsinstitute@yahoo.com
Registered Office:
The Green Economics Institute, 6 Strachey Close, Tidmarsh, Reading, RG8 8EP

Bank details:

Barclays Bank
Green Economics Limited
Pay to the account of Green Economics Limited,
Barclays Bank PLC, Bracknell, Area Branches, Bracknell, Berks. RG12
GREEN ECONOMICS LIMITED,
Sort Code 20 11 74, Account Number 63426963
IBAN GB28 BARC 2011 7463 4269 63
SWIFT BIC BARCGB22