

# **GENERAL RULES FOR THE ORGANISATION OF ADVANCED COURSES IN 2016**

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## GENERAL DESCRIPTION

The advanced courses at Menéndez Pelayo International University that are held in Santander in the summer and at the other campuses throughout the year fall into the categories set out below. The UIMP will certify the equivalence of the time spent by attendees on those courses, so that it is recognised as free-choice or ECTS credits (for degree and post-graduate purposes) when the prescribed conditions are met.

### MASTERCLASS COURSES

The Masterclass Course consists of the systematic unfolding, generally in the hands of a specialist, of a series of topics from any discipline, explained in the form of lessons over the period of one week. It will consist, generally, of 20 effective study hours.

### THE AUTHOR AND HIS/HER WORK COURSES

The Author and his/her Work is a variant of the Masterclass Course. Its aim is for a well-known figure to explain some of the aspects related with his/her production or literary, artistic, scientific or technical creation.

### SEMINARS

The Seminars consist of programmes taught by successive lecturers –generally not more than 18, including the director and the secretary– for a week, with some 30 study hours distributed into 14 academic sessions, plus the opening and closing sessions, in which the lectures and the roundtable discussions can be combined, with priority placed mainly on the scientific contribution and the plural exchange of knowledge and points of view and participation by the students attending.

### SCHOOLS

The Schools are training programmes oriented towards presenting the scientific work of a small and articulated group of specialists –no more than 12, in general, including the director and the secretary– in a certain field of work. The School will carry out its activity for some 30 study hours, distributed in 14 sessions plus the

opening and closing sessions, for a week, in which lectures and round table discussions can be combined.

### CONFERENCES

The Conferences consist of programmes taught by several lecturers –generally no more than 16, including the director and the secretary– for four days as a maximum. The lectures and the roundtable discussions can be combined, with priority placed mainly on the scientific and humanist contribution, the plural exchange of knowledge and points of view and participation by the students attending.

### WORKSHOPS

The Workshops are week-long programmes conducted by one or several specialists in any area of creation or literary, artistic, scientific or technical production. Because of their distinctive characteristics, each director will get in touch with the Vice-Chancellor's Office for Innovation and Project Development to establish the length of the work sessions. In the Workshops, participation by the students attending will take special precedence.

### SYMPOSIUMS

The Symposiums are scientific or professional meetings that generally have a larger number of attendees than the advanced courses. The UIMP may host activities of this kind under the coverage of the respective agreement, which will specify the logistic and economic organisational aspects, clearly defining the responsibilities of the organising entity and of the UIMP.

## MISSIONS OF DIRECTORS, SECRETARIES AND LECTURERS

Once they have received formal approval to take part in the respective course and until it comes to an end, directors, secretaries and lecturers are subject to the academic and administrative procedures of the University.

In accordance with the proposal approved by the Governing Board of the UIMP, the Director of the course will have the following functions:

- To establish the objectives and detailed structure of the course: the programme for and organisation of the sessions.
- To select the lecturers and ask them to agree to take part.
- To provide the Vice Chancellor's Office for Innovation and Project Development with all the information about organising the course on the dates established.
- Compile the identification particulars needed to carry out the procedures required by the UIMP and provide the programming technicians at the Vice Chancellor's Office for Innovation and Development with them.
- To provide lecturers taking part with these rules for their information.
- To provide lecturers taking part with the data-collection forms so that they are filled in and given to the UIMP.
- To provide the programming technicians with the materials and documentation that will be distributed to the students while the course is being held, and the text of the papers prepared for that purpose by the lecturers, at least 15 days before the course is held.
- To prepare, in accordance with the University, the formal opening and closing events.
- To attend personally to the good running of the activity, in coordination with the Vice Chancellor's Office for Innovation and Project Development.
- To give a talk, to introduce the lecturers, or participate as moderator in some roundtable discussions.
- To draw up and send an assessment report, with suggestions and comments, to the Vice Chancellor's Office for Innovation and Project Development, once the activity has come to an end.

The director may appoint an academic secretary who will have the following functions:

- To collaborate with the Director in the coordination, preparation and holding of the course.
- To check that all the speakers sign the copyright authorisation, which will be collected by UIMP staff.
- To check that written and audiovisual material created by the lecturers is available to UIMP, facilitating its delivery to the relevant technical staff
- To participate as moderator in some roundtable discussions.

As a rule, the director and the secretary should arrive one day before the course begins and stay at the UIMP for as long as the academic activity lasts, and they are welcome to give some of the talks or participate as moderators or speakers at some roundtable discussion. The mere fact of having moderated a roundtable discussion will not entail the payment of fees to the directors and academic secretaries of the courses.

Lecturers should be selected mainly by academic criteria, according to the subject of the course, combining the presence of speakers from university with others from Public Administration, business or cultural environments, for their reputation. Each lecturer is supposed to elaborate the appropriate teaching material, that will be sent in due time to UIMP for its distribution at the course. Otherwise, lecturers will be invited to grant the copyright to their teaching material to the UIMP. All materials, documentation and lecture room recordings will be kept by UIMP in its archives to be used in future courses or publications, in accordance with what is mentioned in the ASSIGNMENT OF RIGHTS section of these Rules.

The number of lecturers taking part in each course should not exceed the figures indicated above, with the exception of courses covered by a specific agreement indicating otherwise. Roundtable discussions should not be arranged with more than four participants and a moderator. As a general rule, a lecturer should not be invited to take part in just one roundtable discussion.

## PROGRAMME AND ORGANISATION SCHEDULE

Once the proposal for the course has been approved by the UIMP Governing Board, the director and secretary will get in touch with the Vice Chancellor's Office for Innovation and Project Undertaking to define the content of the course programme that, in its final version, will need the express approval of the Vice Chancellor's Office.

In any event, before **31 MARCH 2016** the UIMP must have the following details at its disposal for their dissemination and publication:

- Course title.
- Director, secretary and lecturers anticipated (names, positions, ID card/passport and contact addresses).
- Time and title of each lecture paper or roundtable discussion, with the name of the participants, in each case.
- Academic or professional position (one as a rule, two as an exception) with which the speakers will appear in the programmes.
- A text of 20-30 lines where the objectives of the course, its content and the type of student it is aimed at are set out briefly. These lines will act as a basis for publishing the respective programme.
- A brief bibliographical selection (as the case may be) of the books and articles that students attending might find useful.

The Vice Chancellor's Office for Innovation and Project Development must be notified of any subsequent change, whatever it may be, in the programme for the course, for its mandatory approval. In the event of non-compliance with the time limits and conditions set out above, the UIMP will be relieved of the commitment to organise the course.

## TRAVEL AND ACCOMMODATION ARRANGEMENTS

The UIMP will cover travel expenses according to the indications set out below. To enable us to make the appropriate travel and accommodation arrangements, it is very important to fill in the questionnaire ( personal data, bank details, travel

and accomodation plan) and return to us not less than one month before you are scheduled to participate.

**Plane or train.** The UIMP will provide economy class electronic tickets, according to each participant's preferences indicated in the questionnaire, at least seven days before the start of the course. Participants should print out the corresponding aircraft boarding cards or train tickets.

Please, notice that if, excepcionally, the ticket is bought by the participant:

- Tickets will not be reimbursed if exceed the amount approved by the UIMP or are not issued in the name of the participant.
- Tickets will be reimbursed only to the participants and under no circumstances to public or privates entities.

Travel to and from the airport or railway station will ordinarily be provided by UIMP. Should a taxi service is used, the original receipt for the journey is required for reimbursement. Any expense due to ticket modification at the request by a participant shall be met by the demanding participant.

**Coach.** Participants will take charge directly of making their own arrangements for tickets, which will be reimbursed by the University Payments Department. Tickets will, in all events, be tourist class.

**Car.** The University will cover the cost of the journey on the basis of the kilometerage tariffs established, from the place of residence of the participant, if it is within the country. When the journey by car is made from outside the country, prior authorisation by the University will be required.

The UIMP will cover the cost of meals and accommodation for lecturers for the days that their participation lasts (generally two days for participants who travel from within Spain and three for those who come from abroad), but will not cover the travel, accommodation or meals costs of companions, or pay any kind of extra hotel expenses. On arrival at the UIMP reception desk, they will be given an envelope with their name on it, containing their credentials and other useful information. If the time of arrival is after 20 hours, the UIMP should be notified of that fact to avoid the booking being cancelled.

## FEES

### SCHOOLS, SEMINARS AND CONFERENCES

Management, 4- to 5-day courses	700 euro
Management, 1- to 3-day courses	600 euro
Secretariate, 4- to 5-day courses	500 euro
Secretariate, 1- to 3-day courses	400 euro
Paper	380 euro
Communication	150 euro
Roundtable	150 euro

Any speech lasting 50-60 minutes which is followed by a debate or discussion and given by only one lecturer will be considered to be a lecture paper. The intervention must rely on written or audiovisual material that is to be held by the UIMP.

Senior officials from Central, Autonomous and Local Government Departments and Authorities, as from the level of Director General or related, inclusive, will not be paid fees for participations by them at the UIMP.

Should there be two directors or more than two people in the Management Team (director and secretary), the fees that apply to one Management Office and one Secretary's Office will be distributed proportionally. Directors and secretaries may not be paid more than 1,230 euro charged to the course for which they are responsible. The Directors' and secretaries' fees now include the moderation of roundtables.

### MASTERCLASS COURSES AND THE AUTHOR AND HIS/HER WORK

Management	5,700 euro
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### WORKSHOPS

Management	2,800 euro
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Collaborators with Masterclass Courses, The Author and his/her work and Workshops will receive the fees indicated at the Schools, Seminars and Conferences table.

Symposiums will be managed by its specific agreement.

### GENERAL TAX-RELATED RULE

The participation of directors, secretaries and teachers is considered to be a personal contract and, therefore, is a bilateral relationship. Consequently, bills issued by public or private entities will not be accepted. Fees will be reduced according to the tax regulations. NON RESIDENT lecturers coming from countries with double-taxation agreements will not be taxed if they provide to the UIMP Payments Department with a signed and sealed CERTIFICATE OF TAX RESIDENCE issued by the TAX AUTHORITY of their country of residence.

## TIMETABLE

Courses will be organized within the approximate Monday to Friday timetable shown below, with morning and afternoon sessions.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Opening session 10.00 h.-11.30 h.	9.30 h.-11.00 h.	9.30 h.-11.00 h.	9.30 h.-11.00 h.	9.30 h.-11.00 h.
12.00 h.-13.30 h.	11.30 h.-13.30 h.	11.30.-13.30 h.	11.30 h.-13.30 h.	11.30 h.-13.00 h. Closing session
15.30 h.-17.30 h.	15.30 h.-17.30 h.	15.30 h.-17.30 h.	15.30 h.-17.30 h.	

According to their nature, courses may combine lectures with a more discursive content with others stimulating debate and discussion, the predominance of this latter kind of sessions being preferable. Roundtable discussions should preferably be arranged in the afternoon.

## **COLLABORATION FOR COURSE FUNDING**

As stated in its Bylaws, the UIMP is a high culture, research and specialisation university with the mission of promoting and disseminating culture and science and fostering relations for the exchange of scientific and cultural information of international and inter-regional interest through close cooperation with other universities and public or private institutions. What is more, we are going through a period of budgetary austerity that affects all government departments and the bodies that report to them.

For that reason, the University considers it imperative that all proposals for holding a course provide for some formula for collaboration with public or private institutions to fund it. Generally, the agreement for funding courses should contain, among others, the following clauses:

- 1) Commitment on the part of the UIMP to hold the course in accordance with the approved programme and budget, undertaking the economic and administrative management stemming from it.
- 2) Commitment on the part of the collaborator institution to fund the course in accordance with the approved budget.

As regards the publicity for and dissemination of the course, it will be set out that the collaborator institution may support the UIMP in the course promotion campaign on its own website with complementary advertisements in the press, by direct dissemination of the programme among the specific audience and undertaking any other actions that it deems fitting, respecting the design of the UIMP advertising campaign. Apart from that, the UIMP will highlight in any media used to promote and disseminate the course (programme leaflet, posters, advertising in the press, press releases, press conferences, etc.) the collaboration of the collaborator institution, respecting in any event the external image guidelines that both institutions provide for that purpose.

Should the collaborator institution be interested in doing publications or audiovisual productions on the course content and material, it must notify the UIMP in writing beforehand, without prejudice to other legally-required permits.

It may also be decided that the contributor institution will make available enrolment grants for attending the course that is the object of the agreement. In that event, the UIMP must be formally notified of the particulars (name, surnames and ID card or passport) of the people who are going to fill those places at least two weeks before the course commences. The cost-free status cited only includes academic enrolment on the course, but not travel expenses or other expenses incurred by the grant holders, unless explicitly stated otherwise in the respective agreement. The remaining places on the course for students or attendees will be covered by standard UIMP procedures.

## **ASSIGNMENT OF RIGHTS**

The lecturers participating will be invited to assign the copyrights to their speech to the UIMP, unless the University should decide otherwise, in accordance with the prescriptions of current Spanish Copyright law; the patrimonial rights of reproduction, distribution and public communication for the purpose of its reproduction and dissemination online on the basis of data and web pages owned by the UIMP; and any other possible future use appropriate to the teaching and non-profit-making aims of the latter.

## **CANCELLATION OF COURSES**

When less than 10 students have enrolled, the UIMP may cancel the course one week before it is due to be held.

## **COURSES TO BE HELD AT THE CAMPUSES**

The Rules above will also apply to courses to be held at the campuses, the Management Offices of the latter taking on the functions assigned to the Vice Chancellor's Office for Innovation and Project Development. The deadline of 31 March 2015 will not be applicable for having the detailed information about the courses.