

# **GENERAL REGULATIONS FOR ORGANISING ADVANCED COURSES**

**2019**

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## 1. GENERAL DESCRIPTION

The Universidad Internacional Menéndez Pelayo advanced courses held in Santander in summer and throughout the year at the other campuses follow the formats set out below. The UIMP will certify the equivalence of attendee commitment on said courses for the purposes of recognition as optional or ECTS credits (for undergraduate and postgraduate levels) where the stipulated conditions are met. All courses shall be opened and closed by a member of the university's chancellery team.

### 1.1. MASTERCLASS COURSES

The Masterclass Courses comprise the systematic development of topics from any discipline explained generally by a specialist in the form of lectures running over one week. They shall generally comprise **20 teaching hours**.

### 1.2. AUTHOR AND WORK COURSES

Author and Work Courses are a branch of the Masterclass Courses. Taught by the authors themselves, they are aimed at explaining aspects related to their literary, artistic, scientific or technical production or creation.

### 1.3. SEMINARS

Seminars comprise programmes that are given by successive lecturers (generally, a maximum of 18 including the director and secretary). They run for 27 teaching hours spread over 14 academic sessions throughout one week, as set out in point six of these regulations. They may combine talks, presentations and round tables that particularly emphasise scientific contributions and the plural exchange of knowledge and viewpoints, as well as the participation of attending students.

### 1.4. SCHOOLS

The Schools are training programmes promoted by the university and aimed at introducing the scientific work of a small structured group of specialists (up to a maximum of 12 including the director and secretary) within a specific academic field. They normally run for 27 teaching hours spread over 14 sessions throughout one week, and may combine talks and round tables.

## 1.5. ENCOUNTERS

The Encounters comprise programmes taught by successive lecturers (generally a maximum of 16 including the director and secretary) and run from one to four days. They may combine talks, presentations and round tables that particularly emphasise contributions from science and the humanities, the plural exchange of knowledge and viewpoints, as well as the participation of attending students.

## 1.6. WORKSHOPS

The Workshops are programmes taught by one or several specialists in any area of literary, artistic, scientific or technical creation or production over one week, and run for a minimum of 20 teaching hours. Due to their special nature, each director will contact the Office of the Pro-Vice-Chancellor for Project Innovation and Development to set the duration and organisation of the work sessions. The participation of attending students plays a standout role in the Workshops.

## 1.7. SYMPOSIA AND CONFERENCES

These are scientific or professional meetings generally with a higher number of attendees than the advanced courses. The UIMP may host this type of activity under the auspices of the corresponding agreement which shall specify the organisational, logistical and financial aspects, clearing stating the responsibilities of both the organising institution and the UIMP.

## 2. TASKS OF DIRECTORS, SECRETARIES AND LECTURERS

- 2.1 From the moment they formally accept to take part on a course and until it finalises, the directors, secretaries and lecturers shall be subject to the academic discipline and administrative specificities of the university.
- 2.2 The Course Director, in accordance with the proposal approved by the UIMP Governing Council, shall have the following duties:
  - a. Establishing the objectives and detailed structure of the course: the programme and organisation of sessions.
  - b. Selecting lecturers and obtaining their acceptance to participate.

- c. Providing the Office of the Pro-Vice-Chancellor for Project Innovation and Development with all information linked to the organisation of the course on the dates set.
  - d. Collecting the information required to carry out the necessary procedures at the UIMP and providing it to the programming specialists in the Office of the Pro-Vice-Chancellor for Project Innovation and Development.
  - e. Providing participating lecturers with the regulations for their reference.
  - f. Providing participating lecturers with the personal information forms so that they may be filled out and issued to the UIMP.
  - g. Providing programming specialists with the material and documents to be handed out to students during the course, as well as the text of the talks thereon written by the lecturers, at least fifteen days before they take place.
  - h. Preparing, in agreement with the university, the opening and closing ceremonies.
  - i. Dealing personally with the proper operation of the activity in coordination with the Office of the Pro-Vice-Chancellor for Project Innovation and Development.
  - j. Giving a talk, presenting each speaker before they speak and moderating some of the round tables.
  - k. Writing and sending an assessment report including suggestions and comments to the Office of the Pro-Vice-Chancellor for Project Innovation and Development after the activity concludes.
- 2.3 The director may designate an academic secretary who shall have the following duties:
- a. Collaborating with the director in the coordination, preparation and running of the course.
  - b. Verifying that all speakers sign the copyright transfer authorisations, which shall be collected by UIMP staff.
  - c. Verifying that all written and audiovisual material produced by the speakers remains at the UIMP's disposition and is provided to the corresponding technician.

- d. Participating as a moderator in any of the round tables.

- 2.4 Generally, the director and secretary shall arrive the day before the start of the course and remain at the UIMP for the entire duration of the academic activity.
- 2.5 Participating lecturers shall be selected mainly based on academic criteria, in accordance with the course topic. It is recommended to combine speakers from academe with others who, not being in the academic world, have renowned professional prestige or who contribute interesting approaches for the topic in question from the spheres of civil service, business culture or society. In any event, every participating lecturer shall submit the text of their talk within the deadlines set by the director for distribution on the course. In turn, participating lecturers shall be invited to transfer the copyright of their talk to the UIMP in the terms set out in the regulations for lecturers. The material and documents of the talks shall be incorporated into the UIMP archive and, where applicable, may also be published by the university, which reserves this specific right with regard to the documents and lectures produced for its courses, in accordance with what is set out in the TRANSFER OF RIGHTS section in these regulations.
- 2.6 The number of participating lecturers on each course shall not exceed the numbers set out above, except on those courses where a specific agreement setting out a different number is signed.
- 2.7 As a general rule, inviting a lecturer to participate solely in a round table shall be avoided. Round tables may not have more than four participants in addition to the moderator. Each speaker is recommended to not take part in more than two conferences and one round table.

### 3. ORGANISATION PROGRAMME AND CALENDAR

- 3.1 Once the course proposal is **APPROVED** by the UIMP Governing Council, the director and secretary shall contact the Office of the Pro-Vice-Chancellor for Project Innovation and Development to outline the programme content, the final version of which shall require express approval by the Office of the Pro-Vice-Chancellor.

3.2 Any later change to the course programme of whatever nature shall be notified for its mandatory approval to the Office of the Pro-Vice-Chancellor for Project Innovation and Development.

3.3 The UIMP shall receive **before 31<sup>st</sup> March 2019** the following essential information for editing and publishing the General Programme:

- a. Title and dates of the course.
- b. Director, secretary and planned lecturers (names, positions, ID/passport no. and contact addresses).
- c. Time and title of each talk or round table with the name of the participants in each instance.
- d. Academic or professional position (one as a rule, two exceptionally) alongside which the speakers shall appear in the programmes.
- e. A 20- to 30-line text with a summary of the course objectives, content and type of students it is aimed at. This text shall be used as a basis to publish the corresponding programme.
- f. A brief bibliography (where applicable) of books and articles that may be useful for attending students.

3.4 In the event of failure to comply with the deadlines and conditions set out above, the UIMP shall be freed from its commitment to organise the course.

#### 4. ORGANISING TRAVEL AND ACCOMMODATION

4.1 In general, the UIMP shall cover travel expenses and management, in accordance with the indications set out below, which also appear in the questionnaire received by each lecturer or speaker. For correct administration, it is essential that everybody send the questionnaire with their information (personal, bank, travel and accommodation) five weeks before the start of the course.

**Plane or train.** The UIMP shall provide tickets in economy class through electronic tickets and endeavour to match the schedule preferences stated on the questionnaire for lecturers, at least seven days before the start of the course. In turn, the airport or train station transfer to the university is covered by the UIMP. If a taxi is taken, the original receipt for the journey must be submitted that shows

the trip and date to qualify for reimbursement. Any expense arising from ticket changes shall be paid by the participant who has requested said changes. Participants shall cover the cost of printing flight boarding passes or train tickets.

**Coach.** Participants shall personally organise their tickets and the University Payments Department shall reimburse the cost. In any event, tickets shall be for standard class.

**Car.** The university shall cover the fuel costs, as per the set rates per kilometre, from the participant's place of residence if this is located in Spain. Where the car journey is from overseas, prior authorisation from the university shall be required.

4.2 The UIMP shall cover lecturers' board and lodging for the days they are participating on the course (generally one or two days for participants travelling from Spain and up to three days for those coming from overseas); however, it shall not cover travel, board or lodging expenses for companions, nor hotel extras. Where arrival is scheduled later than 6 pm, the assigned hotel shall be directly notified to avoid the booking being cancelled.

### 5. FEES

#### 5.1 SCHOOLS, SEMINARS AND ENCOUNTERS

Management, 4- or 5-day courses	700 euro
Management, 1- to 3-day courses	600 euro
Secretariat, 4- or 5-day courses	500 euro
Secretariat, 1- to 3-day courses	400 euro
Lecture	380 euro
Talk	150 euro
Round Table / Practical Session	150 euro

a. A lecture shall be deemed as such for fee purposes as any intervention based on written or audiovisual didactic material (which shall remain in the hands of the UIMP) that lasts for 50-60 minutes, followed by a debate or later seminar, and given solely by one lecturer. Shorter interventions shall be paid the talk fee.

- b. A practical session shall be deemed as such for direct assistance or supervision of the practical activity proposed to attendees, or those sessions specified as workshops.
- c. Senior officials from the national, regional and local governments, from the level of executive director or similar, shall not be paid a fee for participating at the UIMP.
- d. Where there are two directors or more in the Management Team (director and secretary), the fees for one Management and one Secretariat shall be pro-rata. Directors and secretaries may not be paid more than 1,230 euro for the course under their responsibility. Director and secretary fees include moderating round tables.

## 5.2 MASTERCLASS AND AUTHOR AND WORK COURSES

Management	5,700 euro
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## 5.3 WORKSHOPS

Management	2,800 euro
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Fees for masterclass and author and work courses lasting under 20 teaching hours shall be pro-rata as per the number of hours. Assistants and collaborators on masterclass, author and work courses, and workshops shall be paid the fees set out in the Schools, Seminars and Encounters table for their respective duties.

Symposia are not governed by the aforementioned fees tables but rather by their respective agreements.

## 5.4 GENERAL TAX RULES

The participation of directors, secretaries and lecturers is deemed administratively as a personal contract and, therefore, a bilateral relationship. Invoices from public or private institutions shall not be allowed for payment of fees. The corresponding withholding tax shall be applied to all speakers. The withholding tax shall not be applied to NON-RESIDENT lecturers from countries with a double taxation agreement with Spain where they submit to the UIMP Payments Department a signed and

stamped TAX RESIDENCE CERTIFICATE issued for this purpose by the TAX AUTHORITIES in their home countries.

## 6. SCHEDULES

6.1 In general, the sessions shall follow the schedule set out in the attached table:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10 to 11:30 am	9:30 to 11:30 am	9:30 to 11:30 am	9:30 to 11:30 am	9:30 to 11:30 am
Midday to 2 pm	Midday to 2 pm	Midday to 2 pm	Midday to 2 pm	Midday to 1:30 pm
3:30 to 5:30 pm	3:30 to 5:30 pm	3:30 to 5:30 pm	3:30 to 5:30 pm	

6.2 Depending on their nature, the courses may combine more discursive conferences with the presentation and exposition of lectures subject to debate amongst attendees; in any event, the latter type of session is preferred as a majority exercise. Round tables are recommended to be run in the afternoon sessions, bringing together speakers from the morning session on that same day and those from the following day.

## 7. COLLABORATION FOR COURSE FINANCING

In accordance with its Statutes, the UIMP is a high-culture, research and specialised university whose mission it is to promote and spread culture and science, as well as develop cooperation with other public or private universities and institutions. In turn, and given the current period of budgetary austerity that affects all Public Administrations and those institutions dependent thereon, the university sees it as essential that any proposal to hold a course plans for some collaboration method with public or private institutions with regard to financing to the greatest level of detail possible.

7.1 Financial collaboration may have different methods:

- a. Transfer of funds to the UIMP, possibly requiring, where applicable, justification of the use of said funds.
- b. Direct payment by the collaborating institution of certain necessary expenses or services for running the course.

- c. Awarding grants or bursaries to attend the course that may cover any or all registration, board and lodging or travel expenses, as long as the selection of the beneficiaries of said awards is specifically documented and under the responsibility of the collaborating institution, without the UIMP taking any responsibility thereof in this sense.
- d. Mixed collaboration including more than one of the aforementioned methods.

7.2 In return for the financial collaboration and depending on the amount thereof, the UIMP offers the following services along general lines:

- a. Inclusion of the institution in all media used to promote and market the course, respecting the guidelines for external branding provided.
- b. The chance to have a number of places with no registration fee for individuals designated by the institution.
- c. The chance for the collaborating institution to distribute information about its programmes or products linked to the content of the course and as per UIMP instructions.
- d. Where the institution finances the entire course, a representative from the institution shall be invited to take part in the opening and closing ceremonies for the course.

## **8. TRANSFER OF RIGHTS**

8.1 Participating lecturers shall be invited to transfer the copyright of their intervention to the UIMP as per the stipulations set out in current Spanish legislation on Intellectual Property, the property rights for reproduction, distribution and public communication for online reproduction and distribution in the databases and websites owned by the UIMP, as well as any other possible future use in accordance with the teaching, not-for-profit purposes thereof.

## **9. CANCELLING COURSES**

9.1 The UIMP may cancel the course with one week's notice where fewer than ten students are enrolled for it.

## **10. COURSES TO RUN AT THE CAMPUSES**

10.1 The preceding regulations shall also apply to courses run at the other UIMP campuses, with the management departments of the latter taking on the duties assigned herein to the Office of the Pro-Vice-Chancellor for Project Innovation and Development.