

# Questionnaire for lecturers

## Information

Until June 10th: UIMP • Isaac Peral, 23 (28040 Madrid) • Tel.: +34 91 592.06.00 • Fax: +34 91 543.08.97  
After June 10th: UIMP • Palacio de la Magdalena (39005 Santander)  
• Tel.: +34 942 29.88.00 • Fax: +34 942 29.88.11  
E-mail: [prog2vroa@uimp.es](mailto:prog2vroa@uimp.es)  
<http://www.uimp.es>

## INFORMATION FOR LECTURERS ON UIMP COURSES

The UIMP is delighted with your collaboration which, undoubtedly, will contribute to the prestige, interest and quality of our academic activities.

In order to ensure that your travel and accommodation arrangements are properly organised, it is very important that you fill out the attached questionnaire and return it to us as soon as possible, at least one month before your participation. **Please note that it is essential to provide your ID, passport or residence card number.** The questionnaire should be sent to the "Servicio de Programación Académica", preferably by email to the following address: prog2vroa@uimp.es.

### TRAVEL

The UIMP will cover the cost of your travel, according to the following procedure:

**Airplane and train.** Tickets will be provided by the UIMP, in economy class apart, by means of an electronic ticket. To this end, you are kindly requested to indicate your time preferences.

Please, notice that if, exceptionally, the ticket is bought by the own 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 private entities

A courtesy car/taxi service will be provided for transfers between airport or train station and the University. Should a taxi service is used, the original journey receipt is required for reimbursement. The UIMP will not cover transfer costs out of this itinerary. Any cost incurred from travel changes will be at the expense of the participant.

**Coach tickets:** Participants will make their own arrangements for their ticket, the cost of which will be reimbursed by the UIMP Payments Department, upon submission of the ticket and payment voucher. Tickets should be in tourist class.

**Car:** The University will cover the cost of the journey, according to the established mileage/kilometre tariffs, from the participant's usual address.

### ACCOMMODATION AND MEALS

The UIMP will cover the cost of teachers' accommodation and meals for the period of their participation, but will not cover travel, accommodation or living expenses of accompanying persons, or any extra hotel expenses. On arrival at the UIMP reception desk, you will be given a personalized envelope, with your credentials and other useful information. If you expect to arrive later than 20h, please inform the UIMP to avoid booking cancellation.

### FEES

The payment of fees will be made by a bank transfer. While at the UIMP, lecturers should ensure that you have provided your personal and banking data correctly. In no case, bills issued by public or private entities will not be accepted

According to the tax law, all lecturers will have the legally-applicable tax withholding deducted from their fees. To avoid double taxation, NON-RESIDENT lecturers from countries that have double taxation agreements with Spain shall provide a TAX RESIDENCE CERTIFICATE issued by the TAX AUTHORITIES of their country of residence.

### DOCUMENTATION

You are kindly requested to submit, at least fifteen days prior to your arrival at UIMP, a brief CV and the lecture or handouts corresponding to your participation (preferably in pdf).

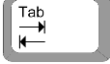

General Rules for the organisation of Advanced Courses in 2017 are published [here](#)

On behalf of the UIMP, thank you again for your collaboration. We are at your complete disposition to make your participation and stay as fruitful and pleasant as possible.

## Instructions to complete the Lecture's Questionnaire

- Download the attachment: Questionnaire\_2017 , and save it in your computer.
- Fill out the saved file, using Acrobat Adobe or Adobe Reader
- Save again the filled questionnaire ( please, do not use the send button)
- Return the questionnaire as an attachment to the programming technician e-mail or to [prog2vroa@uimp.es](mailto:prog2vroa@uimp.es)

### Please, note:

- Fill out all fields marked \*
- Place your mouse pointer on the field to obtain more information
- Change the field using the  key
- Choose between several options using the  key

If you don't have Acrobat Reader in your computer, you can get your free version in <https://get.adobe.com/es/reader/>

## QUESTIONNAIRE

<b>CODE</b>	<b>TITLE COURSE</b>
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### PERSONAL DETAILS

<b>SURNAME*</b>		<b>FIRST NAME*</b>	
<b>IDENTIFICATION DOCUMENT*</b>		<b>NUMBER*</b>	
<b>NACIONALITY*</b>	<b>TAX RESIDENCE*</b>		<b>SEX</b>
<b>TELEPHONE NUMBER*</b>		<b>TELEPHONE NUMBER 2</b>	
<b>E-MAIL*</b>			

### HOME ADRESS (Tax notices)

<b>ADRESS*</b>		<b>NUMBER</b>	<b>FLOOR</b>
<b>COUNTRY</b>	<b>TOWN/CITY</b>	<b>POSTCODE</b>	

### PROFESSIONAL DETAILS

<b>PROFESSIONAL STATUS*</b>			
<b>ACADEMIC OR PROFESSIONAL TITLE*</b>			
<b>PLACE OF WORK</b>			
<b>PROFESSIONAL ADRESS</b>		<b>NUMBER</b>	<b>FLOOR</b>
<b>COUNTRY</b>	<b>TOWN/CITY</b>		
<b>POSTCODE</b>	<b>TELEPHONE NUMBER</b>	<b>FAX NUMBER</b>	
<b>E-MAIL</b>			

**TRAVEL AND ACCOMMODATION DETAILS**

**ITINERARY**

**TRIP PREFERENCES**

**OUTBOUND JOURNEY**

**RETURN JOURNEY**

**CHECK IN BAGAGGE ( If you want to travel by plane)**

**BRAND AND MODEL**

**REGISTRATION NUMBER**

*(information required for entering the campus)*

**SCHEDULE PREFERENCES**

**OUTBOUND JOURNEY**

**RETURN JOURNEY**

<b>DATE</b>	<b>DATE</b>
<b>SCHEDULE</b>	<b>SCHEDULE</b>
<b>ROOM</b>	
<b>ENTRY DATE</b>	<b>DEPARTURE DATE</b>

**ACCOMPANYING PERSON ( Data for Access to campus)**

**NOTE: trip, accommodation and living expenses will not be covered by UIMP**

<b>FIRST NAME</b>	<b>SURNAME</b>
<b>IDENTIFICATION DOCUMENT</b>	<b>NUMBER</b>

**COMMENTS**

## BANK DETAILS

### BANK CURRENT ACCOUNTS OF THE EUROPEAN UNION

<b>SURNAME AND FIRSTNAME OF THE ACCOUNT HOLDER ( Only natural persons)</b>
<b>IBAN</b>

### BANK CURRENT ACCOUNTS OUTSIDE EUROPEAN UNION

<b>SWIFT/BIC/CODE</b>		
<b>BANK</b>	<b>BRANCH</b>	
<b>BANK ADDRESS</b>	<b>POST CODE</b>	<b>COUNTRY</b>
<b>ADD OTHER INTERESTING BANK DATA</b>		

## TECHNICAL NEEDS

*(All the classrooms have a computer and a projection system (Windows environment). If you are planning to bring your own computer or use another system, please provide details.)*

## LANGUAGE OF YOUR LECTURE

### \*REQUIRED FIELDS

*Menéndez Pelayo International University guarantees confidentiality of all personal data, as stated at the Spanish Act 15/1999 on Protection of Personal Information. All the information provided will be recorded on a personal information computer file created by and kept under the responsibility of Menéndez Pelayo International University.*

*Recorded data will be used by Menéndez Pelayo International University in connection with the organisation of its different training activities, and for the purpose of informing the persons concerned of future academic programs. And they will be ceded in those cases in which it is necessary to contract the services of a third party in order to obtain the solicited service. According to Act 15/1999 on Protection of Personal Information, the rights of access to, rectification, cancellation of and opposition to the data collected and filed may be exerted at any time by notifying the UIMP in writing.*