

# **GENERAL REGULATIONS FOR ORGANISING ADVANCED COURSES**

**2020**

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## 1. GENERAL OVERVIEW

This is a guide for the preparation of course proposals that contains the current regulations and a summary of the types of courses that can be held at the university. In general, proposals for these courses may be sent by invitation of the UIMP or by submitting an application following the public call published at the UIMP webpage. This ordinance applies to all UIMP courses in Santander, Tenerife, A Coruña, Cuenca, Valencia, Sevilla and Madrid and to those cofounded by UIMP in Granada, Cartagena, Barcelona, La Línea de la Concepción and Pirineos.

## 2. COURSES TYPOLOGY

**1.1 ACADEMIC COURSES (A):** These courses develop current topics with an academic perspective and aim at transferring the most recent advances in their area. They combine lectures, communications and round tables, valuing, above all, the scientific and humanistic contribution, the plural exchange of knowledge and points of view, as well as the participation of students. The program may contain sessions dedicated to the exhibition of work carried out by young researchers. All programs with a duration of 3 days or more will include a session on Wednesdays which will refer to a plenary conference or plenary round table discussion. This session, aimed at increasing debate and interdisciplinarity in the UIMP courses, will be organized by the university and will be compulsory attendance for students, speakers, the director and the course secretary.

Proposals for academic courses can be submitted by:

- Any doctor who is a staff member of a university or research organization and who remains a staff member during the period for which the course is requested.
- Scientific societies
- -Sponsoring entities of research awards.

The types of courses considered in this section are as follows:

### 1.1.1 Schools

Schools last 5 days with a yearly periodicity and a minimum time horizon of 3 years. The Schools are training programs, promoted by the UIMP, aimed at spreading the scientific work of a small, articulated group of specialists with a general topic that is ascribed to a broad discipline in which the different annual editions can rotate around more specific themes in a given academic area. The Schools are aimed at an audience of final university courses, master's and doctoral students, doctors and young professionals who have completed their undergraduate or postgraduate studies in the ten years prior to applying for the course. The number of speakers during the week will be limited to 12, in addition to the secretary and the director. If round tables are envisaged, the members of the round table will have to be chosen from among the course lecturers.

### 1.1.2 Seminars

Seminars have a duration from 2 to 5 days. The program may combine lectures, communications and round tables. They may have a maximum of 3 speakers per day and a maximum of 12 lecturers for the 5-day courses, in addition to the director and secretary. If round tables are included, the components of the table will have to be chosen from among the course speakers.

## **1.2 PROFESSIONAL MEETINGS**

These are courses of duration between 1-5 days. They are of specific interest to professional groups, business or sector associations and associations of cultural and/or social interest. Their purpose is to transfer any innovation of interest to the sectors and associations involved, both from the technical and regulatory viewpoints. We advise not to have more than 4 speakers per day. The promotion of informed debate in the disciplines concerned will be considered important. They are addressed to an audience professionally related to the subjects dealt with and to people with interests in the topic of the meeting.

You can submit a proposal

- Academics and/or professionals with a high profile in the subject matter of the course
- Professional groups and associations
- Business or sector associations
- Associations of cultural and/or social interest
- Companies.

## **1.3 INSTITUTIONAL COURSES**

These are courses that disseminate or lay the foundations for new public policies and for regulatory or legislative changes. The promotion of informed debate in the disciplines covered is considered to be of interest. They last between 1 and 5 days. It is advisable not to include more than 4 speakers per day. They are intended for personnel working in the State Administrations, for groups that have to respond quickly to legislative modifications or new regulations and for all agents that can contribute to the design of new public policies.

Proposals can be submitted by any representative of an entity or institution belonging to the public administration.

## **1.4 WORKSHOPS**

These are activities led by one or more specialists in any area of literary, artistic, scientific or technical creation or production, over a period of one week, with a minimum of 20 teaching hours. The approach will be eminently practical and, depending on the subject matter, can be aimed at a highly specialized public

or the general public. The objective is the improvement or the basic learning of a specific technique, when it is given to a specialized public or to the public in general, respectively. The proposal must show its feasibility in the venue chosen for its implementation. Due to its peculiarity, each director will contact the Vice-rectorate of Scientific Dissemination and Exchange to determine the duration and organization of the working sessions. The workshops will have an eminently practical/applied character.

Proposals can be submitted by high profiled persons in the discipline related to the workshop.

### **1.5 MASTER CLASSES**

These are courses focusing on the work of an exceptional author or a series of master classes taught in any case only by the author. In these courses, subjects of any discipline are systematically developed and presented in the form of lessons over the course of a week. The purpose of these courses is the exposition, by a relevant personality, of any of the aspects related to his literary, artistic, scientific or technical production or creation.

It will consist, in general, of 20 lecturing hours during 5 days. The lecturer must express his/her willingness to participate in other UIMP programmed events such as conferences for the general public or cultural activities.

Proposals can be submitted by prestigiously recognized persons in the discipline.

### **1.6 CONFERENCES, CONGRESSES AND MEETINGS**

The UIMP may host Conferences or Congresses which, due to their subject matter, are complementary to the university's preferred lines of action or thematic axes, as well as those which are considered relevant for its internationalization. The university may also host meetings of consortia, research teams, etc. in its headquarters. Organizational aspects will be the responsibility of the proposers, who will act in coordination with the person designated for this purpose by the university. It will be an essential condition to have sufficient external funding to cover the direct and indirect costs of the activity.

In both cases, it will be an essential condition to have sufficient external funding to cover the direct and indirect costs of the activity.

### **1.7 WORKSHOPS “In itinere”**

These are activities with focus in the interdisciplinarity with a very open methodology that cannot be included in other class of events. A combination of such activities can be offered subject to the condition of being delivered simultaneously, each one dealing with complementary aspects of the same subject matter. Each of the courses and/or workshops must include joint sessions, as well as compulsory and optional activities/sessions in order to encourage students to choose between the training offer. They will have to focus on one of the transversal themes that the university will decide annually and some of the programmed activities may be open to the general public. The duration of these activities will be 5 full days.

### 3. ROLES OF DIRECTORS, SECRETARIES AND SPEAKERS

3.1 From their formal acceptance to participate in a course until the date of its conclusion, directors, secretaries and professors will be subject to the academic discipline and administrative rules of the University.

3.2 The Direction of courses and workshops may be unipersonal or shared between two people. The director or directors of the course will have the following functions:

- a. Establish the objectives and detailed structure of the course: program and organization of the sessions.
- b. Select the speakers and obtain their acceptance to participate.
- c. Provide the Vice-rectorate of “Difusión e Intercambio Científico” with all the information related to the organization of the course on the established dates.
- d. To personally supervise the good development of the activity, including the protocolary acts, in coordination with the Vice-rectorate of “Difusión e Intercambio Científico”.
- e. Give a lecture, introduce each speaker before his or her intervention and moderate some of the round tables.
- f. Prepare and send an evaluation report, with suggestions and comments, to the Vice-rectorate of Scientific Dissemination and Exchange within one month of the conclusion of the activity.
- g. Make an active diffusion of the course, directed specifically to the potential audience of the course.

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

- a. Collaborate with the Director in the coordination, preparation and development of the course.
- b. Coordinate the preparation of the course, providing the Vice-rectorate of “Difusión e Intercambio Científico” **at least one month before the beginning of the course** with the necessary information for the organization of the trips and the payment of the professors' fees. Failure to comply with this provision may lead to the suspension of the course in the UIMP program.
- c. To compile all the course materials and documentation, as well as the documents related to lectures, at least fifteen days before the course is to be held, so that they may be made available to the students at the beginning of the course on-line.
- d. Provide participating speakers with the UIMP rules for their knowledge.
- e. Check that all the speakers sign the authorizations for the transfer of copyright, which must be given to the UIMP staff.
- f. Check that all attendees - speakers and students - sign the authorizations for the recording of images during the course, in the event that these are broadcast openly.
- g. Check that all written and audiovisual documents produced by the speakers is available to the UIMP, delivering it to the corresponding UIMP technical personnel.
- h. Ensuring that students' attendance is controlled in accordance with the system established by the UIMP.

- i. Participate as a moderator in one of the round tables and/or give a lecture.

The course secretary will be responsible for sending all course speakers the questionnaire that the UIMP determines in order to collect the personal data, bank details and travel preferences of the speaker. Likewise, the secretary will be responsible for returning all duly completed questionnaires to the personnel of the Vice-rectorate of “Difusión e Intercambio Científico”, within 15 days of their being sent to them.

Once the course has been approved, the UIMP staff will contact the secretary of the course in order to inform him/her of the procedures established for the management of the course. On their arrival in Santander, they will be given all the necessary documentation to carry out these tasks.

If the director chooses not to appoint a secretary, he/she will assume all his functions.

- 3.4 The Director and Secretary must arrive one day before the start of the course and remain at the UIMP for the duration of the academic activity.
- 3.5 The number of professors participating in each course shall not exceed the above figures, except in those courses where a specific agreement is signed establishing another figures.
- 3.6 Round tables may not have more than four participants in addition to the moderator. The members of the round table must necessarily be chosen from among the course speakers.

#### **4. ORGANISATIONAL PROGRAM AND CALENDAR**

4.1 Once the course proposal has been APPROVED by the Governing Council of the UIMP, the Director and Secretary will be in contact with the Vice-Rectorate “Difusión e intercambio científico” to outline the final content of the program. Its final version will require the explicit approval of the Vice-Rectorate.

4.2 Any subsequent change in the course program, whatever its nature, must be communicated to the Vice-rectorate of “Difusión e intercambio científico” for its mandatory approval.

4.3 After the approval of the course, the secretary or, where appropriate, the director must send to the UIMP **within two weeks** all the essential information for the edition of the general course program, its dissemination, the organization of transfers and accommodation and the payment of the participants' fees. Specifically:

- a. A file containing a list of all the participants in the course: Director, Secretary and expected speakers. This list must include: their names, academic or professional affiliation, DNI/passport and e-mail addresses.
- b. The complete academic program of the course, which must be specified:
  1. The title and dates of the course.
  2. The course calendar, including timetable and title of each lecture or round table, with the name of the participants.

3. The affiliation (one as a rule, two as an exception) of the speakers to be included in the programs.
4. A 20-30 line text summarizing the objectives of the course, its content and the type of student to whom it is addressed. These lines will serve as the basis for the edition of the corresponding program.
5. A brief bibliographical selection of the books and articles that could be most useful for the students attending.

The course secretary must send this documentation by e-mail to the Vice-rectorate for Scientific Dissemination and Exchange in two Word files duly identified (1) List of participants in the course [Course title], 2) Course program [Course title]).

4.4 In the event of non-compliance with the above deadlines and conditions, the UIMP will be exonerated from its commitment to organize the course.

## **5. ORGANISATION OF TRAVEL AND ACCOMMODATION**

5.1 The UIMP shall be responsible for all expenses and travel arrangements, provided that the users of this service have provided their details to the organisation **at least one month before the start of the course** and in accordance with the instructions given below. In order to arrange travel and accommodation, all course participants (directors, secretaries and speakers) must complete an electronic form on which they must provide information on the route to be taken, their transport preferences and their bank details. The UIMP will inform the course secretary sufficiently in advance of the established procedure in order to transfer this information to all course participants and ensure compliance. Subsequently, Globalia travel agency or UIMP staff will contact each participant for travel arrangements, and the UIMP residences service for accommodation allocation.

**Air or train.** Globalia travel agency will provide the tickets, in tourist class, by means of an electronic ticket, trying to respect the preferences of schedules expressed, at least 6 weeks before the date of the beginning of the course. However, speakers based in foreign countries are entitled to buy their own plane tickets and being reimbursed after presenting the proper invoice addressed to her/his complete name (given name and surname). Likewise, the transfer between the airport or train station of Santander and the University is covered by the UIMP in the terms determined by the university. Only in exceptional cases and duly justified beforehand, directors, secretaries and speakers may use an individual taxi service. In order to be reimbursed, you must present the original ticket for the journey, showing the journey and the date. Any expenses arising from changes in tickets will be borne by the participant who has requested such changes. Prints of airplane boarding passes or train tickets will be at the participant's expense. The UIMP will not be responsible for the processing and payment of the travel of those speakers who have not completed their applications within the established deadline. It will also not be responsible for the processing and eventual costs of the changes in the previously agreed itineraries.

**Coach.** Globalia travel agency will provide the tickets, trying to respect the time preferences expressed, at least one month before the start date of the course.

**Cars.** The University will pay the cost of the trip according to the established mileage rates, from the place of residence of the participant, if it is in national territory. When travelling by car from abroad, prior authorisation from the University will be required.

5.2 The UIMP will be responsible for the accommodation and meals of the speakers during the days that their participation lasts (one or two days for participants travelling from Spain and up to three days for those travelling from abroad); but it will not assume travel costs, accommodation or meals for accompanying persons, nor hotel extras. If you expect to arrive after 6 p.m., you must inform the assigned residence hall directly in order to avoid cancellation of the reservation.

## 6. FEES

The payment of the fees corresponding to directors, secretaries and speakers is subject to the tax regulations in force and is personal in nature. Therefore, the payment of invoices from public or private entities will not be accepted. Remuneration for participation in the courses is subject to the withholding of taxes provided by the regulations applicable to the recipient.

### 6.1 SCHOOLS, SEMINARS, MEETINGS AND INSTITUTIONAL COURSES

Type of contribution	Fees
Director, 5-day course	700 euros
Director, 4-day course	560 euros
Director, 3-day course	420 euros
Director, 2-day course	280 euros
Director, 1-day course	140 euros
Secretary, 5-day course	500 euros
Secretary, 4-day course	400 euros
Secretary, 3-day course	300 euros
Secretary, 2-day course	200 euros
Secretary, 1-day course	100 euros
Lecture	380 euros
Short Communication	150 euros
Round table / Practical session	150 euros



- a Any intervention based on written or audiovisual didactic material -which will remain in the possession of the UIMP- with a duration of 50-60 minutes, followed by a debate or subsequent colloquium, and given only by a lecturer, will be considered as a lecture, for the purposes of fees. Shorter interventions will have a short communication fee.
- b A practical session is considered to be the direct attention or supervision of the practical activity proposed to the attendees, or the sessions specified as a workshop.
- c With regard to the receipt of fees by the speakers, the incompatibilities regulations contained in Law 3/2015, of 30 March, regulating the exercise of the high office of the General State Administration, Organic Law 5/1985, of 19 June, shall apply, of the General Electoral System, Law 53/1984, of 26 December, on Incompatibilities of Personnel at the Service of Public Administrations, Law 7/1985, of 2 April, Regulating the Bases of the Local System, Organic Law 6/1985, of 1 July, on the Judicial Power, and other concordant regulations. Consequently, no fees may be received for their participation by persons who are considered to be senior officials of the Administration, members of the European Parliament, deputies and senators of the P, members of the regional chambers, elected members of the Local Administration and others whose regulatory regulations establish incompatibility.
- d If there are two directors or more than two persons in the Management Team (director and secretary), the fees corresponding to a Directorate and a Secretariat shall be prorated. The directors and secretaries may not receive from the course under their responsibility more than 1,230 euros in total for all their contributions. The fees of directors and secretaries include.

The maximum fees that directors and secretaries may receive from the course under their responsibility, adding up all contributions are:

Type of contribution	Fees
<b>Director</b>	
5-day course	1230 euros
4-day course	1090 euros
3-day course	950 euros
2-day course	660 euros
1-day course	520 euros
<b>Secretary</b>	
5-day course	1030 euros
4-day course	930 euros
3-day course	830 euros
2-day course	580 euros
1-day course	480 euros

The fees of directors and secretaries include, therefore, the moderation of the round tables.

## 6.2 MASTER'S COURSES

Type of contribution	Fees
Director, 5 day course	5.700 euros
Director, 4 day course	4.560 euros
Director, 3 day course	3.400 euros

The assistants and collaborators of the Master Courses will charge the fees corresponding to the table of Schools, in their respective functions.

### 6.3 WORKSHOPS

Type of participation	Fees
Direction	2.800 euros

The assistants and collaborators of the Workshops will charge the fees corresponding to the table of Schools, in their respective functions.

### 6.4 CONGRESSES, CONFERENCES & MEETINGS

Symposia, congresses shall not be governed by the above fee schedules, but by their respective agreements.

### 6.5 WORKSHOPS “In itinere”

Type of participation	Fees
Direction of each activity segment contributing to the overall activity	2.800 euros
Secretariat of each activity segment contributing to the overall activity	500 euros
Coordination of all activities	3.000 euros

### 6.6 GENERAL TAX RULES

The participation of principals, secretaries and speakers is treated administratively as a personal contract and is therefore a bilateral relationship. Invoices from public or private entities will not be accepted for payment of fees. The corresponding tax withholding will be applied to all speakers. NON-RESIDENT lecturers from countries with double taxation agreements signed by Spain will not be subject to withholding tax if they present a CERTIFICATE OF TAX RESIDENCE issued for this purpose by the TAX AUTHORITY of their country of residence, signed and stamped, to the Payments Department of the UIMP.

## 7. TIMETABLES

7.1 The sessions will take place at the time shown in the attached table:

Monday	Tuesday	Wednesday	Thursday	Friday
10.00 h.-11.30 h.	9.30 h.-11.30 h.	9.30 h.-11.30 h.	9.30 h.-11.30 h.	9.30 h.-11.30 h.
12.00 h.-14.00 h.	12.00 h.-14.00h	12.00 h.-14.00h	12.00 h.-14.00 h.	12.0h.-13.30 h.
15.30 h.-17.30 h.	15:30-17:30h	Supplementary activity	15.30 h.-17.30 h.	

7.2 It is recommended that the round tables be held in the afternoon sessions, with the participation of the speakers from that morning and the following morning.

## 8. COLLABORATION FOR THE FINANCING OF COURSES

8.1 In the current economic context, course proposals should seek to self-finance direct and indirect costs through forms of collaboration between public and private institutions. This aspect is particularly relevant for professional courses, institutional courses, congresses and meetings. In fact, this is a fundamental point in the evaluation of all courses.

8.2 Sponsorship may take different forms:

- a. Transfer of funds to the UIMP.
- b. Direct assumption by the collaborating entity of the management of certain expenses or services necessary for the delivery of the course.
- c. Granting of scholarships or aid to attend the course which may cover some or all of the costs of enrolment, accommodation and meals or travel; provided that it is expressly documented that the selection of the beneficiaries of said aid will be the responsibility of the collaborating Entity, without the UIMP assuming any responsibility in this regard.
- d. Mixed collaboration that includes more than one of the above modalities.

8.3 Once the necessary data from the collaborations has been received, the UIMP will contact the said entity, verify the collaboration and establish the most suitable method for its formulation and documentation.

8.4 The UIMP shall establish with the body or entity sponsoring a course or activity the counterparts for such funding (advertising, scholarships, etc.).

## **9. TRANSFER OF RIGHTS**

Participation as a speaker in the academic activities of the UIMP implies the acceptance of a clause ceding its image rights for the purposes of teaching, research and dissemination of activities that may be carried out by the university free of charge. This assignment is not exclusive and has no time limit. For the purposes of this cession of image rights, authorization will be requested from the owners prior to the celebration of the academic activity.

Participation as a speaker in the academic activities of the UIMP implies acceptance of a clause of cession of certain copyright. Specifically, the speaker will cede the rights of dissemination of his/her lecture for teaching purposes, research and dissemination of activities that may be carried out by the university free of charge. This cession is not exclusive and has no time limit. For the purposes of this transfer of authorship rights, authorization will be requested from the owners prior to the celebration of the academic activity.

## **10. CANCELLATION OF COURSES**

The UIMP may cancel, two weeks in advance, the celebration of a course when the number of students enrolled is less than 10.

