

VICE-RECTORATE FOR TEACHING RESOLUTION REQUESTING PROPOSALS FOR SEMINARS, WORKSHOPS AND BREAKFASTS FOR THE REQUESTING PROPOSALS FOR SEMINARS, WORKSHOPS AND BREAKFASTS FOR THE TRAINING OF UNIVERSITY FACULTY

The aim of this resolution is to receive proposals for actions that can be included in one of the following categories fall into any of the following categories: 1) seminars; 2) workshops/courses workshops/courses; and 3) networking breakfasts, which are described below and are part of the below and are part of the complementary training activities for the training of teaching and research staff of the teaching and research staff of the Universidad Carlos III de Madrid. The selected actions will become part of the selected will become part of the training catalogue for 2022 and 2023, as appropriate, in accordance with the Framework Plan for the Training of the Faculty of the Carlos III University of Madrid (2018-2023), approved by the Board of Directors on the 29th of November 2017

(https://www.uc3m.es/pdi/media/pdi/doc/archivo/doc_plan-formacion-pdi-2019/pdi_plan-marcoformacion.pdf).

Consequently, this call is aimed at gathering all those proposals for training actions that complement the training actions that complement the current training catalogue of the UC3M Faculty (PDI), which can be proposed both by the members of the Faculty and by the administrative and services staff (PAS) of UC3M.

However, the breakfasts, as will be indicated below, have certain peculiarities, since, although they will also be proposed by members of the PDI and PAS, unlike the seminars and the workshops/courses, they will be given by invited third parties who will have to be will be given by invited third parties who must be experts from outside UC3M.

All proposals submitted must be subject to the following:

CONDITIONS

FIRST - Typology and requirements of complementary training activities

The complementary training actions proposed must be aimed at providing faculty with the necessary competences to achieve the objectives set out in the UC3M PDI Training Framework Plan, as specified for each of the three training axes, didactic, didactic and didactic.

set out in the UC3M PDI Training Framework Plan, as specified for each of the three training axes, didactic, research and transversal (the Plan, together with all the relevant information, can be consulted on the PDI training portal: <https://www.uc3m.es/formacionpdi>). Therefore, the actions must be of objective general interest and addressed to the entire faculty, while they must necessarily fit into one of the three strategic axes foreseen, and cannot be oriented towards a single centre.

In addition to the axes indicated above, proposals must explicitly include the area and the main descriptor they would comprise (all of them are listed in Annexes I and II of this call).

Types of complementary training actions:

- 1) Seminar: training action aimed at providing an overview on any specific subject of potentially interdisciplinary interest, associated with one of the three axes of reference. It shall last 45 minutes.
- 2) Workshop / Course: training action aimed at including also the practical dimension of a specific subject of potentially interdisciplinary interest, associated to one of the three reference axes. Its

minimum duration will be three hours and the maximum nine hours (distributed with a maximum duration of three hours per day in class period and four hours in examination period).

- 3) Networking Breakfast: training action aimed at bringing external experts to UC3M so that they can contribute their vision and experience in a field of potential general interest. Its main purpose will be, in addition to contributing to the dissemination of knowledge, to facilitate the creation of contacts and networks, as well as to broaden horizons beyond our University. This type of action should be used to invite established experts who can make useful contributions, irrespective of their background, and may therefore be academics, representatives of public, private or social sector entities, as well as professionals from any field. Although the standard duration will be 45 minutes, it may be extended to 90 minutes if there are two or more speakers. In addition, if the activity is face-to-face, it will include a breakfast in the terms indicated in the ninth base.

Notwithstanding the above, it should be borne in mind that the configuration of the breakfasts is flexible and, therefore, does not necessarily have to be articulated through formal presentations, but may also include interviews, dialogues, etc., as well as a combination of different formats.

If it is impossible for the event to take place in the morning due to the incompatibility of the guests' schedules, it can be held at another time of the day and is then called a networking brunch.

While seminars may only be given by a single speaker, workshops/courses and breakfasts may be given by more than one speaker. In the case of workshops/courses given by more than one speaker, all participants must be staff of the Universidad Carlos III de Madrid, whether faculty or PAS, and the number of hours and the contents to be taught by each of them must be indicated.

The training actions of any of the three categories, 1) 2) and 3), may be carried out entirely in Spanish or English, as well as in bilingual format. They may also be carried out in face-to-face, virtual or hybrid format.

Training actions that do not fit into the typology foreseen here or whose total duration is longer than the maximum duration established for each of the cases considered will not be assessed.

SECOND - Submission of proposals

Proposals for training actions may be submitted by members of the PDI or PAS of the Universidad Carlos III de Madrid who are active at the date of submission of the training proposal. Proposals for the different actions will be made by a single member of the PDI or PAS, using the electronic form provided for the application in each case, through the following links:

1. *Seminars*: https://aplicaciones.uc3m.es/formulario/Fichaseminariopdi_2022
2. *Workshops/courses*: https://aplicaciones.uc3m.es/formulario/Fichacursospdi_2022
3. *Networking breakfasts*: https://aplicaciones.uc3m.es/formulario/Fichasdesayunopdi_2022

The application may be completed in English or Spanish, and all the fields shown must be filled in.

The maximum number of proposals submitted per applicant for action types 1 and 2 is two, being automatically excluded all proposals submitted by the applicant if the number is higher. In the case of action type 3, only one application per proposer may be submitted for each call.

THIRD - Application and deadline

The deadline for the submission of training proposals will be open from the day following the publication of the notice of this call for proposals in the BOEL until 31 May (included).

FOURTH - Selection Committee for proposals

The Commission for the evaluation and selection of proposals for training actions will be the PDI Training Work Commission (<https://www.uc3m.es/pdi/comision-formacion>).

FIFTH. - Criteria for the selection of proposals

The proposals will be selected by the Commission according to the budget available, and as indicated below (for more details, see section 5, Catalogue of training actions, of the Framework Plan: https://www.uc3m.es/pdi/media/pdi/doc/archivo/doc_plan-formacion-pdi-2019/pdi_plan-marcoformacion.pdf).

Firstly, the Commission will verify that the proposed actions are indeed of objective general interest, and therefore likely to address the entire IMP, while fitting into one of the strategic axes, discarding all those that do not fulfil these conditions.

Secondly, the Commission will apply the following criteria:

- In the case of seminars and Workshops/courses, it will consider, in order of priority:

1. The non-existence in the catalogue of similar actions.
2. The degree of adaptation to the main area/descriptor outlined.
3. The quality of the proposal submitted.
4. The excellent rating in previous editions, if applicable.
5. The promotion of interdisciplinary and intercampus activities.

- Regarding the Networking breakfasts, it will consider: the interest and/or topicality of the subject; the suitability and experience of the external person(s) proposed to be invited; as well as the promotion of interdisciplinary and intercampus activities.

The Commission may indicate to the proposers the grouping, modification or inclusion of contents and objectives involving one or several proposals, as well as the period/month/time of delivery.

SIXTH - Resolution and communication of accepted proposals

Approval of the training actions, if applicable, will be communicated to the proposers during the first half of July, and they will be included in the training catalogue of the PDI for the academic year 2022-2023 at the beginning of September. Proposers of training actions that have not been approved by the Commission, as well as those excluded in the evaluation for not fulfilling some of the requirements established in this call, will receive a communication during the last week of July 2022, alluding to the reasons for their exclusion or non-selection.

SEVENTH- Conditions for the delivery of Seminars, Workshops/courses and Networking breakfasts

The final delivery of the proposed training actions will be subject to the pre-registration of at least 10 people by the closing date. The proposed actions that exceed this minimum threshold will be delivered in

accordance with the requirements and criteria established by the University and in the established timetable.

In the case of seminars and Workshops/courses, the persons giving them must be contracted staff or civil servants of the Universidad Carlos III de Madrid at the time of their delivery.

The administrative organisation will be the responsibility of the Human Resources and Organisation Service of the University.

EIGHTH - Remuneration

The remuneration foreseen for the actions carried out shall be as follows in each case:

- Seminar: 90 euros per edition.
- Workshop/course: 90 euros/hour.
- Networking breakfasts: up to 220 €/h per edition.
 - The applicant of the action, who will act as presenter and moderator (possibly also as speaker, interviewer or interlocutor of a dialogue with the guest), will not receive any express remuneration for his/her management and participation in the event.
 - In cases where two or more external speakers participate, each will only receive the proportion corresponding to the maximum foreseen for the edition.

NINTH - Specifics of the Breakfasts

The Networking breakfasts will always bear the subtitle: Sharing Knowledge With...

Given that the Human Resources and Organisation Service will not be responsible for the financial costs or the management of the transport, accommodation or accommodation of guests coming from abroad, in cases where it is proposed to invite someone who must travel, the applicant will be responsible for providing the possible financial means necessary to cover their travel and possibly be in charge of their management.

Notwithstanding the above, in cases where, by reason of his/her position or for any other reason, the person invited will not receive remuneration, the amount provided for in the eighth base for the edition may then be used to pay for his/her transport and/or accommodation, with prior justification.

Although the administrative organisation of this training action will be the responsibility of the UC3M Human Resources and Organisation Service (with the exceptions indicated above), it is expected that the member of the PDI or PAS who proposes this category of training action will take care of the series of actions that are logically intimately linked to his/her initiative, and which are his/her responsibility. Thus, in addition to the aspects considered relating to the management of travel and accommodation when appropriate, they must be responsible in particular for providing the contact details and obtaining the prior consent of the external person, as well as participating as a presenter and moderator at the breakfast (or, in the event of impossibility on their part, ensuring that another UC3M colleague performs the function of accompanying the guest on the day of the event).

When this action is carried out in a face-to-face format, it will give the right to have a catering-breakfast service with a limit of up to 20 people, which will be managed by the University's Human Resources and Organisation Service and paid for out of its budget.

The name of the person proposing the breakfast will appear in the publicity relating to the event as presenter and moderator.

TENTH. - Dates of the event

The period foreseen for the delivery of the selected training actions will be as follows: from 19 September to 29 November 2022, in the first four-month period of the academic year 2022/23, and from 13 February 2023 to 14 July 2023, in the second four-month period.

In Getafe, on the date of electronic signature

Vice-Rector for Teaching Staff

Ignacio Aedo Cuevas