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## GUIDELINES FOR COURSES

### 1

The courses of the IUC are self-managed in accordance with these guidelines.

### 2

All courses proposed to be held at the IUC need the approval of the Executive Committee, which represents the Council between Council meetings. Smaller conferences and symposia need the approval of the Director General (DG).

### 3

Proposals for courses should be received at the IUC Secretariat latest by 31 March, in order to be on the Agenda of the EC meeting in April.

### 4

A course announced on the annual IUC Academic Programme poster can only be cancelled with the approval of the DG.

### 5

Course Directors should begin their planning as early as possible and finalise the arrangements for their course **at least half a year before the academic year** in which the course is to be held. The DG will need two sets of information:

#### **For the Annual Programme poster**

**Course title, names of Course Directors and their institutions**, and **dates** at which you wish the course to be offered. Please indicate who will be the Organising Course Director (of. item 6, below) .

**Deadline: 31 March.**

#### **For the Individual Course Poster or publication via Web**

A summary **course description and the names of lecturers and their institutions**.

This information must be received by **25 April** if the course is to be offered between 1 September and 31 December, and by **30 September** if the course is to be offered between 1 January and 31 August of the following year.

### 6

Every course must have at least two Course Directors, representing institutions from two countries. One of these should be the Organising Course Director. She or he will be responsible for all matters concerning organisation. All correspondence in relation to a course should be addressed to the DG.

### 7

Every effort should be made to secure the cooperation of a suitable and diversified number of lecturers and experts, representing at least three different countries. Similarly, every effort should be made to recruit students from as many countries as possible.

### 8

The course should be taught at postgraduate level.

### 9

The total number of persons taking part in a course should not, as a rule, fall below 10 or exceed 60. For conferences this rule does not apply.

**10**

Applications for admission to a course should be sent to the **Organising Course Director** and to the IUC Secretariat in Dubrovnik. The Course Directors decide about admission.

**11**

Course Directors, Lecturers and participants are expected to secure financial support to cover their expenses from their universities or from other organisations and funding bodies.

**12**

The IUC requires the payment of a small course fee, currently 40 EUR, or the Kn equivalent to be paid by all course participants. Under very exceptional circumstances the DG may grant permission to charge higher course fee. In such cases, the Course Director must apply to the DG, stating her/his reasons, and the terms and conditions granted by the DG must be fully observed.

For each course a general fee of 550 EUR is to be paid. Course directors are responsible for it. Half of this amount has to be paid in advance, by cheque, six months before the beginning of the course, and the other half at the beginning of the course. Eventual reductions may be possible if requested by letter stating specific reasons.

All participants in conferences pay a conference fee of 40 EUR. The organizers of the conference are responsible for collecting this money.

**13**

The **Organising Course Director** is required to submit a written report including an estimate of the real costs of the course, using the budget form provided by the IUC Secretariat. This should be submitted to the DG within four weeks after the course.

**14**

Upon request, every student shall receive a statement of participation. Certificates are issued only upon approval by the Course Director and the DG.

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