



TERMS & CONDITIONS

INTERNATIONAL DEANS' COURSE LATIN AMERICA 2023/24

The German Academic Exchange Service (DAAD), the German Rectors' Conference (HRK), Saarland University (Germany), and the University of Alicante (Spain) are jointly organising the International Deans' Course Latin America (IDC LA).

Course Content, Methodology, and Timetable

The DIES IDC LA aims to bring together a group of about 25 newly elected Deans and Vice-Deans from higher education institutions in Argentina, Belize, Bolivia, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, and Peru in order to enable participants to tackle the challenges posed by their new positions.

The course will be conducted in English and Spanish.

Training in both hard and soft skills will be key parts of this course and issues such as Strategic Faculty Planning, Financial Management, Quality Management, Online Strategies, and Human Resources Management will be covered. Methodology will be strictly practice-oriented and mainly based on case studies. Personal experience as university manager will highly contribute to the content covered, as participants are expected to actively participate during the course.

Participants are expected to develop a Strategic Action Plan (SAP) for their own faculty. The SAP will comprise the characteristics of the faculty and strategies to be followed, the role of the participant in the proposed plan, and the underlying administration and procedures in the thematic areas of the course. In this framework, participants will develop and work on concrete measures to implement the proposed strategy in their own faculty.

Background knowledge on the SAP will be introduced during the first part of the course (Module 0, Module I and Module II). In the next part of the course, continued work on the SAP will be supported via online SAP Coaching Sessions and Webinars. The last part of the course will offer participants the opportunity to reflect on the implementation of their SAPs and other reform projects discussed during the training.

Given that the entire content of the course is closely interrelated, participants are required to confirm their **full availability** to attend all onsite and online trainings prior to admission.

The following list shows the provisional schedule of the course, subject to change according to the circumstances. All modules are expected to be conducted onsite, unless otherwise indicated. The location of Module IV will be announced after the beginning of the course.

Module 0: 6 September 2023

- Online, from 16:00 to 20:00 (UTC+2 / Central European Summer Time – CEST)

Module I: 25–29 September 2023

- Onsite in Saarbrücken, Germany (plus necessary travel time).

Module II: 2–6 October 2023

- Onsite in Alicante, Spain (plus necessary travel time).

Module III: from November 2023 to March 2024

- Online: Webinars and SAP Coaching Sessions.

Module IV: 11–16 March 2024

- Onsite in Latin America (plus necessary travel time).

Registration

Deadline for official registration and document submission: **7 August 2023 at 23:59 CEST**.

By the end of the selection process, 25 participants will receive an official invitation from the DIES IDC LA Team. In order to register as part of the cohort 2023/24, the invited person will be required to submit the following documents on the official website of the course...

- **Personal documentation:**

1. Scanned copy of the passport: please check the expiration date (!)
2. Formal or semi-formal photograph

- **Written statements:**

1. Confirmation Form: to be duly completed and signed by the participant.

2. Supporting Statement¹:

2.1. Institutional Supporting Statement: the participant's institution must agree to support the participant's attendance and active participation in the course according to the terms and conditions indicated in this document. This statement should be duly completed and signed by a member of the management board at the participant's institution.

2.2. Special Circumstances: in some countries, special circumstances may apply. In such cases, the participant will have to contact the organisers as soon as possible. The Team will then evaluate the situation and make all necessary arrangements with the DAAD and other relevant institutions from the participant's country to prove the validity of such special circumstances.

Applying to "special circumstances" implies that the participant would not be able to participate in the course without extra support from the DAAD.

Should conditions apply, the Team might be able to offer a solution accordingly. Should the application for special circumstances be rejected, the candidate and potential participant would not be able to participate in the course anymore as it will be assumed that the person concerned does not have any other means of support.

• **Proof of travel itinerary to Europe**²:

The time for flight purchase begins right after receiving the official invitation to participate in the course. The participant is expected to submit, together with the written statements:

1. Flight Offers Form
2. Proof of flight offers
3. Purchased itinerary
4. Proof of payment
5. Reimbursement Form

¹ It is not possible to participate in the course without, at least, partial institutional support: the institution should offer the participant full support during all course activities.

² For more information see section: „Flight tickets to Europe (Module I & II)“

Commitment to Participation

Participants are required to **attend all training sessions and show active participation throughout the entire course** (Module 0, Module I, Module II, Module III – Webinars & SAP Coaching Sessions, and Module IV), regardless of whether the training is conducted onsite or online. By the end of the course, participants are expected to hand in a written Strategic Action Plan for their respective faculties.

The IDC LA comprises a total of **160 learning hours**, calculated as follows:

- Module 0 (4 hours – online)
- Module I (35 hours)
- Module II (35 hours)
- Module III (30 hours – online)
- Module IV (35 hours)
- Independent work – SAP development and assignments between modules (21 hours)

Should the participant unexpectedly be unable to take part in the DIES International Deans' Course Latin America or in any of its modules, they will inform the organisers (diesidcla@io.uni-saarland.de) immediately. **In the event of not duly justified withdrawal from the course or partial cancellations, the participant might be requested to cover all or part of the costs arisen for the organisers until the date of cancellation.**

At the time of registration, participants should provide the DIES IDC LA Team with two duly completed and signed written statements: **Confirmation Form** and **Supporting Statement**. This will confirm their commitment and the institutional support to follow the assignments and attend all parts of the course.

Failure to comply with the abovementioned requirements without valid justification will lead to the dismissal of the participant.

Funding

Throughout the course, participants will be hosted by Saarland University and the University of Alicante. The following expenses will be **covered** by funds of the DAAD provided through the German Federal Ministry for Economic Cooperation and Development (BMZ):

- Travel costs (according to DAAD regulations):
 - Module I and Module II:
 - outbound economy flights to Germany and inbound flights from Spain, as well as costs arising from required ground transportation in Germany and Spain.
 - Economy flight from Germany to Spain.
 - Module IV: outbound and inbound economy flights within Latin America.
- Accommodation (individual rooms – breakfast included) and joint meals³ during presence phases in Europe and Latin America.
 - Total covered nights:
 - 6 nights in Saarbrücken (check-in: 24 Sept., check-out: 30 Sept.)
 - 7 nights in Alicante (check-in: 30 Sept., check-out: 7 Oct.)
 - 7 nights in Latin America (check-in: 10 Mar., check-out: 17 Mar.)
- Emergency health insurance during presence phases in Europe.

Regardless of the reason, **additional costs due to extended stays will not be covered.**

In the event of a participant being unable to travel, **cancellation costs incurred will not be reimbursed.** This includes cancellations due to health safety travel restrictions. Moreover, **travel insurance costs will not be reimbursed:** if contracted, they must be borne by the participant's home institution or the participant themselves.

Expected Co-Funding

The participant's home institution will be expected to pay a tuition fee of **500 EUR** (less than 10% of overall course costs). Instead of paying the tuition fees of the course directly to the project account, the participant is expected to purchase their own flight itinerary to Europe (destination Module I and Module II) in order to finish the registration process. It is the participants' and/or their home institutions' own responsibility to make sure that these funds are available.

³ Joint meals: Welcome Dinner + Farewell Dinner + lunch during course timetable. Weekends excluded.

The DIES IDC LA Team will reimburse the corresponding amount⁴ in cash (EUR) by the beginning of Module I. The final amount to be received might slightly differ from the initial amount due to unavoidable currency variations.

Additionally, the participant's home institution or the participant themselves must be able to cover local transportation in their home countries, visa costs, and potential additional per diems for the duration of the onsite training.

Travel conditions during the course

1. Flight tickets to Europe (Module I & II)

The time to purchase the flight itinerary begins right after receiving the official invitation to participate in the course. To finish the course registration process, the participant is expected to submit⁵:

1. Flight Offers Form (FOF):

The form should be filled in (on the computer - no handwriting allowed) with the data included in the abovementioned PDF document. This document should then be printed, signed, and then scanned or, alternatively, this document can of course be signed digitally.

In the FOF the participant must include at least three different flight offers. The three flight itineraries shown should match the following conditions:

- 1.1. The price of the offers shown can appear in the currency of the participant's country: ideally, all prices should be in the same currency.
- 1.2. All offers should be in economy class, including one checked and one carry-on bag.
- 1.3. The price of the tickets should not surpass the limit according to the following table:

HOME COUNTRY	MAX. PRICE (EUR)
ARGENTINA	3000
BOLIVIA	2600
COLOMBIA	1500
COSTA RICA	1200
CUBA	1300

⁴ **flight costs + train costs – tuition fees = amount to be reimbursed**

⁵ If your request for special circumstances has been approved, this process might slightly differ. Please, get in touch with the course organisers to clarify the next steps.

DOMINICAN REPUBLIC	1400
ECUADOR	1800
EL SALVADOR	1500
GUATEMALA	2000
HONDURAS	2000
MEXICO	1700
PARAGUAY	2000
PERU	3000

1.4. Arrival in Saarbrücken (Germany) on Sunday, 24 September. We recommend looking for flights to Frankfurt International Airport (FRA) and then taking a train or bus, always in economy or 2nd class. Please bear in mind that trains and buses from Frankfurt to Saarbrücken might not be available after 21:00 CEST, so make sure your flight arrives at 19:00 CEST at the latest to avoid missing the trip due to delays or unexpected circumstances.

1.4.1. Train tickets from FRA to Saarbrücken:

It is possible to purchase a flight itinerary that includes a “Rail&Fly” option. Otherwise, you will be able to purchase your train ticket separately either at the station upon arrival in Germany or previously via the official website: <https://www.bahn.com/en>. Participants can directly purchase and submit their Rail&Fly option or separate train ticket together with the flight tickets and proof of purchase⁶.

1.5. The DIES IDC LA Team will arrange the trip from Saarbrücken to Alicante for all the participants. For this reason, we recommend looking for a multi-city trip as shown above.

1.6. Departure from Alicante to home country on Saturday, 7 October. Alicante–Elche Miguel Hernández Airport (ALC) is the international airport from which you would be traveling back home.

2. Proof of flight offers:

Both screenshots and/or official offers from travel agencies can be submitted, all in one PDF document. The participant is expected to create a PDF Document with all flight offers. For this, you can use both screenshots and/or official offers from travel agencies. Yet, bear in mind that we will not be able to cover costs for travel agency services, search engines, or any third-party services.

⁶ Under the conditions indicated in point 3, section „1. Flight tickets to Europe (Module I & II)“.

3. Purchased itinerary:

Submit the purchased flight and train itineraries. As exposed above⁷, participants are required to submit the FOF with three offers to compare from. However, participants are free to plan their arrival and departure itinerary as they see fit, under the following **conditions**:

- The purchased flight offer should present the best balance between price and flight hours. We do not recommend buying the cheapest flight if this involves an unreasonable journey, but neither do we encourage the purchase of flights at a higher value purely on the basis of preference. This is always what we mean under “most economical option”. The purchased itinerary should not be more expensive than the most economical option shown in the FOF and should not exceed the maximum indicated in the table exposed above⁸. Should the price exceed these options, the participant would have to cover the price difference by private means.
- The price of the purchased train ticket should not exceed the costs corresponding to a regional (RE) ticket⁹. If the final price exceeds the maximum indicated, the participant will have to cover these extra costs at their own expense. RE tickets and “Rail&Fly” tickets allow you to travel anytime with a specific type of train on the corresponding day of your arrival.
- The flight and train tickets should be in economy or 2nd class. Flight tickets should include one checked and one carry-on bag. Later purchases will not be accepted and therefore will not be reimbursed. If the participant wishes to purchase any extra services such as first-class tickets, this is allowed, yet will be deducted from the final reimbursement amount, taking the price of the FOF, the RE train tickets, and the maximum flight price table into account.
- The total number of travel days shall not exceed the maximum of 5 working days. If the total number of extra days exceeds the maximum indicated, the participant will have to cover the expenses of the entire trip.
- Participants are responsible for arranging health and travel insurance for the extra days of their trip.
- Participants who enjoy an extended stay will be responsible for the coverage of any extra costs arising from their trip (e.g. accommodation).
- Participants who enjoy an extended stay will be expected to timely show up for the module(s). Should any unexpected circumstances prevent them from arriving on time, they should timely inform the organisers. Failure to inform on time without duly justification might lead to the participant having to cover any costs arising from the non-use of contracted services. Furthermore, this situation could lead to the dismissal of the participant due to non-compliance with the Code of Conduct.

⁷ See points 1 and 2 of section „1. Flight tickets to Europe (Module I & II)“.

⁸ See point 1.2. of section „1. Flight tickets to Europe (Module I & II)“.

⁹ In the year 2023 the price amounts to **42,80 EUR**.

4. Proof of payment:

Invoice and/or bank statement showing the final amount of the purchased itinerary. Ideally, the name of the passenger/participant should appear in this document.

5. Reimbursement Form:

The form should be filled in (on the computer - no handwriting allowed), printed, signed, and then scanned. You can of course sign this document digitally.

During and/or after the event, you will be expected to submit proof of use of the purchased flight/train itinerary. For this, you will be expected to submit your **used tickets/boarding passes** (either in paper or in electronic format). **Please keep them safe!**

2. Flight tickets to destination in Latin America (Module IV)

The time to purchase the flight itinerary begins right after receiving the official invitation to participate in the second half of the course, to be sent in December 2023. According to the *Course Guidelines*¹⁰, participants will only be able to attend the second part of the course upon positive mid-course evaluation. The process of flight purchase will then be the same as for the flight tickets to Europe exposed above, yet the specific conditions will be updated and shared with the participants together with the official invitation.

3. Visa

A visa may be required for entering Germany and Spain.

Participants should make visa **arrangements well in advance**.

To support the visa application of the participants for the presential modules, the DIES IDC LA Team will provide them with a letter written by the DAAD stating all relevant information for the Embassy of the destination country. For the European modules, this letter will be sent once the candidate has submitted all required documents and has been officially registered as a DIES IDC LA participant. A separate invitation letter will be issued for Module III to facilitate visa application procedures. Should the participant face any problems with the issuing authority, they should contact the Team specific contact details below for further assistance. Nevertheless, participants should bear in mind that disbursing visas is the solemn right of the Embassies – the DAAD can only liaise and is always dependent on the availability of the Embassies.

¹⁰ The „Course Guidelines“ are available in the official website of the DIES IDC LA.

Visa fees and any costs arising from the visa application (e. g. travel costs due to required application procedures) as well as costs that may arise due to wrong or missing visa **cannot be reimbursed** and thus must be covered by the participant's home institution or the participant themselves.

4. Departure fees and travel insurance

Should unexpected departure fees or other travel charges be imposed due to (inter)national regulations, please note that these cannot be reimbursed through DAAD funds and must be borne by the participant. Moreover, the DAAD will not be liable for any extra expenses originated from unexpected variations of the travel conditions such as changes in the travel itinerary. Under such circumstances, the proper travel insurance should have been contracted and neither the DIES IDC LA Team nor the DAAD shall be held accountable for the consequently originated charges and/or inconveniences. Participants are responsible for contracting adequate insurance and will have to deal with the complaint procedures independently. Moreover, expenses for travel cancellation insurance **will not be reimbursed**.

5. Health insurance

Emergency health insurance will be arranged for participants for the complete duration of Module I and Module II. Additional travel days for arrival and departure will be included: **up to max. 2 extra days for arrival and 2 extra days for departure**. Participants will, however, be in charge of their own health insurance during Module IV and of any extra coverage arising from longer stays.

6. Checked luggage and loss or damage to participant's belongings

Checked luggage

By the time of flight purchase, the DIES IDC LA Team will accept to cover the indicated expenses for the given flight itinerary¹¹. Should the participant fail to contract the corresponding checked luggage on any of the flights included in the approved itinerary, the organisers reserve the right not to reimburse the extra costs caused by this involuntary error.

Loss or damage to the participant's belongings

Under no circumstances will the organisers accept any liability for the damage, theft, or loss of any participant's belongings. Under such circumstances, the proper travel insurance should have been contracted and neither the DIES IDC LA Team nor the DAAD shall be held accountable for the consequently originated charges and/or inconveniences. Participants are responsible for contracting

¹¹ Upon compliance with the terms and conditions.

adequate insurance and will have to deal with the complaint procedures independently. Moreover, expenses for travel cancellation insurance **will not be reimbursed**.

Changes to the Programme

According to the circumstances, the organisers of the DIES IDC LA reserve the right to modify the programme without prior notification.

Privacy Policy

The DIES IDC LA Team collects personal information only through the registration process. We do not sell, trade, or rent the participants' personal information to third parties. We will only disclose personal information to our partners and to other institutions directly related to the event the participants register to. These partners and institutions are the following:

- Consulates and Embassies (for visa support and informational purposes).
- Partner universities, hotels, and travel agencies (for logistical purposes).
- DAAD and HRK (for statistical and informational purposes).

The DIES IDC LA Team will take individual or group photographs in which the participants and/or their names might appear. These photographs will be used to promote the DIES IDC LA and its events in the public arena (e. g. IDC LA webpage, DAAD and HRK homepage, information leaflets, internal publications, and social media). Given that photographs could give indications about the participants' ethnic origin, religion, or health (such as skin colour, headwear, glasses), participants should express their consent. To this end, the selected candidates are requested to submit a filled and signed Consent Form upon registration.

Withdrawal and No-Show

Should the participant be unable to attend the course due to force majeure such as serious health problems, the participant or a designed spokesperson would then be expected to rapidly contact the DIES IDC LA Team. Necessary documentation should be provided as well: any withdrawal must be documented with a written explanation (e. g. medical certificate). **Failure to duly justify absences or cancellations will lead to the obligation of the participant and/or the participant's institution to cover all or part of the costs arisen for the organisers until the date of cancellation.**



Code of Conduct

The success of the course and the complementary Alumni events is based on good experiences based on the following code of conduct. It is of great importance to always keep the following points in mind in order to maintain a healthy and welcoming community.

Respect and Inclusion:

- a. Treat all participants, regardless of their nationality, with respect and dignity.
- b. Embrace diversity and cultural differences, fostering an inclusive environment for everyone.
- c. Engage in open-minded discussions, welcoming diverse perspectives and ideas.

Professionalism and Integrity:

- a. Conduct yourself in a professional manner at all times, upholding the highest ethical standards.
- b. Respect intellectual property rights, giving credit to the original authors and sources of information.
- c. Be honest and transparent in your academic work, adhering to principles of academic integrity.

Collaboration and Cooperation:

- a. Foster a collaborative learning environment, encouraging teamwork and knowledge sharing.
- b. Support your fellow participants, offering assistance and guidance whenever possible.
- c. Value the contributions of others, acknowledging and appreciating their expertise and experiences.

Cultural Sensitivity:

- a. Show cultural sensitivity and awareness, recognising and appreciating the diversity of backgrounds present in the course.
- b. Avoid making assumptions or generalisations about others based on their nationality or cultural heritage.
- c. Be open to learning about different cultures, customs, and traditions, fostering cross-cultural understanding.

Responsible Travel:

- a. Respect the laws and regulations of the countries visited during the course.
- b. Be mindful of the local customs and traditions, adapting your behaviour accordingly.
- c. Engage in sustainable travel practices, minimising your environmental impact and promoting responsible tourism.

Academic Engagement:

- a. Actively participate in all course activities, including lectures, discussions, and group projects.



- b. Be punctual and prepared for all scheduled sessions, demonstrating your commitment to the learning process.
- c. Respect the intellectual property of others, refraining from plagiarism or any form of academic dishonesty.

Communication and Feedback:

- a. Maintain clear and respectful communication with fellow participants, instructors, and organizers.
- b. Provide constructive feedback when appropriate, offering suggestions for improvement in a considerate manner.
- c. Resolve conflicts or misunderstandings through open dialogue, seeking common ground and understanding.

Confidentiality and Privacy:

- a. Respect the confidentiality and privacy of fellow participants, refraining from sharing personal information without their consent.
- b. Maintain confidentiality regarding any sensitive information shared during the course.
- c. Use any personal data or information collected during the course solely for academic purposes, with the utmost care for privacy.

By adhering to this Code of Conduct, we can create a supportive and inclusive learning environment, fostering cultural exchange and academic growth for all participants.

For further queries or requests concerning these terms and conditions, please do not hesitate to contact us.

General contact:

info@idc-latinamerica.com / diesidcla@io.uni-saarland.de

Specific contact:

Saarland University – Ms Yaiza Andarias: y.andarias@io.uni-saarland.de

German Academic Exchange Service (DAAD) – Mr Mostafa Fathy: m.fathy@daad.de