

GENERAL REGISTRATION INSTRUCTIONS 2015

<https://www.ucm.es/cursosdeverano>

REGISTRATION OPTIONS

GRANT HOLDERS (ONLY FOR 5-DAY, 3-DAY, AND 2-DAY COURSES)

The grant entitles the holder to full-board accommodation in a shared double room, and to the course materials. The person who receives the grant must pay the cost of the registration. The application deadline is on **May 29th**, and the registration may only be done on-line, through the Complutense Summer Courses website (<https://www.ucm.es/cursosdeverano/matricula>).

Requirements

- 1.- Upload your curriculum vitae onto the registration website, this is essential for applying for the grant.
- 2.- If you would like to apply for the existing discounts, please include supporting documentation of your status: student, unemployed, retired, person with a disability, or Universidad Complutense staff member (student card, unemployment card, etc.) on the registration website.
- 3.- To apply for the grant, you must pay a €20 preregistration fee. When you are notified that you have been awarded a grant, payment of the remaining amount within 5 working days is compulsory; if this does not happen, the registration will be considered invalid. Those applications that are not accompanied by proof of payment of the course, scanned (cursvera@ucm.es) or by fax (+34 913946433) will be rejected. If you decide not to accept the grant this should be communicated at least 15 days before the beginning of the course/meeting, by e-mail or fax, to the Complutense Summer Courses Students' Office. If this does not happen, only 25 percent of the registration fee will be refunded. If the course has started and you have not requested a refund, no amount will be returned.
- 4.- If you are not awarded a grant the complete preregistration fee will be refunded.
- 5.- If you are awarded a grant and decide not to accept it, the €20 preregistration fee will not be returned to cover management costs.
- 6.- When grant holders arrive at San Lorenzo de El Escorial they should identify themselves by presenting their DNI (National Identification Document), Passport, or NIE (Foreign Persons' Identification Number) in the Complutense Summer Courses Students' Office.

Accommodation

Grant holders will stay in shared double rooms in any one of the venues; changes in the accommodation conditions are not permitted. The accommodation is available only from the night before the beginning of the course, until 2.00 p.m. on the final day of the course.

RESIDENTS (ONLY FOR 5-DAY, 3-DAY, AND 2-DAY COURSES)

This type includes registration and accommodation in any one of the venues that the Complutense Summer Courses have in San Lorenzo de El Escorial, in single rooms and with full-board.

Requirements

- 1.- The cost of the residency and the registration is shown in the fees table. The most suitable will be chosen in each case. Those who want to apply for some type of aid should attach the supporting documentation when they make their reservation on the on-line registration website. (<https://www.ucm.es/cursosdeverano/matricula>).

2.- In order to apply you must pay a €20 preregistration fee up until **May 29th**, and after this date the remaining amount must be paid within 5 working days. Those applications that are not accompanied by proof of payment of the course, scanned (cursvera@ucm.es) or by fax (+34 913946433) will be rejected. The application deadline is on **June 9th**. All applications received after this date will only be accepted if there are free places in one of the venues.

3.- After **May 29th** the total course cost should be paid in full at the time of registration.

4.- Given that accommodation is limited, applications will be accepted on a first-come, first-served basis. On the registration website, you will be able to check if you have been accepted. For those who are not accepted the amount paid will be refunded.

5.- On arriving to San Lorenzo de El Escorial the residents should identify themselves by presenting their DNI, Passport, or NIE in the Complutense Summer Courses Students' Office.

If you decide not to take the course this should be communicated at least 15 days before the beginning of the course/meeting, by e-mail or fax, to the Complutense Summer Courses Students' Office. If this does not happen, only 25 percent of the registration fee will be refunded. If you have started the course and have not requested a refund, no amount will be returned.

Accommodation

Resident students will stay in single rooms, in the venues of San Lorenzo de El Escorial or in any other venue which the Organization has at the time. When appropriate, the venue will be communicated to the students on their arrival to the Students' Office in San Lorenzo de El Escorial; changes in the accommodation are not permitted. The accommodation is available only from the night before the beginning of the course and until 2:00 p.m. on the final day of the course.

GUEST STUDENTS (5-DAY, 3-DAY, 2-DAY COURSES AND CONFERENCES)

Those who want to register as guest students and attend the courses or conferences without receiving a mark will formalize their application through the on-line registration on the Complutense Summer Courses website. Students can also register at the Students' Office in San Lorenzo de El Escorial up until the day the corresponding activity begins, as long as space is available.

Requirements

1.- Register on-line at the website (<https://www.ucm.es/cursosdeverano/matricula>).

2.- To apply you need to pay a €20 preregistration fee up until **May 29th**, and after this date the remaining amount must be paid within 5 working days. Proof of payment should be provided by presenting a photocopy of the bank receipt, scanned (cursvera@ucm.es) or by fax (+34 913946433). Those applications that are not accompanied by proof of payment will be rejected.

3.- After **May 29th** the total course cost should be paid in full at the time of registration.

4.- On the first day of the academic activity, the applicants should identify themselves by presenting their DNI, Passport, or NIE in the Students' Office in San Lorenzo de El Escorial.

5.- If the guest student decides not to attend notification should be sent at least 15 days before the beginning of the course/meeting, by e-mail or fax, to the Complutense Summer Courses Students' Office. If this does not happen only 25 percent of the registration fee will be refunded. If you have started the course and have not requested a refund, no amount will be returned.

6.- Conferences have a fixed fee of €90 and discounts are not allowed.

Given the limit on places, applications will be accepted on a first-come, first-served basis.

WORKSHOPS

In the workshops, only the “Workshop Student” option will be accepted, which has a fixed fee of €400. The specific selection standards for each workshop can be found on the Complutense Summer Courses website in the programming section. The application deadline is on **May 29th**.

Requirements

- 1.- Register on-line at the website (<https://www.ucm.es/cursosdeverano/matricula>).
- 2.- In order to apply as a workshop student, you must pay a €20 preregistration fee. When acceptance of the application is communicated, payment of the remaining amount within 5 working days is compulsory; if this does not happen, the registration will be considered invalid. Those applications that are not accompanied by proof of payment of the workshop, scanned (cursvera@ucm.es) or by fax (+34 913946433), will be rejected. If the student decides not to take the workshop this should be communicated at least 15 days before the beginning of the workshop, by e-mail or fax, to the Complutense Summer Courses Students' Office. If this does not happen, the General Foundation will refund only 25 percent of the registration fee. If the workshop has begun and you have not requested a refund, no amount will be returned.
- 3.- If the application is not accepted the complete preregistration fee will be refunded.
- 4.- If you are accepted and decide not to participate in the workshop the €20 preregistration fee will not be refunded to cover management costs.
- 5.- On arriving to San Lorenzo de El Escorial, the workshop students should identify themselves by presenting their DNI, Passport, or NIE in the Complutense Summer Courses Students' Office.

Accommodation

The workshop students will stay in shared double rooms in any one of the venues; changes in the accommodation are not permitted. The accommodation is planned only from the night before the beginning of the workshop, until 2:00 p.m. on the final day of the workshop.

ELECTIVE AND DEGREE CREDITS

- 1.-The Complutense Summer Courses can be recognized as **elective credits** (3 credits for 5-day Courses and Workshops; 2 credits for 3-day Courses; and 1 credit for 2-day Courses) **for those students of the Universidad Complutense de Madrid in the 1st or 2nd cycle**. An application for the credits must be filed and the student must comply with the attendance requirements and take a written test when the academic activity in question concludes.
- 2.- **Degree credits** can also be requested for the activities organized by the Complutense Summer Courses. In this case, 2 **ECTS** credits are recognized for the 5-day Courses and Workshops, and 1 credit for the 3-day Courses **for those students of the Universidad Complutense de Madrid**. An application for the credits must be filed and the student must comply with the attendance requirements and take a written test when the academic activity in question concludes. No ECTS credits are available for 2-day courses and conferences.

All of those registered (grant holders, guest students, residents, and workshop attendees) that attend class will receive a **certificate of attendance**, which will be issued on the last session of the course/conference/workshop in question.

TRANSPORT

Those registered as guest students will have a pass allowing them to use the free bus service Madrid-San Lorenzo de El Escorial-Madrid. The bus will leave from Calle Fernández de los Ríos on the corner with Isaac Peral (Moncloa Metro) at 8:30 a.m. and from the entrance of the Euroforum Infantes at 19:15 p.m. On the days when Extra Activities are organized in the evening, the bus will leave at 8.30 p.m. Outside of this timetable and the established stops, the pass will be invalid and the bus service should be paid by the student. Additionally, the organization will provide transport for participants between the course venues.

Between the 13th and 17th of July at the same time in the morning and in the same place, there will also be a free bus for those people registered for the meetings of the Complutense Summer Courses in the venue Ciudad Grupo Santander (Boadilla del Monte, Madrid). The bus will return from the Ciudad Grupo Santander at 7:15 p.m.

OBSERVATIONS

- 1.- Registered students can freely use the computers made available to them in the different venues by the Complutense Summer Courses 24 hours a day.
- 2.- In those courses for which the Director has requested it, students will be provided with notes, contents, and additional information through the UCM Virtual Campus.

Invoices will not be provided for registration payments once the corresponding financial period has ended. Once the course, workshop, or conference has begun, no refunds will be made if the requests were not filed within the corresponding deadlines and terms. To request a refund you should go to cursvera@ucm.es and complete the refund form/printout which you will be provided with.

Courses with less than 20 students will be cancelled if so decided by the organization of the Complutense Summer Courses; in such cases, the full amount will be returned to the students.

Note: The Universidad Complutense Summer Courses offer a 25% discount to Students with Disabilities for fees for 5, 3, and 2-day courses, conferences and workshops once the students have provided proof of a disability equal to or higher than 33%.

ONLY ON-LINE REGISTRATION PERMITTED

<https://www.ucm.es/cursosdeverano/matricula>

If you need more information or have any questions you can go to the Complutense Summer Courses Students' Office:

- Calle Donoso Cortés, 63, 2ª planta 28015 Madrid. Telephones: (+34) 913946480 / 913946364 / 913946481. Fax: (+34) 913946433. Opening hours: from 9:00 a.m. to 2:00 p.m. For academic questions on the courses: cursvera@ucm.es

- Beginning June 29th this will be located in San Lorenzo de El Escorial, Euroforum Infantes, Calle del Rey 38. Telephones: (+34) 918967067, 918967068 and 918967199

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SUMMER COURSES ACCOUNT

Payments/Deposits will be made by credit card on the Complutense Summer Courses website or by transfer/cash deposit in any Banco Santander branch, with the following details: Fundación General UCM-Cursos de Verano, account number: ES55 - 0049-2196-06-2514438530 SWIFT: BSCHEM33

FEES

Grant holders (includes accommodation, registration to be paid)					
		Course (5 days)	Course (3 days)	Course (2 days)	
No aid	Base Price	€215.00	€160.00	€153.00	
With registration discount	UCM students, UCM staff, and members of the UCM Association of Alumni and Friends	€140.00	€84.00	€77.00	
	Students from other centres, unemployed people, retired people	€168.00	€112.00	€105.00	
Guest students (registration to be paid)					
		Course (5 days)	Course (3 days)	Course (2 days)	Conference (1 day)
No aid	Base Price	€215.00	€160.00	€153.00	€90.00
With registration discount	UCM students, UCM staff, and members of the UCM Association of Alumni and Friends	€140.00	€84.00	€77.00	€90.00
	Students from other centres, unemployed people, retired people	€168.00	€112.00	€105.00	€90.00
Residents (registration and accommodation to be paid)					
		Course (5 days)	Course (3 days)	Course (2 days)	
No aid	Base Price	€522.00	€393.00	€317.00	
With registration discount	UCM students, UCM staff, and members of the UCM Association of Alumni and Friends	€447.00	€317.00	€241.00	
	Students from other centres, unemployed people, retired people	€475.00	€345.00	€269.00	
Workshops (registration to be paid)					
		Workshops (5 days)			
No aid	Fixed Workshop Price for Students *Consult requirements for each workshop	€400.00			