

Circular 05/2017 ViPI

21/07/17

Application procedure for the funding of specific training activities for Professors

1. INTRODUCTION. Statement of purposes

The Foundation's Training and Development Area has recently established a general procedure for detecting training needs of all CEU personnel and for the subsequent elaboration of training plans for Professors. Such plans do not consider the idea of financing degrees or any other type of activities that may be thought to be raised on an ad hoc basis outside the detection period, such as project preparation days for a new call for projects, etc. This circular establishes the procedure to follow in these cases, among others, in which Professors training needs have not been included in the mentioned training plans, but that can be considered of interest and, therefore, financed either by the Foundation or by the University itself, depending on the resources available.

2. PROCEDURE

2.1. The common procedure for the application for training activities of Professors focuses on the general training procedure and the corresponding guidelines elaborated by the Foundation's Training and Development Area. In the event that incidentally some training activity of interest was detected outside the time period established for this purpose, or in the event that the training plans had not initially improved such activity, their financing might be requested in a specific manner, as set out in the following points.

2.2. Those interested in participating in some training activity will write a brief report that justifies its convenience, attaching to it the essential information on the activity (at least the programme of the activity, organisers, dates and economic value), and they shall send it to the address of the centre to which they are attached. For the purpose of facilitating the process as much as possible, there isn't any application format and the procedure is totally carried out by e-mail.

2.3. The Deans/Directors of the centres will send the application to the Vice-Rectorate, together with a brief evaluation of it, also by e-mail.

2.4. The Vice-Rectorate will finally consider the informed applications and, finally, will study possible financing ways, informing the interested parties and the centres a precise course of action in each case.