



Universidad de  
**los Andes**  
Colombia

School of  
Management  
Leadership for Life

# international summer school 2024

20 YEARS



GUIDELINES

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## GUIDELINES

### Introduction

Universidad de los Andes is a private, non-profit, non-denominational university founded in 1948. The current academic offer includes 17 doctoral programs (380 students enrolled), 76 graduate programs (3,642 students) and 43 undergraduate programs (14,556 students), totaling 18,578 students. Among other resources, 73% of Uniandes full-time faculty hold a PhD.

The School of Management (UASM), one of the University's twelve constitutive Schools, was created in 1972. UASM defines itself as a School of Management rather than a business school, committed to educate and influence decision makers in the private, public and non-profit sectors through its main differentiators: leadership, sustainability and innovation. Universidad de los Andes School of Management is the only Colombian institution accredited by AACSB, EQUIS and AMBA and one in ten schools in Latin America.

The **International Summer School** is delivered by Universidad de los Andes School of Management (UASM) in Bogota, Colombia. It was launched in 2004 and it aims to offer students the opportunity to broaden their international perspective by being exposed to cutting edge courses that provide advanced learning in specialized management fields. This intercultural experience offers a wide variety of credit-granting courses that are delivered by international visiting faculty from prestigious universities around the world and seeks to offer students and participants exposure to different methodologies and learning practices. All International Summer School courses are taught in **English** and are designed for both undergraduate and graduate students who seek to increase their knowledge in a global and competitive environment.

In 2023, 14 courses were taught, 65% of them were delivered online and 35% on-campus. The 2024 edition is expected to maintain a similar delivery mode with some courses on-campus and some online.

## Key Facts

Visiting faculty from more than **84** universities worldwide have taught courses in this program since **2004**.

**186** different courses have been delivered since **2004**.

The program has grown from **124** students and participants in **2004** to **525** in **2023**.

A total of **8.400** students have participated since **2004**.

## The 2023 International Summer School

The following courses were delivered in 2023:

<b>Block 1</b> June 5 <sup>th</sup> – June 17 <sup>th</sup>	<b>Block 2</b> June 20 <sup>th</sup> – June 30 <sup>th</sup>	<b>Block 3</b> July 4 <sup>th</sup> – July 14 <sup>th</sup>
<b>Infrastructure Finance</b> Ashenafi Fanta Stellenbosch University	<b>Entrepreneurial growth</b> Christina Lubinski Copenhagen Business School	<b>International Negotiations</b> Patrycja Rozbicka Aston University
<b>Business in Metaverse: Applications and Implications</b> Soumyadeb Chowdhury Toulouse Business School	<b>Well-Being principles for better marketing &amp; Consumption</b> Sofia Kousi - Nova SBE	<b>Sustainable Operations</b> Utku Serhatli NOVA SBE
<b>Fundamentals of Sustainable Finance</b> Carlos Vargas EGADE	<b>International Corporate Finance - with a focus on Emerging Economies</b> Rafael Schiozer Fundacao Getulio Vargas	<b>Sustainability principles and practices: A supply chain perspective</b> Kamran Rashidi Jönköping University
<b>Digital Technology &amp; Business Strategy</b> Ramiro Montealegre University of Colorado	<b>Professional Selling</b> Carlton O' Neal University of San Diego	<b>Organizational Behavioral Change in the Digital Age</b> Mark Samuel Audencia Business School
<b>Uniandes Impact Entrepreneurship Bootcamp</b>		<b>Business Models for the Decade to Come</b> Claude Chailan Strasbourg School
		<b>Business in Metaverse: Applications and Implications</b> Soumyadeb Chowdhury Toulouse Business School

## Key Information

### Basic requirements

All faculty who submit a course proposal must comply with the following requirements:

1. Hold a Ph.D. degree.
2. Have full commitment with a University or academic institution.

### Course dates

The 2024 International Summer School will be tentatively held during June 4<sup>th</sup> - July 12<sup>th</sup>\* in three separate blocks of two-week courses:

Block	Tentative dates*
1	June 4 - June 15
2	June 17 - June 28
3	July 2 - July 12

\*These dates are subject to change.

Each visiting faculty must choose in the application form the preferred block to teach their course.

### Course schedule

All courses must be delivered in exactly **30 - contact hours** (4 credit-hours for undergraduate students or 2 credit-hours for graduate students). They must be delivered during an exact two-week period and in the previously established blocks. Courses are scheduled accordingly:

#### On-campus courses

Monday to Friday from 6:00 p.m. to 9:00 p.m.  
three hours per day.

Saturdays from 9:00 a.m. to 12:00 m.  
and/or 1:00 p.m. to 4:00 p.m.

#### Online courses

Courses will be scheduled according to the time zone. Final schedules would be as follows:

Monday to Friday from 6:30 a.m. to 9:30 a.m. or  
from 6:00 p.m. to 9:00 p.m. (Colombian time).  
Three hours per day.

Saturdays from 9:00 a.m. to 12:00 m. or  
1:00 p.m. to 4:00 p.m. (Colombian time)

Visiting faculty are expected to start class on time. Faculty should offer a 10-15 minute break during each 3-hour session.

Visiting faculty are expected to respect the schedule of each class, therefore, classes should not begin before or finish after the scheduled hours.

### Number of courses

Every year, an average of 13 courses are delivered as part of this program. These can coincide in dates and schedule (maximum four courses can be delivered during the same block).

#### **\*VERY IMPORTANT:**

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Faculty who are selected for the 2024 International Summer School and who confirm participation must teach exclusively in this program. They cannot teach courses at another University and/or School during the period of course delivery.

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## The Students

All International Summer School courses are offered to undergraduate and graduate students (MBA and specialized masters) from the School of Management and from other schools and departments at Universidad de los Andes. Courses can also include international students from partner universities.

When designing a course proposal, it is important to consider that students from different program levels (undergraduate and graduate) can enroll in the same course. Diversity in course composition is one of the highlights of the program. Students take these credit-granting courses as electives.

On average each course has **40 enrolled students**. It is important to consider that in 2023, courses ranged from 21 to 43 students per course.

### Students' profile

- Most undergraduate students have no work experience. Some might have done a six-month internship.
- Master student's work experience ranges from 3 to 18 years.
- Students belonging to the Part-time MBA, and the Specialized Masters (Finance, Marketing, Environmental Management and Supply Chain Management) work during the day. This means that their available time for doing extra-class work is limited. It is important to take this into account when assigning coursework.

## The following tips illustrate student culture at UASM

- Most students take 1 or 2 additional core courses during the same period of the International Summer School Program.
- Students are used to prepare readings prior to class.
- Courses are highly valued when the theoretical information is combined with professor's personal experiences that have made them experts in the subject being taught.
- The use of innovative teaching methodologies such as problem-based learning, simulations, experiential learning, practice-based learning, among others is highly valued.
- Both the students as well as the School expect faculty to involve students in discussions that challenge their analytical skills and to frequently use illustrative examples of the subject that is being covered. Teamwork is also very common and rich in results. It gives students the opportunity to challenge their own ideas and consider other possibilities.
- Guest speakers are highly valued.

## 20<sup>th</sup> Anniversary Special Call

To celebrate the International Summer School 20<sup>th</sup> anniversary, we are making a special call in the following topics:

**1** Designing the **future of Management**

**2** Challenges of **financial systems to meet the SDG's**

**3** Digital and **social transformations**

**4** Markets in **Emerging Economies**

**5** South-South exchange for the **transition of Global Markets**

## Course Selection Criteria

- The uniqueness and relevance of the topic to be delivered (UASM students take these courses as electives).
- Each visiting faculty academic background, teaching and research experience.
- The maintenance of a multidisciplinary balance within the program portfolio.
- The complete submission of the following required documents before **October 30<sup>th</sup>, 2023**:



Updated  
**Curriculum Vitae**



Filled online  
**application form**



**Selection of course  
block** according to  
course dates



Selection of  
course delivery  
**methodology: online  
or face-to-face**



Complete course **syllabus including:**

1. Introduction/ course description
2. Course objectives
3. Course methodology
4. Proposed course schedule including session-by-session topics/coursework:
5. Minimum required readings and coursework for EACH session
6. Evaluation system
7. Proposed prerequisites for the course
8. Required bibliography

**Incomplete proposals will not be taken into account in the selection process.**



\*For the proposed course schedule including session-by-session topics/coursework please refer to the following format:

Session	Date	Topic	Assignments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

When designing the syllabus, visiting faculty must take into consideration that all courses must have an explicit international perspective.

## Course delivery

### Materials

- The International Summer School program is **paper-free**. Hence, UASM will be in charge of uploading these materials into the course management system Bright Space ([bloqueneon.uniandes.edu.co](http://bloqueneon.uniandes.edu.co)).
- If the course requires the use of a textbook for students to purchase, the course syllabus must clearly indicate how it will be used during each of the sessions. In this case, faculty must send the ISBN number.
- Since all courses are only two-weeks long, UASM recommends assigning maximum one required textbook per course. Faculty may suggest supplementary reading material in the syllabus (cases, papers, articles, etc.) for students to have as reference.
- UASM will be in charge of searching for all required reading materials (others than the ones faculty can provide in electronic format). Therefore, it's important to send the complete bibliography. If the required course materials include cases, please send the university or case clearing house to purchase them.
- When determining the daily required readings, it is very important to take into consideration that around 60% of enrolled students work during the day, thus they have very limited time to read. Please be very selective with the readings that you assign for each class.
- If additional class materials (post-its, markers, tape, printed material in different sizes, etc.) for face-to-face courses are required, all visiting faculty must request them two months prior to the beginning of their course.



## Grading

- All students must have a **final numerical grade** at the end of the course (versus Pass/Fail). The grading scale used at UASM ranges from 1.5 to 5.0, being 5.0 outstanding. Students fail the course with a grade lower than 3.0. **Grading is sole responsibility of each International Summer School Faculty.** Grading can't be assigned to teaching assistants.
- Grade composition (percentages for each graded activity; i.e. class assignments, exams, quizzes) is determined by each visiting faculty and must be clearly explained in the evaluation section of the course syllabus and further explained the first day of class.
- It is important that the final grade is based on more than one type of evaluation or assessment (no single assignment should be equivalent to 100% of the grade).
- A maximum of 10% of the total course evaluation can be assigned to class participation. If assigned, a clear description of how participation is to be evaluated must be included in the syllabus.
- All visiting faculty are responsible for uploading all the final grades into the University's Banner system and into the School's Bright Space system. Final grades must be submitted maximum **5 days** after the end of the course. All grades must be submitted to the University by **August 1<sup>st</sup> 2024**, even if the course ended a few days before.
- If the visiting faculty decides to make last minute changes to the evaluation method described in the course syllabus, s/he must turn in -in written form- the changes both to the person responsible of the International Summer School at the School of Management and to all students, before beginning the course.

## Important Deadlines

Date	Activity
October 30 <sup>th</sup> , 2023	Deadline for submission of International Summer School proposal. It must include: CV, course syllabus, filled application form, course dates according to schedule.
November 23 <sup>rd</sup> , 2023	International Summer School Committee meets to select the 2024 course portfolio.
November 27 <sup>th</sup> , 2023	Results of selection process are communicated.
December 4 <sup>th</sup> , 2023	Selected faculty must forward the acceptance confirmation back to UASM jointly with: (i) photocopy of the first page of passport and (ii) bank account details.
February 12 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>■ Submission of the revised course syllabus according to UASM's recommendations.</li> <li>■ Submission of the travel dates to buy tickets and make hotel reservations.</li> <li>■ Definition and confirmation of travel itinerary in order for UASM to buy tickets.</li> </ul>
April 19 <sup>th</sup> , 2024	All travel tickets must be purchased.
June 4 <sup>th</sup> , 2024	Courses begin.
July 12 <sup>th</sup> , 2024	Courses end.
August 1 <sup>st</sup> , 2024	UASM must submit final grades to University.

## Honorarium

The electronic transfer of the honorarium (**USD \$6,500** or the equivalent in Euros) will be made after the end of each course and will take approximately five weeks. UASM will transfer the total amount into each faculty's bank account. Faculty must provide UASM with precise bank account information and confirm that they are able to receive international transfers to the provided account in order to make the electronic transfer. Please note that the Colombian government and or the banks can make some deductions to the final amount that is electronically transferred to the bank account.

The School will not pay for additional bank transfer costs.

## Information for on-campus courses only

### Traveling to Colombia

Visiting faculty that come to Colombia to teach a course, whose nationality does not require a visa and their stay does not exceed 90 days, are not required to apply for a visa, even if they are going to receive an honorarium. In the following website you will find the list of nationalities that do not require visa to enter, stay and leave Colombia: [https://www.cancilleria.gov.co/tramites\\_servicios/visa/requisitos](https://www.cancilleria.gov.co/tramites_servicios/visa/requisitos).

Visiting faculty who have a nationality belonging to the restrictive list, but who have a second nationality/passport that does not require visa to enter to Colombia, are required to use the non-restrictive passport, so they can enter the country without going to a visa procedure.

In special cases where visiting faculty require visa, they must apply to it in the nearest Colombian Consulate in their country of residence. This procedure can take from 15 days up to 1 month which is why the School recommends that visiting faculty apply to the Visa with enough time. Faculty are responsible for arranging an appointment and presenting the complete documentation listed below:

- a) Filled Visa application form.
- b) Passport with at least two blank pages and valid for a minimum of 180 days before expiration.
- c) A photocopy of the main page of the passport (the one with your photo on it).
- d) One digital copy of a recent color photograph (white background, 3 cm x 4 cm).
- e) Official documents sent by Universidad de los Andes.

It is sole responsibility of each visiting faculty to organize all processes related with their visa application. Please be further informed at your local Colombian Consulate as procedures may change depending on the country. In addition to the mentioned documents, other paperwork might be required. To see if you need to apply to a Temporal visitors "V" Visa, please visit: [http://www.cancilleria.gov.co/tramites\\_servicios/visas/](http://www.cancilleria.gov.co/tramites_servicios/visas/).

All visiting faculty must inform the School if they will be travelling with a companion to Bogota. If so, a copy of the first page of their passport must be sent to the School jointly with all visiting faculty visa documentation.

## All selected visiting faculty will be paid the following

**Honorarium** of US\$6,500.

**Airplane ticket** (Coach only). Any flight changes after ticket confirmation must be paid by each visiting professor. Ticket reimbursement is not allowed by the University. **Faculty cannot buy their own ticket.**

**Hotel accommodation** during the entire length of the course (plus ONLY one day before and after the start and end of the course). Breakfast and Wi-Fi are included.

**Transportation** services included:

- a) Airport - Hotel – Airport
- b) UASM can provide a daily transport service (Hotel - University - Hotel). This service has two pre-established schedules.
- c) **Transport service is guaranteed upon request and any changes in the schedule must be previously informed to and authorized by UASM's International Office.** Additional transport must be paid by each faculty.

### Visa expenses

Will be reimbursed at the end of the course via electronic transfer into the visiting faculty account. Neither honorarium nor visa expenses can be paid in cash or delivered at UASM; they can only be electronically transferred approximately five weeks after the end of the course.

Please note that UASM will only refund travel expenses attained in the visa procedure. To do so, visiting faculty must scan all receipts and payment supports so that the University can make the expenses reimbursement. **UASM will not pay for any meal expenses incurred.** These documents MUST be sent at least one month prior to arrival to Bogota. Documents sent afterwards will not be reimbursed.

### UASM will NOT pay for:

- a) The cost of additional hotel nights.
- b) The cost of meals or other expenses such as: international calls, mini bar, alcoholic beverages, laundry service, etc. These must be paid directly to the hotel by each visiting faculty.
- c) Any additional costs related to the accommodation of an additional person sharing a room.
- d) The School will not pay for any early check-in or late check-outs at the hotel.
- e) If traveling outside Bogotá during weekends, visiting faculty must check-out from the hotel during these days.
- f) International transport (taxis, trains, etc.) with the exception of transport incurred for Visa procedures.
- g) Meals incurred for Visa procedures.
- h) Local transportation services for an additional person.
- i) Local transportation services in any different schedule from those offered by the School.
- j) Transportation services different to transport incurred from and to the airport and between the School and the hotel.

## Additional Information

- For on-campus courses delivered in Bogota, each visiting faculty will have access to an office and a computer with Internet connection at the School. Some offices may be shared.
- For both, online and on-campus courses, an undergraduate student with proficient English skills will be assigned to each faculty to provide logistical support during their stay. Teaching assistants cannot help with aspects related to grading. Grading is sole responsibility of each International Summer School faculty.
- It is mandatory that each visiting faculty arranges a meeting with the assigned Teaching Assistant prior to the beginning of the courses.
- The University provides faculty members with a wide set of platforms to ensure a high-quality delivery of virtual classes: Bright Space, Zoom, MS Teams .
- During their stay at the School, in addition to the courses, visiting faculty are required to participate in additional activities such as delivering a research seminar or meetings with the Dean, Associate-deans and UASM faculty, among others.

## Useful links

<https://administracion.uniandes.edu.co/index.php/es/facultad-intro/escuela-de-verano>

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## Contact at UASM



International Relations Office Coordinator

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