

# **ASTROCAMP 2017 REGULATIONS**

*(Version 1, 30/09/2016)*

## **1. GENERAL PROVISIONS**

**1.1.** AstroCamp is an academic program in the field of astronomy and physics, organized by the Centre for Astrophysics of the University of Porto (CAUP) and aimed at students of the last 3 years of pre-university education of any European Union country.

**1.2.** AstroCamp 2017 will be held from 6 to 20 August 2017 at CEIA - Centre for Environmental Education and Interpretation of the Corno de Bico Protected Landscape (Paredes de Coura municipality).

**1.3.** The AstroCamp aims to:

- Provide its students with high quality training in a secluded and tranquil setting, outside major urban centers;
- Promote scientific knowledge, particularly in the area of Astrophysics;
- Stimulate the students' curiosity and skills of critical thinking, team work and group responsibility;
- Stimulate the creation of personal relationships between students with different backgrounds and life experiences but common interests.

**1.4.** The AstroCamp's working language is English. Apart from duly identified exceptions, all the AstroCamp related activities will be carried out in this language.

## **2. APPLICATIONS AND SELECTION**

**2.1.** AstroCamp 2017 will accept applications from all students which in the academic year 2016/2017 are matriculated in one of the last 3 years of pre-university education in any European Union country (ie, in principle those born in the years 1999, 2000 or 2001), except if they have already participated in a previous edition.

**2.2.** The applications period is from 1 to 30 April 2017.

**2.3.** The application to AstroCamp 2017 consists of filling out an online form available at <http://www.astro.up.pt/astrocamp/>, including the documents specified therein.

**2.4.** The application will only be considered eligible if it contains all the required elements:

- Motivation letter, necessarily written by the student in English;
- Letter of recommendation from a current teacher of the student, written in Portuguese or English;
- School certificate of the student's last (2<sup>nd</sup> term) grades;
- Optionally, certificates of participation in relevant scientific activities, such as finals of domestic or international Olympiads;
- Authorization of parents or legal guardians, filled in Portuguese or English (for students younger than 18 at the time of the application).

**2.5.** In the application form each candidate provides the contact details of the teacher who will write the letter of recommendation. Upon submission of the application the teacher will automatically receive instructions on the content of the letter of recommendation and its upload.

**2.6.** The original version of the authorization form must be sent by ordinary mail and arrive in CAUP until 15 May 2017.

**2.7.** Participation in AstroCamp 2017 is limited, and will consist of a minimum of 10 and a maximum of 20 students. The exact number will be decided depending on the quality of applications and the available budget.

**2.8.** The selection of the students will be done by the AstroCamp's Scientific Director as follows:

- 1 place for a high school student of the Paredes de Coura municipality, to be appointed by the local town council (or someone designated by them) until 30 April 2017;
- 9 to 20 places selected from all applications received under the conditions of paragraphs 2.1 to 2.6.

**2.9.** The need for submission of a valid application, under the conditions of paragraphs 2.1 to 2.6, also applies to potential students eligible for the special places. If these special places are not taken, they will revert to the open competition.

**2.10.** Students will be selected according to their academic merit and potential. The final stage of the selection process consists of an interview (to be carried out in English), to be held at CAUP on Saturday 27 May 2017, in Lisbon on Sunday 28 May, or via Skype.

**2.11.** The interview is mandatory for all candidates except the student indicated by the Paredes de Coura municipality.

**2.12.** The accepted students will receive the offer of a place, by email, in early June and must confirm their participation by 14 June 2017, failing which their place will be assigned to another student.

**2.13.** All the accepted students must necessarily participate in the full activity. In no circumstances shall the participation in only part of the AstroCamp 2017 activities be allowed.

**2.14.** The process of confirming participation includes the signing of an Acceptance Agreement (by the student) and an Image Use Authorization Form (by the student, or its legal representatives for students under the age of 18). Further documentation may be required for students coming from other countries, according to the applicable national legislation.

**2.15.** In the Acceptance Agreement each student must appoint an external Contact Point, who can be contacted in possible emergency situations arising during the AstroCamp.

**2.16.** For the accepted Portuguese students, participating in the activities of the AstroCamp 2017 will have no costs (with the possible exception of small running costs).

**2.17.** For accepted students from other countries, the estimated cost of participation is about 400 Euro. The exact amount will be confirmed at time of offer of a place, and must be paid by bank transfer until 30 June 2017. These students can try to get financial support from our international partners or other local entities.

**2.18.** It is the students' responsibility to inform the organization (at the time of application or confirmation of attendance) of any physical and/or functional limitation, of any special dietary needs or any other health conditions that may require specific care.

### **3. ASTROCAMP 2017 LOGISTICS**

**3.1.** The meeting point for the trip to CEIA is the Train/Bus Station in Viana do Castelo (except for the student of the Paredes de Coura municipality). The students must arrive at this meeting point before 16:00 on 6 August 2017. The return to the meeting point will take place before 12:00 on 20 August 2017.

**3.2.** Travel expenses between their residence and the meeting point (for students living in mainland Portugal) or between Porto airport and the meeting point (for other students) can be reimbursed by the organization if they are made by public transport, and upon submission of the travel tickets and the corresponding receipts containing CAUP's name and tax number.

**3.3.** If there are students from the Azores or Madeira, the organization will try to obtain financial support (from the regional governments or other entities) for their flights.

**3.4.** For students from other countries, the cost of travel to Porto airport should be covered by the students, or by the local entities from which they obtain financial support.

**3.5.** The AstroCamp team will consist of 2-4 teachers and 4-6 monitors in full-time attendance. The CEIA team will also support to the camp's activities.

**3.6.** For students whose point of arrival in mainland Portugal is Porto airport, one of the teachers or monitors will meet them at the airport terminal and accompany them on the trip to the meeting point.

**3.7.** The AstroCamp teachers must be active researchers holding doctorates in areas relevant to the scientific goals of the activity (except in duly justified exceptions).

**3.8.** The monitors will preferentially be AstroCamp alumni which in the academic year 2016/2017 are enrolled in university degrees (at any Portuguese or foreign university), or current CAUP students.

**3.9.** All students (including the one from Paredes de Coura) , monitors and teachers will be accommodated in CEIA throughout the AstroCamp period.

**3.10.** The students' contact with the outside world is limited and provided through the monitors and, except in emergency situations, allowed only on specific days and times. All monitors will have mobile phones whose numbers will be provided to parents/contact points, allowing a prompt contact in case of any emergencies.

**3.11.** The mobile phones of the students will be held by the monitors during the AstroCamp, properly identified and switched off. During the designated contact periods the students can ask the monitors for their phones, returning them at the end of these periods.

**3.12.** The CEIA premises are to be kept neat and clean. The space will be shared by all and must be respected. Teachers, students and monitors should ensure

the proper maintenance of all the facilities, and in particular of the hygienic conditions thereof.

**3.13.** Meals (breakfast, lunch, afternoon snack and dinner) will be provided by the CEIA team according to a previously agreed schedule. Student access to the CEIA kitchens is not allowed.

**3.14.** The CEIA facilities include a washing machine. A laundry schedule will be set up for AstroCamp participants in accordance with the instructions of the CEIA team. The responsibility to hang and remove clothing from clotheslines it is up to each participant.

**3.15.** Students are not allowed to use computers or any other personal gadgets during AstroCamp 2017. If the students bring them, they will be confiscated and returned only at the end of the camp.

**3.16.** The organization reserves the right, after information to the parents and/or the contact point, to decide the expulsion of any student who by its behavior impairs significantly or persistently the functioning of the activities of AstroCamp 2017.

**3.17.** The AstroCamp 2017 will have a policy of zero tolerance with regard to the possession or consumption of alcohol, tobacco or other illegal substances. Any violation of these rules will lead to the immediate expulsion of the student from AstroCamp 2017.

**3.18.** The students are expected to bring: some practical/sports clothing; slippers for the showers; comfortable walking shoes; sunscreen; cap or hat; beach towel and bathing suit; waterproof jacket; small backpack for outdoor activities; laundry bag; personal toiletries; notebooks and writing material for the classes.

**3.19.** The organization is not responsible for any misplacement of goods belonging to the students. It is recommended that students bring their belongings properly identified.

**3.20.** Optionally, students may deposit at the 'Camp Bank' the money they bring. In this case students will give the money to a monitor, who will record it in individual dedicated sheets and handle their movements. For students not doing so, guarding and managing the money they bring will be their own responsibility.

## **4. RIGHTS AND DUTIES AT ASTROCAMP 2017**

**4.1.** AstroCamp 2017 will be coordinated by the Scientific Director (from CAUP) and the head of CEIA. It's incumbent upon the coordinators to:

- prepare the schedule of activities, consulting when appropriate with the teachers and monitors;
- ensure compliance with the schedule and the camp regulations (both for scientific and leisure activities) and the previously defined objectives;
- change the schedule of activities due to weather, logistical or any other reasons that so warrant;
- ensure compliance with health, hygiene and safety regulations;
- determine the expulsion from the camp of any student who does not comply with its rules.

**4.2.** The AstroCamp 2017 teachers will have the following rights and duties:

- supervise the formation of the students and promote scientific knowledge;
- teach their courses and carry out the corresponding examinations;
- suggest changes to the schedule of activities;
- provide a role model for the students;
- ensure the safety of the students;
- refer to the coordinators and monitors for support in solving any problems.

**4.3.** The AstroCamp 2017 monitors will have the following rights and duties:

- coordinate recreational activities, and accompany students when necessary for other activities;
- suggest changes to the schedule with the goal of the successful development of the activities;
- be the first point of contact between the students and the outside world;
- ensure compliance with health, hygiene and safety regulations;
- ensure a proper group environment among the students;
- refer to the coordinators for support in solving any problems.

**4.4.** The AstroCamp 2017 students will have the following rights and duties:

- have permanent monitoring of teachers and/or monitors;
- actively participate in all individual and group activities;
- have proper health and safety conditions for all activities;
- respect the AstroCamp 2017 regulations;
- obey the schedules established for the various activities, and the indications of the coordinators, teachers, monitors and the CEIA team;
- adopt a dignified and respectful behavior towards the other participants in the camp;
- be responsible for any damages caused.

## **5. SPECIFIC ACTIVITIES AT ASTROCAMP 2017**

**5.1.** Students at AstroCamp 2017 will have to take two of the available courses. All the courses will be taught in English, and each will have a total of 10 classes of 1:30 each.

**5.2.** At the time of confirmation of participation the students will indicate an ordered list of their course preferences. All classes will have similar numbers of students, so it can't be guaranteed that each student can take the two courses indicated as their first options.

**5.3.** In addition to the classes, the courses will include some work for the students and a final examination, which will be marked in the range of 0 to 20.

**5.4.** At the end of AstroCamp 2017 each student will receive a certificate of participation, which shall include the grades obtained in the two courses taken.

**5.5.** Some of the leisure activities at AstroCamp may have components in Portuguese. In that case the teachers or monitors will ensure the necessary translations.

**5.6.** AstroCamp 2017 will include a cycle of 10 public lectures (with different themes), which will be open to the general public and with free admission (subject to the capacity of the room). These lectures may be given in Portuguese but will in any case include English support materials.

## **6. MISCELLANEOUS PROVISIONS**

**6.1.** Any issue arising during the course of AstroCamp 2017 or its applications stage which is not addressed in these Regulations shall be decided by the AstroCamp 2017 scientific director.