



STUDENT HANDBOOK

**Madrid Summer Law Institute
UNM School of Law
Albuquerque, NM 87131**

&

**Instituto de Estudios Jurídicos Internacionales
Universidad Rey Juan Carlos
Pº de los Artilleros, s/n
28032 Madrid, Spain**

**READ THIS HANDBOOK COMPLETELY
BEFORE YOU LEAVE FOR SPAIN.
YOU ARE RESPONSIBLE FOR KNOWING ITS CONTENTS.**

**MADRID SUMMER LAW INSTITUTE HANDBOOK
MADRID, SPAIN**

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VERY IMPORTANT DATES

June 8: Deadline to withdraw in writing and receive a full refund of tuition. No application fees
(5 PM) will be refunded to accepted students.

No part of the tuition will be refunded to students withdrawing after 5 pm (Mountain Time) June 8. Students who withdraw from the Institute may not attend any of the courses, programs, or activities of the Institute.

June 1: Recommended LAST day to arrive in Spain. If you need to arrange housing once you arrive, or if you have other personal business to arrange, consider arriving earlier. Note that almost all businesses are closed on Sundays, except bars and restaurants. If you choose to arrive on Saturday, you will need to attend to personal matters (such as buying groceries and school supplies) on the day you arrive. **When you arrive in Madrid please let us know that you have arrived. Email Diana Reynoso at reynoso@law.unm.edu. Cell phone = 575-218-8415**

June 3: **MANDATORY ORIENTATION.** Parque del Retiro (Retiro Park) Sunday, June 3, 2018 at 1:00 pm. This orientation marks the **beginning of mandatory attendance for all students.** This is your opportunity to meet the faculty and your fellow students. Classes, materials, and general living hints will be discussed. **DO NOT MISS IT!** Details and directions will be sent to your e-mail account well in advance.

June 4: Institute begins regular office hours Monday-Thursday, 9 a.m.-2 p.m.

June 6: 2 p.m. deadline to elect to audit a course.

June 6: 2 p.m. deadline to add a course, subject to availability of course materials (\$50 administrative fee applies).

June 6: 2 p.m. deadline to drop a course with no grade or course notation (\$50 administrative fee applies). Courses may be dropped after this deadline only with permission of the instructor, and the instructor will assign a grade of either WP or WF.

June 6: 2 p.m. deadline to withdraw from the Institute with no grade or course notations. Withdrawals after this deadline may occur only with permission of the instructors and the Co-Directors, and the instructor will assign a grade of either WP or WF.

June 30: Final exams. Program and mandatory attendance ends following completion of final exams.

July 30: Deadline for faculty to submit grades to the Co-Directors or to the UNM Law School Registrar.

August 15: Transcripts can be requested from the UNM transcript office. For more information on requesting your official transcript, please visit:
<http://registrar.unm.edu/Transcripts/transcript-request-information.html>.

TENTATIVE CLASS SCHEDULE

The class schedule is tentative and subject to change.

Monday-Thursday

9:00-11:20 a.m. International Business Transactions, Profs. Nathalie Martin and Stewart Paley (3 credits)

9:00-11:20 a.m. Immigration Law: The Comparative and International Law of Economic Migration, Prof. Serge Martinez (3 credits)

11:30-1:00 p.m. Comparative Criminal Law, Prof. Scott England (2 credits)

11:30-1:00 p.m. Overview of European Union Law, Profs. Bruno Aguilera Barchet, María Pilar Trinidad, Angelines Cano Linares, and Yolanda Dutrey Guantes, and others (2 credits)

TENTATIVE FINAL EXAM SCHEDULE

The final exam schedule is tentative and subject to change.

International Business Transactions

June 30, 2018 from 9:00 a.m. to 12:00 p.m.

Immigration Law

June 30, 2018 from 9:00 a.m. to 12:00 p.m.

Comparative Criminal Law

June 30, 2018 from 2:00 p.m. to 5:00 p.m.

Overview of European Union Law

June 30, 2018 from 2:00 p.m. to 5:00 p.m.

INSTITUTE OFFICE

Official office hours in Madrid will begin Monday, June 4, 2018. The office is normally open for institute business from 9:00 a.m. to 2:00 p.m. Monday through Thursday during the month of June. It is located in the office J09 of the Edificio Departamental at the Universidad Rey Juan Carlos, Facultad de Ciencias Jurídicas y Sociales, in the Madrid suburb of Vicálvaro. To find the

office, enter the building, go down one flight of stairs, and look for office number J09. The program administrator in that office is Inés Garcia Saillard.

Calling the office from the U.S.: International code (011) Country code (34) 91 488 79 69.

Spain Mailing Address: Ines Garcia Saillard
Madrid Summer Law Institute
Instituto de Estudios Jurídicos Internacionales
Universidad Rey Juan Carlos
Pº de los Artilleros, s/n
28032 Madrid, Spain

You should plan on receiving your personal mail at your apartment. If you are unable to do that for some reason, you may have mail sent to the Institute, with your name clearly marked on the outside of the package as follows: “(Please deliver to your name, Madrid Summer Law Institute).” A list of the names of those people receiving mail will be posted outside the office. You must pick up your own mail during regular office hours.

U.S. air mail normally takes 1-2 weeks to arrive. Customs delays are not unheard of when sending packages.

U.S. Contact Information: Nathalie Martin
(use except during June) UNM School of Law
MSC11-6070
1 University of New Mexico
Albuquerque NM, 87131-0001
Telephone: (505) 277-2810
Fax: (505) 277-0068
martin@law.unm.edu

U.S. Contact Information: Diana Reynoso
(use year round) UNM School of Law
MSC11-6070
1 University of New Mexico
Albuquerque NM, 87131-0001
Telephone: (505) 277-9035
Fax: (505) 277-9958
reynoso@law.unm.edu

U.S. EMBASSY HOURS & CONTACT INFORMATION

The Embassy provides services to U.S. citizens living or traveling in Spain. It is a good idea to become familiar with these services by visiting the “U.S. Citizen Services” section on the Embassy’s website at: <http://madrid.usembassy.gov/citizen-services.html>.

American Embassy
Calle Serrano 75
28006 Madrid
Telephone (34) 91 587 2200
Email: askacs@state.gov

EMERGENCY INFORMATION

Please see the last page of this handbook for a handy one-page listing of contact information if someone needs to reach a student during the program in an emergency. **PLEASE BE SURE TO GIVE THE EMERGENCY CONTACT INFORMATION TO YOUR EMERGENCY CONTACTS BEFORE LEAVING FOR SPAIN.**

If a student experiences an emergency while in Spain, they should call 112 (the equivalent of our 911). See the end of this handbook for more information on handling an emergency while in Spain.

ABOUT MADRID

Classes are held in Madrid, the capital and largest city in Spain. The city has a population of about 3.3 million, and about 6.3 million people live in the Madrid metropolitan area. Despite its size, Madrid is an extremely accessible city with a wonderful mass transportation system and a very low rate of violent crime.

The climate during the month of June is usually wonderful. The average high temperature in June is about 80 degrees, the daily mean temperature is about 70, and the average low temperature is about 60. There is usually plenty of sunshine in June, which means that the people of Madrid are out walking, biking, drinking wine at sidewalk cafes, or even renting rowboats at Retiro Park.

- *Fodor's Madrid Travel Guide* (<http://www.fodors.com/world/europe/spain/madrid/>)
This site provides a useful overview of the abundance of entertainment opportunities in Madrid.
- *Madrid Tourist Information* (<http://www.esmadrid.com/en/portal.do>)
Here you will find more useful information about Madrid.

TRAVEL OPPORTUNITIES

Inexpensive and easy travel opportunities are abundant in Spain. From Madrid, it is often possible to find airfare to European cities for as little as \$15 each way, which will allow you to take advantage of the three-day weekends of the Madrid Summer Law Institute. In a couple of hours, you can be in London, Paris, or even in Morocco, where you might ride a camel through the Sahara.

Although there are several budget air carriers that fly out of Madrid, two of the most popular are RyanAir and Easy Jet. Check out their websites to see how little it costs to travel from Madrid:

<http://www.ryanair.com/en>
<http://www.easyjet.com/en>

If you prefer to stay on the ground, take a train or bus. Madrid is centrally located in Spain, which makes it easy to see the country. If you hop on a high speed train, and you can arrive in Valencia, with its beautiful Mediterranean beaches, in just over an hour and a half. The next weekend, you can take the two-and-a-half hour high speed train to Seville, in the heart of Andalucía, to enjoy authentic flamenco performances. Even the amazing city of Barcelona, near the French border, is only two and a half hours away by train.

For a slower ride over a long distance, take a “Train Hotel” (tren hotel). These comfortable trains allow you to take in the beautiful countryside. Popular routes include the overnight trains to Paris, Lisbon, and the famous pilgrimage city of Santiago de Compostela.

Most trains leave out of the Chamartín (to the north) and Atocha (to the south) train stations. See the Renfe website for schedules and prices. <http://www.renfe.com/EN/viajeros/index.html>

For even cheaper travel, take a long distance bus. See ALSA’s website for schedules and prices. <http://www.alsa.es/en>

UNIVERSIDAD REY JUAN CARLOS

The University Rey Juan Carlos (URJC) is one of six public universities in Madrid. The other five are Complutense, Carlos III, Politécnica, Alcalá, and Autónoma. URJC’s name is a tribute to King Juan Carlos I. The university was founded on July 8, 1996, with the Latin motto “Non Nova Sed Nove” (“No new things, but a new way”). URJC is the third largest public university in the region, with approximately 33,000 students total on four campuses. The Vicálvaro campus is the center of law and social studies, including language studies, journalism, economics, and a variety of other majors. The campus was founded in 1998.

- <http://www.urjc.es/en/?id=147>: This is the main website of the Universidad Rey Juan Carlos (URJC) with links to all the academic departments, calendar, and general directories. Also available in Spanish.
- <http://www.fcjs.urjc.es/> (Spanish only): This is the website for the Vicálvaro campus of URJC, where the Madrid Summer Law Institute happens.
- <http://www.urjc.es/en/about-urjc/campus/madrid-campus/1383-location-how-to-arrive>: This is where you will find directions to the campus. Use the icon link to Google maps at the bottom of the page to find directions from your location.

U.S. DEPARTMENT OF STATE TRAVEL INFORMATION

There currently are no travel warnings or travel alerts issued by the U.S. Department of State with respect to Spain. There currently is a worldwide caution issued with respect to the need for

Americans to be cautious in all areas around the world with respect to terrorist threats (<http://travel.state.gov/content/passports/en/alertswarnings.html>).

Please read and be aware of the country-specific information published by the U.S. Department of State with regard to Spain. It contains much valuable information (<http://travel.state.gov/content/passports/en/country/spain.html>).

REGISTERING YOUR TRAVEL WITH THE U.S. DEPARTMENT OF STATE

As required by UNM Study Abroad Health and Safety Policy 2710, the Co-Directors will register the Institute's program dates and roster with the U.S. Department of State. UNM strongly recommends that students who travel independently before and/or after the program dates (1) purchase supplemental health and accident insurance coverage, including medical evacuation and repatriation of remains, to cover the full duration of their independent travel given the unpredictable, random, and potentially catastrophic cost of illness and accidents weighed against the relatively minor costs and major benefits of such insurance, and (2) register their independent travel in the "Smart Traveler Enrollment Program." (<https://step.state.gov/step/>). Registering is important. It will allow the U.S. Embassy to help you in the event of an emergency.

LEGAL REQUIREMENTS FOR GETTING INTO AND OUT OF SPAIN

United States Citizens

The following information is taken from the U.S. Department of State's country-specific information sheet regarding travel to Spain.

Spain is a party to the Schengen Agreement. This means U.S. citizens may enter Spain for up to 90 days in a six-month period for tourist or business purposes without a visa. Your passport should be valid for at least three months beyond the date of your departure. For additional details about traveling to and within Schengen countries, please see our [Schengen Fact Sheet](#). For details regarding what is required for an official letter of invitation please visit the website of the Spanish Embassy in the United States.

Spanish Immigration strictly enforces national immigration laws and regulations. You may be expected to present documentation related to the purpose of your trip, your return flight, hotel reservations or the letter of invitation, and proof that you have sufficient funds for your stay, to the Spanish Immigration officer upon your entry into Spain. In recent years, an increased number of U.S. citizens have been refused entry because they failed to comply with and/or satisfy Spanish immigration laws, including because they overstayed on previous visits to Spain or other Schengen countries.

The Spanish government scrutinizes visitors who overstay their visas or their visa-free entry per the Schengen Agreement. Immediate deportation after spending a number of days in detention is not uncommon. You should leave Spain promptly at the end of the 90-day visa-free travel period, or at the end of the time stated on your visa.

U.S. citizens who wish to stay in Spain for longer than 90 days, or who wish to apply for residency in Spain, will also need to supply local authorities with an official criminal records check from their state of residence or from the [Federal Bureau of Investigation's Criminal Justice Information Services office \(CJIS\)](#). Both types of documents carry the apostille from the state authority for state criminal records and by the [Department of State](#) for the FBI records.

Neither the Embassy nor the Consulate General takes fingerprints for the purpose of criminal records checks; rather, U.S. citizens can obtain a letter from the Embassy or Consulate General asking local police to take their fingerprints. To obtain the letter from the Embassy, individuals need to [make an appointment](#) for notarial services. To obtain the letter from the U.S. Consulate General in Barcelona, individuals should [make an appointment for notarial services with this link](#).

In an effort to prevent international child abduction, many governments have initiated procedures at entry/exit points. These often include requiring documentary evidence of relationship and permission for the child's travel from the parent(s) or legal guardian not present. Having such documentation on hand, even if not required, may facilitate entry/departure.

Visit the [Ministry of Foreign Affairs](#) or the [Embassy of Spain website](#) for the most current visa information. For more information concerning entry requirements for Spain, travelers should contact the Embassy of Spain at 2375 Pennsylvania Avenue NW, Washington, DC 20037, telephone (202) 452-0100 or (202) 728-2340, or the nearest Spanish Consulate in Boston, Chicago, Houston, Los Angeles, Miami, New Orleans, New York, San Francisco, or San Juan. Additional information can be found from the [Tourist Office of Spain](#) which has offices in [several U.S. cities](#).

Non-United States Citizens

If you are not a U.S. citizen or are not planning on entering Spain on a U.S. passport, the above information does not apply to you. Contact the Spanish embassy for information relevant to your particular situation. You may want to read the following websites (in English) from the Spanish embassy's website:

<http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/RequisitosDeEntrada.aspx>

LEGAL REQUIREMENTS FOR LEAVING AND GETTING BACK INTO THE U.S.

United States Citizens

If you are a U.S. citizen, you will need a valid, non-expired U.S. passport book (NOT a U.S. passport card) to leave the U.S. and to reenter the U.S. (assuming you are leaving and arriving from a US city and are flying). **Apply for your passport well in advance.** Wait times currently are 4-6 weeks for routine service and 2-3 weeks for expedited service, but these are average wait times and can fluctuate depending on the number of applicants.

Non-United States Citizens

If you are not a U.S. citizen, it is your responsibility to ensure that you have the necessary documents that will allow you to leave and reenter the U.S. Requirements vary widely depending on the situation.

DO YOU NEED A TRANSIT VISA?

If your flight to Madrid includes a layover outside the U.S. or Spain, you may need a “transit visa” for the layover location. Check with the embassy of the country where you have your layover or check with your airline.

TRANSPORTATION IN MADRID; GETTING FROM THE AIRPORT TO YOUR HOTEL OR APARTMENT

The Madrid Barajas airport is located on the northeast outskirts of the city. The airport has four terminals and is practically a small city all by itself! There are multiple options for getting from the airport into the city:

- **Taxicabs.** Taxis in Madrid are abundant and safe. Find the nearest taxicab stand and tell the driver your destination. If you don't speak Spanish, write the destination on a paper and show it to the driver. The fare depends on how long it takes to get to your destination, the time of day, but the fare from the airport to Vicálvaro should be somewhere around 20 to 30 €. See this website to estimate your taxi fare: <http://www.taxifarefinder.com/main.php?city=Madrid-Spain>. Most Spaniards don't tip taxi drivers (or they may round up to the next €).
- **Shuttle Service.** Another convenient option for the day you arrive is to take a shuttle service to your hotel or apartment. These can be arranged in advance (or sometimes upon arrival in Madrid if vans are available). These services are nice because they are often cheaper than taxis, they give you door-to-door service, and you will likely have a shuttle waiting for you when you arrive. If you think you might want to go this route, take a look at AeroCity (<http://www.aerocity.com/en>)
- **Metro or Cercanías Commuter Train.** To use the metro or Cercanías train, you will either need to buy a single metro ticket or a single- or multi-day tourist pass. All tickets can be bought at machines in the metro station (in English). It is easiest to use cash (€) to pay at the machines. You probably will not be able to use your debit, credit, or ATM card at the machines, because US cards do not have an embedded computer chip like European cards do. It's generally a good idea to get some € at a bank in the U.S. before you leave for Spain so you don't have to immediately worry about getting money when you land.
- The total cost for a single metro ticket, including the airport supplement, (sencillo metro + suplemento aeropuerto) to travel to Zone A (all of central Madrid, including Vicálvaro) is 4.50 – 5.00 € (price depends on how many stations are on your route). For a single ticket outside Zone A, that goes up to 6.00 €. Information about single tickets to or from the airport is at http://www.metromadrid.es/en/viaja_en_metro/tarifas/billetes/contenido07.html.

For most people, it is probably more economical to buy a tourist (or season) pass when they first arrive in Madrid. With a tourist pass, you get unlimited transportation (buses, metros, and Cercanías) in the entire zone of the pass for the number of days that you buy. As an added benefit you do not need to pay the airport supplement with a tourist pass. A one-day tourist pass in Zone A (all you are likely to need) costs 8 €, a two-day pass costs 13.40 €, a three-day pass costs aprox.17.40, etc. Information about a Tourist Pass is at http://www.metromadrid.es/en/viaja_en_metro/tarifas/abonos/contenido02.html.

There are metro stations in Terminals 2 and 4 of the airport. You can walk to Terminal 2 from Terminals 1 and 3. The airport is on Line 8. Once you are on the metro, just follow the Madrid Metro Map to your destination. (http://www.metromadrid.es/en/viaja_en_metro/red_de_metro/planos/index.html).

The Cercanías trains can be found in Terminal 4. If you arrive in another terminal, you can take an airport shuttle to Terminal 4, but sometimes shuttles take a very long time to travel between terminals because the airport is so big. Cercanías trains are more comfortable and make fewer stops than the metro. There is a relatively quick Cercanías train to the main Atocha train station. It makes about three stops en route (one at the Chamartín train station). Trains leave the airport about every half hour, and they take about half an hour to get to Atocha. From Atocha, you can take another Cercanías train to Vicálvaro or you could take a metro or bus to wherever you plan to stay.

- Monthly Transportation Pass. Regardless of how you initially get to your apartment, it is advisable that you buy a transportation pass for the month of June as soon as you are able to. If you will be staying in Zone A (which includes Vicálvaro and all of central Madrid), just buy a Zone A pass. This metro pass covers travel to the airport as well (no airport supplement needed).

The regular Monthly Metro Pass for unlimited use of all public transportation in Zone A costs aprox. 52.20 €, plus a small fee for issuing the card. To buy a pass for the month of June, you need to bring a passport photo (Spanish size) and your passport to a tobacco stand. Although it seems odd to people from the U.S., tobacco stands handle a lot more than just tobacco in Europe. You will see them all over the place in Madrid. Note that they are often called Estancos. You can either get a Spanish-size passport photo at a Walgreens before you leave the U.S. or at a photography store or a photo machine (in many metro stations) once you are in Madrid. Information about monthly passes is at http://www.metromadrid.es/en/viaja_en_metro/tarifas/abonos/index.html.

Of course, single trip tickets are available, as are tickets valid for 10 journeys. We anticipate for most people, a monthly pass will be more economical.

IMPORTANT NOTE: Madrid is currently in the process of revising its public transportation rates. Be sure to check the internet for the most up-to-date information.

ESTIMATED STUDENT BUDGET

The cost to live Madrid for a month can vary dramatically, depending on the choices you make. The budget below tries to forge a mid-point. It is possible to live on less and easy to live on more. In particular, if you can skip a hotel at the beginning of the program because you've arranged your housing in advance, and if you pay less for your housing and cook at home rather than eating out for every meal, you can save a lot of money. This budget assumes an exchange rate of 1.3 (meaning it takes 1.3 dollars to buy one €).

\$3,600.00	Tuition
\$100.00	Registration fee
\$57.00	Health insurance
\$160.00	Books
\$1,600.00	Airfare to Madrid
\$750.00	Housing (single room in mid-range (€340/month) shared apartment, includes alumni.net fee and €34 in utilities)
\$65.00	Hotel stay at beginning and end of program (1 nights x €50)
\$750.00	Food (€15 per day x 30 days) (eating out three times per day)
\$117.00	Madrid transport (€51.30 for 30 day pass + €8 for initial one-day tourist pass)
\$65.00	Spanish cell phone (€25 for phone and €25 pre-paid minutes)
\$300.00	Misc. personal expenses
<u>\$7,624.00</u>	

FINANCES

Buy € Before You Leave

It is a good idea to buy at least some € before you leave. You might consider buying all the € you plan on using before you leave, but use caution to prevent loss or theft. You can buy foreign currency at most banks in the US, although some banks require time to process an order. Over the past 5 years, the exchange rate has ranged from a low of 1.2 to a high of 1.6 (meaning it takes from 1.2 to 1.6 dollars to buy one €). Banks usually charge a commission or fee for foreign currency purchases, or they may give you a slightly worse rate.

Using your ATM card in Europe

ATMs are very common in Madrid and you should not have any trouble using your ATM card to get € in Spain. Check with your bank about any ATM fees however. It is common for your US bank to charge a fixed fee for each transaction and/or to give you a slightly worse exchange rate. It is also common for the Spanish ATM to charge a fee. Citibank and HSBC have branches in Spain and typically offer free or low-cost international ATM withdrawals if you are their customer and you use their ATM machine abroad. Of course, exercise caution when using ATM machines, just like you should back home.

You will probably not be able to use your debit card in Europe, at least not as you use it in the US. Debit and credit cards in Europe contain an embedded computer chip and prompt the user for a PIN code. It is possible that your debit card will work without the computer chip if you know your PIN or are willing to sign for the transaction. However, it is not safe to assume that your debit card will work. Even if theoretically possible, some businesses will not be

equipped to process your card. Cards with the “chip and pin” system do not seem to be available in the US. Be sure you know your PIN code in numbers; letters are not printed on the typical keypad.

Before you leave, contact your bank to inform them of your travel plans. If you do not do this, your card may be rejected for suspected fraud.

Using your credit card in Europe

Credit cards are widely accepted in Spain. However, some businesses (especially small or local businesses) do not accept them. In addition, as with debit cards, European credit cards have an embedded computer chip and prompt the user for a PIN code rather than a signature. Most businesses that accept credit cards will be able to process your credit card with a signature; however, some are hopelessly confused by the difference and aren't equipped to (or won't) accept a US-style card. **Be prepared to show your passport when using your credit card. A US driver's license usually is not sufficient.**

Check with your bank regarding fees for using your credit card internationally. It is typical for banks to charge foreign transaction fees (typically 1-3%) and to give slightly worse exchange rates. Capital One and Bank America both typically offer credit cards that do not have foreign transaction fees.

Protect yourself from fraud, theft or loss

It is impossible to fully protect yourself from fraud, theft, or loss, and Spain does not present any unique risks in this regard. As with any travel, however, you should do the following:

- Before you leave, contact your bank and credit card company to inform them of your travel plans. If you do not do this, your card may be rejected for suspected fraud.
- Make two copies of your passport and the front and back of your ATM and credit card. Leave one copy with a trusted person back home and carry a second copy in a secure place that is separate from the originals. These copies will help you contact the necessary people to report theft or loss and to obtain replacements.
- Exercise caution when using ATM machines or inputting PIN codes. Be aware of your surroundings.
- Carry with you only what you expect to need. Buy and use a money belt.

You should know that violent crime rates are very low in Spain. You are unlikely to have any problem while here. That being said, there are no guarantees, and there is much that you can do to make yourself a less-desirable target. There are many excellent tips regarding travelling safely in guidebooks and on the internet.

HOUSING

The Madrid Summer Law Institute does not provide housing. It is each student's responsibility to secure his or her own housing. However, there are a variety of housing options

in the Madrid area. Because Vicálvaro is a community with a large student population, housing in the area tends to be significantly less expensive than in other areas of Madrid. Despite being more economical, the area feels very safe, and it has grocery stores, restaurants, and a shopping center.

We suggest you look for housing using a company call Aluni.net (<http://www.aluni.net>). Aluni.net rents rooms in furnished and equipped apartments to students who share common living areas. Students may choose to rent one room in an apartment, or a group of students may collectively rent the whole apartment. Mixed gender apartments are only available if renting the entire apartment. The cost for the whole apartment is the sum of the costs of the rooms in the apartment. The Madrid Summer Law Institute will facilitate contact among students applying to the program who would like to share an apartment. If this possibility interests you, please e-mail the Co-Director Nathalie Martin at martin@law.unm.edu.

The cost of a room in an apartment of course depends on the location of the apartment as well as the size of the room. Rooms in apartments within walking distance to the Universidad Rey Juan Carlos in Vicálvaro tend to range from 300-350 € (approximately \$400-450) a month plus utilities. The cost of utilities obviously depends on usage, but aluni.net has said that each student tends to average about 35 € a month. Aluni.net also requires a one month security deposit, which is refunded if there is no damage to the apartment. Finally, Aluni.net charges a €47 administration fee (this is a 40% reduction from the normal fee of €77 because the program has signed an agreement with Aluni.net – make sure Aluni.net knows that you are studying at the Madrid Summer Law Institute administered by the University of New Mexico at the Universidad Rey Juan Carlos).

It is very easy to search for apartments on-line at aluni.net's website. First, identify the location where you want to live. Obviously, apartments in Vicálvaro will be closest to the university. If students prefer to live closer to central Madrid but within an easy commute to the university, it is probably best to look along metro line 9 heading north from Vicálvaro. For example, aluni.net has apartments available in Valdebernardo (close to Vicálvaro) and Sáinz de Baranda (walking distance to the Parque del Retiro in Central Madrid, but only a twelve-minute metro ride to Vicálvaro).

We encourage you to set up your housing well before arriving in Madrid. The earlier you start looking, the more selection there will be. In addition, having your apartment available on the day you arrive will ease your transition to Spain. Payment can be made online with a credit card. One piece of advice: in addition to picking a location that you like, consider the available amenities that are important to you. Most, but not all, apartments come with wireless internet access. Some apartments have air conditioning. A few have a pool. In short, find an apartment that suits your needs.

There is also a possibility that a limited number of spaces in an on-campus dormitory building will be available. The dormitory building is a five minute walk from the Madrid Summer Law Institute office and classrooms at the university. It is not clear how many rooms will be available for summer law students. The rooms each have a kitchenette and a private bathroom. The building has a computer room as well as a study room. There is also a cafeteria with reasonably-priced meals available. It is likely to cost about 460 € for a single room and about 360 € per person in a double room for a month. More details can be found at the following website:

<http://www.residenciavicalvarourjc.com/index.html>. If you are interested in the possibility of staying in a dorm room, please e-mail Co-Director Nathalie Martin at marting@law.unm.edu to have your name put on a list of interested students.

The following website contains information regarding a variety of additional housing options that you might want to consider: <http://www.urjc.es/alumnos/alojamiento/alojamientos.html>.

WHEN TO ARRIVE; WHAT TO DO WHEN YOU ARRIVE

You should plan to arrive in Madrid on or before Friday, June 1. We recommend that you arrange your housing beforehand so that you have a place to stay right when you arrive. Remember that you will need some time to adapt to the time difference in Madrid. You are likely to arrive on an overnight flight from the U.S. in the morning in Spain but it will feel to you like the middle of the night. It is nine hours later than the west coast of the United States, eight hours later than Albuquerque, seven hours later than Chicago, and six hours later than Washington, D.C. Everyone is different, of course, but we have found that it is best to force yourself to stay awake all day on the day that you arrive in Madrid to adapt as quickly as possible to the time difference.

Note that nearly all businesses in Spain are closed on Sundays, except for restaurants. You should plan on taking care of all personal business BEFORE Sunday, June 3 (such as checking into your apartment, buying groceries, school supplies, metro passes, local cell phones, etc.).

If you arrive before you can move into your apartment, we suggest that you try to find a hotel or hostel somewhere near Line 9 of the metro. A nice area is anywhere near Retiro Park. That will make it easiest for you to get to the area around the university because it's a short metro ride from there. Depending on your needs, you should be able to find a hotel room for \$50-\$70 a night. Hostel beds are obviously cheaper. There seem to be some less expensive hotels in the area around Valdebernardo, which is close to Vicálvaro. If you have any questions about an area or a hotel, please contact the program Co-Director Nathalie Martin at marting@law.unm.edu.

If you arrive before June, you should check in at the Madrid Summer Law Institute office to let us know that you have arrived. You may call the Institute office at 91 488 79 69 or email Co-Director Nathalie Martin at martin@law.unm.edu and Diana Reynoso at reynoso@law.unm.edu.

IF YOU ARRIVE IN MADRID AND NEED HELP, CALL OR STOP BY THE INSTITUTE OFFICE (91 488 79 69, 9 a.m.-1 p.m.) OR CONTACT THE PROGRAM CO-DIRECTORS BY CALLING THEIR MADRID CELL PHONE NUMBERS (these numbers will be sent to all students by e-mail prior to the start of the program).

WHAT TO BRING

A traveler is allowed to bring non-commercial goods into Spain in their personal luggage, provided the value of the goods does not exceed 430 € (if arriving by air). Special, lower, restrictions apply to tobacco and alcoholic products. Personal medications are allowed without limit. Food products, animals, and plants may be prohibited or restricted. If you exceed these limits, you may be subject to import duties, excise duties, and the value added tax (VAT). For

current information on duty-free items visit

http://www.agenciatributaria.es/AEAT.internet/en_gb/Inicio_en_GB/Configuracion/top/Ayuda/Biblioteca_Virtual/Folletos_informativos/Aduanas_e_Impuestos_Especiales/Regimen_de_Viajeros_Franquicias_a_la_entrada_en_Peninsula_y_Baleares.shtml

Also bring:

- The text and materials for your courses. There are no extra copies available if you forget to bring them.
- A good Spanish/English Dictionary or phrase book purchased in the U.S. is handy to have.
- An ATM card that will work in Spain (call your bank) and some € for your first few days in Madrid.
- A state driver's license and your passport.
- Rain gear and practical clothing. Normally the weather is sunny and pleasant, but rain does happen.
- A light sweater or jacket. Many people find it to be a little cool in the mornings and evenings.
- Bring comfortable clothes that are easy to wash and need little ironing and that don't stretch easily. Although most apartments have small washing machines, clothes dryers are extremely rare in Spain. In the vast majority of cases, you will be hanging your clothes up to dry.
- A continental European plug adaptor (usually available at Walmart, K-Mart, and Target). Outlets are round in Spain and the plugs have round prongs:



- If you have any electronic items that do not have a voltage converter, you will need a voltage converter as well. Outlets in Spain are 220 volts as opposed to 110 in the U.S. Note that most computers, video cameras, etc. have automatic voltage converters on the plug cord or in the device. Check the labels. If it says something like “Input: 100 – 240 V,” that should be just fine. Also, note that you can buy plug and voltage converters in Madrid. Go to a “ferretería” (hardware store) to do this.
- At least one nice outfit. You will be expected to dress nicely for visits to legal institutions. There also are elegant cultural events that you may choose to attend on your own or with friends.
- A large bath towel and a wash cloth. Normally they are not provided in homes or furnished apartments that you rent. That being said, you can buy one when you get here. A large store that has virtually everything you might need is called *Alcampo*. You will find one at the Estrella metro stop on Line 9, about ten minutes from Vicálvaro. This is also where you need to go if you want certain American pleasures, like peanut butter, maple syrup, pancake mix and certain Mexican and Asian foods.
- If you are picky about your school supplies, like U.S.-style lined paper, you might want to bring those with you. If you are not picky, you will be able to purchase all the school supplies you will need either on campus or at a store like *Alcampo*.
- There probably will be no computers or typewriters available for student use at the Universidad Rey Juan Carlos. If you want one, bring your own. That will also let you play DVDs from home. U.S. DVDs do not work in European DVD players (CDs do, however).

- If you wear glasses or contacts, bring a spare pair or at least your prescription.
- If you take medicine or vitamins regularly, bring a supply for your entire stay. Certain medicines and vitamins can be more expensive in Madrid than in the U.S. or may be unavailable in Spain. If you are bringing prescription medicines with you, you are required to have a doctor's prescription or report that contains certain information. For more information, see <http://www.mapausa.org/eng/food.htm>. See also "Students with Medical Conditions" on page 18 below.
- Bring a good guide book on Spain. The Rick Steve's guidebook is excellent.

WHAT NOT TO BRING

Do not bring any prized valuables or wallet or purse items that are not essential, or that would be difficult or impossible to replace (e.g. unique photos, etc.).

SPANISH LANGUAGE COURSES

If there is enough student interest, we will look into a group rate for Spanish classes during the Madrid Summer Law Institute. Please e-mail program Co-Director, Prof. Nathalie Martin, at marting@law.unm.edu if this is something that might interest you.

For students interested in seriously studying Spanish after the end of the program, the language center at the Universidad Rey Juan Carlos offers a month-long intensive Spanish course for foreigners every July. Class generally meets for three hours a day, four days a week (Mondays through Thursdays). In 2013, the cost of the intensive course was 245 €. The following link takes you to URJC's language center website, which has a useful brochure about their July intensive Spanish language program for foreigners:

http://miportal.urjc.es/cui/main/matricula/informacion.jsp?opc=cui_mat_informacion

U.S. STATE DEPARTMENT ADVISORIES

As an ABA-approved summer study-abroad program, the Institute complies with the following practices concerning U.S. State Department Advisories:

C. State Department Travel Information

1. As part of the registration materials for the program, the school shall supply the U.S. State Department Country-Specific Information for the country in which the program will be conducted. If the Country-Specific Information for the country is revised prior to or during a program the updated information will be distributed promptly to students.
2. Travel Warnings and Travel Alerts
 - a. If, prior to the commencement of a program, a U.S. State Department Travel Warning or Alert covering program dates and destinations is issued for the country(ies) in which the program will be conducted, all registrants must be notified promptly and be given an opportunity to withdraw from the program.

- b. If, during the course of a program, a U.S. State Department Travel Warning or Alert covering program dates and destinations is issued for the country(ies) in which the program is being conducted, students must be notified promptly and given an opportunity to withdraw from the program.

D. Refund Policy

- a. If students withdraw as permitted in Sections VII.B, VII.C.2.(a) or VII.C.2.(b) prior to the commencement of the program, or if a program is canceled, students must receive a full refund of all monies advanced within twenty (20) days after the cancellation or withdrawal.
- b. If students withdraw as permitted in Sections VII.B., VII.C.2.(a) or VII.C.2.(b) during the course of the program, or if the program is terminated, students must be refunded fees paid except for room and board payments utilized prior to the date of termination or withdrawal.

ABA Criteria for Approval of Foreign Summer and Intersession Programs, Section VII, available at

http://www.americanbar.org/content/dam/aba/publications/misc/legal_education/Standards/2012_2013_criteria_approval_foreign_summer_and_intersession_programs.authcheckdam.pdf

UNM STUDY-ABROAD HEALTH AND SAFETY POLICY

The UNM Study-Abroad Health and Safety Policy applies to all students enrolled in the Institute. Please read this policy, which is incorporated herein by reference and available at

<http://policy.unm.edu/university-policies/2000/2710.html>.

STUDENT GROUP HEALTH AND ACCIDENT INSURANCE

The Institute **REQUIRES** that you have special accident and health insurance that provides at least U.S. \$50,000 medical coverage per person, per accident or illness; emergency medical evacuation (U.S. \$7,500 minimum); and repatriation of remains (U.S. \$10,000 minimum). If your current insurance does not provide this coverage, you have two options:

1. If your insurance includes the U.S. \$50,000 medical coverage, but excludes evacuation and/or repatriation of remains, you may obtain the excluded coverage by buying an **International Student Identity Card** at <http://www.myisic.com>.
2. You can buy all of the required coverage from Cultural Insurance Services International (CISI at <https://culturalinsurance.com/UNM> (link is external) .

You must provide proof of insurance to the Institute through your online account at <http://studyabroad.unm.edu/>.

VACCINATIONS

No inoculations are required to enter Spain. Consult your personal physician or student health clinic. The Center for Disease Control recommends that travelers to Spain make sure that they are up to date on routine vaccinations. In addition, a Hepatitis B vaccination is recommended for all unvaccinated persons who might be exposed to blood or body fluids, have sexual contact with

the local population, or be exposed through medical treatment, and for all adults requesting protection from HBV infection. Detailed information is available at the CDC website: <http://wwwnc.cdc.gov/travel/destinations/spain.htm>

ACCESSING HEALTH CARE IN SPAIN

Emergency medical treatment is readily available in Spain, regardless of your insurance coverage or immigration status. Simply go to the nearest “Urgencias”. You won’t have to pay upfront, but you may receive a bill later. For other health care services, Spanish health professionals may expect payment in cash for treatments received. UNM and the Universidad Rey Juan Carlos are not responsible for costs incurred due to accident or illness during the Madrid Summer Law Institute.

STUDENTS WITH MEDICAL CONDITIONS

Students with known, chronic medical conditions must take precautions to manage their condition. You must anticipate how the new environment and the stresses of study abroad can affect your health. Pre-existing psychological health conditions can be intensified by living in a different culture. There may be fewer resources to help you manage potential triggers than there are at your home university.

If you are taking medication for a psychological or other medical condition, you must be medically stable with your medication before starting your study abroad program. **Medically stable means** that changes in symptoms are not foreseen or expected. Discuss proper medication management with your physician.

If you are being treated for a psychological condition, consult your healthcare provider to understand possible triggers, any medications you are taking, their availability abroad, and how to get help if needed while abroad. If deemed necessary by your provider, you must have a treatment plan identifying a therapist abroad and frequency of appointments. If you have the HTH worldwide health insurance, you may contact them for information on accessing this type of care in Spain.

If you anticipate needing to take medication while in Spain, YOU ARE REQUIRED to make sure that (1) you are allowed to bring the medication with you into Spain and/or (2) that medications you may need are available to you in Spain. You should be aware of the following:

1. Most medicines for personal use may be brought into Spain, if you have the right documentation.
 - a. To bring non-psychotropic medicines into Spain, you must have a doctor’s prescription, specifying the active ingredient, generic name, dosage and frequency of intakes (Spanish translation has to be attached.)
 - b. To bring psychotropic medicines into Spain, you must have a doctor’s report (Spanish translation has to be attached) justifying the prescription, including patient personal

- information, diagnosis, active ingredient, generic name, dosage and frequency of intakes.
- c. Customs officials may scrutinize prescription and non-prescription medication, so carry it in original containers.
 2. Some medicines may not be available in Spain. Spanish pharmacies do not sell certain medicines to the general public (some medicines are only for use in hospitals, sanitary centers or clinics).
 3. It may be difficult or impossible to have medicine sent to you from outside Spain. It is best to bring with you a sufficient quantity for your stay. To avoid having mailed refills of U.S. medications stopped by Spanish Customs officials, **you are responsible** for e-mailing or calling the embassy or nearest consulate of Spain in the U.S. to find out if your medication is legal and can be mailed abroad without being detained, delayed, or fined by Customs officials. Alternatively, if you buy HTH Worldwide health insurance (hthstudents.com or hthworldwide.com) **you are responsible** for calling 1-888-234-2358 (24/7) to make this very important inquiry. The HTH ID card provides important information about accessing healthcare while abroad.

If you have questions, before traveling you may want to contact:

Office of Agriculture, Food and Environment
Embassy of Spain
2375 Pennsylvania Ave., N.W.
Washington, D.C. 20037
Telephone: 202 728 2339
Fax: 202 728 2320
info@mapausa.org

If you buy HTH Worldwide health insurance (hthstudents.com or hthworldwide.com) **you can call** 1-888-234-2358 (24/7) to find out the availability of medicines and treatment in Spain and information about how to access care.

INTERNET AND PHONES

If you want internet access at your apartment, be sure to request it when looking for housing. Internet access is frequently available, although not always, in student housing. There are internet cafés in Madrid (called “locutorios”) where you can connect to the internet as well as make phone calls back home and purchase international phone cards. There also are many WI-FI hotspots throughout the city (such as at the university, public libraries, newsstands, and even buses and metro trains).

Most US cell phones will not work in Spain unless you make special arrangements with your provider. Many travelers report that using a US cell phone in Europe results in very high fees and surprise costs. As an alternative, you can buy a cheap, prepaid cell phone once you arrive in Madrid. Orange (pronounced “oh-rah-nj”) is a decent provider, with stores at the Alcampo shopping center (Estrella stop on Line 9 of the metro) and in the shopping center on Paseo de los

Artilleros across from the Vicálvaro metro stop. To buy a cell phone, you will need to present your passport and probably pay in cash. Basic prepaid cell phones start at about €25. The cost of calls vary depending on the plan you select, but calls within Spain are around €0.09 per minute. Note that in Spain, you will not be charged for receiving calls on a cell phone; rather, the caller pays a higher price to call a cell phone.

Calling home is easy and can be cheap if you do your homework. Skype (<http://www.skype.com>) is free or very low cost if you have a computer and a good internet connection. If you want to call home from a Spanish cell phone, land line, or pay phone, investigate calling cards. One good option we have found is the Study Abroad Student's Choice card offered by Zap Tel (<http://www.zaptel.com>) around 2.3¢ a minute to the US). With these cards, you call a local (Madrid) number, put in your PIN code, then enter the US number you wish to call. To call the US directly from a Spanish phone, dial 00+1 and then the area code and phone number you are calling.

Getting calls from home also can be easy and cheap if you do your homework. To dial directly, your family and friends should dial 011+34 and then your phone number in Spain (cell phones always start with a 6 and land lines always start with a 9). Skype might be a good option if you will have a computer with you and a good internet connection. Family and friends back home might want to purchase a calling card if they will be calling you a lot. Alternatively, you can purchase and set up a "virtual" or "online" US phone number that allows callers back home to call a US number that gets forwarded to your Spanish phone or computer.

A great option for virtual "local numbers" is <http://www.didlogic.com>. Prices are about \$5 to activate a virtual US number, about \$1.50 per month maintenance fee, about 0.003¢ (less than 1¢) per minute for calls received, and 1¢ per minute to forward to a Spanish cell phone (no forwarding charge to a computer).

<http://www.skype.com> also offers online numbers (about \$18 for three months); you can answer calls on your computer or have them forwarded to a Spanish phone (about 2.3¢ per minute for calls forwarded to a Spanish land line; about 27.1¢ per minute for calls forwarded to a Spanish cell phone).

STUDENT DISCOUNTS

Be sure to ask about student discounts, especially when purchasing bus tickets or attending cultural events. To get some discounts, you might want to purchase an International Student Identity card at <http://www.myisic.com>.

FACULTY

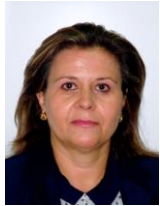
Bruno Aguilera Barchet



Prof. (Catedrático) (with Tenure), U. Rey Juan Carlos, Facultad de Ciencias Jurídicas y Sociales. Undergraduate law degree with Premio Extraordinario and Ph.D, U. Complutense de Madrid. Current Director of the Instituto de Estudios Jurídicos Internacionales (Institute of International Legal Studies) at U. Rey Juan Carlos. Visiting Researcher, Harvard University. Former Vice-President of U. Rey Juan Carlos and former Dean of its Facultad de Ciencias Jurídicas y Sociales.

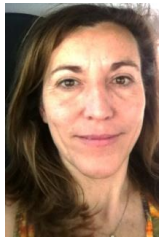
Visiting Professor at the Center of European Legal History at the U. de Paris (Paris XII).
Member of the Academic Council of the Center For European Studies, official Think Tank of the European People's Party (www.thinkingeurope.eu) funded by the European Parliament.

Angelines Cano Linares



Prof. (with Tenure), U. Rey Juan Carlos, Facultad de Ciencias Jurídicas y Sociales. Undergraduate law degree and Ph.D (public international law), U. Rey Juan Carlos. Teaches courses on public international law, international relations, and European Union law. Director of the Ibero-American International Relations masters degree program at U. Rey Juan Carlos. Deputy Director of the Centro de Estudios de Iberoamerica (Ibero-American Studies Center) at U. Rey Juan Carlos. Research interests include the UN Security Council, international investments, international migration, economic integration organizations, and Latin American legal systems.

Yolanda Dutrey Guantes



Prof. (with Tenure), U. Rey Juan Carlos, Facultad de Ciencias Jurídicas y Sociales. Undergraduate law degree and Ph.D (focus on private international law); Masters in European Community Law and Masters in Law Practice. Teaches courses on private international law and commercial law. Research interests include international contract law, international civil procedure, and international family law. Past coordinator of Erasmus and Seneca International Relations programs at the Facultad de Ciencias Jurídicas y Sociales at U. Rey Juan Carlos. Permanent collaborator with the Madrid Bar Association, teaching international law courses.

Guillermo Guerra Martín



Prof. (with Tenure), U. Rey Juan Carlos, Facultad de Ciencias Jurídicas y Sociales. Undergraduate law degree with Premio Extraordinario, U. Complutense de Madrid; Ph.D with Premio Extraordinario, U. Rey Juan Carlos. Teaches courses on business law and, through William & Mary's summer law program, comparative corporate law. Visiting Researcher and Visiting Scholar at Harvard Law School. Visiting Professor at the law school at the U. de Paris (Paris XII). Partner at the law firm of Ramón & Cajal, with a practice focused on corporate law.

Nathalie Martin



Nathalie Martin, Professor of Law, University of New Mexico School of Law; B.A. St. Olaf College; J.D., Syracuse University; L.L.M., Temple University. Professor Martin joined the UNM law faculty in 1998. Her research focuses on consumer law and bankruptcy, as well as elder law. Her recent research focuses on high-cost loans, such as payday, title, and installment loans, as well as the Mindfulness in Law movement. Her high-cost loan projects include several empirical studies funded by the National Conference of Bankruptcy Judges, including one that funded curbside interviews of payday loan customers and an ongoing study of the credit habits of undocumented New Mexicans. Her works have been cited by the New Mexico Supreme Court as well as the United States Supreme Court.

She is the co-author of *Yoga for Lawyers: Mind Body Techniques to Feel Better All the Time*. She is the author of several other books and dozens of law review articles, she holds what is thought to be the only endowed chair in the country dedicated to consumer law issues.

Professor Martin teaches commercial and consumer law, as well the Economic Development (Business and Tax) Clinic at the UNM School of Law. In addition to her other courses, she runs a program promoting financial literacy in New Mexico high schools, and teaches a two-day financial literacy course for law students and undergraduates.

She is a regular blogger at Credit Slips, the nation's leading blog on debt and credit issues. She also is a former resident scholar at the American Bankruptcy Institute. In that capacity, she has appeared on CNN, ABC, CNBC and other television networks. She has been quoted in the Wall Street Journal, the New York Times and many other newspapers.

Professor Martin co-taught a course in the 2014 Madrid Summer Law Institute and both co-directed and co-taught in the 2016 Institute.

Serge Martinez



Serge Martinez teaches primarily in the UNM School of Law's Economic Justice Clinic (also known as the Business & Tax Clinic), which focuses on support for grassroots economic development initiatives, enforcing the rights of low-wage workers, and improving housing stability and conditions for low-income tenants. Professor Martinez also directs the Wage Theft Project and has co-taught a course on affordable housing at the School of Architecture. His research interests are centered on clinical legal education, housing law and social change movements.

Previously, Professor Martinez was a Clinical Professor of Law and the founding Director of the Community and Economic Development Clinic at the Maurice A. Deane School of Law at Hofstra University. Professor Martinez also founded the first law school clinic in Taiwan as a Fulbright Scholar and Visiting Professor of Law at National Taiwan University College of Law in Taipei.

His background includes work as a senior staff attorney at the Urban Justice Center's Community Development Project, where he represented tenants and tenant associations and provided transactional legal assistance to non-profits and worker-owned cooperatives.

Stewart Paley



Stewart Paley, Adjunct Professor of Law, University of New Mexico School of Law; J.D., Temple University. Professor Paley is an accomplished business and commercial law attorney, with over ten years of experience in private practice. He was a law firm partner at Klehr, Harrison, Harvey, Branzburg and Ellers, where he specialized in commercial lending and debtor-creditor law. He is a member of the Massachusetts, New Hampshire, New Mexico, and Pennsylvania bars. At UNM he has taught business associations, secured transactions, and international business transactions. He combines traditional law school learning methods with role plays, negotiations, contract drafting, and other real-world

experiences to help students learn both the theory and the nuts and bolts needed to become skilled attorneys. Professor Paley co-taught a course in the 2014 Madrid Summer Law Institute and both co-directed and co-taught in the 2016 Institute.

María Pilar Trinidad Núñez



Prof. (with Tenure), U. Rey Juan Carlos; Undergraduate law degree and Ph.D, University of Extremadura (first in class); post-graduate studies in human rights at the Instituto Bartolomé de las Casas at the U. Carlos III of Spain; Academic Secretary at the Ibero-American Studies Institute at U. Rey Juan Carlos. Former Legal Adviser in the International Law Department at the Ministry of Foreign Affairs and Cooperation of Spain. Former Professor at the U. de Extremadura.

Research interests include public international law, human rights law, international organizations, the law of international treaties, and Latin American studies.

ON-SITE PROGRAM ADMINISTRATOR

Inés Garcia Saillard



Responsible for all administrative duties of the Instituto de Estudios Jurídicos Internacionales (Institute of International Legal Studies) at U. Rey Juan Carlos. Personal assistant to Prof. Bruno Aguilera, Director of the Institute of International Legal Studies. Fluent in English, Spanish, French, Portuguese, and German.

TUITION, FEES & PAYMENT

Students attending The University of New Mexico or the Universidad Rey Juan Carlos should consult the program coordinator at their school regarding payment and tuition information.

Tuition

For all other students, the tuition and fees to attend the four-week Madrid Summer Law Institute are \$3,600 regardless of the number of courses or credit hours taken by a student. A student must enroll for at least two semester credit hours and may not enroll for more than five semester credit hours. A student enrolled in the Madrid Summer Law Institute will not receive a tuition reduction based on the number of courses or credit hours taken.

- Application Fee \$100 (not refundable if accepted)
- Tuition \$3,600
- Total (tuition and fees) for four-week component \$3,700

Payment

Make checks, bank drafts, or postal money orders payable to the University of New Mexico Madrid Summer Law Institute. Visa and MasterCard payments are also accepted.

Tuition/Fee Refund

No tuition refund will be given for a reduced course load. Students who withdraw in writing by 5 pm on **June 8** will receive a full refund of tuition. No application fees will be refunded to accepted students. No part of the tuition will be refunded to students withdrawing after 5 pm

(Albuquerque time) on June 8. Students who withdraw from the Institute may not attend any of the courses, programs, or activities of the Institute.

Adding/Dropping Courses

Courses may be dropped or added until 2 p.m. (Madrid time) on June 6. There is an administrative fee of \$50 per course added or dropped. This fee is not refundable. Students may add a course only if course materials and space are available, which may be difficult (see section below on Schedule Changes). Students may not add a course after this deadline.

Students who formally drop a course prior to 2 p.m. (Madrid time) June 6 will not receive a grade or course notation from the Institute. Nothing will appear on a UNM student's academic record and nothing will be reported to a non-UNM student's home institution.

Students who formally drop a course after 2 p.m. (Madrid time) June 6 must obtain permission of the instructor. Students will receive a grade "WP" for "Withdrawal Passing" or "WF" for "Withdrawal Failing." The instructor will assign withdrawal grades.

Students who do not formally drop a course or take the exam will receive a failing grade.

Cancellation

The Madrid Summer Law Institute reserves the right to change or cancel the program for reasons beyond its control. It also reserves the right to cancel any individual courses due to insufficient enrollment, or to make adjustments in class meeting times or to substitute faculty due to emergencies. Should cancellation of the program occur, the program Co-Directors will use best efforts to locate a similar program, if the student so desires, and all money advanced by a student will be refunded within 20 days.

Changes

If a change is made in the course offerings or other significant aspects of the program, such changes will be communicated promptly to all applicants who have paid a deposit and an opportunity will be provided to obtain a full refund of all monies paid.

FINANCIAL AID

You must apply for financial aid from your own law school. Loans and grants are available because the Institute offers courses from an accredited law school. Most aid is need-based. If you or your school have questions or need something specific to approve or process your financial aid package, contact Diana Reynoso at (505) 277-9035 or reynoso@law.unm.edu.

It is **your** responsibility to complete your paperwork in time to receive your disbursement before the program begins. If you have not received your financial aid award and have not paid all tuition and fees to the Institute prior to the start of the program, you will not be admitted into the program.

SCHOLARSHIPS

Some schools offer scholarships to offset the cost of the summer program. All monies collected by the Institute are used to pay for the cost of the program.

INSTITUTE POLICIES

This **Handbook** is a source of information for questions concerning the Institute's Rules and Regulations. **All students are presumed to know the information in this Handbook.** The policies and statements contained herein are subject to continuous review and evaluation and may be changed at any time without notice. Matters not addressed here will be governed by the general policies of UNM (see <http://pathfinder.unm.edu>) and UNM School of Law (see <http://lawschool.unm.edu/academics/common/docs/bulletin-handbook-policies.pdf>).

If you have a special need with regard to class attendance, exam-taking, etc., please discuss this matter with Prof. Martin during the first week of the program.

PROGRAM COURSE LOAD

Normally, minimum load is 5 credit hours for two classes. Students are allowed to choose between two available three-credit courses, and all students are expected to enroll in one two-credit course on an Introduction to European Union Law. The Co-Directors may authorize a student to enroll in fewer than 5 credit hours. However, the amount of tuition will not be lowered.

GRADES AND GRADING PRACTICES

Grading Options And Practices

Because law professors must grade all students in a course using the same grading system, students **MAY NOT** opt to take a course for "Credit/No Credit." The final grade for each student is determined by the teacher teaching the course.

Grades for each course are reported to each student's home school. However, institutions may have different policies with respect to whether the assigned grades affect grade point average, class rank, awards, and honors, etc. It is your responsibility to check with your home school to determine how it will handle your grades.

If you have any questions, check with your law school prior to joining the program. If your law school has any questions on grading, Prof. Nathalie Martin should be contacted prior to the beginning of the program at 505-277-2810 or martin@law.unm.edu.

Students may register to audit a course for no credit, subject to prior approval of the Co-Directors and the instructor. The deadline for electing to audit a course is 2 p.m. (Madrid time) on **June 6**, 2018.

The grades awarded in all courses are indicative of the quality of work done. The significance of grades other than A-F is as follows:

AUDIT Audit is recorded for completion of enrollment in an audited course. No credit is earned for an audit grade option.

WP Withdrawal Passing, used for approved administrative withdrawals after **June 6**. A grade of WP typically is excluded in the calculation of the grade point average.

WF Withdrawal Failing, used for approved administrative withdrawals after **June 6**. A grade of WF typically is calculated as a failing grade in the student's grade point average.

Submission of Grades by Faculty

Faculty shall submit all grades to the Co-Directors or the UNM Law School Registrar no later than **July 30, 2018**. The grades will then be recorded and can be requested from the UNM Registrar in August. For more information, please visit <http://registrar.unm.edu/transcripts/transcript-request-information.html>. If you need assistance, please contact Diana Reynoso at 505-277-9035 or reynoso@law.unm.edu.

If you have a valid reason (e.g., for graduation) for needing your grades reported to your law school prior to these deadlines, please inform Professor Martin during the first week of the Institute.

The Co-Directors may make exceptions to the above policy for good cause (e.g., large classes, sickness, research projects, or community service).

STUDENT OBJECTION TO GRADE

Students with questions about a grade should maintain their anonymity. Students should talk with the Co-Directors about grade matters in classes the Co-Directors are not teaching. In classes the Co-Directors are teaching, students should contact Ernest Tafoya (UNM School of Law Registrar, 505-277-3649 or tafoya@law.unm.edu). The Co-Directors or Mr. Tafoya will discuss the matter with the instructor. If the matter is not thereby resolved, the student may file a grade appeal to the UNM School of Law faculty. Appeals may be filed only for an alleged mathematical error in grading. Students must appeal a grade within 60 days after receiving it. The Dean of UNM School of Law will decide whether to refer the appeal to the student's home institution, or to have it reconsidered by two or more appointed UNM law faculty. UNM School of Law will handle most grade appeals.

CREDITS

Acceptance of any credit and grades and their use for graduation or early graduation is at the discretion of each applicant's home school. Because the program has been approved by the ABA, most ABA-accredited law schools will accept the credits. However, it is unlikely that participation in the courses offered by the Madrid Summer Law Institute may be used to accelerate graduation. Students interested in acceleration should consult their home law schools before applying to the Institute to review the issue in light of ABA Standard 303, Interpretation 304-4.

WE ADVISE YOU TO GET A PRIOR WRITTEN COMMITMENT FROM YOUR LAW SCHOOL IF CREDIT ACCEPTANCE IS A CONCERN.

ATTENDANCE, SCHEDULE CHANGES, AND OTHER ACADEMIC MATTERS

Beginning with the first day of classes, ALL student schedule changes, certification of grades and program changes involving Institute courses, including withdrawals from the Institute, should be initiated in the Program Office in Madrid.

IMPORTANT: PLEASE CHOOSE YOUR COURSES CAREFULLY! YOU WILL PURCHASE YOUR TEXTBOOKS IN THE U.S. AND BRING THEM WITH YOU, SO YOUR COURSE SELECTIONS GENERALLY WILL BE FINAL. YOU MAY ADD A COURSE ONLY IF TEXTBOOKS AND COURSE MATERIALS ARE AVAILABLE (E.G., IF TWO STUDENTS WERE TO TRADE CLASSES AND TEXTBOOKS).

The program is four weeks in duration and cannot be changed or shortened.

Mandatory attendance for all students begins with orientation on Sunday, June 3 and continues until the program ends on Saturday, June 30. Late arrival or early departure may result in the loss of credit or disenrollment from the program.

WITHDRAWAL FROM THE INSTITUTE

A student may withdraw from the program at any time. A student who wishes to withdraw should contact the Co-Director, Professor Nathalie Martin.

If the withdrawal occurs prior to 5 pm (Albuquerque time) June 8, the student may receive a refund of tuition (but not the application fee) in accordance with UNM Bursar's Office policies. There is normally no refund for a withdrawal thereafter, but the Institute retains discretion to provide a partial refund, a total refund, or credit in the case of compelling circumstances, such as a death in the immediate family or serious illness of the student. This refund policy is subject to the provisions of Section VII of the ABA Criteria for Approval of Foreign Summer and Intersession Programs available at:

http://www.americanbar.org/content/dam/aba/publications/misc/legal_education/Standards/2012_2013_criteria_approval_foreign_summer_and_intersession_programs.authcheckdam.pdf.

Students who formally withdraw from individual classes or from the Institute prior to 2 p.m. (Madrid time) **June 6** will not receive a grade or course notation from the Institute. Nothing will appear on a UNM student's academic record and nothing will be reported to a non-UNM student's home institution.

Students who formally withdraw from individual classes or from the Institute after 2 p.m. (Madrid time) **June 6** must obtain permission of the instructors and the Institute Co-Directors. Students will receive a grade "WP" for "Withdrawal Passing" or "WF" for "Withdrawal Failing." The instructors will assign withdrawal grades.

Students who do not formally withdraw or take the exam will receive a failing grade.

EXAMINATION POLICIES

Examination Procedures

The Institute uses an anonymous grading system. Students are assigned a number that is used in lieu of names on exams. The Student Code of Conduct governs all aspects of this process. The Institute administrative support staff will provide exam numbers and blue books.

Procedures for Late Examinations

The Co-Directors (or a delegate) may permit a student to take an exam late for good cause, such as illness at the time of the exam. To preserve anonymity, the student should not contact the professor to request a late examination. Contact the Co-Directors, or if the Co-Directors are the professor, contact Professor Serge Martinez. In such a case, the exam must be scheduled as soon as the student is able to take it, and no later than two weeks after the regularly scheduled time. If a student takes an exam late, a grade of credit, C-, D+, D, D-, or F will be assigned. No other letter grades will be given for a late exam. A STUDENT WHO FAILS TO SCHEDULE AND TAKE A MAKEUP EXAM IN AN EMERGENCY SITUATION SHALL BE GIVEN AN "F" FOR THAT COURSE. **EXAMS MAY NOT BE TAKEN EARLY.**

Retention of Examinations and Student Access

UNM School of Law will retain all student exam materials for a period of one year. Students are encouraged to review their exams and discuss them with their professors as needed.

CLASS ATTENDANCE

ABA and AALS accreditation criteria require that students attend classes regularly. Institute and UNM School of Law policy requires attendance in all classes, and faculty who wish to take attendance daily are encouraged to do so.

In case of a prolonged illness or emergency, students should contact the Co-Directors, who will notify the student's instructors. The student is responsible for making up missed assignments and completing all course requirements.

Institute policies require that students attend orientation and all classes until the program ends. Late arrival or early departure may result in disenrollment, a failing grade, or combination of both. If there is an unexpected, serious emergency that will affect your arrival or cause an early departure, inform the Co-Directors immediately.

CLASSROOM CONDUCT

The instructor is responsible for all classroom conduct, behavior, and discipline. Any conduct that would disrupt or obstruct academic activity is prohibited. Students are expected to be prepared for all classes.

Use of Institute classrooms or other facilities during scheduled activities is limited to enrolled students and University personnel. Use of these facilities during non-scheduled periods should be arranged with Professor Martin.

Smoking, eating, and drinking are prohibited in all classrooms.

DIGITAL RECORDING OF CLASSES

Digital recording is solely at the discretion, and with the prior permission, of the instructor.

DISHONESTY IN ACADEMIC MATTERS

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. UNM, the UNM School of Law, and the Institute reserve the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet these standards.

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; and nondisclosure or misrepresentation in applications or other university records.

Institute students are governed by the UNM Student Code of Conduct.

STUDENT GRIEVANCES

Several policies address student issues. This section identifies some of them. Policies can be found at <http://pathfinder.unm.edu>. Matters of concern to students that do not fall under the provisions of the Student Honor Code or other specific processes described in this handbook should be brought to the attention of the Co-Directors.

RIGHTS AND RESPONSIBILITIES AT THE INSTITUTE

The purpose of this statement is to clarify relationships among the Institute's administration, faculty, and students. Behavior that adversely affects the Institute's educational function, disrupts community living, or interferes with the rights of others in the pursuit of their education or performance of their duties and responsibilities will lead to disciplinary action.

SEXUAL HARASSMENT POLICY

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. The purpose of this policy is to foster dialogue, and take action to prevent, correct, or discipline behavior. This policy is available at <http://pathfinder.unm.edu/campus-policies/sexual-harassment.html>.

EQUAL EDUCATIONAL OPPORTUNITY POLICY

UNM and the Institute are committed to providing equal educational opportunity and forbid unlawful discrimination on the basis of race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition. Equal educational opportunity includes: admission, recruitment, extracurricular programs and activities, housing, facilities, access to course offerings, counseling and testing, financial assistance, employment, health and insurance services, and athletics. In keeping with this policy of equal educational

opportunity, the University is committed to creating and maintaining an atmosphere free from all forms of discrimination and harassment.

AFFIRMATIVE ACTION POLICY

UNM and the Institute are committed to providing equal educational and employment opportunity regardless of sex, marital and parental status, race, religion, sexual preference, age, national origin or handicap. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity receiving federal assistance by way of grant, contract, or loan. Title VI of the Civil Rights Act of 1964 is similar in its prohibition of discrimination on the basis of race, color, or national origin, and section 504 of the Rehabilitation Act of 1973 prohibits discrimination against qualified handicapped persons.

STUDENT EDUCATIONAL RECORDS

UNM and the Institute have an approved policy to protect the privacy of student records. This policy is in accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

The UNM Office of Admissions and Records maintains official academic records. This includes records and documents pertaining to a student's academic standing and progress, including admissions application, college transcripts, test scores, grades, and academic standing.

Educational records are also maintained by the Institute at the UNM School of Law and other University offices. Officials responsible for all official educational records are identified as deans, directors, or department heads in the University catalog.

All enrolled and former students may have access to their educational records maintained within the University.

FERPA applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies; and
9. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

For more information visit <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> and <http://pathfinder.unm.edu/campus-policies/student-records-policy.html>.

The Institute will release "directory" information unless a written request to withhold the information is on file with the Co-Directors. Such requests must be submitted within one week of the start of the summer program.

HOLDS ON RECORDS

No transcripts or grades will be released to the student or any other person or entity until all the student's outstanding obligations to the Institute, the UNM School of Law, and the University have been paid or until satisfactory arrangements have been made. These obligations include, but are not limited to: loans, library fines, duplicating fees, tuition and fees, and other charges. Transcripts may also be held for non-financial reasons such as incomplete admission status.

STUDENT CODE OF CONDUCT

This Student Code of Conduct shall apply to all students enrolled in the Institute.

PREAMBLE

We, the students, recognize that integrity of the highest order is expected of each of us, and adopt the following code, which states the minimum standards of honesty to be followed by students in this institution.

Persons Subject to this Code

Any person enrolled in the Institute is subject to the provisions of this Code.

STANDARD OF CONDUCT

Every student shall be honest and candid with faculty, staff, administrators, and fellow students, and shall conduct himself/herself in a professional manner.

SUBSTANTIVE PROVISIONS

Examinations

1. Every student shall abide by the principle that each exam shall be the product of his/her own knowledge.
2. Every student assumes the burden of compliance with the provisions of this Code.
3. It shall be a violation of the Code for a student:
 - a. To use prior to an exam any information concerning the content of the exam, unless the faculty member authorizes such information concerned.
 - b. To bring into the exam room books, papers, or other materials of any sort unless authorized by the instructor, with intent to use such materials to aid one's self or any other student in any way during the exam.
 - c. To refer to unauthorized books, papers, or other materials during the course of the exam, whether inside or outside the exam room.
 - d. To communicate during the exam in any manner with another student concerning the exam.
 - e. To display one's exam paper with the intent to aid another student, or to look at the exam paper of any other student with intent to copy or use information from it.
 - f. To fail to turn in the exam materials at the appointed time.
 - g. To take more time to complete an exam than is allowed.
 - h. To have an exam in one's possession unless authorized by a faculty member.
 - i. To discuss an exam already taken with another student who will take the exam at a later time.
 - j. To prepare, to encourage, to counsel or to combine with another to violate the above provisions.

Papers

1. Every student shall abide by the principle of academic honesty in all written work.
2. Plagiarism is a violation of the Honor Code. Plagiarism is defined as the knowing use of the ideas or words of another without indicating such use fully and accurately.
3. It shall be a violation of the Code if a student intentionally fails:
 - a. To cite fully and accurately the source of an idea taken from another;
 - b. To place in quotations material used from a source and to cite fully and accurately such material; or
 - c. To cite fully and accurately material paraphrased from a source.

Law Library

1. Every student shall respect the integrity of the Universidad Rey Juan Carlos's library collection and facilities and shall respect the rights of others in their use of the library.
2. It shall be a violation of the Code for a student:
 - a. To intentionally damage or destroy library property (including, but not limited to: books, microfilms, equipment or furniture).
 - b. To hide or secrete library materials within the library.
 - c. To violate library rules concerning checkout procedures for library materials with the knowledge that such violations deprive others of those materials.

School Activities

1. Every student shall be honest in his/her every action with regard to all Institute activities.
2. It shall be a violation of the Code for a student to lie, cheat, steal, be dishonest, or otherwise act contrary to the provisions of this Code while participating in, or preparing for, Institute activities.

Property

1. Every student shall respect the property rights of every member of the faculty, staff, student body, Institute, and of the Universidad Rey Juan Carlos and its employees.
2. It shall be a violation of the Code for a student:
 - a. To take University property with the intent to permanently deprive the University of the property.
 - b. To take property belonging to students or any member of the faculty or staff without the owner's permission with intent to temporarily or permanently deprive the owner of the property.

Honesty

1. Every student shall be honest and candid in his/her every action.
2. It shall be a violation of the Code for a student:
 - a. To lie.
 - b. To represent someone else's work as his/her own.
 - c. To use any unauthorized research materials.
 - d. To intentionally misrepresent material information in applying for financial aid, work-study, relief from academic suspension, or school-related programs, activities and benefits.

Compliance with Code Procedures

1. An effective code depends for its enforcement on the professional responsibility and individual integrity of those functioning under it.
2. It shall be a violation of the Code for a student:
 - a. To witness or know of a Code violation and not to report the offense, the names of the offender(s), and all relevant circumstances of the violation.
 - b. To refuse to appear when requested as a witness at an Honor Board hearing.
 - c. To disclose any fact concerning an Honor Board hearing except as provided by this Code.

3. The specific provisions enumerated above do not preclude disciplinary action for other violations of the spirit of the Code.

Procedure for Reporting an Honor Violation

1. A student who sees or learns of an apparent violation is encouraged to confront the suspected person and ask for an explanation. If an explanation is given that clears up the matter, i.e., the witnessing student is convinced there was no violation, this should end the matter, except as provided for below.
2. If an apparent violation is resolved under the provisions of the preceding paragraph, the witnessing student shall verbally report the incident and its resolution to the Co-Directors, without revealing the previously suspected person's name.
3. A student who sees or learns of an apparent violation but prefers not to confront the suspected person, or who has confronted the suspected person, or who has confronted him/her and been given no explanation or an inadequate explanation, shall report the incident to the Co-Directors. This report should be made within 48 hours of the incident or as soon as possible.
4. A faculty or staff member who sees or learns of an apparent violation should report the incident to the Co-Directors within 48 hours of the incident or as soon as possible.
5. The Co-Directors, with the reporting witness, shall write a brief report of the alleged violation. The report shall include the following:
 - a. The nature of the alleged violation;
 - b. The time and date of the alleged violation;
 - c. The name of the accused;
 - d. The name of the reporting witness;
 - e. The names of any other witnesses.
6. The Co-Directors will investigate the alleged honor code violation and, if appropriate, will impose a sanction appropriate to the Institute. The Co-Directors will report all facts to the individual's home school.

EMERGENCIES

KEEP THIS INFORMATION HANDY AT ALL TIMES.

If you experience an emergency while in Spain, here's what to do:

1. **Call 112.** This is the Spanish equivalent of our 911. An English speaker may or may not be available.
2. **Notify Nathalie Martin, Program Co-Director.** The Program's phone number is 91 488 79 69. Prof. Martin's Spanish cell phone number is **[number to be provided prior to start of program]**. If Prof. Martin cannot be reached at either phone number, send an e-mail to martin@law.unm.edu

Notify Stewart Paley, Program Co-Director. The Program's phone number is 91 488 79 69. Prof. Paley's Spanish cell phone number is **[number to be provided prior to start of program]**. If Prof. Paley cannot be reached at either phone number, send an email to [].
3. **If you still need help, contact the U.S. Embassy in Madrid.** 91-587-2240 or 91-587-2200 (after hours). See complete Embassy information elsewhere in this handbook.

EMERGENCIES

PROVIDE THIS INFORMATION TO YOUR EMERGENCY CONTACTS
IN THE U.S. BEFORE LEAVING FOR SPAIN

To contact a student in Madrid in an emergency, call these numbers in the order shown:

1. **[virtual US number to be provided before start of program].**
Monday-Thursday, 9 a.m.-2 p.m. Madrid time (3 a.m.-8 a.m. East Coast time) (midnight-5 a.m. West Coast time). This is a US number that is forwarded to the Institute Office in Madrid (Ines Garcia Saillard, fluent in English).
2. **[virtual US number to be provided before start of program].**
Available 24/7. This is a US number that is forwarded to the Program Co-Director (Nathalie Martin) personal cell phone.
martin@law.unm.edu.
3. **(505) 277-5723**, Daniel Ortega, UNM School of Law,
ortega@law.unm.edu
4. **(505) 277-6843**, Robyn Côté, UNM Latin American & Iberian Institute,
rcote@unm.edu
5. **(505) 277-9035**, (Cell 575-218-8415)Diana Reynoso, UNM School of Law, reynoso@law.unm.edu
6. **(505) 277-4436 (277-4GEO)**. Available 24/7. University of New Mexico Global Education Office.
7. **011-34-91-587-2240** or **011-34-91-587-2200** (after hours), U.S. Embassy, Madrid, Spain. See complete Embassy information elsewhere in this handbook.

If you need to reach the program office in Spain in a NON-emergency situation, dial International code (011) Country code (34) 91 488 79 69 and leave a message if it is after hours. To reach someone in the US during the month of June, contact Daniel Ortega or Diana Reynoso at the numbers shown