



## South East Asian Mathematical Society (SEAMS) ROADMAP OF SEAMS Schools

This document provides a broad outline of the procedures used by SEAMS to organize SEAMS Schools. Each SEAMS school has its own characteristics. All proposed SEAMS school projects will be evaluated by the SEAMS School Committee (SSC).

### A. Eligibility

Each institution (research center or university) in any country in South East Asia is eligible to propose to conduct a SEAMS school. The proposal must be submitted for evaluation to SSC. Acceptance or rejection of a school project is decided by SSC.

### B. Objectives

1. A SEAMS school is intended to provide opportunity to have an advanced learning experience in mathematics, and to introduce a research-based learning for undergraduate as well as master students of the country in which it is held, and for those of countries nearby. Women are especially encouraged to participate in this school.
2. This school can be also considered as a preparation for students to be able to attend the CIMPA Schools. A leading academic institution or national mathematical society from each country member of SEAMS is eligible to hold such a school under a selection procedure.
3. The subject of the SEAMS school must correspond to prior on-site research and/or advanced teaching work. It must have a foreseeable development in the region.

### C. Procedure

1. A project must be planned at least 6 months – 1 year in advance. The proposal of the projects must be submitted on May 31<sup>st</sup> every year. The evaluation of the projects will be done by SEAMS School Committee (SSC). The decision is made on August 30<sup>th</sup>. The implementation of the project will be in the following year. All the proposals are submitted to Jasmin-Mae Santos: [jasminmae.santos@gmail.com](mailto:jasminmae.santos@gmail.com) and cc to Jose Maria Balmaceda: [jose.balmaceda@gmail.com](mailto:jose.balmaceda@gmail.com).
2. Each research school has a scientific organizer consisting of at least 2 persons.
3. A SEAMS school takes place at least in 7 working days and comprises at least 35 hours of talks and at least 10 hours of group discussions.
4. The level of the school is equivalent to advanced undergraduate course or master course.

5. The lectures should be designed by considering the scientific contents as well as the pedagogical approaches. The lecturers should be selected according to the theme of the school.
6. For each course in the project proposal, the summary must be provided as well as the lecturers assigned to this course

#### **D. Budget**

1. A SEAMS school is intended to promote the development of mathematics; the lecturers are thus not remunerated.
2. The organizer of a proposed SEAMS school must seek to secure diversified sources of funding: local (universities, centers, ministries, etc.) and international (ICTP, IMU, Embassies, etc.)
3. Each SEAMS school will receive financial support from CIMPA. At least 2/3 of CIMPA support need to be used for travel and/or living expenses of young researchers (less than 38 or recent PhD) from neighboring countries of the activity; at most 1/3 at most can be used for lecturers (economy class travel and/or standard living expenses).

#### **E. Place**

1. One common site is strongly recommended for the talks, meals and accommodation. Preferably all meals are taken together, at least those at midday.
2. The site is simple and adequate for the talks. SEAMS schools do not take place in luxurious environments.
3. Bibliographical documentation for the courses should be available on site.
4. The site is favorable to idea exchanges, discussions and informal working sessions.
5. An excursion-walk, for example on Saturday, can be organized. A financial participation can be required.

#### **F. Approval of the School**

1. The SEAMS School Committee (SSC) selects and approves the projects. Once approved, the Chair of SSC will contact the scientific organizer of the school.
2. The scientific organizer sets up a website for the school and maintains it. This website provide all information regarding the implementation of the school.
3. SEAMS sets up a webpage concerning the research school and a link towards the SEAMS school website.

#### **G. Selection of the participant**

1. The candidates fill-out the application form and send together with their CVs to the scientific organizer of the school.
2. Two months before the beginning of the SEAMS school, the scientific organizer selects the participants, as well as the ones who will be funded by CIMPA. A maximum amount of travel expenses is fixed for each one. The list of the candidates who will receive the support should be approved by SSC and/or CIMPA.
3. The people who receive the financial support should buy their own travel tickets first. Then, they will be refunded at real cost, not exceeding the maximum amount allocated. The purchase of the ticket by other manner can be studied by SSC, at the request of the participants.

## **H. Reporting**

1. The scientific organizer of the school must write a report on the implementation of the SEAMS school. The report consists of summary of the school, objectives and rationale, organizers and lecturers, list of participants, school program, conclusion and financial report consisting of all the received financial supports as well as the detailed and total expenses. The financial report for CIMPA funding must follow the requirement of CIMPA. Within one month after the implementation of the SEAMS school, the report should be sent to SSC as well as to CIMPA.
2. The report also consists of some photos representing the school.