

Terms and Conditions of the SILKNOW Writing Competition of the Instituto Cervantes in Manchester

1. General terms

a) The Instituto Cervantes, with NIF Q-2812007-I, is a non-profit public entity attached to the Ministry of Foreign Affairs, European Union and Cooperation of Spain, created and regulated by [Ley 7/1991 de 21 de marzo](#) to universally promote the teaching, study and use of Spanish and to contribute to the dissemination of Hispanic cultures abroad. It is present in 87 centres in 44 countries on five continents. It also has two branches in Spain, the central headquarters in Madrid and the headquarters in Alcalá de Henares.

b) [SILKNOW](#) is a European project led by the Universitat de València and of which the Instituto Cervantes is a partner. SILKNOW has obtained funding under the European Horizon 2020 programme, with agreement number 769504, starting in 2018 and ending in 2021.

c) The Instituto Cervantes in Manchester is organising this writing competition, which is organised on the occasion of the final phase of the SILKNOW project. The competition will be held among the students of the Instituto Cervantes centre in Manchester, and the SILKNOW project will collaborate in the dissemination and awarding of prizes.

d) The aim of this competition is to promote the SILKNOW project itself through the learning of Spanish and the dissemination of its results.

e) The Instituto Cervantes in Manchester, in consultation with the SILKNOW project, reserves the right, always with justification and without prejudice to the participants, to make modifications or add subsequent annexes to these rules, which will be duly communicated in due time and form.

2. Requirements for participants

a) This competition is open to students of the Instituto Cervantes in Manchester who are enrolled at the time of publication of these rules and regulations in an A2-B1 level course of Spanish in any format and without restriction of age or nationality.

b) In order to participate in the competition, minors and persons without legal capacity must present acceptance of these rules signed by their parents or legal guardians.

c) Under no circumstances may researchers and other participants in the SILKNOW project, employees and suppliers of the Instituto Cervantes in Manchester or their families participate.

3. Rules of the competition

- a) In order to participate in this competition, the student must submit a written work on any aspect of the teaching materials "[Silk Route](#)" of SILKNOW. The texts must be written in Spanish, be original and unpublished, and must not have been awarded prizes in other literary competitions, within or outside the Instituto Cervantes. No translations or adaptations will be accepted.
- b) The genre of the written work submitted is free, and the texts may be narratives, poems, dramatic texts, letters, personal experiences, evocations of travels, etc.
- c) Works must be submitted in PDF format, with 1.5 line spacing and Times New Roman 12 font. Works must not exceed 300-350 words. The text must be preceded by the title of the work in capital letters. It may be accompanied by images, if considered appropriate by the author.
- d) Two documents must be submitted, both in PDF format: the text submitted to the competition under a pseudonym, and another document stating the pseudonym, the title of the work and the details of the entrant, including: name, surname, year in which the entrant is enrolled at the Instituto Cervantes, address, e-mail address and telephone number.
- e) Both documents should be sent by email to the Head of Studies at the Instituto Cervantes in Manchester via the Manchester address. The email will contain both documents as attachments (which will be named Text and Data) and the subject of the message will be: SILKNOW Writing Competition. Entries may be submitted from the date of publication of these rules until 7 June 2021 at 23:59 (UK local time).
- f) The Instituto Cervantes in Manchester will acknowledge receipt to the authors of the works. Authors who have not received acknowledgement of receipt within five days of submission should write to cenman@cervantes.es.
- g) Each student may only submit a single work and no group work may be submitted.
- h) Failure to comply with the formal requirements set out in this section may result in the automatic exclusion of the work submitted.

4. Prizes and selection of winning works

- a) The jury that will decide the selection of the winning works will be made up of the Director and the heads of the Culture and Academic Departments of the Instituto Cervantes centre in Manchester. This jury, having read all the works submitted by their students and evaluated them in due course, will choose the three works which, in their opinion, should be awarded prizes, plus two reserve works, in case the winners cannot be contacted or if they fail to comply with

any of the terms of these rules. For this selection, the works will be judged on their literary quality, the originality of their approach and the author's creativity in dealing with the topics covered by SILKNOW's "The Silk Road" educational materials. The Instituto Cervantes in Manchester will notify the winning students of their award by email, publishing the award on its website, as well as on the SILKNOW project website. The winners will be notified within fifteen days of the deadline for submission of entries. The result of the competition will be final and the mere fact of participating in the competition implies full acceptance and agreement with it.

b) In total, three prizes will be awarded:

- First prize: Publication of their work on the SILKNOW project website and a free registration for an on-site course at the Instituto Cervantes in Manchester.
- Second prize: Publication of their work on the SILKNOW project website and a free registration for an AVE online course.
- Third prize: Publication of their work on the SILKNOW project website and a free registration for the Diploma de Español como Lengua Extranjera (DELE) exam, to be held at one of the Instituto Cervantes examination centres in Manchester.

c) Winners will have a period of 7 days from notification of their status as a prize-winner by email to contact Instituto Cervantes in Manchester to express their acceptance of the prize won, at which time they will be informed of the procedure for formalising the prize. If the deadline for acceptance has passed without the prizewinners having contacted Instituto Cervantes in Manchester, it will be understood that they renounce the prize without there being any compensation whatsoever for such renunciation. In the event that any of the winners do not proceed to accept the prize in accordance with the established procedure or if it is detected that they have failed to comply with any of the participation requirements set out in these rules, Instituto Cervantes in Manchester will inform the substitute of their new consideration as a prize-winner in the competition, who will also have 7 days to accept the prize. If there has been any change with respect to the decision originally published on the website, the decision will be published again by both the Instituto Cervantes in Manchester and the SILKNOW project, and the prizes will be adjusted in accordance with this modification, duly informing all the winners.

d) The awarded students will have one year from the moment of publication of the results to take advantage of the free tuition. On the other hand, the enjoyment of the free enrolment will be subject to the effective offer of courses and to the rest of the applicable academic regulations (minimum number of students per course, need for level test, timetables, student's record, etc.). If it is not possible to take advantage of this enrolment within one year, this period may be extended if so decided by Instituto Cervantes in Manchester.

e) The winning works will be published on the SILKNOW project website in a format to be determined taking into account the nature of the selected works, always mentioning the author. In addition, the project reserves the right to publish a greater number of winning works depending on their quality. Likewise, the works may be published by different media of the Instituto Cervantes in Manchester, if deemed appropriate, always with mention of the author.

- f) All participants in the competition will be able to obtain a free library card from the Instituto Cervantes or its renewal for one year when they complete their course at the Instituto Cervantes.
- g) Prizes will not be transferable or exchangeable for cash or any other gift, nor may they be transferred to third parties or sold. Nor may they be the object of compensation.
- h) The Instituto Cervantes in Manchester and the SILKNOW project reserve the right to substitute the prize for another of equal or greater value, provided there is a justified cause.
- i) The prize-giving ceremony will take place, depending on the conditions of COVID-19, in a public event at the Instituto Cervantes centre in Manchester or in a virtual format. The presence of the authors of the winning works will be unavoidable, except in cases of force majeure, in which case the authors will delegate in writing the person they deem appropriate, who will collect the prize on their behalf.

5. Monitoring, reservations and limitations

- a) The Instituto Cervantes in Manchester reserves the right to verify, by any procedure it deems appropriate, that the participants and their works comply with all the requirements established in these rules.
- b) Any entrant who manipulates the competition entry procedures or fails to comply with the rules contained in this document will be disqualified and will forfeit their eligibility for any prize.
- c) Instituto Cervantes in Manchester is not responsible for any errors, interruptions, defects, delays or any malfunction, mistransmission or error in receiving the information from the participants, nor for any technical traffic errors, failure or congestion in its own or another's Internet connection. Nor will it be responsible for transmission problems or loss of data not attributable to them.
- d) The Instituto Cervantes in Manchester and the SILKNOW project reserve the right to extend the dates of selection and communication of the winners in the event of force majeure, duly informing the participants of this situation and offering a new date for the publication of the competition results.

6. Conditions and rights

- a) Participants declare that they are the authors of the texts and guarantee that they have the necessary rights and authorisations for their contribution and delivery to the Instituto Cervantes in Manchester. By submitting the texts, they grant the Instituto Cervantes and the SILKNOW project the rights of reproduction, distribution, public communication and transformation of the texts of their authorship. The person identified as the author of the texts is solely responsible for the content of the texts, as well as for ensuring that the material submitted complies with

the laws that may be applicable in each case. The Instituto Cervantes and the SILKNOW project will not be responsible for any error, inaccuracy or irregularity that the materials submitted may contain.

b) Participation in the competition implies the exclusive transfer to the Instituto Cervantes and the SILKNOW project, for the longest period of time permitted by current legislation, for all countries in the world, free of charge and with the right to transfer to third parties, of the rights to exploit the intellectual property (reproduction, distribution, public communication and transformation) of their texts, so that they can be used by them, in any medium or format, including publication on the Internet (on the website of the Instituto Cervantes in Manchester and on the SILKNOW website) and on their social networks.

c) The rights of exploitation of the works submitted, including reproduction, distribution, public communication and transformation, will always be exercised with the author's acknowledgement.

d) Each participant in the competition guarantees to be the owner of all rights, both intellectual and industrial property rights derived from, included or used in the texts submitted. The Instituto Cervantes and the SILKNOW project will not be responsible for any improper use that may be made of the texts by third parties once they have been disseminated, and are exonerated from any liability to third parties, both for damages and for any actions that may arise from allegations or claims on intellectual, industrial or any other type of property rights in relation to the same.

7. Data protection

In accordance with the provisions of EU Regulation 679/2016 General Data Protection Regulation and current legislation, we inform you that the data provided through participation in this competition will be processed by the Instituto Cervantes and SILKNOW, as data controllers, with the legitimate basis of your consent, in order to manage and carry out this competition. Your data will not be communicated to third parties, unless legally obliged to do so, and will be kept for as long as you do not revoke the aforementioned consent or object to it. You may at any time exercise your rights of access, rectification, opposition, portability, limitation of processing and deletion of your data as indicated below.

Who are the data controllers of your data?

Name: Instituto Cervantes

Address: c/ Alcalá, 49, 28014, Madrid (España)

Phone: (+34) 914 36 76 00

Email: lopdcervantes.es

Data Protection Officer: Inspección General de Servicios del Ministerio de Asuntos Exteriores, Unión Europea y de Cooperación (dpc@maec.es)



SILKNOW

Name of the SILKNOW representative: Ester Alba Pagán

Address: Avda. Blasco Ibáñez, 28, 46010, València (España)

Phone: (+34) 9633869368

Email: esther.alba@uv.es

Data Protection Officer: Ester Alba Pagán

What is the legitimacy for the processing of your data?

The legal basis for the above processing - participation in this competition and the sending of communications on this matter - is your express consent.

How long will we keep your personal data?

Your personal data will be retained until you request their deletion or you revoke your consent.

To whom will your data be communicated?

The Instituto Cervantes and SILKNOW will not pass on your data to third parties, except as stated in these terms and conditions and as required by law.

What are your rights in relation to data processing?

You may at any time exercise your rights of access, rectification, opposition, portability, limitation of processing and deletion of the data you have provided us with, by contacting the Instituto Cervantes by email at lopdcervantes.es, by post to c/ Alcalá, n.º 49, Madrid 28014 (Spain), or in person at the address indicated. Similarly, for data processed by SILKNOW, you may contact Ester Alba Pagán by email at esther.alba@uv.es, by post at Avda. Blasco Ibáñez, 28, 46010, València (Spain), or in person at the address indicated.

You have the right to obtain confirmation of the existence of a processing of your data, to access your personal data, to request the rectification of data that is inaccurate or, where appropriate, to request deletion when, among other reasons, the data is no longer necessary for the purposes for which it was collected or the consent given is withdrawn.

In certain cases, you may request that we restrict the processing of your data, in which case we will only retain it in accordance with the applicable law; in other cases, you may exercise your right to data portability, which will be provided in a structured, commonly used or machine-readable format to you or to the new data controller you designate.

You have the right to withdraw your consent at any time for any of the processing operations for which you have given your consent.

The Instituto Cervantes has forms for the exercise of rights that can be requested by e-mail lopdcervantes.es. Those drawn up by the Spanish Data Protection Agency or by third parties may also be used. These forms must be signed electronically or be accompanied by a photocopy

of the DNI or passport. If you are acting through a representative, the request must also be accompanied by a copy of your ID card or passport or an electronic signature.

You have the right to file a complaint with the Spanish Data Protection Agency in the event that you consider that the exercise of your rights has not been properly dealt with. The maximum period for a decision is one month from receipt of your request, which may be extended for a further two months depending on the number of requests received or the complexity of the same. En el caso de producirse alguna modificación de sus datos, le agradeceremos que nos lo comunique debidamente por escrito con la finalidad de mantener sus datos actualizados.

8. Acceptance of the rules

- a) Entering the competition implies unconditional and full acceptance of the terms and conditions of this call for entries, it being understood that failure to comply with any one of them may be sufficient to exclude the work submitted from the competition.
- b) The Instituto Cervantes in Manchester reserves the right to interpret the rules and conditions in the event of any doubt, and its decisions in this regard will be final and not subject to appeal.
- c) The Instituto Cervantes in Manchester reserves the right to exclude participants who do not meet the requirements established in these rules and conditions.

These terms and conditions are published at the Instituto Cervantes centre in Manchester on 20 April 2021.

Signature: