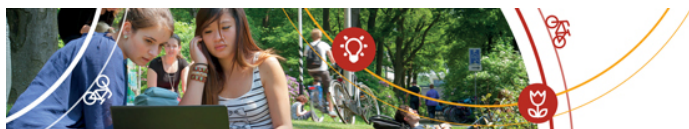




Radboud Summer School

Information Guide
Course applications
Guest lecturers
2020





How to be part of Radboud Summer School 2020?

Information Guide for Course Applications

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1. Introduction

The preparations for our 2019 edition are in full swing, but we would already like to invite you to join us for our 2020 edition! Since the start of the summer school we have been successful in attracting many students, PhD candidates, Postdocs and professionals to join us in one of our summer courses. Our participants not only learned more about the specific topic of their course, but were also introduced to our university, its excellent academic staff and programmes. We started in 2014 with 270 participants in 14 courses. This year we expect that approx. 650 participants. We would like to invite you to join the 2020 edition which we hope will be as successful or perhaps even more so than our previous editions.

In this edition, we are hoping to increase international cooperation between Radboud University and our partner universities. The summer school programme could present more opportunities. This information guide is meant for lecturers of selected partner universities of Radboud University, who might consider teaching a course as part of the Radboud Summer School 2020. Consider this an opportunity to profile your university, department or research group at Radboud University for a large international audience of students and young researchers. In addition, it is an opportunity to strengthen relations with Radboud University. This guide describes the basic concept of the Radboud Summer School, the conditions and procedures to consider if you wish to become one of the course leaders.

2. What is the Radboud Summer School?

The objective of Radboud Summer School (RSS) is

- To share (and develop) research based knowledge between students and researchers;
- To help develop academic and research competences;
- To promote the international cooperation among researchers and universities.

The Radboud Summer School consists of a set of individual full time courses (of one or two weeks), that take place during the same weeks in the summer of 2020. The generic marketing, logistical organisation, and social events is provided by the RSS organisation. The course content itself is developed and taught by the course leaders.

For whom is Radboud Summer School organised?

All applicants that meet the minimum entry requirements of a specific course are welcome. We distinguish three generic target groups:

1. International students and researchers from our partner universities.
2. International students and researchers from other universities worldwide.
3. Radboud students and researchers (Dutch and non-Dutch) interested in an international experience in Nijmegen.

Besides these generic target groups each course will have its specific target group depending on the topic of the course. These may also include post-docs and professionals. Radboud Summer School is known for its large proportion of Master's and PhD students.

Can I choose between different time slots to deliver my course?

Course leaders can submit one or two week course proposals. In the attached application form you can indicate your preference for one (or multiple) time slot(s). If you would like to offer your course more than once please clearly indicate this on the application form. Please note that overall we would like to offer a minimum of seven courses for each time slot.

A Radboud Summer School course is offered from 9am to 5pm to provide time for joint social events in the evening.

Service package for participants

On the Sunday before the course starts, Radboud Summer School organises a registration day. During this day, the participants need to register on campus, where they will receive an information package and the key to their room (if they booked via RSS). This Registration Day is followed by the Welcome Reception. We will formally end the course week together on Friday afternoon with a Certificate Ceremony and Farewell Reception. The participants have to leave their Radboud room on Saturday morning.

Where does the Radboud Summer School take place?

We try to schedule all courses in the same building on the campus of Radboud University, in Nijmegen, The Netherlands. Depending on room requirements (e.g. equipment), a course may be located elsewhere. Specific modules (excursions, field work) may take place elsewhere. Joint courses could take place partly at Radboud University, partly at a partner university outside the Netherlands.

What content and level is expected from a summer school course?

The course leaders are responsible for the content of the course. The content can be disciplinary in nature, for example “recent developments in black holes research”, but a course can also be thematic or interdisciplinary in nature, for example “Introduction to modern Europe: economy, politics and culture”. Any course should be offered on Bachelor’s, Master’s or PhD level. Courses targeted to senior researchers or professionals could also be eligible. The RSS Organisation is responsible for the size, balance and attractiveness of the overall programme and has also to prevent competition between the different courses. Therefore, a selection of course proposals will be made.

How many courses will be on offer?

We strive for a diverse Radboud Summer School with at least 30 different courses on offer and a minimum of 7 courses per time slot.

How many participants will join each course?

We expect to attract 10 – 15 participants on average for each course. The number may vary between courses. We expect a course to be taught if 10 or more participants are admitted and have paid the course fee. The course leader can raise the minimum, and also put a cap on the maximum number of participants, for quality reasons.

3. Why should I join Radboud Summer School?

There are several reasons why you might like to join the Radboud Summer School Organisation with your own course:

- To increase the visibility and reputation of your research field, faculty, university, both internationally as well as within the Radboud University.
- To use the summer school course for recruiting and selecting (PhD) students.
- To start, maintain, or deepen your cooperation with your fellow Radboud academics.
- To teach motivated international students outside formalised curricula.

4. How to submit a course proposal?

If you are a lecturer, researcher, or professor at one of our partner universities and have an interesting, innovative idea for a summer school course, we invite you to join us at Radboud Summer School. If your proposal is selected you will become part of our temporary Summer School Academic Community. We expect you to take responsibility for the development of your course and its delivery in one of the designated time slots. If you wish to cooperate with co-lecturers, you are also responsible for the coordination within your course.

We have tried to make joining the Radboud Summer School 2020 an easy process. Below, you will find the course proposal procedure:

- If your course will be delivered by additional lecturers, please start discussing your ideas or plan with them.
- You can fill out the attached application form with your proposal and sign it.
- You send in the form (original word document and signed pdf) and your Curriculum Vitae by email to the Radboud Summer School Organisation.
- A selection committee will take all proposals into consideration and decides which courses are selected, using the criteria and priorities mentioned in the next paragraph.
- The RSS organisation might suggest changes in the title or some details of the design of the content, in order to improve the attractiveness of the course.
- You will be asked to sign a Radboud Summer School Course Leader Agreement.

Which criteria does the selection committee take into consideration when selecting proposals?

To guarantee balanced and high quality content of the Radboud Summer School courses, the selection committee looks at all proposals and decides which courses will be on offer.

The following criteria apply:

1. The content must be attractive for potential Radboud Summer School participants.
2. The level of the course should suit the target group.
3. The course should have innovative, interactive and attractive modes of teaching.
4. The experience and background of the proposed lecturers should be of high quality and match with the content and level of the course.

Next to the criteria mentioned before the following aspects are taken into consideration:

- We welcome courses that are specialised and innovative research oriented on Master's or PhD level.

- We encourage course leaders to form joint courses in collaboration with staff from Radboud University.
- We strive for a balance in representation of research areas.
- We strive for a balance between courses from Radboud University (70% of total amount of courses) and courses from our partner universities (30%)
- We will offer a time slot when a minimum of seven courses are selected by our committee.

How do I send in my proposal?

Only complete proposals will be taken into consideration. Therefore, we kindly ask you to completely fill out the proposal form, including a signature of yourself. Please send the **original word document** and a pdf scan of the signed document to radboudsummerschool@ru.nl before the deadline. Please add your CV and profile picture to the proposal.

What is the deadline for sending in your proposal?

Your completed and signed proposal should be sent in on **1 September 2019 at 24:00 hours** the latest.

When do you know whether you have been selected as course provider?

We intend to inform you about the selection before 30 October 2019. If we select your proposal we will discuss details concerning promotion and organisation in a personal meeting or through Skype.

When do you know whether your course starts?

Selection of the course as part of the Radboud Summer School Offer is not yet a guarantee that your course is definitely offered. The course can only be continued when the minimum required number of participants has paid the fees. Our default minimum amount is 10 participants, but for some courses this may differ. We will inform you about the status of the number of applications, admissions and payments at regular intervals. As soon as the minimum has been reached we will confirm the continuation of the course to you and the applicants. Only after you have received the confirmation you can make your final preparations and book your flights. In case the number of applicants (or payments) is lower than expected, we will increase the marketing efforts for your course and expect you to do the same. If the number of applicants is still below the minimum required at the final deadline (1 May or 1 June 2020), we will have to cancel the course.

5. What does Radboud Summer School offer you?

Do the participants receive ECTS credits and a certificate?

Students preferably should be able to earn ECTS credits if they finalise the course successfully. Therefore, it is important that the course content can be related to an accredited programme of Radboud University. A one week course amounts to 2 ECTS-credits (56 clock hours of student involvement incl. preparation). Certificates will be prepared by the Radboud Summer School Organisation.

How will the course be evaluated?

Despite its recent start, Radboud Summer School has already built a reputation of high level of education, excellent quality, and high satisfaction. We strive to maintain this reputation. We expect all courses to be of excellent quality and generate high satisfaction from the participants.

The Radboud Summer School Organisation will offer a welcoming and high quality social programme to support high satisfaction levels. All aspects of the Radboud Summer School will be evaluated thoroughly, with all parties involved. Each participant will be asked to fill out a questionnaire at the end of their course. We will provide individual feedback to the course leaders.

What social programme do you offer?

We will organise several joint social events for all participants and course leaders. This increases the attractiveness of the Radboud Summer School as a whole, and creates a true Summer School community. At the moment plans are as follows: joint welcoming and registration event, boat trip on the Waal, a pub quiz, a sports event, a barbeque, a welcome buffet and drink, a farewell drink and lunches. We encourage course leaders to join the social events with their participants, but we also plan to organise opportunities for course leaders to meet among themselves in an informal atmosphere.

How is marketing and communication organised?

The Radboud Summer School Organisation will be responsible for reaching out to the generic target groups of all courses. Instruments that we will use are: website, social media, partner networks, summer school portals, Google Ads and Facebook Ads. We will have campaigns with discount offers for early applications and participants from partner universities. However, our experience taught us that the help of the course leader is very important to successfully attract participants with the relevant background. The more specialised your course is, the more of an impact this will make. Therefore, we strongly advise you to promote your course to the specific target groups, using your own international network. We will discuss this matter with you and provide to you with tailor made digital folders and other materials.

How is accommodation for participants organised?

All participants will be offered an affordable, basic, furnished student room with shared facilities, close to campus. The number of student rooms is limited. Those who prefer more luxury or privacy can arrange their own hotel or B&B. Many of the hotels in Nijmegen offer our participants special discount rates

How is the catering organised?

The RSS organisation will arrange all catering throughout the day. Lunches and coffee breaks will be provided to all participants as part of the package, so are the welcome and farewell drinks. At least two dinner events are offered (a BBQ and pancakes) at extra costs for the participants (included for the course leaders). You are invited to join these events.

6. Financial matters

What are the financial conditions for course leaders?

The Radboud Summer School is an academic event, without commercial purposes. Our policy is to maintain the course fees for the participant as affordable as possible, since most of the participants are (PhD) students from all over the world, including those from lower income countries. We expect all parties involved in the Radboud Summer School to cooperate in this spirit.

To keep the course fees affordable, Radboud University supports Radboud Summer School financially to cover most of the costs for organisation, catering and the social programme. We are of course happy to cover all out of pocket costs for our guest lecturers. We also add a compensation for preparation and delivery costs based on the number of participants attending your course. In addition you may try to obtain financial support from your own university, e.g. through the Erasmus+ programme.

These are the financial conditions:

For each international lecturer (maximum of two lecturers per course)

- International travel costs: 100% of the actual costs, economy class.
- Accommodation costs: we arrange and pay for a 3* or 4* hotel or similar accommodation.
- Subsistence costs: all breakfasts, lunches, coffee breaks and dinners will be arranged or covered.

For each course (regardless of the number of lecturers)

- Compensation for preparation and teaching costs: 75 euro per participant (for one week courses) 125 per participant (for 2 week courses)

Example

You are the course leader and you will teach a one week course together with a colleague from your own university. A return ticket economy class costs 350 euro per person. During four days that Radboud Summer School does not provide dinner, you had dinner for 30 Euros in a restaurant in Nijmegen. Your course was attended by 15 participants.

You will get reimbursed as follows:

International travel costs: $2 \times 350 \text{ euro} = 700 \text{ euro}$

Accommodation costs: in kind, paid by Radboud Summer School

Subsistence cost: in kind paid by Radboud Summer School, plus $4 \text{ day} \times 2 \text{ persons} \times 30 \text{ euro} = 240 \text{ euro}$

Preparation and teaching cost: $15 \times 75 \text{ euro} = 1.125 \text{ euro}$.

Total: accommodation and subsistence in kind plus 2.065 euro.

How do the course participants apply and pay?

The application and payment process will be client-friendly, straightforward and online through the website of Radboud Summer School. This will be prepared and handled by the Radboud Summer School Organisation.

How will the price of my course be determined?

The course fee of a one-week course is around 600 Euros on average. We offer 15% discount for students and PhD candidates from partner universities and Radboud University. If participants apply before 1 March 2020 they will receive 10% discount. The early bird discount for students and PhD candidates from partner universities and Radboud University is 25%. In practise a participant pays approx. 500 euro. The course fee includes the costs of lecturers, course materials, lunches, coffee breaks and a few social activities. Thanks to the sponsorship of Radboud University, we are able to offer affordable course fees.

7. Application process for participants

How are the course participants admitted?

Admission is the responsibility of the course leader, which is you. However, to encourage a quick and smooth application process for the participants, we strive for a situation that you mandate the Radboud Summer School Organization to make the admission decisions in the majority of cases. In the application you send in, you are requested to determine the target group for your course, the required level, and the admission requirements. You can choose between the following two options for selection:

A. Admission by RSS Organisation

1. Applicant fills out the online application form in which the applicant states:
 - which university/research institute he/she currently attends
 - the name of current study programme
 - the level of current study programme (bachelor/master/PhD/researcher/professional)
 - that he/she complies with the required level (as mentioned in the course description) and the minimum English proficiency level
 - that he/she has filled out the application truthfully
2. The RSS Organisation compares the provided information to the admission requirements, takes a decision on admission and informs the applicant about this within a few days. If the RSS Organisation has any doubts regarding admission of a specific applicant, they will contact the course leader.
3. Applicants are admitted on a first-come, first-serve principle.

B. Admission by Course leader

1. Same online application as in A.1.
2. Applicant uploads admissions documents.
3. Coordinator sends all information to course leader by email.
4. Course leader informs the RSS organisation about admission, within one week. This can be done by clicking a button "Accept applicant" or "Reject applicant" in the e-mail (3).
5. RSS Coordinator informs applicant about admission.
6. Applicants are admitted on a first come-first serve principle.

8. Summary Responsibilities

What are your responsibilities as a course leader? What will be your responsibilities as course leader?

You are responsible for the following:

- Providing a proposal for a course.
- Providing texts and other material for promotional activities.
- Internal organisation of the course, like course material and additional teaching staff.
- Contact person for the day to day preparation, who is also available during summer time.
- Delivering the course.
- Assign a substitute, in case of illness or other force majeure.
- Presence during the Opening Ceremony (Monday morning) and closing ceremony (Friday afternoon).
- Marketing of the course to the specific target groups of the course.
- Cooperation with monitoring and evaluation activities.
- Providing the best quality and creating the highest participant satisfaction as possible.

What are the responsibilities of the Radboud Summer School Organisation

The Radboud Summer School Organisation is responsible for the following:

- a. The development, implementation and running of the online application, admission and registration system.
- b. Collecting of course fees and accommodation fees.
- c. Financial and other administration.
- d. Communication with participants.
- e. Communication with you as course leader.
- f. Virtual Summer School desk before the Summer School and physical desk during the summer school.
- g. Generic marketing of the Radboud Summer School.
- h. Accommodation of the participants.
- i. Providing an agreement to course leaders.
- j. Catering during course days.
- k. Wifi and internet availability during course days
- l. Organisation of the social programme and joint events.
- m. Logistics of course locations.
- n. Cooperation with Radboud Services during the summer period.
- o. Monitoring and evaluation.
- p. Other coordination activities.

9. Planning and deadlines

Up to 1 September	Preparatory work for the course proposal
1 September	Deadline application course proposals
30 October	Decision on the selection course proposals
1 November – 15 November	Fine tuning texts and other details Meetings with course leaders to fine tune the text of the course and discuss other details
15 November	Deadline signing course delivery agreements
15 November	Start marketing
1 December	Website up-to-date and registration open
1 March	Early bird deadline applications
1 June	Deadline applications
15 June	Deadline admission decisions
Sunday 2 August	Arrival day and start August Summer School
Friday 14 August	End August Summer School
Sunday 16 August	Arrival day Regular Orientation international students

More information

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