



How to be part of the Radboud Summer School 2016?

Information guide for Guest Lecturers to become a course leader

After two very successful editions in 2014 and 2015, Radboud University will organise another Radboud Summer School (RSS) in 2016. In this edition we are actively seeking for international cooperation with our partner universities. This information guide is meant for lecturers of selected partner universities of Radboud University, who consider leading and delivering a course as part of the Radboud Summer School 2016. It is the ideal opportunity to profile your university, department or research group at Radboud University for a large international audience of students and young researchers. Also it is an opportunity to establish or deepen cooperation with Radboud University. This guide describes the basic concept of the Radboud Summer School and the conditions and procedure to become one of its course leaders.

What is the Radboud Summer School?

The objective of Radboud Summer School is to share (and develop) research based knowledge between students and researchers, to help develop academic and research competences and 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 simultaneously during the same period in August 2016. The generic marketing, logistical organisation and social events is done by the RSS organisation. The courses themselves are developed and delivered by the course leaders.

For whom is the 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.
3. Radboud students and researchers (Dutch and non-Dutch) interested in an international experience in Nijmegen.

Next to 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.

When does the Radboud Summer School take place?

The Radboud Summer School will take place from Sunday 31 July up to Saturday 13 August 2016. On the Sundays the participants arrive, on the Saturdays they leave. Courses will last one week or two weeks. For logistical reasons the courses will take place in one of the following time slots only:

- Monday 1 August – Friday 5 August 2016 (one week)
- Monday 8 August – Friday 12 August 2016 (one week)
- Monday 1 August – Friday 12 August 2016 (two weeks)

Each course follows the same week schedule, roughly from 9 to 5, to provide time for joint social events in the evening.

Where does the Radboud Summer School take place?

We try to locate 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 may 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 courses. The content can be disciplinary in nature, for example “recent developments in black holes research”. But a courses can also be thematic or interdisciplinary in nature, for example “Introduction to modern Europe: economy, politics and culture”. A course must be on Bachelor’s, Master’s or PhD level. Courses targeted to senior researchers or professionals will also be eligible.

For the 2016 edition we will give priority to courses that will be delivered by lecturers or researchers from Radboud University in cooperation with our partner universities, e.g. in the form of a joint course. Radboud Summer School especially welcomes courses on Master or PhD level. 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 takes place.

How many courses will be on offer?

We strive for a diverse Radboud Summer School with at least 30 different courses on offer.

How many participants will join each course?

We expect to attract 10 – 12 participants on average for each course. The number may vary between courses. We expect a course to be delivered if 7 or more participants are admitted. The course leader can put a cap on the maximum number of participants, for reasons of quality. The Radboud Summer School is prepared for a total number of participants between 300 and 400.

What would be my role of a course leader at the Radboud Summer School?

If you are a lecturer, researcher or professor at one of our partner universities and you have an interesting, innovative idea for a summer school course, we invite you to become one of the course leaders 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 development of your course and its delivery in one of the designated time slots. You will be responsible for the content and quality of the course. If you cooperate with co-lecturers, you are responsible for the coordination within your course.

How can I join the Radboud Summer School with a course?

We have tried to make joining the Radboud Summer School 2016 an easy process. This is the procedure:



- If your course will be delivered by additional lecturers, you discuss your plan with them.
- You fill in the attached application form with your proposal and sign it.
- You send in the form and your Curriculum Vitae by email to the Radboud Summer School Organisation.
- A selection committee looks at all proposals and decides which courses can join, using the criteria and priorities mentioned in the next paragraph.
- Suggestions for changing the title and text might be made, in order to improve the attractiveness of the course.
- You will be asked to sign a Radboud Summer School Course Leader Agreement.

What selection criteria and priorities apply?

To guarantee balanced and high quality content of the Radboud Summer School we will have to make a selection out of the proposals.

The following criteria apply:

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

The following priorities apply:

1. Proposals that show a (potential for) cooperation with lecturers from Radboud University, especially courses that will be developed and/or delivered together.
2. Specialised and innovative research oriented courses on Master's or PhD level.
3. Courses characterised by original, interactive and attractive modes of delivery.

What is the deadline for sending in your proposal?

Your complete proposal should be send in on 10 October 2015 latest by e-mail.

When do you know if you will be selected as course provider?

We intend to inform you before 30 October 2015 about the selection. If we select your proposal we will discuss details concerning promotion and organisation in a personal meeting or through Skype.

When do you know if your course will attract the minimum required number of participants?

Selection of the course as part of the Radboud Summer School Offer is not yet a guarantee that your course will actually be implemented. The course will only be offered if the minimum required number of participants has paid their fees. Our default minimum number is 7 participants, but for some courses this may differ. We will inform you at regular intervals about the status of the number of applications, admissions and payments. As soon as the minimum has been reached we will confirm the actual delivery of the course, both to you and to the applicants. After confirmation you can make your final preparations and book your flights. In case that the number of applicants (or payments) is lower than expected, we will increase the marketing efforts for your course. If the

number of applicant is still below the minimum required at the final deadline (15 June 2016) we will have to cancel the course.

What are the financial conditions?

The Radboud Summer School is an academic event, without any 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 from countries with lower incomes. We expect all parties involved in the Radboud Summer School to cooperate in this spirit. To keep the course fees low, Radboud University supports Radboud Summer School financially to cover most of the costs for organisation, catering and the social programme.

Of course, we are 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 might 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 two per course)

- International travel costs: 100% of the real costs, economy class
- Accommodation costs: we arrange and pay 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 (independent of the number of lecturers)

- Compensation for preparation and delivery costs: 100 euro per participant

Example

You are the course leader and you deliver 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 no dinner is provided by Radboud Summer School, you have had a dinner for 30 Euros in a restaurant in Nijmegen. Your course was attended by 15 participants.

You will get reimbursed:

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 delivery cost: $15 \times 100 \text{ euro} = 1.500 \text{ euro}$.

Total: accommodation and subsistence in kind plus 2.440 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 course be evaluated?

Despite its recent start, Radboud Summer School already has a build reputation of high level, high quality and high satisfaction. We are of course striving for strengthening this reputation. We expect all course to be of very good 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 stakeholders. Each participant will be asked to fill out a questionnaire. We will provide individual feed back to the course leaders.

How are the course participants admitted?

Admission is the responsibility of the course leader, which is you. However, to safeguard a quick and smooth application process for the participants, we strive for a situation that the Radboud Summer School Coordinator is mandated by you to make the admission decisions in the majority of cases.

In the application you send in, you are requested determine the target group for your course, the required entry level and the admission requirements. You than have the choice between the following two options for selection:

A. Admission by RSS Coordinator

1. Applicant fills out the online application form in which the applicant states:
 - which university/research institute he/she currently attends/attended
 - the name of current study programme
 - the level of current study programme (bachelor/master/PhD/researcher/professional)
 - that he/she complies with the required entry 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 Coordinator compares the provided information with the formal entry requirements, takes a admissions decision and informs the applicant about admission within a couple of days. If the RSS Coordinator has any doubts regarding admission of a specific applicant, she 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. Applicants are admitted on a first come-first serve principle.
5. Course leader informs coordinator about admission, within one week.
6. RSS Coordinator informs applicant about admission.

Do the participant receive ECTS credits and a certificate?

Students preferably should be able to earn ECTS credits if they finalise the course successfully. It is therefore important that the content can be related with an accredited programme of Radboud University. Typically a one week course amounts to 2 ECTS-credits (56 clock hours incl. preparation)

and a 2 week course amounts to 4 ECTS credits (112 clock hours incl. preparatory work). Certificates will be prepared by the Radboud Summer School Organisation.

Are there social events and side programme?

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. At the moment plans are as follows: joint welcoming and registration event, visit to the Mayor of Nijmegen, boat trip on the Waal, a pub quiz, a sports event, a barbeque, a welcome buffet and drink, a farewell drink, lunches, a weekend excursion and a photo shoot. Although we encourage course leaders to join the social events with their participants, we plan to organise opportunities for course leaders to meet among themselves in an informal atmosphere.

How is marketing and communication be 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, portals and Google AdWords. We will have campaigns with discount offers for early applications and participants from partner universities. However our experience learned us that the help of the course leader is very important to successfully attract the right participants. The more specialised your course is, the more important this effect will be. Therefore we expect that you also contribute 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 tailor made digital folders and other material.

How is the accommodation of the participants organised?

All participants will be offered an affordable, basic, furnished student room with shared facilities, close by the campus. Other options in a hotel or B&B will be available, for those who prefer more luxury or privacy.

How is the catering organised?

Lunches and coffee breaks will be provided to all participants as part of the package. A welcome and farewell drink, and at least two BBQ/dinner are included, often as part of the social programme. You are invited to join all these events. Costs for dinners that are not part of the social programme will be reimbursed to you.

How is the price of my course be determined?

The course fee of a one-week course will be 490 Euros. Participants from partner universities are entitled to a discount of 15%. Participants that apply before the early bird deadline of 15 April 2016 are entitled to an additional discount of 10%. Other discount opportunities apply. On average a participant pays less than 400 euro. The course fee includes the costs of lecturers, the course material, all lunches, coffee breaks, an extensive social programme, welcome and farewell drinks and at least two dinners. Thanks to the sponsorship of Radboud University we are able to offer the course against these affordable fees.



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.
- 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:

- The development, implementation and running of the online application, admission and registration system.
- Collecting of course fees and accommodation fees.
- Financial and other administration.
- Communication with participants.
- Communication with you as course leader.
- Virtual Summer School desk before the summer school and physical desk during the summer school.
- Generic marketing of the Radboud Summer School.
- Accommodation of the participants.
- Accommodation of the international course leaders.
- Providing a contract to course leaders.
- Catering during course times.
- Organisation of joint events.
- Logistics of course location.
- Cooperation with university facilities units during summer period.
- Other coordination activities.

Why should you join the Radboud Summer School with a course?

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.
- If you design your course as an introduction to your research programme, you can use the summer school course for recruiting and selecting (PhD) students.
- To start, maintain or deepen your cooperation with your fellow Radboud academics.
- It is rewarding to teach motivated international students outside formalised curricula.



Planning and deadlines

Up to 10 October	Preparatory work for the course proposal
10 October	Deadline Application course proposals
30 October	Decision selection course proposals 2015
1 November – 15 November	Fine tuning texts and other details (RSS Organisation - course leader)
15 November	Deadline signing course delivery agreements
15 November	Start marketing
1 December	Website up-to-date and registration open
1 April	Early bird deadline applications
15 June	Deadline applications
22 June	Deadline admission decisions
Sunday 31 July 2016	Arrival day and Start Radboud Summer School
Monday 1 August	Week 1 courses and two week courses begin
Friday 5 August	End week 1 courses
Saturday 6 August	Accommodation week 1 ends, departure day week 1 courses.
Sunday 7 August	Arrival day week 2 courses
Monday 8 August	Week 2 courses begin
Friday 12 August	End week 2 courses and two week courses
Saturday 15 August	Accommodation week 2 ends, departure day all remaining participants. End Radboud Summer School
Sunday 16 August	Arrival day Regular Orientation international students

More information

Radboud Summer School Organisation, International Office

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