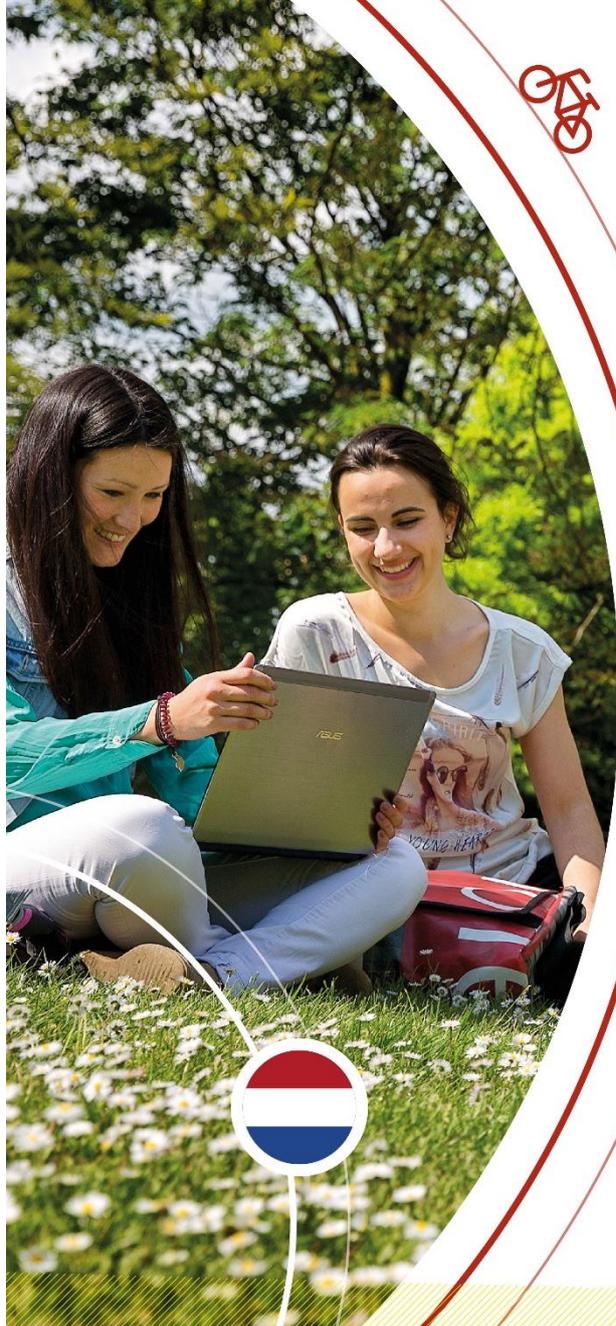




Radboud Summer School

Information Guide
Course applications
Guest Lecturers
2018





How to be part of the Radboud Summer School 2018?

Information guide for Guest Lecturers to become a course leader

1. Introduction.....	3
2. What is the Radboud Summer School?.....	3
3. Why should I join Radboud Summer School?	5
4. How to submit a course proposal	5
5. What does Radboud Summer School offer you	6
6. Financial matters	7
7. Application process for participants.....	9
8. Summary Responsibilities	9
9. Planning and deadlines	10

1. Introduction

The preparations for our 2017 edition are in full swing, but we would already like to invite you to join us for our 2018 edition. Since the start of the summer school we have been successful in attracting students, PhD candidates, Postdocs, and professionals to join us in one of our summer courses. We started with 270 participants in 14 courses in 2014, and last year we welcomed over 500 participants in one of the 30 courses. This year we have grown to more than 600 participants.

We would like to invite you to join our fifth lustrum? edition, which we hope will be as successful or perhaps even more so than our previous editions. In this edition we are looking for more international cooperation between Radboud University and our partner universities for which 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 2018. 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 and 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; 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 during the same weeks in the summer of 2018. The generic marketing, logistical organisation, and social events is provided by the RSS organisation. The courses themselves are 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.



Which time slots can I choose to deliver my course?

The Radboud Summer School will take place in July and August 2018. We have reserved the following time slots for our guest lecturers. Please tick the slot in which you would want to offer your course. If you would like to offer your course more than once please make this clear on the course application form.

	<i>Duration</i>	<i>30 July – 3 August</i>	<i>6 – 10 August</i>	<i>13-17 August</i>
<input type="radio"/>	<i>2 week course</i>			
<input type="radio"/>	<i>2 week course</i>			
<input type="radio"/>	<i>1 week course</i>			

The course is offered roughly 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 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). We will close off the course week together on Friday afternoon. 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 courses. 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 will prevent competition between the different courses. Therefore we select courses from the course proposals.

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 taught if 7 or more participants are admitted. The course leader can raise the minimum, and also put a cap on the maximum number of participants, for quality reason.



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 2018 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 are selected, using the criteria and priorities mentioned in the next paragraph.
- Suggestions for changing the title and text could be suggested, 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 courses, we will have to make a selection out of the course proposals.

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 (and interactive) 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.



We welcome proposals that:

- are specialised and innovative research oriented courses on Master's or PhD level.
- are characterised by original, interactive and attractive modes of teaching.

For 2018 we would like to encourage course leaders to form joint courses in collaboration with staff from Radboud University

What is the deadline for sending in your proposal?

Your complete proposal should be sent in by email before 10 October 2017.

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

We intend to inform you about the selection before 30 October 2017. 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 is continued?

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 if the minimum required number of participants has paid the fees. Our default minimum number 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, both to you and the applicants. After you have received that 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 recommend you to do the same). If the number of applicants is still below the minimum required at the final deadline (1 June 2018), 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. It is therefore important that the content can be related to an accredited programme of Radboud University. Typically a one week course amounts to 2 ECTS-credits (56 clock hours of student involvement incl. preparation) and a 2 week course amounts to 4 ECTS credits (112 clock hours of student involvement incl. preparatory work). 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, high quality, and high satisfaction. We strive to maintain this reputation. We expect all courses to be of 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 those



involved. Each participant will be asked to fill out a questionnaire. We will provide individual feedback to the course leaders.

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, and creates a 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, lunches and a weekend excursion. 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, portals and Google 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 the right participants. 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 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. Those who prefer more luxury or privacy can arrange their own hotel or B&B.

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 pancake boat trip), at extra costs for the participants (included for the course leaders). You are invited to join all these events.

6. Financial matters

What are my financial conditions?

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 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 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 scovered.

For each course (regardless of the number of lecturers)

- Compensation for preparation and teaching costs: 75 euro per participant

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 500 Euros on average. Participants from partner universities of Radboud University are entitled to a discount of 15%. Participants that apply before the early bird deadline of 1 April 2018 are entitled to an additional discount of 10%. Other discount opportunities apply. In practise a participant pays about 450 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.



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 Coordinator 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 coordinator about admission, within one week.
5. RSS Coordinator informs applicant about admission.
6. Applicants are admitted on a first come-first serve principle.

8. Summary Responsibilities

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:

- 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.
- Providing an agreement to course leaders.
- Catering during course days.
- Wifi and internet availability during course days
- Organisation of the social programme and joint events.
- Logistics of course locations.
- Cooperation with Radboud Services during the summer period.
- Monitoring and evaluation.
- Other coordination activities.

9. Planning and deadlines

Up to 10 October	Preparatory work for the course proposals
10 October	Deadline Application course proposals
30 October	Decision on the selection course proposals
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
1 June	Deadline applications
15 June	Deadline admission decisions
Sunday 22 July 2018	Arrival day and Start Radboud Summer School
Saturday 18 August	End Radboud Summer School
Sunday 19 August	Arrival day Regular Orientation international students

More information

Radboud Summer School Organisation, International Office

Contact guest lecturers: Wessel Meijer, w.meijer@io.ru.nl , + 31 24 3612032, +31 6 10779183 (mob.)

Project Manager: Alice Nieboer, radboudsummerschool@ru.nl , + 31 24 8187706

