

How to organise a summer school

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122,832
STUDENTS
16,909
STAFF, INCLUDING 10,427 ACADEMIC STAFF/RESEARCHERS
68
FACULTIES
117
RESEARCH GROUPS

- University of Cádiz (Spain)
- University of Western Brittany in Brest (France)
- University of Kiel (Germany)
- University of Gdańsk (Poland)
- University of Split (Croatia)
- University of Malta (Malta)



Session 3. The International Summer School of the European University of the Seas – SEA-EU

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Steps when planning your summer school

Step 1 The Initiative	Step 2 The Internal Preparation	Step 3 The External Preparation	Step 4 Practical Preparation	Step 5 The Implementation	Step 6 Evaluation and reporting
Thinking about the - study level - date - duration - size - location - target audience - market	Working on the -Institutional commitment -academic support -local logistics - international commitment Budgetary matters (in general)	Planning the - core group - academic committee - recruitment of teaching staff - recognition of students' Performance - budgetary Matters (in details)	Finalizing the - advertisement and communication - logistical organization - recruitment of students	The Event	Rounding up
Conceptual phase					
	-15 month	-12 months Send draft to Task Force	-10 →-3 months	0	+3 months



Steps when planning your summer school

STEP 1- Initiative

Step 1 The Initiative

Thinking about the

- study level
- date
- duration
- size
- location
- target audience
- market

- International summer school: has to be open for teaching staff and students from other (EU) institutions
- Topic: Interdisciplinary vs. in depth
- Contemporary theme which requires expertise from various institution (e.g. Sustainability)
- study level(s): undergraduate, graduate, doctoral or post-doctoral level
- Date needs to be fixed according to the local context and to the academic calendar of the EU partners (summer)
- Duration: according to the level, capacity, usually roughly 5 – 10 days (bear in mind that some co-financing programs such as Erasmus Intensive Programs require at least 10 days)
- Size: number of students, teachers, experts; also according to the programme, teaching methodology, capacity and budget



Steps when planning your summer school

STEP 2- internal preparation

Step 2 The Internal Preparation
Working on the -Institutional commitment -academic support -local logistics - international commitment Budgetary matters (in general)
Conceptual phase -15 month

- The aim in this phase is to check the commitment, capacity, availability at the host institution necessary for a successful implementation of the summer school before advertising the idea at other institutions:
- Institutional commitment: The host institution has to commit itself through the Rectorate, Head of Institution or unit (in terms of infrastructure, personnel and money)
- Academic support: formation of academic committee
- Teaching staff: competent in the subject, fluent in the language of instruction (e.g. English), openness to get integrated actively into an international and intercultural teaching and learning community, ready to work in summer without an extra salary/honorarium
- Local logistics: committed personnel, course rooms and equipment, housing, catering, location & travel, sponsors/ additional funding



Steps when planning your summer school

STEP 3- external preparation

Step 3 The External Preparation
Planning the <ul style="list-style-type: none"> - core group - academic committee - recruitment of teaching staff - recognition of students' Performance - budgetary Matters (in details)
use <ul style="list-style-type: none"> -12 months Send draft to Task Force

- Academic committee: should be the 'guardians' of the academic side of the summerschool. It takes decisions on the specific theme, focus, study level, methodology, student audience, selection of teaching staff, calculation of workload, number of ECTS credits, methods of assessment. **Tip: often younger academics accept enthusiastically the offer to work in such an international environment giving them the opportunity to broaden their international network**
- Teaching staff: international teachers plus a number of academics from the organizing institution should participate as well. Teaching staff can include all career levels.
- Recognition: **This is one of the key factors to recruit students successfully. It is obvious that many departments of the students' home universities might have problems when it comes to recognise the credit points of a summerschool towards their degree.**



Steps when planning your summer school

STEP 4- practical preparation

Step 4 Practical Preparation
Finalizing the - advertisement and communication - logistical organization - recruitment of students
-10 → -3 months

- Advertisement and communication: The tools to advertise the summer school are a poster, a brochure/e-brochure and a website containing information about:
 - General description of the summer school, rationale of the theme, programme, structure and content
 - composition of the academic committee
 - names of the teaching staff
 - day-to-day programme
 - General information on the target audience, language requirements, participation costs, application procedure, deadlines
 - location and accommodation
 - Travel information-information on the host university
- Devising an excellent summer-school is not enough. Nothing will come out of it if there is not the commitment and intense promotion undertaken. The success of any school is dependent on colleagues disseminating and promoting the school and recruiting applicants. In order to ensure a good recruitment of students bear in mind that recognition is an important asset for attending a summerschool.



Steps when planning your summer school

STEPS 5& 6- The event plus rounding up

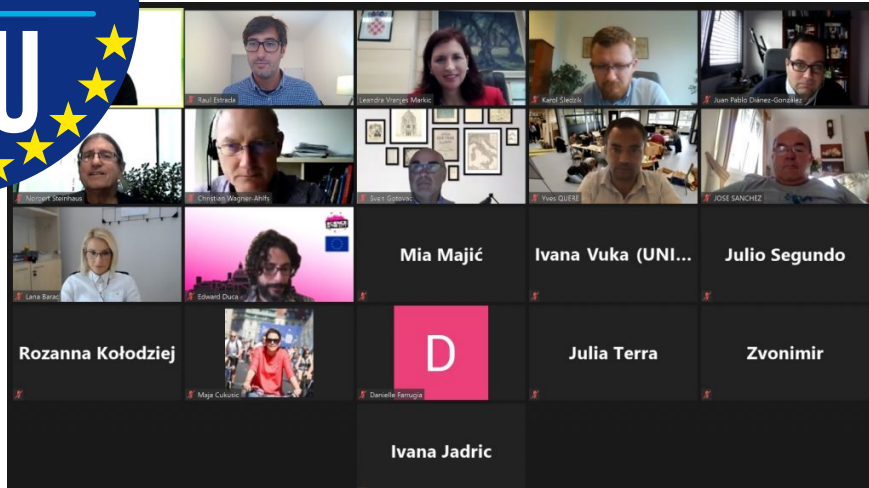
Step 5 The Implementation	Step 6 Evaluation and reporting
The Event	Rounding up
0	+3 months

- Sufficient administrative and logistical assistance during the school including staff from the international office or student tutors is provided
- Copy machine/s, telephone/s, fax machine/s, laptop/s are available
- Paper, pencils, board markers, message boards and first aid kit are in easy reach
- A 'certificate of attendance' as well as a list of participants, nametags, folders and a notebook have been prepared
- University & local press are invited
- Photos will be made – a camera is always in easy reach
- **Emergency scenarios should be anticipated**
- An emergency number is installed

Students' and teachers' evaluations can serve as a basis for the academic committee to evaluate the school and to plan the school for the coming year. Also an internal evaluation is essential to improve the services delivered.



SEA-EU summer school (in times of COVID)



General tips for success:

1. **Try the Technology**
2. **Develop a Promotion Plan**
3. **Educate Attendees**
4. **Educate Speakers/Presenters**
5. **Create Great Content and make most of the situation:**
a mix of content (e.g. keynotes, workshops, Q&A sessions...)

Tips from SEA-EU:

mix up the format: e.g. semester topic of active research focus (*Sustainability*), where students and teacher already engage, use summer school as a wrap up/ intensive courses/ have students prepare some of the content (e.g. poster session)



SEA-EU summer school

Internationalisation:

- International cooperation strengthens the profile of the home university and give benefits to research, teaching and innovation
- Attracts international students (new talents)
- Work on timely subject together, seek contact to society



Thank you very much for your attention