EERA General Regulations

The following set of general regulations has been agreed upon in Council and will be updated on a regular basis. (Effective: 22 September 2012, updates following Council Meetings September 2014, September 2015, August 2016, March 2017, August 2017, March 2018, March 2024)

1   EERA Mission Statement

The aim of the 'European Educational Research Association' (EERA) is to further high quality educational research for the benefit of education and society. High quality research not only acknowledges its own context but also recognises wider, transnational contexts with their social, cultural and political similarities and differences. The association's activities, such as the annual conference, season schools for emerging researchers and publishing, build on and promote free and open dialogue and critical discussion and take a comprehensive and interdisciplinary approach to theory, methods and research ethics.

2   Membership

2.1   Membership fees

EERA membership fees are differentiated between associations from low-GDP[1] countries and other countries. The fee categories and the list of low-GDP countries is published on the EERA website.

2.2   Application process for existing associations

National or regional associations of general educational research who wish to join EERA are invited to contact the EERA President (or the EERA office). A general educational research association is defined as an association which addresses the broad field of educational research drawing on multiple forms of enquiry. All requirements for membership are listed in §4 of the Constitution.

A full application for membership will include:
1) A letter of motivation for bringing forward the application;
2) A copy of the Constitution of the prospective member association (in English);
3) Information on membership, e.g. criteria for membership, number of academic researchers, number of education professionals;
4) Evidence of research activity, e.g. details of the association's research seminars, research funding and journal(s); list of research publications of office holders; support for emerging researchers; policy regarding ethics in educational research.
5) List of contacts such as President, Treasurer, office staff and the nominated contact person for EERA/future representative of the association on the EERA Council as well as their period of office;
6) Web address (URL) of the association;
7) A 5 - 10 line paragraph on the association for inclusion on the EERA website.

Council decision
The EERA Council will assign an adviser from a neighbouring association represented on Council to comment on the application. The applicants will have the opportunity to present their case to the first EERA Council meeting after the annual ECER. While associations are

---

[1] Gross Domestic Product

encouraged to avail of the opportunity to present it is not seen as pre-requisite for the acceptance of a membership application.

2.3   Application process for associations in their founding phase

In a country where no association for general educational research exists a legal entity (further referred to as organization) with reference to general educational research (e.g. a university) can apply for candidate membership.

An organization with reference to general educational research that wishes to join EERA as a candidate member is invited to contact the EERA President (or the EERA office). General educational research is defined as research that addresses the broad field of educational research drawing on multiple forms of enquiry.

An application for candidate membership will include:
1) A letter of motivation for bringing forward the application;
2) Information about the process and timeline that is foreseen for establishing a general educational research association in the country.
3) List of contacts including the future representative of the organization to the EERA Council;
4) Web address (URL) of the organization
5) A 5 - 10 line paragraph on the organization for inclusion on the EERA website.

Council decision

The EERA Council will assign an adviser from a neighbouring country represented on EERA Council to comment on the application. The applicants will have the opportunity to present their case to the EERA Council. While Council welcomes organizations presenting to Council, it is not seen as pre-requisite for accepting a candidate membership application.
See Constitution § 4, paragraph (1) and (4).
A 'candidate member' may be exempted from the duty to pay membership dues for a period of up to four years; the full particulars are decided by the EERA Council.

2.4   Applications from associations in countries with members of EERA

In September 2012 the EERA Council agreed upon the following principles concerning membership and admission of further members according to § 4 paragraphs 1 and 2 of the Constitution:
1) A national, regional or supra-regional organisation for general educational research will, until a further decision is taken, not be admitted as a new member of EERA e.V., if another national, regional or supra-regional organisation has already been admitted as a member from the country of domicile stated by the applicant organisation.
2) National and regional organisations for general educational research that are already members of EERA e.V. are invited to network on a national level with other national or regional organisations from their countries of domicile, whether these organisations are members or not. They are obliged to work toward joint membership under the umbrella of a national organisation for general educational research.

3) The membership status of organisations that are already a member of EERA e.V. will not be affected by this decision. For candidate members § 4 paragraph 1 sentences 3 and 4 of the Constitution is applied."

2.5 Affiliate Partners

EERA can recognize educational research associations outside Europe and non-governmental organizations active in the field of general educational research as EERA partners. EERA will sign a Memorandum of Understanding with these partners outlining the mutual interests, areas of cooperation and rights and duties of EERA and the partner. Such rights might include entrance to ECER for reduced registration fees with the duties possibly including the payment by the organization of a partner fee.

3   Governance

3.1   EERA Council

3.1.1 General rules for and tasks of Council

Rules: See Constitution §5, paragraphs (2) and (4); tasks: see Constitution §5, paragraph (5)

3.1.2 Role descriptor for Council members

- As representatives of member associations, Council members are legal subjects and accordingly have the mandate to make binding decisions within Council.
- Council members are the link between member associations and EERA, they may bring concerns, ideas, proposals, decisions, etc., from their associations to Council and vice versa. Council members report pro-actively on EERA Council and on associations' Councils.
- Council members function as the link between member associations and EERA and as a sounding board for the Executive Board (EXEC) (see 3.2 below) . They not only respond to EXEC proposals but also initiate policies to be implemented by the EXEC.
- Council members write and circulate reports, comments and reviews through EERA, its member associations and public media, in order to make EERA's and Council's work visible to members of associations and the wider public. Council members and EXEC collaborate on all issues, both internally within EERA and externally with political and scientific agencies.
- Council members also collaborate with Networks, ECER organisers, Season School organizers etc.
- Council can form ad-hoc working groups where Council members are able to actively participate on matters decided by Council.
- Council members are listed as contact persons with names/affiliation and email address on the EERA website.

3.1.3 Induction procedures for new Council members

Council members in collaboration with EXEC are responsible for the adequate induction of their successors or new members in Council by at least discussing the agenda and minutes of

the last two meetings with them before the new member takes his/her seat on Council. EXEC will propose a mentor from the Council for new members.

3.2   Executive Board (EXEC)

3.2.1 General Rules Executive Board and Roles of the Executives

The Executive Board meets regularly (in person or by electronic means). Agendas and minutes are produced for all meetings. The Executive Board prepares for and carries out Council decisions and plans. Council meeting agendas, new initiatives, and directions with regard to activities or interpretations of regulations are usually negotiated in Executive Board meetings prior to being brought to Council for action. Executive Board membership is made up of EERA office holders and includes the President, the Secretary General, and the Treasurer. The Networks Representative on Council is a co-opted member of the Executive Board (see Constitution 6.5). An officer elect participates in the meetings of EXEC in the year prior to their taking office.

3.2.2 President: Functions and responsibilities

The key function of the President is to enable collaboration between the Executive Board and the EERA Council in order to make strategic decisions and plans in relation to EERA's long-term goals and the scientific and political context within which it operates. The President also has overall responsibility for executing Council's decisions.

The President:

- Is responsible to Council for the overall activities of EERA and the maintenance of EERA's regulations (in collaboration with the Executive Board).
- Identifies and connects to relevant external scientific, administrative and political stakeholders when preparing strategic decisions for Council.
- Acts as EERA Representative to the world at large in collaboration with the Executive Board.
- Prepares for and chairs Council and Executive Board meetings. This includes responsibility for writing the agenda, minutes and reports in cooperation with the Executive Board and with support from the EERA Office Manager. It includes establishing working groups with members of Council and/or external experts.
- Cultivates relations with Council members and thus with member associations. This encompasses negotiations with potential member associations.
- Is responsible for the general planning and running of ECERs (together with the Executive Board and the Local Organsing Committees).
- Develops strategic plans and activities that target the emerging researchers' professional development (in collaboration with the Executive Board and relevant members of Council, e.g. Emerging Researcher Groups' representative, Senior mentor and Network Representative on Council).
- Chairs the Scientific committee for ECERs and the evaluation committee for EERA sessions.

3.2.3 Secretary General

The key role of the Secretary General is to maintain a clear overview of EERA and its activities in order to identify significant opportunities and problems. In pursuit of this objective, the Secretary General works closely with the EERA EXEC and the EERA Office. The Secretary General takes special responsibility for monitoring the internal workings of EERA, and in particular the EERA Office.

The Secretary General:

- Determines and implements academic policies and goals (together with the President, Treasurer, and members of Council).
- Maintains an overview of the administration of EERA through regular discussions with the EERA Office Manager, and ensures that EERA's infrastructure is properly functioning e.g.:
  - Staffing in the EERA Office;
  - The professional development of staff;
  - First contact for the Office in any questions relating to Office procedures and practices;
  - Formal decision on holiday requests.
- Designs and develops effective systems to monitor and evaluate EERA's performance in relation to its policies and goals and initiates and supports projects which further EERA's mission.
- Examines and monitors the impact of policy decisions on the administration (specifically in relation to any financial decisions, and in collaboration with the Treasurer and the EERA Office Manager).
- Works in collaboration with the Network Representative on Council to maintain close dialogue with Convenors in developing sound refereeing procedures and other aspects of policy concerning the operation of Networks within and beyond the Conference.
- Works in collaboration with the Executive Board to provide input with regard to preparation with the local organisers of the upcoming annual conference and forthcoming annual conferences, including participation in the scientific committee for ECERs.
- Works on activities that target the professional development of emerging researchers' (in collaboration with the Executive Board and relevant members of Council e.g. Emerging Researchers' Group representative and Network Representative on Council).
- Advises the Executive Board and Council regarding the updating and development of regulations which support the EERA Constitution.

3.2.4 Treasurer: Role and responsibility

Together with the President, Secretary General and EERA Office Manager, the Treasurer contributes to the administration and development of EERA. The Treasurer is responsible for the management of the financial affairs of EERA to allow the association to develop and

prosper. In pursuit of this objective, the Treasurer works closely with the EERA Executive and the EERA Office.

The Treasurer:

- Develops, determines and implements financial policies and procedures, such as the budget structure, membership fee structure, payment and book-keeping procedures, refunding policies, procedures for claiming travel costs and subsistence, and budget requirements for ECERs (together with the President, Secretary General, the EERA Office Manager and members of Council).
- Advises Council on planning annual budgets, conference fees and funding for special activities.
- Introduces the annual report of the auditor to Council (together with the Executive Board and EERA Office).
- Provides input into financial matters regarding preparation with the local organisers of the upcoming and forthcoming annual conference, seasonal schools, Networks' and emerging researchers' activities and other events (in collaboration with the Executive Board and the EERA Office Manager).
- Is responsible for negotiating the contract with the ECER Local Organising Committee.
- Monitors EERA's financial administration through regular discussions with the EERA Office Manager, and ensures that EERA's financial procedures are properly functioning.
- Is responsible for setting salaries for EERA Office personnel (together with the President) and agreeing to costs associated with the professional development of staff.
- Pays attention to banking costs, (online) payment procedures and interest rates.
- Monitors the accounts, transfers money to/from call money-account; regularly provides the Office Account and the Council Account with sufficient funds.
- Is the Office's main contact for any financial questions; signs all contracts (both with staff and third parties) and agrees to purchases.
- Decides on reduction or exemption of Conference fees in special cases.
- Specific responsibilities of the EERA Office with regards to the Treasurer

The Office:
- Informs the Treasurer on expected/received Conference income prior to the Conference.
- Regularly sends a list of account balances (quarterly overviews, SuSa) to the Treasurer.
- In partnership with the Treasurer prepares the Activities Report (which is needed for the German Tax Authorities).

3.2.5 Network Representative on Council: Role and Responsibilities

The Network Representative on Council (NRC) is a co-opted member of EERA Council (see Constitution § 6, paragraph 5).

The key role of the NRC is to act as a communication link between the EERA Networks and the EERA Council. In pursuit of this objective, the NRC works in close collaboration with the

Secretary General, EXEC and the EERA Office. The NRC takes special responsibility for the discussion and promotion of efforts to develop the EERA Network structure. They also focus in particular on the development of Networks and the means by which the quality of new knowledge within European educational research is expressed through the Conferences and other Network initiatives.

The NRC:

- Develops, implements and monitors EERA's academic policies and goals (together with the President, Secretary General, Treasurer, members of Council and Link Convenors).
- Maintains an overview of EERA's Network structure and work and ensures that EERA's infrastructure in relation to the Networks is properly functioning e.g.
  - Acts as contact for the EERA Office and Network Convenors in any questions relating to Network procedures, submissions, reviewing and programming.
  - Is the first point of contact for parties involved in the establishment of new Networks, or seeking Network funding
  - Coordinates or delivers proposals stemming from the Networks pertaining to EERA
  - Together with the Secretary General plans and leads the annual Convenors' seminar
  - Together with the Secretary General plans and leads Convenor meetings.
  - Participates in the scientific committee for ECERs.

3.2.6 Structure of Annual Report from Executive Board to Council

1) Introduction
    a) Mission
2) EERA Developments and Activities
    a) EERA Networks
    b) ECER Conferences
    c) EERA season schools
    d) ERG, Emerging Researchers' Group
    e) Publications
3) EERA Membership
    a) Development of membership
4) External Relations
    a) Collaborations
    b) Projects
    c) Visibility
5) Internal organisation
    a) Council
    b) Executive Board
    c) Office

The Annual Report will be published on the website after it has been discussed and presented in the August/September Council meeting. Based on these discussions, the Executive Board

will table a Strategic Plan at the Spring Council meeting. The Strategic Plan is not published and includes recommendations for a 3 to 5 year period.

3.3   Election Procedures for Executive Board and other Roles within EERA

The President, Secretary General and Treasurer:

See Constitution §6, paragraphs (5), (6) and (7) as well as §5, paragraph (5); see Standard Operational Procedures on Elections

3.3.1 Member association representatives (Council members):

Are nominated and elected by their associations according to the regulations of those associations.

3.3.2 The Network Representative on Council (NRC):

The NRC is nominated and elected for a 4-year period by the Link Convenors and approved by Council no later than June the year before she/he takes up the post.

3.3.3 European Educational Research Journal (Lead) Editor:

The lead editor, or one of the lead editors is a co-opted Council member for the time of his/her term in office as EERJ lead Editor.

3.3.4 Emerging Researchers' Group (ERG) Link Convenor:

The ERG representative is selected and endorsed by Council for a period of 4 years.[2]

3.3.5 Senior Mentor to ERG

The Senior Mentor to ERG is elected for a period of 4 years from and by Council. If his/her period as Member Representative ends while he/she is in post as Senior Mentor he/she will be co-opted to Council until his/her term of Office as Senior Mentor ends.

3.3.6 The nomination and election procedure[3]

See Constitution §6, paragraphs (6) and (9) and the Standard Operational Procedure on Elections.

An election committee for every Officer consisting of three Council members is appointed by Council at the August/September meeting, two years before the end of term. One committee member is elected to be the chair of the committee.

The election committee calls for nominations from Council members no later than three months after the August/September meeting.

Eligibility for Officers' elections is as follows:
- Any member of one of the educational research associations that are members of EERA may be nominated;
- Any member of Council (including office holders and co-opted members) may put forward a nomination;

---

[2]Updated Council meeting March 2024
[3]Updated Council meeting August 2016

- Only representatives of EERA member associations are eligible to vote (Officers and co-opted members are not eligible to vote).

Candidates who have the support of at least two Council members and accept the nomination can be nominated.

Nominations require the following:
- The names of the two members of Council who are putting forward the nomination;
- A statement of no more than 300 words in support of the nomination (indicating e.g. what the person will bring to the job, relevant experience and skills);
- A statement by the nominated person agreeing to accept the nomination.

The election committee produces a list with the names and presentations of all nominees. One month prior to the Spring Council meeting this list is sent to each member of Council.

The election will take place by secret ballot at the Spring Council meeting. Candidates are elected on the basis of simple majority voting. If there are more than two candidates, votes should be taken as single transferable votes.

The categories of those entitled to vote are: representatives of member associations who are present and are accredited by their associations through the Annual Nomination form and Council or Executive Board members designated by associations to cast proxy votes.

The result is declared at the meeting by the President after the election committee collects and counts the votes.

3.4   Acknowledging contributions to EERA[4]

EERA has always depended on the commitment and selflessness of many: Network (link) Convenors, Council Members, Journal Editors and specifically its Presidents, Secretary Generals, Treasurers (the officers) and Network Representatives on council. The Council has decided in August 2017 to recognize the service to EERA of officers and NRC by creating a webpage listing all persons who have served EERA in one of these officer positions. Every time one of the persons steps down the website is updated by the EERA Office.

For Network (link) convenors the "Honorary Network Membership" values the contributions of a convenor in the context of a network's history and the recipients are listed in the Network's section of the EERA website (http://www.eera-ecer.de/networks/honorary-members/).

The EERJ website with SAGE lists the current Lead Editors and founding editor of EERJ (http://journals.sagepub.com/home/eer) and will maintain a list of previous Lead Editors.

---

[4]Included after Council March 2018

4   Emerging Researchers' Group[5]

4.1   Definition of an Emerging Researcher

An Emerging Researcher (ER) in EERA is someone who within 5 years of completing a PhD/Doctorate, or during doctoral or master studies or research career, is interested in:

- Broadening research training and professional development experiences internationally;
- Exchanging experiences and ideas about research and research training;
- Developing research projects in collaboration with researchers of different countries;
- Actively participating in a European research community for Emerging Researchers.

4.2   EERA Emerging Researchers' Group

Within EERA, Emerging researchers' interests are represented by the Emerging Researchers' Group (ERG), whose Link Convenor is a co-opted member of the EERA Council. The ERG also includes a Senior Mentor, who is elected from amongst members of Council, and other Emerging Researchers who support the development of the activities and the group.

The Emerging Researchers' Group aims to:

- Provide a European research community for Emerging Researchers (including those undertaking a Doctorate);
- Provide a forum for dissemination of Early Career Research at the Emerging Researchers´ Conference;
- Offer support and guidance for article production via the 'Best Paper Award';
- Offer support for researchers from low GDP countries to engage with ECER;
- Connect with similar groups for doctoral and early career network in other associations.

4.3   Link Convenor

The main responsibilities of the Link Convenor are to:

- Manage the operations of the ERG, including the group of convenors, with support from the Senior Mentor, and planning and managing the ERG Budget;
- Liaise with the EERA Council, the EERA Office, the Senior Mentor and the EERA Networks;
- Organize the Emerging Researchers' Conference (ERC) with support of Convenors (organizing and managing the review process and the programme planning; inviting workshops, roundtable speakers, etc.);
- Attend EERA Council meetings (in Spring and after ECER) and Link Convenors meetings (in Spring and during ECER);
- Coordinate the Best Paper Competition, the Best Poster Award, and the planning and award of ERC Bursaries in a timely and transparent manner;
- Coordinate relevant communications regarding the ERC, such as requirements for the Best Poster Competition; LinkedIn updates; ERG mailing list notifications, etc.;

---

[5]Updated after Council August 2017

- Participate in the Annual EERA Summer School (e.g. tutoring a student group, informing summer school participants about the ERG, etc.);
- Liaise with the WERA (World Educational Research Association) doctoral and early career network and similar groups in other associations.

The process for the appointment of the Link Convenor is managed by a committee consisting of the Senior Mentor and the Networks' Representative on Council, with the assistance of the Emerging Researchers' Group Link Convenor or co-convenors. There is a Standard Operational Procedure for the selection process.

The ERG Link Convenor must be an Emerging Researcher willing to undertake the role of Link Convenor for the duration of the mandate. Preference is given to candidates with some knowledge of the ERG who have already participated in Emerging Researchers' Activities, the ERC, EERA Summer Schools or EERA/Network Activities, or have similar experience in other associations. A call for Link Convenor of the ERG is sent out by the EERA Office prior to January 30 of the penultimate year of the mandate of the current Link Convenor.

The term of office for the Link Convenor is four years, renewable once.

Co-Convenors

In addition to the Link Convenor there will be a maximum of six co-convenors (chosen from those Emerging Researchers who have a track record of involvement with the ERG activities). Each convenor shall hold the position for a period of maximum two years, subject to one period of extension. Their roles will cover a range of defined activities:
- Supporting and proposing ERG activities;
- Supporting the Link Convenor with planning and organising the Conference programme, the Best Paper Competition and the Best Poster Award and any other issues before and during the ERC;
- Chairing and mentoring sessions during the ERC.

Co-convenors are selected by the Link Convenor and the Senior Mentor of the ERG on the following basis. They:
- Should be Emerging Researchers;
- Should be willing and able to review and/or chair;
- Should have a history of engagement with the ERG.

The Emerging Researchers' Group is also supported by additional reviewers who will review ERC abstracts, shortlist Best Papers and act as session chairs during the ERC.

4.4   Senior Mentor

The ERG is directly represented on EERA Council through the ex officio membership of its Link Convenor and of the person elected as Senior Mentor. He or she:
- Is an experienced educational researcher;
- Has considerable history of supporting, advising and training new researchers;

- Has a history of engagement with the ERG and/or ECER.

The Senior Mentor is expected to work in close collaboration with the ERG Convenors at all times and in particular to take on the range of activities outlined below.

During the Emerging Researchers' Conference the Senior Mentor will:
- Chair opening and closing ceremonies, keynote and/or other plenary sessions;
- Ensure the smooth running of award presentations and similar events.

Throughout the year the Senior Mentor will:
- Assist in the reviewing of submissions and programming of the ERC, including supporting convenors in their reviewing;
- Participate in the decisions regarding the Bursaries for the ERC;
- Support the selection process for awards such as the Best Paper and Best Poster award;
- Advise and make recommendations to Council on developments in the ERG;
- Ensure that Council takes cognisance of the needs of emerging researchers in all of its activities;
- Liaise with Link Convenors both through the NRC and when appropriate directly, to ensure that all Networks are considering the needs of emerging researchers and are supporting the ERC as required.

4.5   Senior Fellows

The Emerging Researchers' Group acknowledges the special contributions of some researchers as Senior Fellows. This is restricted to a maximum of five people who work towards pursuing the objectives of the Group and supporting its activities. Senior fellows are researchers who have actively supported the Emerging Researchers´ Group (as convenors, Senior Mentor or in other roles) and are invited by the Link Convenor and the Senior Mentor to take on the role for a period of three years, renewable once.

The Senior Fellows participate in reviewing, act as session chairs, participate in the Best Paper Award and generally help to develop the Emerging Researchers' Group and are, therefore, a vital source of support for the ERG.

4.6   Emerging Researchers' Group Activities

Besides the organization of the Emerging Researchers' Conference and the Summer School, EERA, through the ERG, supports annual awards for Best Poster, Best Paper and a number of bursaries. There are Standard Operational Procedures for these activities.

5   Networks

5.1   Management and Reporting of EERA Networks

5.1.1 Role of Convenors:

The academic work of EERA and the ECER in particular are organised in Networks. Every Network has a group of convenors responsible for the work of their Network and liaising between its members and EERA. A Link Convenor is appointed by each Network to act as first

contact and coordinator of the group of convenors. Large Networks may choose to appoint two Link Convenors.

5.1.2 <u>The main responsibilities of the Link Convenors are to:</u>

- Act as a contact for the EERA Office, the NRC, EERA Executive Board and Council in any questions related to the Network;
- Act as a contact for the Lead Editor(s) of the European Educational Research Journal and other publications;
- Manage the operations of the Network, including the annual Network meeting at ECER;
- Coordinate the ECER programme by organising, inviting and reviewing ECER proposals and planning the Network's Conference schedule, including session chairs;
- Coordinate and stimulate Network activities (e.g. research proposals, seasons schools, etc.);
- Participate in the Convenors meeting during ECER and in the annual Convenors seminar;
- Report on the activities of the Network ;
- Nominate and elect the NRC (later to be approved by Council);
- Liaise with the Emerging Researchers Group.

Each Convenors group manages the distribution of tasks between the convenors.

Link Convenors and Convenors are listed as contact persons with names/affiliation and email address on the EERA website.

5.2   Election and mandates of Convenors and Link Convenors:

Each Network establishes a process for selecting Convenors and /or two Link Convenor(s) to coordinate the Network and the Convenors. The process should be underpinned by the following principles: transparency, legitimacy, openness, trust, and continuity. Information about the established process is made available publicly through the website, network meetings, etc..

Normally, the process is based on an election of Convenors by the participants in the Network, during the ECER Network meeting, based on a minimum of two nominations (from participants in the network). The group of Convenors should reflect EERA's diversity in terms of geographical representation and gender balance. The election is part of the network meeting agenda and is made known, at a minimum, to all Network participants before the conference.

Link Convenors are appointed by Network Convenors, either by consensus or by election, during ECER (August/September). The LC mandate will last four years with one possible re-election. Impeachment is possible by the Convenors.

5.3   Induction of new Link Convenors[6]

The induction of a new Link Convenor is the responsibility of the retiring Link Convenor with the support from the Networks' Representative on Council and the EERA Office. If possible, a shadowing period can be applied through which the elected Link Convenor becomes familiar with the duties and practicalities associated with the role. Retired Link Convenors may also stay in the convenors' team to ensure a smooth transition.

5.4   Establishing a new Network[7]

Any proposal for a new Network must have the support of a group of future convenors (normally more than 5 researchers willing to act as convenors if the new Network is accepted), preferably with a significant regional spread (at least three different countries represented in the EERA Council).

1) Proposers should initially contact the Network Representative on Council for advice about preparing an application.

2) After consultation with the Network Representative on Council, the proposers should prepare a paper for Council/the group of Link Convenors consisting of:
   - the names, short CV and contact details of the Convenors (signalling the Link Convenor);
   - a rationale for creating a new Network, including:
     o the scope and aims of the Network;
     o how it would contribute to EERA's mission;
     o evidence that the proposed Network's focus is not currently covered by existing Networks;
     o current research on the topic (projects, journals, conferences, etc.);
     o framework of the topic/field in other associations (national and international); indicative areas of research and Network activities;

3) The Network Representative on Council will discuss the proposal with Link Convenors during the annual Convenors' seminar in Spring and then with Council during the August/September meeting. When both groups agree to welcome the proposal, the Network will be able to begin its work and the Network will be included in the Call for Proposals for the following years' Conference (November).

4) Timeline for the establishment of a new Network:
   - Submission of proposal up until 15th December;
   - Preliminary discussion at the January meeting of the EERA Executive Board;
   - Discussion with networks during the Networks' Seminar in Spring (and the ECER Networks' Meeting if needed);
   - Discussion with Council at the post ECER Council (August/September);
   - If accepted by both Council and Networks publication on EERA's website in October and inclusion in ECER's call for papers in November.

---

[6]Included after Council March 2017
[7]Updated after Council March 2017

5) When coming to a decision Networks and Council discuss how the proposal shows evidence of:

   a) A clear scope: a distinct and relevant thematic research field that is about Educational Research;

   b) Existing research on the specific topic/field: journals, other associations, conferences and meetings, research groups that show the area is relevant, solid, educational, has quality research, etc.;

   c) A relevant contribution to EERA's mission by expanding its already established action;

   d) Relationship to other networks: the new network expands research topics covered by the networks, deepens the approach to one area/topic, and/or establishes complementary relationships with existing networks;

   e) Attracting a significant number of researchers with relevant research activity (link and co-convenors) that is representative of European and international research on the topic/field and has previous connections to EERA: either through ECER, the national associations, the season schools or other activities.

6) A description of the new Network will be placed on the EERA website in time for the next ECER.

5.5   Changing names/scope of Networks

1) Any proposal for a change of name/scope of the Network must be discussed in a Network meeting at ECER or at the annual Convenors' seminar.

2) After consultation with the Network Representative on Council, the convenors should prepare a paper for Council and the group of Link Convenors consisting of:

   • The proposed new name and descriptor;

   • A rationale for changing the name/scope of the Network;

   • evidence that the proposed Network's name/scope is not currently covered by existing Networks.

3) The Network Representative on Council will discuss the proposal with Link Convenors during the annual Convenors' seminar in Spring or during the Link Convenors meetings at ECER, and then with Council in the following Council meeting. If both groups agree to accept the proposal, the Network will be able to change its name.

4) The changes to the Network name and/or scope (description) will be placed on the EERA website as soon as possible following approval.

5.6   Honorary Network Members

In February 2013 EERA Council decided to introduce "Honorary Network Membership" in order to value the contributions of a convenor in the context of a network's history. Being an honorary network member has no duties. On the networks' website, a section acknowledges the contribution of the honorary network members, with a photo, a brief biography and the arguments on which the recognition is based. The honorary membership also includes the possibility of paying the reduced ECER fee available to members of EERA member associations.

5.6.1 Proposal process

Honorary Network Membership is granted by Council based on suggestions put forward by EERA networks. The proposal for Honorary Network Member is to be submitted by the Link Convenor of the network using the pro forma available on the website, with support from the convenors group and approval in the network meeting during ECER (August/September). EERA Council evaluates the proposal and makes the final decision.

5.6.2 Conditions for honorary membership

The award of an honorary network membership can be proposed for

1) a person after stepping down as a link or co-convenor with

2) a relevant and substantial contribution to the network (establishment, development, etc).

The arguments for relevance and substance will be specific for each network history.

6   Activities

6.1   European Conference on Educational Research (ECER)

6.1.1 ECER Mission

The aim of the 'European Educational Research Conference' is to create an inclusive platform for initiating, reporting, discussing and promoting high quality educational research that not only acknowledges its own context but also recognises wider, transnational contexts with their social, cultural and political similarities and differences. The conference is organised for emerging, as well as experienced, researchers and builds on and promotes free and open dialogue and critical discussion. It has a comprehensive approach to theory, methods, arguments, findings and research ethics.

6.1.2 ECER fees

ECER fees are differentiated between participants from member associations and others and between participants from low-GDP countries and other countries. The list of low-GDP countries is published on the EERA website.

6.1.3 ECER and ERC

ECER lasts 3.5 days and is preceded/partly overlapping with the two day Emerging Researchers' Conference (ERC) The Conference usually takes place in September. A time conflict with any other major Conference needs to be avoided whenever possible.

6.1.4 ECER Organization

ECER is a joint project of the Local Organising Committee (LOC) and EERA.
LOC is usually based in a university and supported by one or more EERA member associations.
The contract for hosting an ECER is between EERA and a representative of the LOC.
ECER takes place within a university, although other Conference sites may be considered in exceptional cases, if the budget stays within acceptable limits.
Merging ECER with the annual conference of a national association can create problems and is not a preferred option.

6.1.5 <u>Conference Theme and Keynote Speakers</u>

Theme and Keynote Speakers for ECER and ERC are suggested to Council by the scientific committee (identified by this title from 2018 on) comprising at least: a member of the LOC, the EERA Secretary General, the EERA President, EERA Network Representative on Council, the ERG Link Convener, the EERJ Representative on Council and an additional member of Council. The EERA President initiates the process.

The Conference theme is usually broad and is designed to provide a framework for keynote speakers and other invited guests. The theme will also provide a guideline for Networks e.g. in preparing symposia. The theme must relate to EERA's mission.
Timeline:

Spring Council 2 years before the planned conference	Working Group is set up
August/September Council 2 years before planned conference	WG presents title and a short text (0.5-1 page) for theme. Consultation with Council
Spring Council 1 and a half year before planned conference	WG presents list of potential keynote speakers, including ERC keynote, with a short biography, a description of research focus as well as an idea of how they connect to the theme Final agreement on wording of the theme, and agreement on in which order to invite keynote speakers

6.1.6 <u>ECER Programme Planning</u>

The academic part of reviewing and establishing the programme for the Main Conference and Emerging Researchers' Conference is done by the EERA Networks and organised through the EERA Office. The link convenors of EERA networks form the "**Programme Committee**" of the conference.

The Emerging Researchers' Group organising the Emerging Researchers' Conference is supported by the Local Organisers in reviewing and in chairing sessions at the ERC. Some LOC members need to maintain close contact with the ERG and develop common ideas for Emerging Researchers' Conference special events, such as a social gathering.

6.1.7 <u>Duties of ECER Local Organising Committee</u>

The **Local Organising Committee** is responsible for everything that needs to be done at the Conference venue. It is expected to provide rooms (approximately 60-70 rooms in different sizes plus at least three big lecture halls (minimum of 400 seats each) for keynotes and invited events), provide technical equipment (LCD projectors and computers in all rooms), free Wi-Fi for all delegates, organise catering for coffee breaks and organise the receptions and social events, etc. It is important that sessions within a Network are allocated together in the same

building/area. For more information on duties of the LOC consult the document "Hosting an ECER".

6.1.8 How to submit a proposal for organising an ECER

EERA has developed guidelines on what it entails to host an ECER conference, how to prepare a proposal and how EERA and the hosting partner share the work (see also the document "Hosting an ECER").

6.1.9 EERA Sessions

EERA sessions are sessions that are of interest for a broad group of participants and are initiated from LOC, Council, EERJ or network convenors often in cooperation between two of these groups.

These sessions support or initiate EERA's policies and strategy and for example highlight topics that are of special importance for the host country, concern policies and practicalities in the host country, present and discuss general policies on education or educational research in Europe, present a new network or have a pressing topicality.

EERA sessions run parallel to the network session and there will be no more than one EERA session per time slot.

EERA Sessions can be proposed and organized by the Local organizers, Council members, Link Convenors and the EERJ lead editor(s).

Timeline:

December before the conference	Office invites local organizers, council members, link convenors and EERJ lead Editor(s) to send in proposals
February	Deadline for Proposals
March (Spring)	Council discusses drafts and appoints evaluation committee
May	Evaluation committee decides on sessions to be organized and final texts are submitted

Criteria for evaluation

General reviewing criteria for ECER proposals will be applied and additional criteria are:

- Contribution to EERA policy and strategy ;
- Interesting for a broad group of participants;
- Broader significance than two networks;
- Topicality;
- Financial implications.

6.2   EERA Season Schools
(see also the document "Hosting and EERA Summer School")

6.2.1 Season School Mission

The aim of the 'European Educational Research Association' (EERA) is to further high quality educational research for the benefit of education and society. High quality research not only

acknowledges its own context but also recognises wider, transnational contexts with their social, cultural and political similarities and differences. To accomplish this, engagement and support for the next generation of European researchers is essential. EERA season schools bring together early career researchers and PhD students from a number of nations to share and discuss their research and experiences with experts within their own field of research, in order to further the professional development of emerging researchers.

6.2.2 General Principles for EERA Season Schools

The field of educational research needs to ensure engagement with and support for the next generation of researchers on a Europe-wide basis. This is an avenue promoted by universities and should therefore also apply to associations like EERA. As an association EERA will try to adopt this commitment. One such activity to promote relationships is to run season schools for PhD/Doctorate students.

EERA will form partnerships on an equal basis with European institutions, associations and universities. All parties would be required to contribute equally to funding and the provision of academic staff participating in providing a season school.

EERA's commitment to capacity building in the European educational research space will for the time being take two forms:

a) Council-initiated season schools focusing on general academic skills,
b) Shorter, subject-specific, Network-initiated season schools (SEE Network Funding – network season schools).

6.2.3 Principles for the general week-long, Council-initiated season schools: EERA/C/SS

- Usually to occur annually (time of the year to be decided in collaboration with partners);
- The season school takes place for a period of 5 days;
- The programme will accept a minimum of 50 and a maximum of 70   participants currently in the middle of their studies;
- Sessions will be undertaken in English;
- Main focus will be on general academic skills such as academic writing, methodology, etc.;
- The season school will be established in partnership with EERA and one or more universities usually over the course of two years;
- An open call for partnerships will be announced in Council two years before the season school starts. In the case of more than one applicant, Council will make a decision during the January Council meeting eighteen months before the season school starts;
- Partnerships will be recruited accordingly by an open procedure in EERA Council;
- Universities will be required to award ECTS points on successful completion of the course;
- Funding responsibility is shared equally between EERA and collaborative partners (total budget normally is between 20,000.00 and 30,000.00 EUR);

- The EERA budget can be used for: accommodation and catering for participants and mentors/supervisors/guest tutors as well as specific administration costs. The travel expenses of instructors can also be covered by the budget, they may also receive a small honorarium (maximum of 1,500.00 EUR);
- Administration is shared by the partners on the basis of a contract; no over-head costs will be provided;
- The target group will usually be emerging researchers studying in an EERA member country;
- Tutors and participants will usually be chosen from diverse EERA member countries.

6.2.4 Hosting an EERA Summer School

EERA has developed guidelines on what it means to host an EERA Summer School, how to prepare a proposal and how EERA and the hosting partner share the work.

6.3   *Network-Initiated Season Schools[8]*

Network Season Schools are, together with other activities - like the Emerging Researchers' Conference with its conference support and the Best Paper Award - part of EERA's ongoing commitment for capacity building. Network Season Schools contribute to the EERA Season Schools mission.

Network Season Schools are courses specifically designed for capacity building and targeting at PhD Students and Emerging Researchers (Post – Docs). In addition to EERA, the applying network needs to have a second partner who is willing to financially support the Network Season School.

Applications can only be put submitted following a Call by EERA Council.

6.3.1 Principles for Network Season Schools

Initiator	EERA Network (endorsed by the Link Convenor)
Focus	Subject specific and network related
Duration	1-3 days typically for a maximum of 2 years
Language	English
Credits	Universities are encouraged to award ECTS points on successful completion of the course.
Target Group	Normally PhD/Doctorate students and early career researchers studying in a country with an EERA member association.
Number of participants	Minimum of 15 and normally maximum of 30 participants.
Diversity	Tutors and participants will normally be chosen from diverse European countries with an EERA member association. At least three different countries must be represented.

---

[8]Updated after Council Aug 2016

Participation fee	There is typically no participation fee. If fees need to be implemented these should be modest and take into account differences between participants from high and low GDP countries. Accommodation of participants from low GDP countries will be subsidized.
Partnerships	The Season School would be established in partnership with an EERA Network, an Association or one or more universities for two years
Administration	Administration is shared by the local partners on the basis of a contract
Budget	Responsibility for funding to be shared by EERA and partners. Maximum EERA budget is € 5.000 pr. annum.
EERA covers	• Student accommodation and food • Mentor/supervisor/guest tutors: travel, accommodation and food • Social events • Catering
EERA does not cover	• Honorarium • Staff time • VAT

6.3.2 How to apply

Networks who plan to organise a Season School should submit an application using the pro forma to be found at the EERA website.

It is recommended to consult the Networks' Representative on Council for initial feedback before submitting an application.

6.3.3 Evaluation criteria

- An application has the endorsement of the Network Link-convenor.
- Focus, duration and number of participants are in line with the principles of network season schools.
- An application has addressed the issue of capacity building also for participants from low GDP countries.
- An application demonstrates how at least three European countries are active participants.
- An application has a detailed and transparent budget including contribution from the partners.
- An application has a clear programme.
- The same season school will (normally) not be funded more than one time.

6.3.4 Reviewing of the application

EERA Executive Board reviews an application:
   a) If the application does not have potential and/or fits to the scope of funding, it is rejected;

b) If the application has potential and fits to the scope of funding, feedback is provided to further develop the application and a resubmission is requested (if needed).

c) If all criteria are met the application is accepted (typically an application is discussed in two executive meetings)

d) Accepted applications are endorsed by the EERA Council in the following Council meeting.

6.4 Network Projects [9]

EERA Council has agreed to financially sponsor activities initiated by Networks.

Applications can be handed in following a call from EERA council.

6.4.1 Rationale of Network Projects

The application for network projects should

- Outline how the project will operate to further European Educational Research in accordance with EERA's objectives.
- Define how the project will contribute, support and develop a Network's initiatives and/or objectives.
- Benefit wider European audiences (expected impacts)

The rationale for the application should be pragmatic with an indicator of the timeframe in which the project should be completed.

6.4.2 Application Guidelines

Initiator	EERA Network (endorsed by the Link Convenor)
Diversity	All applications should normally demonstrate how at least three European countries participate.
Capacity building	All applications should address the issue of capacity building (Next generation of researchers and researchers in low GDP countries)
Partnerships	EERA encourages finding partners and co-funding.
Administration	All administration of the project is to be taken care of by the applicant. The EERA Office will not be in a position to provide administrative support for this activity but will be able to offer advice on procedural issues.
Budget	A maximum sum per project is 5000 Euros.
EERA covers	- Rent of venue and rooms - Accommodation - Catering - VAT - Where requests are made for travel and subsistence they must demonstrate how they relate to the application outputs. - A small honorarium for specific administration costs related directly to the project.

---

[9]Council Aug 2016

EERA does not cover	- Overheads - Activities which involve the transfer of money to publishing houses - Personal/institutional research time - VAT

It is recommended to consult Networks' Representative on Council for initial feedback before submitting an application.

You can see examples of funded network projects on the EERA website.

All applications should be submitted on the pro forma to be found on the EERA website.

6.4.3 Evaluation Criteria

- An application has the endorsement of the Network Link-convenor.
- The funded activity benefits both the Network and EERA.
- An application has addressed the issue of capacity building (Next generation of emerging researchers and researchers in LOW GDP countries).
- An application demonstrates how at least three European countries are active participants..
- An application is specific in terms of outputs.
- An application demonstrates how it benefits wider European audiences (not just a small group of academics).
- An application has a detailed and transparent budget (including contribution from partners, if applicable).
- Each Network will normally only have funding for one application every second year.
- The same project will (normally) not be funded more than one time.

EERA Officers will examine applications ensuring that all requests are within budget.

6.4.4 Reviewing of the Application

1) EERA Executive Board reviews an application
   a) If the application does not have potential and/or fit to the scope of funding it is rejected.
   b) If the application has potential and fits to the scope of funding, feedback is provided to further develop the application and a resubmission is requested (if needed).
   c) If all the criteria are met the application is accepted (typically an application is discussed in two executive meetings)
2) Accepted applications are endorsed by the EERA Council in the following Council meeting.

6.5   Network – Publication projects [10]

In January 2015 EERA Council decided to review and develop its publication policy. EERA provides funds in order to include Networks in this process of exploration and to investigate

---

[10]Council Aug 2016

fields in which new publishing options may be promising,. Networks or groups of Networks which are interested in exploring journal publishing options may apply for a Feasibility Study on Network-Related Publications.

A feasibility Study on Network-Related Publications will normally include:

- Overview of existing high-quality journals and book series in the field of the network;
- Commentary on their focus, quality and scope and possible relationship with NW activities;
- Report about communication with a selection of relevant journal editors; since the establishment of a new journal might not be the option to go for in fields where there is a range of relevant journals existing communication is needed with editors of relevant journals to explore possible formats of collaboration, e.g. special issues, network representatives in editorial board etc.
- Proposal for further steps, e.g. plan for establishing a new 'EERA sponsored Journal' or plan for collaboration with an existing journal to make it an 'EERA sponsored journal' (e.g. information on next steps, what form the collaboration will take etc.); However, there may also be cases where the recommendation must be not to go forward with new publishing projects.

6.5.1 Principles for Network-Related Publications

Initiator	EERA Network (endorsed by the Link Convenor)
Diversity	All applications should normally demonstrate how at least three European countries participate.
Capacity building	All applications should address issue of capacity building (Next Generation of Emerging Researchers and researchers in low GDP countries)
Partnerships	No co funding or partnership is needed.
Administration	All administration of the project is to be taken care of by the applicant. Please note that the EERA Office will not be in a position to provide administrative support for this activity but will be able to offer advice on procedural issues.
Budget	A maximum sum per project is 1500 Euros.

EERA covers:

- Rent of venue and rooms
- Accommodation
- Catering
- VAT
- Where requests are made for travel and subsistence they must demonstrate how they relate to the application outputs.
- A small honorarium for specific administration costs related directly to the project.

EERA does not cover:

- Overheads

- EERA will not fund activities which involve the transfer of money to publishing houses.
- EERA will not fund personal/institutional research time.
- VAT

6.5.2 How to apply

Networks who plan to apply for funding for network-related publications should submit an application on the pro forma available on the EERA website.

It is recommended to consult the Networks' Representative on Council for initial feedback before submitting an application.

6.5.3 Evaluation criteria

- An application has the endorsement of the Network Link-convenor.
- The funded activity should benefit both the Network and EERA
- An application has addressed the issue of capacity building (Next generation of emerging researchers and participants from low GDP countries).
- An application demonstrates how at least three European countries are active participants.
- The application specifies outputs, e.g.: plan for the future steps, setting up a special issue, network representatives in editorial board, etc.
- An application has a detailed and transparent budget (including contribution from the partners, if applicable).
- The same project will not be funded more than one time.

6.5.4 Reviewing of the application

1) EERA Executive Board reviews an application
   a) If the application does not have potential and/or fit to the scope of funding, it is rejected.
   b) If the application has potential and fits to the scope of funding, feedback is provided to further develop the application and a resubmission is requested (if needed).
   c) If all the criteria are met, the application is accepted (typically an application is discussed in two executive meetings)
2) Accepted applications are endorsed by the EERA Council in the following meeting.

7   Publications

EERA's publications contribute to its mission and strive to communicate EERA's identity. The European Educational Research Journal is the flagship journal of EERA. Recently, other publication projects have been established.

7.1   EERJ

7.1.1 Introduction

This section of the EERA general regulations on the relationship between EERA Council and the EERJ editorial board cannot be changed unless agreed simultaneously by EERA Council and the EERJ editorial board.

This section describes the relations and communications between EERA's journal EERJ and EERA's Council and the procedures for appointing the lead editor(s) and the procedures for reporting between journal and council. It is meant to ensure scholarly independence of the journal while also ensuring transparency of its operations.

While the contract between EERA and the publisher (SAGE) deals with the relationship between the publisher and the association, this section of the General Regulations formalizes internal relationships between the journal and the council, conceived as two components of EERA, ensuring the structural coupling between the journal and the council. It does not include the journal's or the council's internal regulations. Both the journal and the council are responsible for ensuring that their own regulations do not contradict the present agreement.

7.1.2 AIMS and scope of EERJ

- EERJ welcomes educational research papers from all scientific disciplines as long as they meet EERJ's aims and scope as defined by schedule 1 of the contract between the publisher and EERA.
- Any change of aims and scope will need the consent of Editor(s) and EERA council before being submitted to Sage.
- Aims and Scopes are published on the EERA website and on the Journal website.

7.1.3 Lead Editor(s) and Editorial Board members

- There may be one or two Lead Editor(s).
- The term of office of Lead Editor(s) is normally for five years. One re-election is possible.
- The Lead Editor (or one of the two Lead Editors) is a co-opted Council member for the time of his/her term in office as EERJ Editor.
- The main criteria for the appointment of Lead Editor(s) are
- to secure continuation of the academic work of the editorial board in line with the aims and scope of the journal
- competence to run a scholarly journal

7.1.4 Appointment of Lead Editor(s)

- A search committee consisting of two representatives from the editorial board, one representative from EERA council and one representative from the EERA Network convenors shall make the search for potential new Lead Editor(s). They start their work a year and a half before the end of term of the Lead Editor(s).
- A short list is handed over to the board of the journal by the chair of the search committee. The board makes a reasoned proposition for Lead Editor(s); the chair of the search committee communicates the proposition to EERA council for approval.
- In case of non-endorsement of the proposition, the work is handed back to the search committee.
- In case of non-endorsement of the second proposition, the search committee is dissolved and a new search committee consisting of different persons is elected.

7.1.5 Appointment of Editorial Board members

- The Lead editor(s) will invite EERA's president (or representative) to become a member of the board.
- The Lead Editor(s) will select board members interested in and supportive of the journal's aims and scope. The lead editor(s) will select board members so as to ensure representation of diverse educational research areas.

7.1.6 Tasks of Lead Editor(s)

- The Lead Editor(s) will be responsible for organizing the editorial work and board of the journal and will follow the relevant clauses of the "Publishing agreement between SAGE and EERA" and the journal's internal regulations (including a clause on the number and the term of the editorial board members, and the procedure for EERA council and networks to propose members for the editorial board) which will be made public.
- The Lead Editor(s) will provide a written report on an annual basis to EERA council on the editorial policy and processes and changes in the composition of the editorial board. The report will normally be discussed during the first council meeting of the year with a focus on compliance with the aims and scope of the journal.
- The Lead Editor(s) and EERA executives will communicate with each other between the annual reports if matters arise which may endanger the further development of EERJ and which deviate from the mission of EERJ, of EERA and from the policy laid out in the editors' annual reports.

7.1.7 Financial Regulations

- EERA pays the Lead Editor(s) an amount of €9000 per year for running and promoting the Journal which would usually include activities such as traveling, taking part in EERA council meetings, organizing meetings and journal events, translating.
- This amount will be paid into a university account of the Lead Editor(s).
- Investments in hardware such as computers etc. will not be fundable or will need the prior consent of EERA
- Travel costs have to be spent according to the EERA rules.
- Editors need to annually account for the spending to council through EERA treasurer (including handing photocopies of invoices/receipts/flight-tickets etc.) by February 1st.
- An evaluation of the journal's expenses will be made after three years (in 2018) so as to evaluate whether the annual amount of 9000€ and the related funding procedure correspond to the journal's needs.

7.2   EERA Book Series

7.2.1 Aims and scope

The EERA book series contain edited volumes on topical themes of European and international educational research. These volumes will allow to present research and critical discussion of EERA networks and will usually include various national and regional research and policy perspectives.

7.2.2 Editorial board - composition

The EERA book series is managed by a board of series editors. In addition to the EERA President, the Network Representative on Council (who are ex officio members) and an elected Council representative, the editorial board of EERA book series will include four more editors who conform to the following criteria:

a) widely known and appreciated researchers who can attract quality proposals for edited books;

b) good representation of different EERA networks;

c) if possible: secretarial support by a university (which is prepared to support the launch of the book series).

7.2.3 Editorial board - election

For appointing a book series editorial board a search for editors is advertised to EERA Council, EERA networks and other interested parties. From the nominations received a Council representative and four more editors are elected by the Council for a period of five years. Re-appointment is possible for another period.

The editorial board may appoint one of its members as Acting Editor.

7.2.4 Editorial board - tasks

The editorial board is responsible for selecting book proposals and commissioning editors for books in the series. In addition to encouraging proposals by EERA networks it may also define topics and invite editors for books. The editorial board gives a bi-annual report of its operation, the published books, their reception by readers, and future plans to the Council.

7.2.5 Contracts

Contracts and changes to contracts with publishing firms have to be approved by EERA council.

7.3   Networks collaborating with journal and other publication series

EERA encourages networks to collaborate with existing journals and book series in their field. Support for investigating and preparing opportunities for collaboration may be obtained (see 6.5 Network – Publication projects). Contracts and changes to contracts with publishing firms have to be approved by EERA council.

8   Finances

8.1   Financial Structure and regular EERA Income

Membership fees, Conference fees and interest on accounts are regular sources of EERA income. All incomes are directed to the three EERA accounts at Berliner Sparkasse. The Treasurer, the President and the Office Manager have access to the accounts. The Treasurer monitors all bank accounts regularly. The President may monitor the accounts, too and will have access rights to manage them as well, but he/she should only use the accounts actively if the Treasurer is prohibited from doing so.

The financial conduct of the EERA Treasurer, President and Office Manager is monitored through the annual financial statement of an external auditor. The annual financial statement is issued on the basis of an annual financial report produced by an external tax consultant together with the Office Assistant. All financial transactions have to abide by the EERA Constitution (§ 3) and the duties arising from the status as a charitable organisation ("Gemeinnützigkeit") based on the stipulations of the German tax code (§ 52 Abgabenverordnung).

Every year between the Spring and August/September Council meeting, a group of three council members (budget checkers) discusses with the treasurer the financial income, expenditures and balance sheet of the last year and the budget proposal for next year.

8.2   Payment, Refunding and Other General Procedures

8.2.1 Payment procedures:

Regular transfers

Office rent, salaries, social insurance etc. are done via automatic payments (Daueraufträge). Data for transfers concerning employees are provided by the person who is responsible for the "Lohnbuchhaltung" of EERA e.V.

Regular transfers are carried out by the Office Manager and approved by the Treasurer. Therefore, the Treasurer signs a printed confirmation of the instalment of the standing order and returns a pdf of the signed document to the EERA Office.

Invoices for Contractors

Invoices are sent to the EERA Office.
1) Invoices are monitored mathematically and factually (compare invoice and offer etc.) by the Office before payment. They are stamped "Rechnerisch richtig"/"Sachlich richtig" and signed to show that they have been checked accordingly. The Office Assistant sends a payment request to the Treasurer with payment details (name of the account holder, amount), an indication of what the money is for and whether the request meets the usual book-keeping criteria (proof, invoice, etc.).
2) The Treasurer prints the request, signs it and sends back a scan of the document to the Office.
3) The Office Manager transfers the money via the EERA Council Account. Other staff may have read-only access to the accounts.
4) Both Treasurer and Office save a signed document or pdf of the payment request for book- keeping. The Treasurer can check payments online in relation to the stored documents.
5) After actual payment, the Office document or pdf goes to the book-keeping files/system. The Treasurer checks these every third month when the quarterly report (Quartalsabschluss) is prepared by the Office Assistant.

Refunds of Travel Costs

Refund requests are directed to the Office by using the reimbursement form. The Office checks them and issues a payment request to the Treasurer. See 2.2 for payment procedures.

General Regulations for Travel Costs

Insofar as these are related to EERA activities, President, Secretary General, Network Representative on Council, Treasurer and a person elected into one of these positions in the next year can claim their travel and hotel expenses according to the following rules:

1) In case of flights, economy airfares only;
   a) First class train tickets;
   b) A mileage allowance of 0.30 EUR/km for travel by car;
   c) Hotel costs up to a certain maximum amount related to the country/city (cf. the annual list of the German finance ministry) on the basis of evidence provided;
   d) Meals (breakfast, lunch, dinner etc.) also on the basis of evidence provided.
   e) In case of payment of dinners for more than one EXEC member, an entertainment expenses form needs to be completed indicating who participated in the dinner. This is now requested by the German Tax Authorities.

Council members, EERJ representative and others are expected to claim their costs with their associations. Travel and other costs made by others in relation to EERA can only be claimed following approval by the EERA Treasurer before the actual travel. Travel costs of EERA staff are reimbursed according to the procedure listed above.

The ERG Convenor can claim travel costs according to the same procedure within ERG's annual budget.

Travel costs need to be claimed within one month via the Office on the basis of evidence provided in order to have documents for the auditor. The Office stores the evidence provided together with a payment request to the Treasurer who makes the payment.

EERA's hotel allowances in Europe are in line with german taxation regulations as listed by the Bundesfinanzministerium (see link below). As this list refers to international travel costs seen from a German perspective, Germany is not included, but will be treated like Belgium, Netherlands and France.

http://www.bundesfinanzministerium.de/nn_290/DE/BMF__Startseite/Aktuelles/BMF__Schreiben/Veroffentlichungen__zu__Steuerarten/lohnsteuer/011__b,templateId=raw,property=publicationFile.pdf

Refunds of Conference fees

Office checks if the request comes in early enough to be acknowledged (see terms of registration). Irrespective of whether the presenter paid the fees via credit card or bank transfer, a payment request to the Treasurer is issued and the authorised refund will be transferred via bank transfer. If this happens regularly, the Office collects these requests and sends a list of them every month. The procedure is similar for overpayments.

8.2.2 Other General Procedures

The Office assists the Treasurer with

1) Collecting and filing proofs for payments.
2) Checking invoices and refunds.
3) Issuing payment requests, collecting the Treasurer's confirmation and processing the payments via the EERA Account.
4) Book-keeping: processing all income and payments in the book-keeping software and filing these in books.
5) Maintaining contact with the person in charge of salary book-keeping, the tax accountant who supervises the book-keeping and the auditor in order to prepare the documents according to their needs.

What is generally paid by EERA/the Treasurer?

1) Travel costs/expenses (as long as these are related to EERA) for EXEC, including Network Representative on Council, ERG Convenor and EERA staff, according to a document adopting the limits of German Tax Regulation on this issue (sets a limit to hotel costs and daily allowances on subsistence costs).
2) Catering and one dinner for Council members at Council meeting, costs for EXEC meetings.
3) ERG/ERC costs as indicated in their budget, based on a decision of the Council to provide specified financial support to ERG.
4) ECER costs according to agreement with LOC, based on a contract with LOC that is approved by the Council.
5) Office costs based on contracts with Free University Berlin and with staff members that have been approved by Council.
6) Special projects such as EERQI, season schools, Network funding, etc. that have been approved by Council.

8.3 Decision on low GDP[11]

Every year, acting on a proposal from the Treasurer, Council decides in the August/September meeting on the threshold for the income per capita (World Bank Data) for a country to be eligible for the status of low GDP country. The list of low-GDP countries is published on the EERA website and usually revised in September/August of each year. The Council meeting in August 2017 decided on the following rationale to calculate the annual threshold for Low/High GDP. Low GDP is defined as a GDP that is lower than 71% of the EU-GPD calculated by the World Bank. This percentage corresponds to the 26.000 USD threshold used in 2015.

8.4 Support for low-GDP participation in Council

EERA Council decided in September 2014 that representatives of Member Associations from low GDP countries are entitled to the reimbursement of travel expenses for one person if they participate in Council meetings.

---

[11]Updated after Council August 2017

Costs will be reimbursed to a maximum of 300 € per meeting. This can include costs for economy class flights, taxi and public transport as well as costs for up to two nights' accommodation although these must not exceed accommodation costs of the hotel reserved by EERA Office. Costs will be reimbursed on presentation of original receipts/invoices and an EERA reimbursement form. Associations eligible for this are those members and candidate members listed as "low-GDP countries" on the EERA website.

8.5   *Sponsoring*[12]

In light of a need for support for EERA activities sponsorship can be actively sought or accepted when offered. Such sponsoring can – but does not necessarily need to - be based on the provision of services for the sponsor. Examples of sponsorships and service provision that are currently in place include:

- Book exhibition stands
- Folders in conference bags
- Attachment of sponsors names to activities such as the poster award and bursaries.

Principles for sponsoring
1) EERA accepts to be sponsored by organisations and companies that
   a) have some connection with educational research or are in other ways of importance for realising the aims of EERA and its activities
   b) operate according to the law
   c) want to promote the well-being, work, learning and development of students and/or educational researchers
   d) wish to sponsor in line with the aims and constitution of EERA
2) EERA never identifies exclusively with only one sponsor.
3) All EERA regulations or contracts relating to the sponsorship process are public.
4) Sponsoring may not lead to direct influence on the planning and implementation of the sponsored activities, on their participants or on EERA.

A list of potential sponsors might include, but is not limited to, publishers, software providers, ministries, research funding organisations, educational service providers, airlines for conference transportation, hotels for rooms, advertisers.

---

[12]Updated after Council August 2017