



# Hosting a European Educational Research Summer School (EERSS)

## EERA - European Educational Research Association

EERA, the European Educational Research Association, is a European-wide network of educational associations. Founded in 1994, the association boasts more than 40 regional and national associations from 35 different countries as members. EERA connects educational researchers from Portugal to Russia and from Iceland to Turkey. EERA also enjoys worldwide partnerships with educational associations such as the World Education Research Association (WERA) and takes part in discussions within European networks on the development of programmes in support of research. One of EERA's aims is to support high quality educational research – research which acknowledges its own context but also recognises wider transnational contexts and reflects political and cultural differences.

An important contribution towards this aim is the series of EERA summer schools, which is embedded in EERAs wider strategy of promoting emerging researchers, including an Emerging Researchers Conference, network specific seasonal schools, conference bursaries and a Best Paper/Best Poster Award.

### The EERSS 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. 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.

## EERA Summer School

In cooperation with various universities and research associations, EERA has offered an annual summer school for emerging researchers since 2010: the European Educational Research Summer School (EERSS). EERSS is a 5 day course, consisting of a mixture of lectures, workshops and peer group discussions, all with an interactive character. Since 2010, the summer schools have brought together about 70 emerging researcher from 20 – 30 countries per year, who were tutored and advised by experienced researchers, guaranteeing a broad and diverse academic background and atmosphere. Usually ECTS are awarded.

### Testimonial: Participant

In 2013, I attended the Summer School on Educational Methodology at the Norwegian University of Science and Technology (NTNU), which was an excellent opportunity for me to gain clarity regarding specific methodological issues that I was facing during my research at the time. Participating in the EERSS enabled me to strengthen my links with the Emerging Researchers' Network and the esteemed colleagues that I met through my participation in the Summer Schools. The knowledge that I gained during these experiences has been invaluable in shaping my career as a researcher.

– Dr Saneeya Qureshi, Link Convenor of the Emerging Researchers' Group since 2016

The theme of the Summer School addresses generic questions relevant to the broad field of educational research, such as "Academic Writing", "What is data?" etc. In addition, timely discussions, e.g., on ethical concerns in educational research, are brought in.

The EERA Summer School is seen as a core task of EERA in pursuing its mission and usually representatives from EERA contribute to the course, e.g. the Senior Mentor of the Emerging Researchers Group and members of EERA Council. EERA is proud to say that many of the participants of the EERA summer schools also attend the Emerging Researchers Conference and ECER in later years. This

connection to the larger community of educational research is highly valued. That is one of the reasons for having the Emerging Researchers Group Link Convenor from EERA included in the preparation of the summer school.

Through a diverse group of mentors and participants, the EERSS offers an international experience, also reflected in its programme which includes different contributions about educational research-

## Past EERA Summer Schools

Theme/Title	University	City, Country	Dates	Countries	Participants
Methods and Methodology in Educational Research	Johannes Kepler University	Linz, Austria	11-16 June 2016	23	64
What is 'data' anyway? Thinking critically about data in contemporary educational research	University of Sheffield	Sheffield, UK	22-26 June 2015	21	64
Educational Research as Craft: Data, Theory and Analyses	Norwegian University of Science and Technology	Trondheim, Norway	10-14 June 2014	32	70
Educational Research as Craft and Representation: Challenges and Possibilities	Norwegian University of Science and Technology	Trondheim, Norway	17-21 June 2013	28	50
Writing for Dissemination	University of Birmingham	Birmingham, Spain	25-29 June 2012	11	58
Writing Educational Research: Academic Writing for International/European Journals, Conferences, Edited Books and Thesis	University of Gothenburg	Gothenburg, Sweden	13-17 June 2011	18	79
Writing Educational Research: Academic Writing for International/European Journals, Conferences, Edited Books and Thesis	University of Gothenburg	Gothenburg, Sweden	14-18 June 2010	19	67

## Hosting a Summer School

The Summer School is a joint project of EERA and the hosting institution. EERA will contribute financially and via administrative support through EERA office. Cooperation for hosting a summer school is usually for two consecutive years. While the venue remains the same, the focus of the first and second year may vary. Applications for Hosting a Summer School are called in by EERA Council regularly. They will be evaluated on the basis of the suggested theme and programme, as well as on the budget proposal.

If you are interested in hosting a EERA Summer School please consider the following checklist.

### Testimonial: Organiser

Hosting an EERA summer school is not only hard work! For me, a young researcher, it was a great opportunity to meet a lot of experts from the field as well as nice colleagues. Not only did I greatly extend my (research) network, I also made friends with whom I am still in contact. The summer school was appreciated by our University and local authorities. It contributed to the standing of our department and fostered our relationship with our co-organiser. Last but not least, being part of the project team of an EERA summer school is an attention-grabbing line in anyone's CV. For these and many other reasons I recommend hosting an EERA summer school!

-Dr Christoph Helm, Local Organiser, EERSS 2016-2017 Linz

EERA Summer School Checklist	
1. Our university/school has an interest in promoting European Emerging Researchers.	
2. Our university/school can build a team with experience in organizing a summer school.	
3. We are in contact with the national EERA member association/s.	
4. Our university/school can provide the necessary space for the Summer School: Lecture room for 75 participants, break up rooms, accommodation for students and tutors.	
5. It will be possible to organize the Summer School for a period of five days.	
6. We know that the main focus of the course needs to be on general academic skills like academic writing, methodology, etc. & the summer school must have an interactive workshop character. Tuition language is English.	
7. We acknowledge that the programme will be set up in collaboration with the Emerging Researchers Group Link Convenor.	
8. We will be able to provide ECTS points for a successful completion of the course.	
9. We know that the target group will normally be PhD students studying in an EERA Member Country. The programme will accept a minimum of 50 and a maximum of 70 PhD participants currently in the mid of their study.	
10. We know that the funding responsibility is shared equally between EERA and the hosting institution. EERA contributes up to 15.000,-€ on the basis of a contract (See attached grid). Our institution will be able to equally contribute to the budget. There is a limited additional income via the participants' contributions.	
11. We are willing to raise additional funds to support the initiative	
12. We acknowledge that there will only be a very limited financial contribution from the students in order to help covering accommodation and subsistence costs (2015: 280€ HGDP, 190€ LGDP students).	
13. Our budget can provide for: student housing, food, mentor/supervisor/guest tutors: travel, housing, food and a small honorarium for specific administration costs. General overhead costs are not foreseen.	
14. We are confident that we can organize a mixed mentoring team, comprising EERA elements (Council and/or networks) and colleagues from our university/school who have a good command of English and are willing to make themselves available as tutors for the summer schools.	

## Tasks of the University/Association and EERA: How we share the work

The summer school is a joint project of EERA and the hosting university/school, based on a contract for usually two summer schools (5 days) in two consecutive years. The Local Organising Committee will cooperate with EERA Council, especially through the Emerging Researchers Group Link Convenor, in developing the programme and theme. Representatives from EERA should be considered as tutors and/or speakers, so as to link the Summer School closely to other EERA activities.

The contract (see template) lists duties and contributions of both partners and includes the agreed budget. The administration of the summer school is heavily supported by EERA office, as EERA office not only takes on responsibility for application and participant management, but will also be at the venue to help check in participants, print and stamp letters of confirmation and invoices, sort last questions, communicate with the participants during the summer school, upload the tutors' and lecturers' powerpoint presentations to the summer school drop box for participants etc.

The Local Organisers will be responsible for developing the content of the course, select the participants, liaise with tutors and lecturers, review assessments for the ECTS points and for all on spot preparation.

**Tasks of EERA Office :**

- Advertising the Course via website and mailing lists
- Organisation of students’ application procedure via Conftool, our conference management system
- Legal agreements with students; financial management of students’ contributions
- Email communication with students before, during and after the Summer School
- Provides students with letters of confirmation and receipts of payment
- Visa letters
- EERA Office representative is at the Summer School to provide support in registration and general support

**Tasks of the University/Association:**

- Design of the curriculum, organisation of lecturers & tutors
- Selection of participants
- Contracting & payment of tutors and keynote speakers
- All on spot preparation (lecture rooms, housing, catering, social activities)
- Supplies EERA Office with the necessary material for the website including the programme, abstracts, biographies of tutors and lecturers, information on accommodation, travel and local sightseeing.
- Provide project and budget report
- Liase with national association
- Liase with Emerging Researchers' Group

**Roadmap to hosting an EERSS: Major steps in preparation**

When?	What?	How?	Who?
Ideally 3 Years before course (January)	Call for Hosting a Summer School	Disseminated via EERA Mailinglists	Office
Until June 3 years before	Submit an Offer	See below, be in touch with EERA Office & Sec Gen	Potential Local Organisers
Autumn 3 Years before	Decisions on venue / Shortlist of Venues to further negotiate with		EERA Council
Ideally January 2 years before	Final budget & course outline agreed with Exec	Online communication	Exec & LOC
Ideally Spring 2 years before	Final budget & course outline confirmed with Council, Contract signed	Online communication	Exec

## Application for hosting an EERA Summer School

If you are interested in hosting a Summer School, provide information following the below form. Do not hesitate to be in touch with EERA Office for help in preparing your proposal. Please, as this has happened before, do not mix up the EERA Summer School with the funding scheme for the network related season schools.

The budget grid below is an example of previous years and shows which costs where usually part of the summer schools' budgets. . Please note that overhead costs will not be accepted by EERA.

### Application Form

<b>Name of institution:</b>	
<b>Address:</b>	
<b>Project coordinator (including position and email address):</b>	
<b>Prior experience with summer schools and/or post-graduate education:</b>	
<b>Partners:</b>	
<b>How do you plan to organize housing?</b>	
<b>Process of assignment of ECTS and estimation of how many will be assigned to the course</b>	
<b>Preferred dates (for two consecutive years):</b>	
<b>Ideas on theme/topic: (Keep in mind that this should be a generic theme):</b>	
<b>First draft of the programme:</b>	
<b>Please give details of cooperation with national association (attach letter of support)</b>	
<b>How many local and external tutors do you plan in? Which areas of expertise do they represent?</b>	
<b>Highlights aspects of your proposal that EERA Council should specially take into account. How do you envision your institution's contribution to the EERA summer school mission?</b>	

## Budget Grid

<b>Income</b>			
EERA Contribution			
Students contribution (1)			
University Contribution			
<b>(1) Students contribution</b>			
30 HGDP students per ... (eg250 €)			
30 LGDP students per ... (eg130 €)			
<b>Sum</b>			
<b>Expenses</b>			
<b>Personnel costs</b>	<b>(persons)</b>		<b>(University contr.)</b>
Keynote Speakers			
Tutors			
Keynoters and tutors - travel and subsistence			
Organizing team			
Student assistants			
<b>Sum: Personal costs</b>			
Rooms and space (as needed for programme)	5-10 room		
Catering (lunches and refreshment)	5 days		
Students housing	6 nights, 60 students		
Publishing, students materials, gifts			
Miscellaneous			
Cultural programme			
<b>Sum: Other costs</b>			
<b>Sum</b>			

# EXAMPLE: Cooperation and Funding Agreement

between

European Educational Research Association e.V. ("EERA")

Feurigstraße 22, 10827 Berlin, Germany

represented by its Treasurer Mr/Mrs .....

and

University, Adresse ,

represented by Prof.....

(jointly referred to as "Parties")

on the organisation of

European Educational Research Summer School (EERSS) 201X-201X

## Preamble:

EERA and XXXX agree to work together on the organisation of the European Educational Research School (hereinafter "project") in xxx and xx. EERA further agrees to support the organisation of the project by the XXX. Therefore EERA will provide financial contributions and organisational support. The Agreement governs the cooperation of the parties and the funding by EERA and covers the xxx and xxx Summer School dates.

## Overview of some project details:

Project Manager at EERA	
Project Manager at University	
Participants	Number of students: eg 75 doctoral students, status: eg currently in the beginning or mid of their study.
Summer school dates:	
Summer School Theme	
Account details: Iban Swift Account holder Bank Account number Project nr:	Account details can also be given when the invoice is made.
Annual Funding sum through EERA: (max 15.000)	
Further funding A:	xxx
Further funding B:	xxx

### 1. Project details

1.1. Approx. 70 European doctoral research students are invited to a five day Summer School focusing on the theme as stated above. EERA and the involved funding partners will jointly equally contribute to the funding and organisation of the EERSS in xxx and xxx. Students will be able to apply via Conftool for participation in EERSS. The organisation committee consisting of representatives from EERA and the hosting university will decide on the selection of participants.

### 1.2. Tasks of EERA:

- Advertising the Course via website and mailing lists
- Organisation of students' application procedure via Conftool, our conference management system
- Legal agreements with students; financial management of students' contributions
- Email communication with students before, during and after the Summer School
- Provides students with letters of confirmation and receipts of payment
- Visa letters
- EERA Office representative is at the Summer School to provide support in registration and general support

### 1.3. Tasks of Host:

- Design of the curriculum, organisation of lecturers & tutors
- Selection of participants

- Contracting & payment of tutors and keynote speakers
- All on spot preparation (lecture rooms, housing, catering, social activities)
- Supplies EERA Office with the necessary material for the website including the programme, abstracts, biographies of tutors and lecturers, information on accommodation, travel and local sightseeing.
- Provide project and budget report
- Liaise with national association
- Liaise with Emerging Researchers' Group

#### 1.4. Tasks of both parties:

- Selection of applicants

1.5. The Parties agree that in particular the following tasks do not fall under the responsibility of the parties and shall be carried out by the participants themselves: Organisation of travelling to and from the venue; costs that are not covered by EERA funds, these are in particular travelling costs, food costs, insurance costs, costs for accommodation not included in the general offer.

1.6. EERA, which is responsible for the application procedures, shall inform the participants prior to the conclusion of a participation agreement about these points in writing. The university will draft general terms and conditions to regulate the organisation of the summer school dates. EERA will submit these conditions to the participants prior to the conclusion of a participation agreement and will inform them in writing that participation is only possible under these conditions.

## 2. Funding details

### 2.1. Funding:

The agreed budget (see below) includes any potentially incurring VAT. The funding has to be used according to the budget attached in Appendix A.

- - Annual Funding sum through EERA: **xxxx**
- - Annual Additional sum for usage of Conftool paid by EERA: EUR 690 per year
- - Annual Contributions by local partners: **xxxxx**
- - Annual Participants contributions: EUR **xxxx**

### 2.2. Payment/Management of funding:

2.2.1. EERA will transfer up to 80% of the annual funding sum within 2 weeks after an invoice has been made by the university to the EERA office each year. Funds will only be transferred to the account nominated in the invoices by the university. The remaining 20% will only be transferred after a financial report has been handed in and after this report was formally approved by the EERA Council/Treasurer.

2.2.2. In addition, in both years (**xxx and xxx**) all the students' contributions will be transferred in full to **the university** after an invoice has been made by **the university**. EERA will directly invoice students to contribute to parts of their accommodation costs. (**High GDP: xxx,- € x xxx students + Low GDP xxx,- € Euro x xxx students = xxx €, Local Students: .**)

2.2.3. EERA will pay **690,€** annually to contract Conftool GmbH for application/submission system.

2.2.4. Remaining 20 % of annual funds will be transferred after a budget report for the respective year has been handed in.

2.2.5. Unused EERA funding needs to be re-transferred to EERA.

### 2.3. Reporting:

2.3.1. Financial Reports in accordance to 2.2.4 need to include:

- a budget overview following the structure (outlined posts) of the proposed and accepted budget in the original proposal
- an overview of all expenditures including amount, date of payment, reason and name of payee
- copies of all invoices related to the funded project

- notes on any deviations from the originally proposed budget
- notes on deviations from the original time frame

2.3.2. The financial report will be accompanied by a short written report describing the project and its results. (no longer than 700 words)

2.3.3. Financial reports need to be submitted in EUR and not later than 2 months after the project formally ended (see Application).

### 3. Funding Conditions

3.1. Any received funds may only be used for the agreed purposes. The hosting university will manage these funds according to the agreed budget and handle all payments.

3.2. EERA will accept deviations from the proposed and agreed budget that do not exceed 20% of single suggested posts as long as the total sum of agreed funding is not exceeded.

If larger deviations are expected, the project manager needs to inform the EERA Office immediately. Please note: EERA will as a standard not be able to cover any commodities (Computers, etc.)

3.3. Funds which have not been used need to be transferred to EERA after the report has been approved by the treasurer.

3.4. Partners who receive funding should be willing to present their projects/results of their projects to EERA networks.

3.5. Wherever appropriate, the university needs to highlight that the project received funding from EERA.

### 4. University Project Manager's duties:

- inform EERA in case of larger deviations of the budget
- inform EERA if the project cannot be successfully completed within the original funding
- inform EERA if third parties become sponsors as well
- inform EERA if the project cannot be completed within the suggested time frame
- hand in the financial report at the end of the project (no longer than 2 month after the project formally ended)

### 5. Publications, Rights

5.1. The host has the right to publish any publications in connection with the EERSS without limitation, in accordance with the provisions of this agreement.

5.2. The curricula and concepts that are developed in connection with the EERSS shall be the property of the university with the right of free use.

### 6. Liability

6.1. Each party shall be liable for damages arising out of his acts or omissions beyond the counter-party, except for indirect or consequential loss or similar damage such as, but not limited to loss of profit, loss of revenue or loss of contracts.

6.2. Furthermore the liability of the parties in terms of contractual infringement or offence is limited to harm caused deliberately or by acts of gross negligence.

6.3. Each party shall indemnify the counter-party from damage claims by third parties in case the respective damages are due to the culpable breach of contractual duties by the party or due to circumstances under the control of the party. The parties are in the same way liable for damages caused by their representatives and vicarious agents in the performance of duties under this agreement.

6.4. The parties shall not accept third party damage claims without the prior consent of the counter-party if the counter-party must answer to the claim or part of the claim.

### 7. Miscellaneous Provisions

7.1 The university shall make decisions regarding the safety of the conference participants and a trouble-free conference.

7.2 Amendments to this agreement require the written form to be effective. This shall also apply to this written form provision.

7.3 The contracting parties did not enter into any oral ancillary agreements before entering into this agreement.

7.4 In case individual provisions of this agreement are or become invalid or in case a gap exists in the agreement, this shall not affect the validity of the remaining provisions. In such cases, the contracting parties shall mutually agree to replace the offending provision with a provision, which as closely as possible resembles the intent of the original provision.

7.5 The agreement will be in force from the date on which it is signed by both parties. It ends with delivery of the last report by the university and with payment of the final instalment by EERA in accordance to 2.2.4.

7.6. The law of the Federal Republic of Germany shall apply to this agreement, its appendices and all amendments exclusively, without any reference to other law.

7.7 The legal venue for all disputes resulting from this agreement is Berlin (FRG).

### EER Summer Schools **xxx-xxx** Budget Proposal

#### Expenses

	persons/ comments		Host Contribution
Personal costs			
Keynoters			
Tutors			
Keynoters and tutors - travel and subsistence			
Organizing team			
Student assistants			
Sum: Personal costs			
Rooms and space (as needed for programme)			
Catering (lunches and refreshment)			
Students housing			
Publishing, students materials, gifts			
Miscellaneous			
Cultural programme			
Sum: Other costs			
Sum			

#### Income:

EERA Contribution	
Students contribution (1)	
Masaryk University Contribution	

(1) Students contribution	
Xx HGDP students per xx €	
xx LGDP students per xx €	
Sum	

-----  
EERA e.V., Treasurer  
N.n.

-----  
Hosting University  
N.N

-----  
Project Manager (Host)

-----  
Date