



# 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. The association, founded in 1994, boasts more than 40 regional and national associations from 35 different countries as members.

EERA connects educational researchers from Portugal to Norway and from Iceland to Kazakhstan. 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 which acknowledges its own context but also recognises wider transnational contexts and reflects political and cultural differences.

EERA organises the European Conference on Educational Research (ECER), one of the most important European conferences covering the broad field of educational research.

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

### 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 2016 - 2023

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 researchers 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.

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

Since 2010, 9 universities and research associations have hosted 13 EERA Summer Schools with an average participation of 67 students from 22 countries. You can find an overview on the [EERA website](#).

## 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 an 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 organising 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 out rooms, accommodation for students and tutors.	
5. It will be possible to organise 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 EERA/ 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 16.500,- € 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 (for example from 2023: 308€ HGDP, 209€ LGDP students with a 165€ surcharge for a single room).	
13. Our budget can provide for: student housing, food, mentor/supervisor/guest tutors/keynote speakers: travel, housing, food and a small honorarium for specific administration costs. General overhead costs are not foreseen.	
14. We are confident that we can organise a mixed mentoring/tutoring 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.	
15. We are confident we can organise one (or more) keynote speaker(s).	
16. We will contact the Emerging Researchers' Link Convenor and/or a representative from the EERA Executive Board (preferably also a tutor) to represent EERA, ECER and the Emerging Researchers' Group at the Opening of the Summer School.	
17. We are able to follow the request from EERA that someone from the LOC attends the EERSS the year before their EERSS takes place.	

## 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 Executive Board and 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. Ideas of how EERA could be presented in the EERSS: show the EERA video, highlight next conferences and submission times, overview of networks and members/highlighting new ones. Also: list of anniversary posts and other EERA blog posts, link to keynote videos. Office will provide data to support this.

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 and the Call for the Summer School but also EERA project manager will be at the venue (travel and hotel will be covered by EERA, the person will be included as participant for lunches and the social programme) to help check in participants, display EERA materials during the Summer School, print and stamp letters of confirmation and invoices as needed and collect best practices for future Summer Schools. The EERA project manager will need a designated workspace for remote EERA Office work.

### **The Summer School programme should include:**

- A reading list provided ahead of the Summer School as preparation.
- Opening session: a representative from the EERA Executive board of the Emerging Researchers Group Link Convenor (or a senior mentor) should speak and represent EERA.
- At least 6 x 1h30 time slots for tutorial groups and 2 x 1h30 time slots for individual work so that participants have ample opportunity to reflect and discuss the research.
- One welcome reception/dinner and one social dinner.
- Wednesday morning workshops: If possible including an excursion outside of venue (to a research center or to visit schools).
- Guided visit to city to give the participants a taste of the local culture.
- Participant presentations on the final day.
- Closing ceremony/session: a representative from the EERA Executive board of the Emerging Researchers' Group Link Convenor (or a senior mentor) should speak and represent EERA.

The Local Organisers will be responsible for developing the content of the course, selecting the participants, choosing, contacting and making all arrangements with tutors and lecturers, reviewing assessments for the ECTS points and for all on location preparation. See details below.

### **Tasks of EERA project manager:**

- Purchasing, setting up and administration of the Summer School conference system Conftool.
- Advertising the Summer School via website and mailing lists.
- Organisation of students' application procedure via Conftool.
- Legal agreements with students; financial management of students' contributions.
- Email communication with students before, during and after the Summer School.

- Providing students with letters of confirmation and receipts of payment.
- Visa letters.
- Providing material to present EERA in opening ceremony.
- Presence at the Summer School to provide support in check-in and general support as needed (details above).
- Sending certificates to tutors and keynotes after Summer School.

#### **Tasks of the University/Association:**

- Designing of the curriculum (in consultation with Executive Board and/ or the Emerging Researchers' Group Link Convenor).
- Liaise with national association.
- Liaise with Emerging Researchers' Group.
- Supplying 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.
- Organisation of the programme and the sessions, according to the structure presented by EERA.
- Choosing, contracting, paying and making all necessary arrangements with tutors, lecturers and keynote speakers:
  - Preferably one national and one international keynote speaker.
  - Tutor teams should include colleagues connected to EERA, i.e. EXEC or previous EXEC members, EERA networks' Link Convenors, Council Members. For example: in EERSS 2023, two ERG LCs were paired in tutor groups with local tutors. One network LC was also paired with a local tutor. In EERSS 2022, the president-elect and the previous treasurer and one network LC paired with local tutors.
- Review of applications and selection of participants in Conftool.
- Organisation of Tutorial Groups.
- All on location preparation (lecture rooms, catering, social activities).
- Local accommodation for participants, tutors, lecturers and keynote speakers.
- Provide project and budget report.
- After the Summer School:
  - Conduct an evaluation.
  - Write a report for EERA Council.

## **How EERA is represented at the Summer School**

EERA would like to ensure that Summer Schools are notably EERA events and therefore suggest to include tutors from within the group of Networks' Link Convenors, current and/or previous EERA Executive Board (EXEC) members and/or the Emerging Researchers' Group, as well as EERA Council members. Organisers are advised to be in touch with current EXEC members via the Secretary General to discuss possible invitations.

## 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 Mailing lists	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 form below. 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>	
Address:	
Project coordinator (including position and email address):	
Prior experience with Summer Schools and/or post-graduate education:	
Partners:	
How do you plan to organise housing?	
Process of assignment of ECTS and estimation of how many will be assigned to the course	
Preferred dates (for two consecutive years):	
Ideas on theme/topic: (Keep in mind that this should be a generic theme):	
First draft of the programme:	
Please give details of cooperation with national association (attach letter of support)	
How many local and external tutors do you plan in? Which areas of expertise do they represent?	
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?	

## Budget Grid (Template. Office can provide an Excel file)

NB : Housing is covered by the participants' fee, travel expenses covered by the participant

<b>Expenses</b>				
<b>Personnel costs</b>	<b>(# of persons)</b>	<b>Price/cost</b>	<b>total</b>	<b>(University contr.)</b>
Keynote Speakers				
Tutors				
Keynoters and tutors - travel and subsistence				
Organising team				
Student assistants				
<b>Sum: Personnel costs</b>				
Rooms and space (as needed for programme)	5-10 room			
Catering (lunches and refreshment during breaks)	5 days			
Student housing	6 nights, 60 - 70 students			
Publishing, student materials, gifts				
Miscellaneous				
Cultural programme				
<b>Sum: Other costs</b>				
<b>Sum</b>				
<b>Income</b>				
EERA Contribution			<b>Max 16500</b>	
Students contribution (1)				
University Contribution				
<b>Sum</b>				
<b>(1) Students contribution for housing</b>				
30 High GDP students in shared room (e.g. 330 €)				
30 Low GDP students in shared room (e.g.230 €)				
A percentage of the students will pay a surcharge for a single room (e.g. 165 €)				