



Guidelines study groups OZSW

March 2016

The purpose of an OZSW study group is to develop collective research-related activities in a certain philosophical area or on a certain philosophical topic. These activities can consist of seminars, discussion sessions, reading groups and the like.

The advantages of being a member of an OZSW study group is that one gets access to other philosophical scholars in one's area of specializations, which are not always present in one's own university. The OZSW encourages such collaboration and aims to support this by being a source of information on existing workgroups and bringing scholars working in the same area in touch with each other.

Members of the OZSW are thus cordially invited to start up study groups.

The guidelines below summarize the main aspects:

STARTING UP A GROUP

1. **All members of the OZSW are allowed to start an OZSW study group.** A study group can have one or more coordinators. The coordinators should all be an OZSW member.
2. **In order to start a new study group**, send an e-mail to assistant.director@ozsw.nl with the following information:
 - Title study group (e.g. 'political philosophy', 'scepticism')
 - Name + e-mail address coordinator(s)
 - Short description of the topic of the study group
 - Short description of the set-up / practicalities (e.g. how often will the group meet, what will the activities consist of?)
 - Initial list of members
3. The webmaster will **put the group on the OZSW website** (<http://www.ozsw.nl/study-groups/>), and make an event category for the study group. The webmaster will inform the study group coordinator once this has been done. The study group coordinator can get editorial rights to the group's page (the website is built in WordPress), or can send requests for changes to the page to webmaster@ozsw.nl.
4. The OZSW office will **announce the new group** over the OZSW mailing lists and through a news item on the OZSW home page.

GROUP MEMBERSHIP

5. All OZSW members can become a member of **multiple study groups**.

6. People can **sign up for study groups** when registering as OZSW member. The OZSW secretariat will inform the study group coordinator of new group members. Existing OZSW members can join a study group by filling out the appropriate form on the webpage of the group. Coordinators will automatically receive notification when this happens.
7. Study group coordinators are allowed to pose **reasonable demands on membership** of the study group, such as regularly visiting the meetings, or reading texts in advance of the meetings.
8. Coordinators can also allow **non-OZSW members to join the group**, but the majority of the members of a study group should be OZSW members, and all members should be active in scientific research or academic graduate education.

COMMUNICATION ABOUT ACTIVITIES

9. The study group coordinator will announce **all activities of the study group in the event calendar** on the website (<http://www.ozsw.nl/event-calendar/>), for which there are two possibilities:
 - The study group coordinator will log into the website and submit an event her-/himself (don't forget to choose the right event category!). See the separate manual on how to do this.
 - The study group coordinator will send an e-mail to event.calendar@ozsw.nl, with at least the following info: date/time, location, description, which study group. The webmaster will post the event on the site.
10. **If the group has not organized any activities for more than a year**, the study group page will be disabled on the OZSW site. The event calendar (see point 4) will be the reference point for determining if a group has developed any activities in the past year. A removed group can be activated again after the study group coordinator has contacted the OZSW assistant director with a proposal for a new activity.
11. On request of the coordinator, the OZSW Office is able to create a **mailing list** for all the members of the study group (e.g. business.ethics@ozsw.nl), in order to facilitate communication between the group members. The OZSW secretariat will add people which have registered either through the group's registration form, or as part of OZSW membership registration. If people sign up directly with the coordinator, (s)he should inform the OZSW secretariat that the mailing list needs to be updated.

VENUE FOR GROUP ACTIVITIES

12. The organizer of a study group activity is responsible for **booking a room for events**. Unfortunately the OZSW has no budget for using external/commercial venues. For their activities the study groups should thus make use of meeting rooms at one of the universities participating in the study group.
13. Considering that room availability at each university is always limited, the OZSW strongly encourages study groups to **rotate group activities** as much as possible **between the participating universities**, so that the 'burden' is fairly shared. If all activities are organized by the same person – i.e. the coordinator – (s)he can of course

request the group members to take turns in booking a room at their respective universities.

OTHER

14. The OZSW has a small annual budget available for **financial support for activities** of the OZSW study groups. All groups can apply for such support, for which there will be two deadlines each year. Separate guidelines are available on this subject.
15. Exceptions to the above guidelines are possible by making a motivated request to the scientific director of the OZSW.