



## Information about organizing an educational activity for the OZSW

*Version September 2016*

One of the main goals of the OZSW is to offer education and training for research master and PhD students. In order to enable the OZSW do so, the founding partners have each committed themselves to contributing facilities and lecturers to OZSW educational activities. If you are reading this information, this is probably because you have been asked to organize/coordinate an educational activity – please know that we appreciate your contribution.

This leaflet is meant to provide first-time organizers/coordinators of OZSW educational activities information on the division of labor between the local organizer/coordinator and the OZSW office. It is also important to take note of the financial constraints that result from the OZSW budget. The main points to be aware of are the following:

- The organizer/coordinator is responsible for
  - The contents of the activity and inviting guest lecturers (budget for guest lecturers from abroad is available, but should be discussed with the section and office first)
  - Providing complete and detailed course information to the OZSW office
  - Booking rooms and a lunch at his/her own university
  - Informing applicants about acceptance/rejection to the course, and providing them with any further details that they need to prepare and participate
  - After the course: informing the OZSW office which of the registered participants deserve a certificate
- The OZSW office is responsible for
  - Creating a webpage and a registration form for the course
  - Announcing the activity on relevant OZSW and external mailing lists
  - Facilitating and organizing an evaluation of the course – if desirable
  - Handing out certificates of participation to those students who have met the course requirements

The next pages provide detailed information on these points, as well as on other points of possible concern. It is a long list of points, for which we apologize, but please know that we merely aim to prevent some of the misunderstandings which have occurred in the past. Hopefully the lay-out will help you to quickly identify the information that you need.

On behalf of the OZSW Management Team I would like to sincerely thank you in advance for your contribution to the OZSW. Please don't hesitate to contact the OZSW Office if you have any further questions.

With kind regards,

Christine Boshuijzen- van Burken  
Assistant director OZSW

# Annex - Detailed information

## 1. Basic points applying to all activities (unless exceptions apply)

- a) *Institutional commitment and teaching load.* All 11 founding partners of the OZSW have agreed to contribute manpower to the OZSW educational program. Coordinators/teachers of OZSW activities may want to check that OZSW teaching this is taken into account in any agreements made with their employer about their personal teaching load.
- b) *Support by OZSW Section Committees.* All educational activities that will be included in the OZSW educational program will need to be supported by one or more of the 3 OZSW Section Committees. You may contact the applicable section chair yourself, or ask the OZSW office to have your proposal added to the agenda for the next meeting of the Section Committee.
- c) *Venues.* Activities will – with some exceptions (see §2) – take place at one of the 11 participating universities. These universities provide the venue free of charge. Course coordinators are kindly asked to book a room at their own university. In case the course coordinator does not work for one of the 11 OZSW founding partners, the OZSW office can help to find a venue.
- d) *Catering costs.* Coffee/tea during the breaks and a lunch may be provided to students and teachers of the course. In addition, closing drinks may be offered at the end of a course. Course coordinators are kindly asked to book the required catering with their university's catering company.
- e) *Travel costs and speakers fee/thank-you-gift.*
  - For guest teachers/speakers from one of the 11 founding partners (travel) costs cannot be declared to the OZSW. They should declare travel costs to their employer. They will also not receive a speakers' fee or thank-you-gift.
  - For guest teachers from other Dutch faculties / universities / organizations it is possible to declare (travel) costs to the OZSW. Guest teachers may be asked to declare the costs directly to the OZSW office ([secretariaat@ozsw.nl](mailto:secretariaat@ozsw.nl)), with clear mention of which activity it concerns. The organizer may also offer a small token of our gratitude (such as a "boekenbon"), and declare costs of maximum 25 euros per speaker for this to the OZSW.
  - Only a limited budget is available for this purpose. If total costs will be higher than 150 euro per activity, permission is needed in advance from the OZSW Office.
  - All costs will have to be declared to the OZSW Office, accompanied by receipts, within a month after the activity has finished.
- f) *Guest teachers/speakers from abroad.* Limited budget for guest teachers from abroad is available, but this should be discussed with the section head.
- g) *Course information.* The OZSW has a digital form available to collect basic information that about courses and winter/summer schools (dates, description, goals, etc.). Coordinators are kindly requested to fill out this form, so that potential students can be informed timely about the details of upcoming activities. Providing detailed and complete information will prevent you from getting many e-mails from students later on with questions.
- h) *Internet presence.* The OZSW website will be the main source of information on all OZSW activities. This means that the coordinator in question does not need to worry about creating a separate website for e.g. OZSW graduate conferences.
  - Exceptions may be made for activities which are co-organized with a third party organization, but this requires explicit permission from the OZSW Management Team ("voorzittersoverleg").

- Activities will always be announced on the website as “The OZSW and... [name of coordinator/hosting university], in order to acknowledge the contribution made to the OZSW community. It is possible to add the logo of the organizing/hosting university.
  - Coordinators/organizers of an activity may either request to obtain editing rights on the pages in question on the OZSW website (the website’s Content Management System is in Word Press), or leave it to the OZSW webmaster to update content as needed.
- i) *Course announcements.* As soon as the information is complete, the OZSW Office will announce the activity on their website and through relevant OZSW mailing lists. The activity will also be announced on Filos-NL and, if relevant, Philos-L. The OZSW would appreciate it if the coordinator of the activity suggests other ways in which to promote the activity among relevant groups, and is happy to assist in such promotional work.
  - j) *Registration.* The OZSW Office will handle the participant registration for all educational activities. An online registration form will be created for this purpose, and the coordinator will be given either online access to this information, or will receive the most recent registration information on request.
  - k) *Costs of participation.* OZSW activities are in general free for OZSW members (exceptions are the winter/summer schools at external locations and graduate conferences of multiple days, see §2 and §3). Non-OZSW members pay a fee. For courses this will in general be 250 euro.
  - l) *Informing participants.* After having received the registration information, the coordinator will be responsible for informing applicants whether they have been accepted to the activity, and for providing them with further details after registration has closed (such as preparations that need to be made + reading materials). Please also inform the OZSW office if you would like to reject certain students.
  - m) *ECTS credit points.* The OZSW is not authorized to reward a student with ECTS credit points. On request of the student the OZSW is, however, able to offer a certificate for participation in the activity. This certificate may include phrases such as “the activity has a course load that is the equivalent of ... ECTS.” A certificate will only be given if the coordinator can confirm that the student in question deserves the certificate by meeting the criteria set in advance.
  - n) *Evaluation.* Student evaluation forms can be set up and distributed by the OZSW Office, in close collaboration with the organizer of the activity. At the moment there is no obligation to evaluate the activity, but this may change in the future.

## **2. Activities at an external location**

In some cases – like that of an event lasting multiple days, events with evening programs, or other events in which the social interaction between participants is considered to be an important part of the activity – it may be desirable to organize the activity at an external location. In such cases the following applies:

- a) *Permission.* Due to the large costs of using an external location, and the limited budget of the OZSW, activities cannot be organized at an external location without the permission of the management team (“voorzittersoverleg”) of the OZSW.
- b) *Booking the location* (replaces §1c). The OZSW Office will ask for quotes from suitable locations. The OZSW Office will be responsible for booking the location, and for making any further changes in the booking that may affect the height of the bill (such as changing catering arrangements and number of rooms).

*Important note:* For winter and summer schools at external locations, separate scenarios are available at the OZSW Office, listing the tasks and responsibilities of the OZSW Office, the school coordinator, teachers and participants in detail.

### **3. Activities for which the OZSW makes funding available**

For some activities, such as graduate conferences, the OZSW may make extra budget available – in addition to the possibility to declare costs for lunch and travel costs of external lecturers (§1c/d).

- a) A budget plan needs to be created in advance by the coordinator and/or the OZSW Office, so that the OZSW is able to establish the reasonableness of the intended costs.
  - In case the activity is co-funded by another organization (such as the organizing faculty), this co-funding needs to be acknowledged in the budget plan.
  - The budget plan also needs to include a reasonable estimation of participant fees. Participation is free for OZSW members, or at least at a severely reduced rate (a proposal should be included in the budget plan)
- b) The OZSW may require a report on the activity afterwards.
- c) The organizer is responsible for making sure that the activity can and will be organized based on this funding. Any profit or loss made on organizing the activity is in principle for the organizing university. The organizer should send a bill to the OZSW within one month after the activity has finished. The OZSW will pay this bill provided conditions set in advance – if any - have been met.