Information about organizing an educational activity for the OZSW

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One of the main goals of the OZSW is to offer educational activities 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.

This document is an overview of the division of tasks and guidelines/rules for organizing an educational activity for the OZSW and to prevent misunderstanding. Attached are appendices with more information and templates to make the organization of your activity easier.

Overview of division of tasks between local organizer and OZSW office:

1. The local organizer is responsible for
   - Sending the proposal for the activity to the Section head
   - The contents of the activity
   - Inviting guest lecturers (check the budget information below for what is possible)
   - Providing complete and detailed course information to the OZSW office
   - Booking rooms and catering
   - Informing applicants about acceptance/rejection to the course, and providing them with any further details for preparation and participation
   - Informing the OZSW office which of participants earned an ECTS certificate

2. The OZSW office is responsible for
   - Creating a webpage for the activity
   - Creating an on-line registration form, and handling participant fees
   - Announcing the activity on mailing lists (OZSW and external lists) and social media
   - Facilitating and organizing an evaluation of the activity
   - Handing out ECTS certificates to those students who have met the course requirements

Below you will find the policy guidelines for organizing an educational activity.
After reading this, you can use *Appendix 1 To Do Overview* to make organizing your activity easier. The to do list might defer per activity, and can be adjusted as desired.

<u>Institutional commitment and support</u>
- *Institutional commitment and teaching load.* All 11 founding partners of the OZSW have agreed to contribute manpower to the OZSW educational program. Organizers/teachers of OZSW activities may want to check that OZSW teaching is taken into account in any agreements made with their employer about their personal teaching load and that no one is paid for teaching at an educational activity (see *Appendix 2 Guidelines Lecturer Deployment*).
- *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. Please contact the section chair ahead of time with your idea or

proposal.

Content and form

- Content and form: Proposed activities may take different forms, such as a course or summer school, a master class, a research seminar or a more practice-oriented workshop in for example questions of methodology. The activity should have a clear aim, learning objective, and outcome. It can have (international) experts and may be aimed at any subdiscipline or a broader theme. The course coordinator can invite other lecturers to teach. Often the course coordinator will only teach one or two blocks, and will invite an additional 4 to 9 colleagues to teach in the remaining parts of the course. It is also possible to use other formats, e.g. to offer a course taught by only one or two lecturers, rather than by a number of lecturers. In such a case, please pay extra attention to providing enough feedback to the students during the course.
- Length: A course takes place over 5 full days; often this is the same day of the week in 5 consecutive weeks (one could also opt for a full week), e.g. 5 consecutive Fridays, from 10 AM to 1 PM and from 2 to 5 PM. That makes for 10 blocks of 3 hours each. A Master class takes place over 1 or 2 days, and a Summer School 4 to 5 days.
- Target group: The courses need to be clear about the intended participants: PhD students and/or Research Master students and/or postdocs and other senior scholars, and it should be clear whom will be given priority in case there are more interested participants than available spots.

Carbon Footprint

We strongly urge organizers to take the carbon footprint of the event and its general impact on the climate into account (e.g. by limiting the number of speakers from other continents, or by considering alternative and 'greener' ways of travel like public transportation).

Funding by OZSW

The OZSW makes an annual budget for funding of activities per section (Theoretical Philosophy, Ethics and Practical Philosophy, and History of Philosophy), which is discussed with the Management Team and Board. The chairman of the section decides on how this funding is divided over the courses. See *Budget, coverage of costs* below what exactly is funded.

- A budget plan needs to be created in advance by the organizer, so that the OZSW office and chairman of the section OZSW are able to establish whether the intended costs are reasonable (see *Appendix 3 Template Budget*).
    - Costs generally include: catering, travel and registration costs (see "Budget and coverage costs" below for more information).
    - Co-funding by another organization (including the organizing faculty) needs to be acknowledged in the budget plan.
    - Include a reasonable estimation of participant fees. Participation for OZSW members is free or at a significantly reduced rate.
- The organizer is responsible for making sure that the activity can and will be organized based on this funding. It is the responsibility of the course organizer to make a balanced budget. Any profit or loss of activities organized by the section will be recalculated with the section's budget. Any profit or loss of other general educational activities 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.
- The OZSW requires a (financial) report on the activity afterwards.

Budget and coverage of costs
- Venues*:* Activities will take place at one of the 11 participating universities. These universities should provide the venue free of charge. Course organizers are kindly asked to book a room at their own university.
  - o Exceptions: In some cases - like an event lasting multiple days, events with evening programs, or 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. 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 chairman of the section.

- Catering: Coffee and tea during the breaks and a lunch may be provided to students and teachers of the course. Course organizers are kindly asked to book the required catering with their university's catering company. In addition, closing drinks or a dinner may be offered at the end of a course. A contribution from participants may be asked to cover these costs for dinner or drinks.

- Traveling costs:
  - o University 11 founding partners: Cost for guest teachers/speakers from one of the 11 founding partners travel cannot be declared to the OZSW. They should declare travel costs to their employer.
  - o University external NL: 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) with clear mention of which activity it concerns.
  - o Guest teachers/speakers from abroad: Limited budget for guest teachers from abroad is available, but this should be discussed with the section head.

- Registration fees and costs: Participation for OZSW members is free or at a significantly reduced rate. Non-OZSW members pay a fee. For courses this will generally be between 250 and 350 euro. Keep in mind that our registration program Aanmelder.nl also charges some costs (Check *Appendix 3 Template Budget* to calculate the estimated registration costs).

Accountability and declaration of costs
All costs will have to be declared to the OZSW Office, accompanied by receipts, within a month after the activity has finished. To declare costs, more information can be found on: https://www.ozsw.nl/declaring-costs/

Promotion of the educational activity
- Course webpage: Organizers are kindly requested to fill out the template (*Appendix 4; Form for course webpage*) to collect basic information that about courses and winter/summer schools (dates, description, goals, etc.) for the webpage, so that potential

students can be informed timely about the details of upcoming activities, and will prevent you from getting many e-mails from students later on with questions.

The OZSW website will be the main source of information on all OZSW activities. If the organizer wishes to create a separate website, exceptions may be made for activities which are co-organized with a third-party organization, but this requires explicit permission from the section head.

- Course announcements: The OZSW Office will announce the activity on their website and through relevant OZSW mailing lists, Filos-NL, Philos-L and social media.

Registration and cancellation

- The OZSW Office will handle the participant registration for all educational activities through an online registration form on the webpage. The organizer will receive updates on the most recent registration information.
- A registration and cancellation policy is applicable and available online for interested participants to read beforehand (see *Appendix 5 Registration and Cancellation Policy*).

Communication with participants

- After having received the registration information, the organizer will be responsible for informing applicants whether they have been accepted or rejected to the activity, and for providing them with further details after registration has closed, such as preparations that need to be made and reading materials. We recommend making reading materials digital.

ECTS grant policy

- OZSW is not authorized to decide on the amount of ECTS. This has to be discussed with the local exam committees before the course starts.
- OZSW is also not authorized to reward a student with ECTS credit points. 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 organizer can confirm that the student in question deserves the certificate by meeting the criteria set in advance.
- For more information, check *Appendix 6 ECTS Policy*.

Evaluation

- Student evaluation forms will be set up and distributed by the OZSW Office, in close collaboration with the organizer of the activity. This information is needed to give account to the School Board, and to monitor the quality of the educational activities. In the future, we will also ask organizers to evaluate organizing the activity, so we can share the tips & tricks for future organizers.