

ECREA EUROPEAN MEDIA AND COMMUNICATION DOCTORAL SUMMER SCHOOL HOST GUIDELINES (version 28 January 2020)

1. Summer School Objectives

ECREA European Media and Communication Doctoral Summer School is established to support integration of PhD students within Europe and beyond into an academic culture:

- in constructive and supportive manner, respectful towards disciplinary differences, inclusive across different aspects of media and communication field, including theoretical approaches and methodologies;
- through less hierarchical interaction between lecturers and students;
- in spirit of promotion of cross-cultural understanding;
- to facilitate network-building that will last across academic career paths;
- to integrate PhD students into ECREA and its different S/N/TWG, promoting association and ways in which early career scholars can participate within ECREA and its decision-making bodies (YECREA and beyond);
- to promote inclusive intellectual culture that ECREA stands for.

2. Summer School host institution

The host institution must be a university, higher education institution or other suitable organisation working in the field of communication research and education. The host institution must be ECREA institutional member.

The host institution will be selected through a public call typically for duration of two years with possibility of extending collaboration for the third year.

Host institution must have experience in organising academic events. The location should be affordable and accessible. The Summer School must have broadly speaking a European location, though potential host institutions are by no means limited to those from EU-member states.

The Summer School venue should include a large room (approximately 60 seats) as well as three to four breakout rooms (approximately 20 seats) with appropriate screening facilities. A central area is required for coffee/refreshment breaks. An appropriate lunch venue within easy reach is also necessary. Appropriate areas for social events such as venue for the conference dinner needs to be considered. Accommodation for students and lecturers should be in the reasonable vicinity of Summer School venue. Accommodation of lecturers and students in the same location is preferred to facilitate easier interaction between students and lecturers. Students can be required to share rooms with other participants – two students per room – for networking and budgetary reasons.

3. Summer School Format(s)

The programme of the Summer School consists of following major content formats:

- student feedback workshops
- lectures and workshops
- group or individual consultation sessions
- roundtables and alternative discussion formats
- evaluation workshop
- social and cultural programme

Student feedback workshops represent the core component of the Summer School programme. The Summer School programme must reserve 1-hour feedback session to each of the student-participants. Additionally the programme can contain lectures, workshops, poster sessions, consultation hours, roundtable discussions and other formats are considered interesting. The participants can be divided into 3 or 4 parallel working groups, depending on the total planned days of the Summer School. Total duration of the summer school should be between 7-9 full working days with a possible break in the middle and additional travel-days if needed. The number of days depends on budgetary considerations, but at the same time, keeping in line with the summer school ethos of friendly, supportive and critical environment. There is normally a welcome dinner at the beginning and a farewell dinner at the end. Additional social events can be organised.

2.1 Structure of student feedback workshops

- Up to 10 minute presentation by student, followed by feedback of student respondent, lecturer respondent, group manager, followed by a general discussion - Type of feedback to be given depends on the participants. Students are encouraged to submit questions or point out concerns that they have about their project and request support to those issues.
- In order to minimise the need for lengthy oral presentation, a 3000 words (excluding references) written paper about the structure, composition and organisation of the PhD will be handed in 7-10 days before the Summer School. The paper should read as an extended thesis-proposal, outlining the main theoretical, methodological and analytical approaches used in the thesis.
- All the papers will be distributed to students and lecturers 7-10 days before that start of the programme. The aim with the distribution is that all students within groups are expected to read the papers and be prepared to ask questions and share advice at the student feedback session. Active participation is part of the summer school experience and will be moderated by the group manager.

2.2 Lectures, workshops and other programme components

The number, types and formats of lectures and workshops are negotiated between International Director and Local Organisers on annual basis.

The International Director and Local Organisers will communicate with potential lecturers and group managers to produce a draft of the summer school programme by the end of May.

4. Organisational structure

The ECREA European Media and Communication Doctoral Summer School has a tri-partite organisational structure:

- ECREA Executive Board;
- Summer School International Director;
- Local Organising Committee.

ECREA Executive Board elects Summer School International Director for a mandate of 5 years. Executive Board also appoints among its members a Summer School co-ordinator who actively collaborates with International Director and Local Organising Committee representatives on the Summer School preparations and planning. Local host institution nominates a Local Organising Committee according to its organisational and institutional requirements, but with no less than two members.

A three-member Organising Committee will be established: one representative of host institution, one representative from ECREA Executive Board (Summer School co-ordinator), and Summer School International Director. The Organising Committee will be chaired by the Summer School International Director.

4. Summer School Students

Students-participants are recruited annually through a public call. The call is typically issued between mid-January and mid-February on ECREA website and is promoted via ECREA and other scholarly communication channels, such as mailing lists, as well as social media etc. Summer School alumni are also included in promotion of the programme.

The call for participants should be inclusive to all fields and subjects of communication research covered within ECREA. The call is prepared by Local Organisers in collaboration with International Director and approved by ECREA Bureau.

While there is no fixed limit on the number of students, the programme functions well with 42-45 students. While it is possible to organise Summer School with less students, the smaller numbers do put great strain on the overall budget of the event.

The Selection of applications is done by Local Organisers in consultation with International Director. All proposals will be anonymised and the evaluation will be done using scores on a predefined set of criteria. The proposals will be ranked as accepted, rejected and waiting list to ensure potential replacements for students who will not confirm participation at the Summer School. Certain number of places at the Summer School can be reserved for students of host institution. Their number will be defined in Agreement for organisation of the Summer School, which will be signed between local host and ECREA each year before the launching of the call for participants.

Communication with participants is managed by ECREA through its administrator in collaboration and coordination with Local Organisers.

5. Summer School Lecturers

The Summer School does not operate with a fixed number of lectures. Depending on the final number of participating students, 13-18 senior scholars will be needed to give feedback and help to provide interesting and engaging programme. Each lecturer will be expected to give feedback to 3-6 papers. Balancing of the number, diversity of approach, gender and experience of the lecturers is vital for the programme and important consideration is the number of feedback sessions as well as number of available resources to cover the costs of the lecturers. Participation of limited number of local lecturers is encouraged to support promotion of the host institution and academic community as well as keep down the costs. The lecturers are primarily expected to read student papers and engage with students during and outside of student feedback workshops, consultations etc. and are not necessarily required to do lectures or workshops.

Lecturers will be recruited annually by Local Organisers and International Director from a pool of lecturers. The selection of lecturers would ideally include a number of former Summer School lecturers due to their familiarity with the format and expectation. The situations in which majority of the lecturers would be new to the programme is best avoided. Local Organisers and International Director will have a final say in selecting the lecturers from the pool.

Lecturers can be nominated to the pool by ECREA Executive Board, Local Organiser or International Director. In nominating the lecturers and in their selection for a particular edition of the Summer School, gender balance, proposal for topic/activity, and experience in

PhD supervision will be taken into account as selection criteria. All lecturers need to be ECREA members.

ECREA will nominate the lecturers for the pool by consulting with ECREA Advisory Board and ECREA Sections. ECREA Summer School co-ordinator will ask Advisory Board to nominate potential lecturers for the pool. ECREA Summer School co-ordinator will also invite ECREA Sections to each nominate one potential lecturer to the Summer School pool of potential lecturers. Nominations can be for one or two years and should explicitly list lecturer expertise in order to help find most suitable candidates for the programme.

ECREA Executive Board will confirm the pool of lecturers (typically in January) before the call for participants is launched.

Participating lecturers will be included in evaluation of the programme and will be able to serve in advisory capacity to the Organising Committee.

6. Timing and preliminary timeline

The Summer School is typically organised late July/early August although other timing can be negotiated with ECREA Bureau. Overlap with major international academic conferences (e.g. IAMCR) is best avoided.

- Scheduling with provisional timeline, location and preliminary budget will be prepared by Local Organisers in collaboration with International Director by October the year before the summer school takes place.
- Decision on the number of grants allocated by ECREA also needs to be made by October the year before the summer school takes place as they need to be included in the preliminary budget proposal.
- These proposals will be basis for preparation of the Agreement for organisation of the Summer School, which is signed between host institution and ECREA at the latest in January of the year in which the Summer School takes place.
- The call for participants is published in mid-January to mid-February each year.
- The call for ECREA Summer School grants should be published simultaneously with the call for participants.
- Preliminary programme will be presented by International Director to ECREA Bureau at the end of May. In addition to the preliminary programme, Local Organisers will at the same time present an updated version of the budget to ECREA Bureau.
- A written final report on the programme, prepared by Local Organisers in collaboration with International Director, consisting of detailed report on the programme, budget and evaluation, will be shared with ECREA Executive Board within two months after the end of the programme.

7. Programme Evaluation

Each year, the programme will contain an evaluation exercise, which will be oral discussion of the highlights of the summer school, organised by the International Director. A written post-summer school survey will also be conducted by Local Organiser and International Director.

A written report, prepared by Local Organisers in collaboration with International Director, will be shared with ECREA Executive Board within two months after the end of the programme. The report will be considered in planning of the next Summer School and previous evaluation reports will be made available to new Local Organisers.

Local Organisers will issue a certificate of attendance to participating students. If possible, the host institution will award students adequate number of ECTS points for their attendance. In the past, host institutions were awarding 10 ECTS for Summer School programme, although this can vary given different academic contexts.

8. Financial Considerations

The Summer School is an independent financial project financed from participation fees. Local Organisers should not be required to find additional means of financing.

Local Organisers are however encouraged to look for additional means of financing if it can lower the costs of the programme/participation fee. Terms and conditions of that will need to be confirmed by ECREA Bureau. The Local Organisers and International Director will ensure that any sponsorship will comply with ECREA ethical standards.

ECREA will financially support the Summer School through allocation of grants for participation at Summer School. ECREA will also indirectly support the Summer School through ECREA will also administratively support the Summer School through its human and other resources – administrative help, website and communication, promotion etc.

ECREA Summer School is not a profit-making project. Local Organisers must transfer all unused resources from the first year of organising the Summer School to the second year. If this creates accounting difficulties for Local Organisers, the surplus will be transferred to ECREA and will be used for the next edition of the Summer School. At the end of the second

year, all unused resources that surpass the sum of 2.000 EUR will be transferred from Local Organisers to ECREA and will be used for the next edition of the Summer School.

8.1 Summer School participation fee

The Summer School will have different participation fees for ECREA members and for non-members. In order to claim reduced fee for ECREA members, students do not need to be ECREA members at the time they submit their proposals but need to become members by the time of invoicing. For 2019 Summer School, the fees were 840 Euros (700 EUR+ VAT) for the ECREA members and 990 Euros (825 EUR+ VAT) for non-members.

Local Organisers and International Director will propose a fee structure along with draft budget in October. The fees need to be confirmed by ECREA Bureau.

The collection of fees is done by host institution. Exact terms and conditions are specified in Agreement for organisation of the Summer School.

8.2 Costs

The Summer School is a volunteer-driven project – local organisers, International Director and Summer School lecturers are not paid for their work from the Summer School budget.

Local Organisers will attempt to minimise administrative costs for the project at their host institution, such as institutional overhead. Part of the budget can be allocated towards covering administrative costs and is subject to prior confirmation of the Organising Committee.

The Summer School reimburses lecturer's travel (economy class) and covers their stay in the same accommodation as students. Summer School lecturers share all the same provisions as Summer School students (lunch, coffee breaks, welcome and farewell reception). The lecturers are treated one lecturer-only working dinner, during which the programme is evaluated.

Overall, following items need to be covered by the Summer School budget:

1. Accommodation (single room for lecturers, shared or single rooms for students), all working days + arrival and departure day for students/according to the working period for lecturers.

2. Coffee breaks
3. Lunches (student lunches can be potentially covered by the participants assuming that a cheap student-lunch option is available within easy reach, lecturer lunches need to be covered by Summer School)
4. Welcome and/or Farewell reception
5. Name-tags, pens and writing material with a bag or a folder (can be university or sponsor branded) or similar merchandising
6. Room rental, organisational costs, support services and facilities (in the ideal case sponsored by the university)
7. Travel refunds to all lecturers

Budgets from previous Summer Schools will be shared with new Local Organisers upon request.

8.3 ECREA Grants

ECREA will financially support the Summer School through allocation of grants for participation at Summer School. The number of grants will be decided annually by ECREA Bureau no later than October the year before the Summer School takes place since they need to be included in the preliminary budget proposal which is due in October.

A call for applications for grants will be launched annually along with call for participants. The task of reviewing grant applications and selection of recipients will be carried out by YECREA management team. The applications are evaluated based on a set of predefined criteria. YECREA management team can propose change of evaluation criteria before the end of November the year before the summer school takes place.

Grants can be either directly claimed by Local Organisers (model 1) or ECREA pays invoices incurred by organisation of the summer school up to the allocated amount for grants (model 2). The grants can also be paid directly to students by ECREA via reimbursement claims (model 3).

ECREA prefers Model 1 but is willing to negotiate with Local Organisers about terms and conditions of Model 2 or 3, the details of which need to be specified in the Agreement for organisation of the Summer School or special Annexes to the Agreement.