2021 SUMMER SCHOOL GUIDANCE FOR COURSE ORGANISERS

The information provided in this guidance document is to assist STFC summer school course organisers with school planning. It gives specific guidance around EDI, programming, content and administrative information.

EQUALITY, DIVERSITY AND INCLUSION

STFC is committed to ensuring that its policies and practices reflect the diverse needs and experiences of its employees and other stakeholders. Accordingly, organisers of an STFC-funded summer school are required to ensure that the arrangements for the school comply with the STFC equality scheme and in particular that they place no barriers in the way of participation by students from any of the protected groups (gender, disability and race) and involve no discrimination or bias against any of the protected groups in the selection of lecturers.

The following EDI considerations should be made in planning the school:-

- Aim for gender balance in the speaker program (bear in mind that speakers from underrepresented groups may be overcommitted and more likely to decline, so should be approached first for the highest chance of achieving a balanced final program). Statistics for speakers and participants should be kept and included in the final report.

- Community building: recognising that the schools are an opportunity to reinforce standards for the cohort as a community, could include sessions on EDI issues, confidence/imposter phenomenon, wellness, tips for PhD success.

- Request participants give notice of any accessibility issues or special needs as early as possible so that they may be accommodated but do note GDPR considerations of sensitive data.

- A code of conduct should be part of the planning and all participants (including tutors and lecturers) should agree to it.

TUTORS/LECTURERS/SPEAKERS

In addition to gender balance and underrepresented group consideration please ensure the tutors/lecturers have the required experience to deliver the sessions.

Tutors should have some element of training or briefing, particularly if early career researchers are responsible for delivering content and placed in positions of authority over students.
There is an expectation for Ernest Rutherford Fellows and UKRI Future Leader Fellows to participate as lecturers or tutors. If using the Fellows as lecturers please consider how they might benefit from the experience e.g. provide mentoring or formal feedback to help them develop lecturing skills, to improve chances of an academic position.

Summer school host organisations should make fee payments and pay travel expenses to eligible lecturers and tutors from the funds awarded.

RISK MANAGEMENT

Consideration should be given to deliver schools remotely if it is not possible to run a residential school.

SCHOOL PROGRAMMING

- Avoid overscheduling the program, the lectures should not be too long or have too much content. Ensure time for participants to reflect and consolidate their knowledge, network informally, and enjoy some downtime.
- Tutorials and workshops should be planned with clear goals and outcomes.
- The sessions should be carefully aimed at the level appropriate for the students attending.
- Consideration should be given to the refreshments around the variety as well as taking account of dietary requirements.

SKILLS BUILDING

- Ensure there are elements of public engagement in the school. If you require any content advice, please contact Neville.Hollingworth@stfc.ukri.org.
- Careers advice sessions should cover roles in both academia and non-academic careers. Invite speakers from outside of the academic community such as industry or national laboratories for networking.
- Consider communication skills - poster or oral presentation sessions.

ADMINISTRATIVE GUIDANCE AND INFORMATION

STFC will correspond with Course Directors at the appropriate times to progress the administrative elements of running the schools. The following details the requirements.

Contracts

Successful host course organisers will be issued with a draft contract in February/March. This will form the agreement to host the school and detail the payments. Organisers will be asked to check the contract to ensure they are happy with the details and highlight any inaccuracies. Once the draft contract has been agreed STFC will request a Purchase Order
which will form the contract agreement number. The number will be added to the agreement
and STFC will sign the contract initially and it will be forwarded to the Course Director for
signing. A final signed copy should be returned to STFC for record purposes.

School Website

Please send a link to the summer school website to studentships@stfc.ukri.org so this can
be publicised on the STFC summer school web page.

Student Feedback Survey

Course organisers will be required to survey the students on completion of the course. A
template will be provided.

Schools can ask students further questions for their own benefit as well but please only
provide the feedback to the standard questions as requested for reporting to the UKRI STFC
Education, Training and Careers Committee (ETCC). You can always use the additional
information for the final report.

If course organisers do not wish to ask any alternative questions they can use the STFC
student feedback online survey (link will be provided once this has been set up for 2021
schools). STFC will collate the responses and forward you the information for reporting
purposes. STFC are happy for you to continue and collect your own feedback but the option
of the online survey is there if required.

Student Expense Claims

STFC funded, self-supporting and match funded CDT students will need to claim their travel
expenses directly from STFC for attendance at the summer school if required. A claim form
will be provided to the Course Director before the course commences for circulation to
students. If you would like a copy earlier for the website, then please request it.

The expenses claim form can be sent electronically but the form must be signed by the
student and then scanned with receipts to send via email to studentships@stfc.ukri.org,
electronic signatures are not permitted.

Attendee Lists

Course organisers will be asked to send a list of the students that attended the school to
studentships@stfc.ukri.org. This is for cross referencing purposes to match the attendees
with claims received.

Final Report

It is the responsibility of all Summer School Directors to provide a report to the ETCC on
completion of the course. A standardised report template will be provided and required by
mid-October for reporting to ETCC in November. This should be a maximum of 3 sides of
A4.

The report should include student feedback and gender balance between students. The
report will be shared with future hosts.

Invoicing
Course organisers should arrange for an invoice to be submitted to STFC for payment once the school has finished. The invoice should contain the Purchase Order number from the agreement to ensure quick payment. If you are unable to submit an invoice before the November ETCC meeting you should give STFC an estimate of the costs.

All invoices must be received and paid by March 2022.

CONTACT US

If you have any questions, please email us at studentships@stfc.ukri.org.