



Organising a Universitas 21 Summer School

The first *Universitas 21* Summer School took place in Singapore in 2004 and since then has taken place each year at a different U21 university. **The next U21 Summer School will be hosted by the University of Glasgow in Glasgow, in July, 2015.**

2004	National University of Singapore	<i>Global Technology Entrepreneurship</i>
2005	Lund University, Sweden	<i>Sustainable Development of Global Society</i>
2006	University of Hong Kong	<i>Asia as the Global Future</i>
2007	University of Virginia, USA	<i>Leadership in a Global Society</i>
2008	University of Birmingham, UK	<i>Embracing Diversity through Creativity, Culture & Innovation</i>
2009	University of Queensland, Australia	<i>Climate Change Adaptation</i>
2010	The University of Nottingham Ningbo	<i>Food Security</i>
2011	University College Dublin	<i>Conflict Resolution</i>
2012	Tecnológico de Monterrey, Querétaro	<i>Shaping the Future Global Entrepreneur</i>
2013	University of Connecticut	<i>Human Rights</i>
2014	University of New South Wales, Australia	<i>Shaping the Future City</i>

How the Summer School is run is, on the whole, up to the host institution. Students and sponsoring universities will expect an intellectually rigorous programme addressing issues of global significance and relevance, led by engaged and engaging faculty and involving time to socialise, network and discover something of the country/region in which the Summer School is held.

This document is designed to be a helpful source of information and check list to guide those in charge when setting out to organise the school. It is not an exhaustive list and should not be seen as a set of rules or instructions, but is a collection of useful tips and suggested issues to think about, which have been put forward by those who have previously organised a U21 Summer School. This document will be updated annually in the light of experience of the previous year's organising team and as such is a 'live' document: if there are issues which you would expect to have covered but which are absent, please let us know so we can add to it in revision!

REMEMBER:

Communication directly with students and accompanying faculty as well as within the institution is essential so that everyone is aware of what is needed from them and how arrangements are to be made!

As soon as an institution is considering hosting a Summer School, the expectations of participants, the host (including senior administrators/academics) and the programme developers should be carefully managed, so that everyone involved knows what to expect and what is expected of them.

Before any further planning takes place...

- Establish a Project Team (involving key academic and administrative staff) and a Project Manager.
- Allocate roles and responsibilities to each member of the Project Team i.e. accommodation arrangements; marketing and communications requirements; academic program etc.
- Determine dates, if they have not been set already.
- Take into account at all times the varying academic calendars, particularly when setting dates, deadlines or issuing information which requires a response. It is also advisable to take into account key dates for festivals or holidays such as Diwali (3 November, 2013) or Chinese New Year (31 January, 2014)
- Decide a theme for the Summer School
- Establish the budget – some funding will be available from the U21 Secretariat, details of which will be notified at the time of undertaking to run the Summer School.

- As soon as the dates are confirmed, formally invite all U21 institutions to participate (via U21 Managers – contact list available from Secretariat).

Finance

- Work out how best to accept registration fees and determine who is paying (some institutions ask the students to fund their attendance personally)
- Keep income and expenditure transparent
- Fundraise if necessary / possible
- Consider outside vendors – “in kind” contributions?
- Ensure there is a contingency fund in your budget

What institutions / students will want to know:

- Are member institutions expected to pay travel costs for participants?
- Are social activities included in the fee?
- Which meals are included in the fee?
- Is accommodation included in the fee (and for how long)?
- How is payment organised?
- Is the registration cost the same for staff and students?

Student Registration

- Create nomination forms and devise system for receiving nominations. Forms to be sent to U21 Managers in the first instance for distribution
- Determine how many students/staff participants you will invite each institution to nominate
- Determine eligibility criteria for students/staff participants i.e. undergraduate, 2nd year and above
- Create registration form (electronic or on-line) for individual participants once accepted – include information on health insurance and vaccines, contact information, dietary requirements, allergies, accessibility requirements, “preferred name” etc)
- Devise system for processing registrations
- Research visa requirements for students and accompanying faculty
- Issue students with visa letters where necessary (you will require full name of student as it appears on the passport, passport number, issue date, expiry date, date of birth and nationality)

What institutions / students will want to know:

- How many from each institution can take part?
- What is the closing date?
- Will there be a waiting list if numbers are limited?
- What are the visa requirements?
- Who is responsible for insurance?
- Will there be a separate program for staff?

Notification on Acceptance and Invoicing

- After all U21 institutions have submitted nominations, the host should write to each institution informing them which students have been selected to participate in the program.
- DO NOT invoice institutions directly as it is likely that students/staff nominees will change between the time of nomination and invoicing
- Invoices should only be issued once institutions have confirmed which students/staff will be attending
- It is also a good idea to ask institutions exactly who the invoice will need to be addressed to i.e. individual students or a specific staff member at the university

Pre-Summer School Publicity

- Create brochure for distribution to all U21 members and within the host institution (electronically and/or hard copy). This should include fee, theme, application restrictions and instructions.
- Liaise with Secretariat to put information on U21 website (limited) and/or links to a Summer School website created by the host institution

- Create a dedicated U21 Summer School web page or weblog as a convenient way of distributing information and saving on paper.
- Create posters, banners and any other materials for advertising/promoting within the host institution
- Write press releases for use in internal publications
- Inform student groups and unions for further publicity and support
- Create any “branding” for the Summer School. U21 logos should also be used on Summer School publicity and are available in various electronic formats from the Secretariat.
- Consider using social networking sites, e.g. Summer School Facebook group
- Consider creating Summer School merchandise such as T-Shirts, bags etc.

Accommodation and hospitality

- Book student accommodation for maximum likely numbers
- Book accommodation for accompanying faculty
- Accommodation should be near to the main location of the majority of activities, or with transport provided
- Be prepared for early/late departures and arrivals (some students and/or staff may want to arrive several days early, and/or depart several days after the School finishes. You will need to aid them in arranging payment for these extra nights or advise them on other suitable accommodation)
- Organise meals and coffee breaks, taking into consideration field trips or excursions
- Plan and procure conference packs/“goodie bags” and the contents
- Book catering and restaurants taking into account dietary requirements. Make sure meals prepared for those with dietary requirements are labelled as such, and keep vegetarian/vegan food separately to ensure that those who require it are able to have access to it before non-vegetarians/non-vegans eat it all!
- Make sure IT facilities are available on campus (and preferably in the accommodation as well if possible) which the students will have access to. If these are open late/24 hours this will be appreciated by the students. Prepare logins before they arrive that will allow them access to campus IT facilities.
- Arrange for participants and staff to have access to your university libraries during their stay
- Put up a ‘useful information guide’ on the Summer School website, preferably a month/ three weeks before the students arrive. This should include details on Visas, Accommodation, Travel to the city and University, Insurance, Arrival information, What to bring, Campus Facilities, Catering, arrangements, Money (currency and average costs in your country), your city, Health & Safety, **weather** and an overview of the Curriculum.

What institutions / students will want to know:

- What will the accommodation include – linen, cooking facilities, internet access?
- Are facilities en-suite/shared or single rooms?
- What meals are included?
- What clothes do students need – formal dress for dinner, swim wear, wet weather gear, beach attire?
- Should students bring their own lap tops?
- What other facilities are there – printing, computing, etc
- What rules and regulations are there (both national, e.g. drinking laws, and local, e.g. campus rules etc)
- What facilities are there in the vicinity of the accommodation (shops, bars, restaurants etc)

Transport & Venues

- Book lecture theatres, discussion rooms etc
- Book arrival and registration venues
- Collect student and faculty arrival and departure information.
- Organise transfers from airport etc
- Organise how students will get to/from registration, bearing in mind they may have lots of luggage
- Book transport between venues / to and from accommodation if necessary.
- Ensure all drivers are properly briefed on the itinerary and locations, and that each vehicle has a responsible staff person assigned.

- Take into account any helpers, internal staff etc that will need transport to and from venues
- Clearly signpost venues, meeting points, registrations points etc.

What institutions / students will want to know:

- What do they do when they get there – clear joining instructions
- Have transport arrangements/provisions been made for those arriving in the middle of the night?
- Where do students pick up their keys etc if arriving late?
- Are students able to extend their stay? Will they be able to use university accommodation?
- Are there limitations on when they can arrive/depart

Summer School Staff

- Recruit volunteers, mentors and other helpers, including local student volunteers or staff who will be staying in summer school accommodations.
- Don't forget to include these people in catering and other logistics
- Make Summer School staff recognisable by a t-shirt, prominent badge etc
- Provide students with emergency contact details for someone which can be used during the Summer School if necessary
- Provide staff with contact details for each other
- Brief mentors/helpers on what will be required of them
- If mentors/helpers are not working during the entire session, make clear what other parts of the program they will be allowed to attend.

Academic programme & accompanying faculty

- Recruit a curriculum planning team from local faculty, communicating to them what to expect in terms of student/faculty numbers and academic level.
- Contact participating faculty from other U21 institutions for potential collaboration in curriculum development and teaching.
- Plan the curriculum
- Create general schedule (plenary, break-out sessions, discussion groups, field trips / other activities)
- Work out if/how academic credit will be awarded
- Create course schedule
- Recruit faculty to run sessions/give lectures/lead discussion etc (a broad cross-section is desirable to raise awareness of U21 and the Summer School and give faculty the opportunity to make international contacts), and determine what if any compensation they will receive.
- Contact field trip locations, scheduling visits and programming.
- Prepare materials
- Ensure students have enough time to complete any work that is required of them
- Prepare reading pack to be sent out to students as early as possible containing journal articles and extracts from academic texts that are relevant to the theme and the speakers who will present during the School.
- Prepare a Summer School 'Handbook' for the students to receive on arrival. This should include a detailed breakdown of the programme, with timings and venues, information on the academic requirements, detailed information on the practical 'outputs' they will be required to produce, and listings of any group allocations that have been pre-decided.
- Make sure visiting faculty have access to the University libraries and have access to computers on campus (they'll most likely need their own temporary log-ins for the University IT system). Some faculty may also ask about wireless internet access on campus.
- If group work will be required of participants, pre-select groups based on an aim to have participants mix with those from other countries and Universities as much as possible. Try and ensure each group has a good balance of those with English as a first language and those of other nationalities, an even gender balance, and a mixture of nationalities, Universities and academic disciplines.
- Keep in mind that some visiting staff will want to bring spouses so it is best to arrange some double beds in accommodation

What institutions / students will want to know:

- What are the learning outcomes/objectives of the programme?
- Will the students have to do any pre-conference assignments/research/work?
- Will there be a (separate) programme for accompanying faculty?
- Will accompanying faculty take part in the student programme and how?
- What is the role of the accompanying faculty?
- Make sure, even when corresponding with students directly, that the accompanying faculty are also kept well informed of details and logistical arrangements.
- What will be the typical structure of the day?

Social programme & meals

- Identify extra-curricular activities which tie into the Summer School theme
- Make reservations if necessary
- Plan logistics of transport and staffing for these activities
- Provide for ad-hoc recreational activities (sports, hikes, social gathering) near student accommodations.
- An induction day the day before course starts is a good idea.
- Social events are more important at the beginning of the first week to encourage friendships and collaboration, and less so in the second week when the final course work intensified.
- It is expected that there will be a welcome dinner with entertainment to help break the ice. Who is making the welcome speech? Will there be other guests at welcome dinner? Will this be formal or informal?
- A “graduation” dinner or reception with speeches, festivities and awards is recommended
- Communal lunches for faculty, students and course leaders are good as it means people can mix and make contacts. It is also a good idea for summer school organisers to be there to help with queries or problems – particularly in the first week.
- Try to organise an event for staff attending to provide an opportunity to socialise and network with other academic colleagues at the host institution
- Provide opportunity for visiting faculty to present work and recruit local faculty to attend and network.
- Make sure there is enough free time for the students to ‘absorb’ all they have been doing, particularly in the first week. Jetlag and language barriers can make the Summer School experience initially tiring and overwhelming – free time will make things easier for students who may struggle with these issues. Time to explore the city independently will likely be requested by the students too.
- Organise a photographer for key events so the photos can be used on the website/in publicity materials
- Obtain student quotes during the summer school to use in publicity

What institutions / students will want to know:

- Are social events included in the fee? If not, are they optional?
- What amounts of spending money will students need to bring?
- What other options are there for evening entertainment when social activities are not pre-organised?

Other points

- Give participants name badges and a delegate list to help them get to know people quickly. Also make sure staff have name badges and a way of being identified as staff and/or people with local knowledge.
- Be prepared to deal with problems which arise, e.g. accidents, sudden illness, lost keys.
- Although you are not obliged to assist, visiting faculty will often ask for favours, want to have meetings arranged with researchers in the host university, so be prepared!
- Don’t pack the schedule too much as students get tired and also need time (especially at the beginning) to buy supplies, sim-cards etc when the shops are open.

Post conference

- Make the students fill in evaluation form the last day on the spot before they leave to ensure you get the information you want, when you need it!
- Organise transcripts for transferring the credits for the course, transferable into ECTS, if applicable.
- Ensure all invoices are received and processed and all fees are received in good time.
- Think about producing a brochure or DVD of the event - especially if the outcome of the school is in electronic format, e.g. Digiessays, blogs
- Send thank you letters to all participants and contributors – internal and external
- Produce follow up letters to participating institutions with any photos of their students, DVDs etc
- Produce report to U21 Manager (and Secretariat)

Useful contacts

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Summer School 2014

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