

Summer/winter schools - Call for proposals

Instructions for applicants

The EuroTech Alliance (DTU, EPFL, TUM, TU/e, L'X and Technion) is **funding selected summer/winter schools**, organized by doctoral candidates from the EuroTech Universities, for their peers. The objective of this project is to **enhance exchange between the EuroTech Universities** (deadline for proposals: **December 1st 2019**).

The course should contain the following attributes:

- ✓ Candidates acquire knowledge at the cutting edge of science & technology
- ✓ Community building including exchanges between PhD candidates and faculty

Steps to follow

1. Form an organizing committee of 1 or 2 PhD candidates from each of the participating, normally at least 3 of the 6, EuroTech Universities

The organizing committee must name one main contact person in the university where the course will take place, who will be responsible for the handling of the granted funds and local organizational matters in cooperation with the doctoral school of her/his institution (DTU, EPFL, TUM, TU/e, L'X and Technion). The initiators of a summer/winter school are fully responsible for the organization and should manage the administration of the course. The summer/winter schools should be actively promoted within the EuroTech Universities by the organizers.

2. Choose a topic

3. Prepare a 2–7 day program

Speakers

According to your course subject, think about potential speakers – strongly favor EuroTech faculty staff (cost, community building) - you could invite, and get their agreement.

Target audience

Minimum 15 doctoral candidates from DTU, EPFL, TUM, TU/e, L'X, Technion and other international institutions. At least 2/3 of the participants have to be enrolled in one of the 6 universities. Amongst them, each participating EuroTech University should have at least 3 doctoral candidates participating in the course.

Venue

The course should be held on the premises of one of the 6 universities.

Credits

1-2 ECTS credits for each doctoral candidate. Each university should grant the same amount of ECTS credits for the course (28 hours of work, assignments included = 1 ECTS).

Finance

You are required to impose participation fees of € 100 for doctoral EuroTech candidates (members of the organizing committee are exempt).

Each university covers accommodation and travel expenses of its participants, i.e. of the speakers (the faculty/postdocs who are foreseen to lecture at the school) and PhD students following the local procedure. The host university covers the local costs (facilities, lunch, coffee breaks, external speakers, and one event dinner).

The registration fees of the PhD candidates (which demonstrates their commitment) go to the organizing university.

Verification of the learning outcomes

Details must be given on how participants will be tested at the end of your course by whatever method to ensure that the candidate acquired the new knowledge that was taught (an exam or written report, presentation, poster, group project, etc.).

4. Discuss the idea with your thesis supervisor or a professor of your institution, to obtain their written support

The endorsement of the content for the suggested summer/winter school is expected from the supervising professors (one in each institution). Their consent should be written and give an appreciation on both the quality of the school proposal and the scientific course program, and the amount of ECTS credits.

5. Submit your proposal including detailed budget and the above mentioned supporting letters to the TUM Graduate School (international@gs.tum.de) for evaluation by the Deans from DTU, EPFL, TUM, TU/e, L'X and Technion.

The budget contains the request of subvention (of the host university) and the contributions. If granted, the host university gives 10.000 euros to the organizing committee.

Host university: a detailed list of expected costs such as the expenses for the venue including separately food and drinks (alcohol with moderation) during the course, travel and accommodation for guest-speakers, and promotion of the school. It also contains your revenues including the funds you are applying for, the participations fees, as well as other sources of income.

Any additional funds that are raised from external sponsors after the decision from the EuroTech Alliance must i) be communicated to your reference institution and ii) may not modify, or add to, the initial budgeted items.

The funds granted by the EuroTech Alliance may only be used for purposes that were included in the project's proposal.

Deadline for proposals: December 1st 2019

Reporting

Six weeks after the event, organizers are requested to deliver a financial report as well as a report on the event's achievements (or problems). Any remaining funds will have to be returned to the universities. Substantial deviations from the original budget in the financial report must be justified. The report must include the information on the participants (number of participants and affiliated university), as well as an overview over the program and the participants' evaluation of the course. This report should not be longer than 3 pages.

Structure of your summer/winter school proposal

Your proposal should be submitted in PDF format to the TUM Graduate School (international@gs.tum.de) and follow this structure:

- a) Summer school proposal form (see attached, 1 page)
- b) Presentation of your summer school (1-2 pages)
 - ✓ Topic
 - ✓ Target audience
 - ✓ Potential speakers
- c) Program (1 page)
- d) Budget (see attached, 1 page)
- e) Supporting letters from at least 3 professors (one from each participating university)

Contact

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