Dear colleagues,

You are considering setting up a summer course for the Rotterdam Summer School (RSS). This script will be of help to you in setting up such a course. We aim to organize the summer courses around July, so visiting students can still experience some of the livelihood of student life on and around our campuses.

The RSS is an initiative of the Erasmus University Rotterdam. It is intended to present all Summer School activities of the Erasmus University Rotterdam and other institutes of higher education to the outside world under a single header, and to facilitate the internal services associated with the Summer School (registration, payment, marketing) more effectively. As such, the RSS is mend to make an increasingly strong contribution to the general and international profile of higher education in Rotterdam and to challenge students to excel in academic terms.

Ad Hofstede
Director Rotterdam Summer School

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1. Why setting up a summer course?
There are of course many reasons why you want to set up a summer course, apart from the fact that you are passionate about your field of study. To name a few:

- To locate and retain talented international academics (MA or PhD);
- To promote the department’s standing as an international academic community (international classrooms);
- To identify new partners for the development of double or joint degrees;
- To test new international study programs in English;
- Moreover, to strengthen the department’s international position.

2. How does a typical summer course look like?
Most summer courses are made of blocks or modules of five days of instruction (usually Monday to Friday). You can also combine different modules into longer course programs of two to a maximum of six weeks. The length of a specific course depends in part on the chosen target audience. If you are hoping to attract undergraduates from the US or Asia, it is recommended that you organize a four- to six-week program. If you are catering to Ma and PhD students or professionals, you can limit yourself to one- or two-week blocks.

3. What should you take into account?
Setting up a summer course requires some effort. Even though the RSS will take care of a lot of stuff (see 6), there are still some things to consider:

- Specify the target audience and level:
  - Are they students and/or professionals?
  - What is the entry level: Ba1, Ba2, Ba3, Ma, Ph.D.?
  - Are there language requirements (IELS, TOEFL)?
- Do you want to grant course credits (ECTS):
  - What is the workload of the program?
  - Is a test or assignment necessary?
  - Do you have formal agreement from the faculty o offer ECTS?
- Provide an attractive but concise description of the course content and goal:
  - What is this course about?
  - When would you like to organize it?
  - Which issues does this course address?
  - Why should anybody attend to your course?
  - What can people expect during the course?
  - What will they have learned after following the course?
- Design a diverse course (after all, summer school should also be fun):
  - Make use of alternate and appealing teaching methods (e.g. lectures in the morning and workshops in the afternoon);
  - Consider also to offer one or two excursions;
  - Maybe you also want to consider a social program (the RSS can assist you with this).
- Perform a benchmark:
  - Are there other summer schools who offer a similar kind of course?
If so, how can you distinguish yourself from that?

What is the pride level of comparable courses in your field?

4. What is the price of a summer course
A range of different factors determines the price of a summer course so it is difficult to give any guidelines in this area. You should take into account for instance:

- Depending on the goal of the summer course, you might want to consider including all the costs or considering it also partly as marketing costs.
- What is the field of study and how much does other summer schools charge for courses in this same field?
- What extra’s do you want to add, e.g. catering, social program, excursions?
- ‘Regular’ students from your own intuition or exchange students usually cannot be charged anything.
- What is the minimum number of students, which for you is still acceptable to give the course (break even number)?
- Be aware that on top of your price, the RSS will charge a fixed overhead per student (see 5.).

To help you, here is an example of a budget plan for organizing a summer course:

<table>
<thead>
<tr>
<th>EXPENDITURES (OUTGOINGS)</th>
<th>Sort</th>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Department overheads</td>
<td></td>
<td></td>
<td>€...</td>
</tr>
<tr>
<td>2. Education</td>
<td>Fixed costs</td>
<td>Tutor(s)</td>
<td>€...</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assistants and support</td>
<td>€...</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lecture room rental</td>
<td>€...</td>
</tr>
<tr>
<td></td>
<td>Variable costs</td>
<td>Materials</td>
<td>€...</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Catering</td>
<td>€...</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Social program</td>
<td>€...</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Excursions</td>
<td>€...</td>
</tr>
<tr>
<td>3. RSS</td>
<td>Overhead</td>
<td>N x € 75</td>
<td>€...</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>€...</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INCOME (REVENU)</th>
<th>Sort</th>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Course</td>
<td></td>
<td>Course fee</td>
<td>N x €...</td>
</tr>
<tr>
<td>2. Subsidies</td>
<td></td>
<td></td>
<td>€...</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>€...</td>
</tr>
</tbody>
</table>

5. RSS fees
On top of your course price, the RSS charges an overhead fee of €75 per paid participant of your course in order to cover at least part of the total costs if running the RSS.

For non-EUR institutes of higher education, the RSS also charges a fee of €413.25 per course (non-refundable). For other parties, this fee is €500 per course (non-refundable).

Next to that, the RSS charges a handling fee of €35 per housing.

It is important to note that the RSS services for non-EUR institutes and housing are subject to 21% VAT!
### Examples:

**EUR-course**

<table>
<thead>
<tr>
<th>Item</th>
<th>EUR</th>
<th>Hbo</th>
<th>Third parties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overhead per payment</td>
<td>€ 75</td>
<td>€ 75 + 21% VAT</td>
<td>€ 75 + 21% VAT</td>
</tr>
<tr>
<td>Contribution to RSS per course</td>
<td>€ 0</td>
<td>€ 413,25 + 21% VAT</td>
<td>€ 500 + 21% VAT</td>
</tr>
<tr>
<td>Housing per registration</td>
<td>€ 35 + 21% VAT</td>
<td>€ 35 + 21% VAT</td>
<td>€ 35 + 21% VAT</td>
</tr>
</tbody>
</table>

**Hbo-course**

<table>
<thead>
<tr>
<th>Item</th>
<th>EUR</th>
<th>Hbo</th>
<th>Third parties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overhead per payment</td>
<td>€ 75</td>
<td>€ 75 + 21% VAT</td>
<td>€ 75 + 21% VAT</td>
</tr>
<tr>
<td>Contribution to RSS per course</td>
<td>€ 0</td>
<td>€ 413,25 + 21% VAT</td>
<td>€ 500 + 21% VAT</td>
</tr>
</tbody>
</table>

**Other course**

<table>
<thead>
<tr>
<th>Item</th>
<th>EUR</th>
<th>Hbo</th>
<th>Third parties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overhead per payment</td>
<td>€ 75</td>
<td>€ 75 + 21% VAT</td>
<td>€ 75 + 21% VAT</td>
</tr>
<tr>
<td>Contribution to RSS per course</td>
<td>€ 0</td>
<td>€ 413,25 + 21% VAT</td>
<td>€ 500 + 21% VAT</td>
</tr>
</tbody>
</table>

### 6. Services of the RSS

For the Rotterdam Summer School it has opted for a so-called 'integrated model'. This means that roughly the teaching of the summer course is the responsibility of the teaching institute and/or staff, while a small, general office is responsible for logistical issues like payments, registration, housing, social programs, general information and marketing, including the website, brochures and flyers. The breakdown looks like this, while it is noted emphatically that it is more like a menu from which to choose:

<table>
<thead>
<tr>
<th>Rotterdam Summer School</th>
<th>Course leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Collecting and publishing course information;</td>
<td>• Course development;</td>
</tr>
<tr>
<td>• Planning and advise;</td>
<td>• Academic level/quality of the course;</td>
</tr>
<tr>
<td>• Providing logistical support;</td>
<td>• Course descriptions;</td>
</tr>
<tr>
<td>• Registrations and payments;</td>
<td>• Recruiting tutors;</td>
</tr>
<tr>
<td>• Reservations lecture rooms;</td>
<td>• Study materials and course guide;</td>
</tr>
<tr>
<td>• Catering;</td>
<td>• Admission policy;</td>
</tr>
</tbody>
</table>
• Housing;
• Marketing;
• Providing general information;
• Building and maintaining the website;
• Visa information;
• Social program;
• Advice on setting up summer courses.

• Providing scholarships;
• Planning;
• Inform relevant networks;
• Providing substantive information.

7. RSS schedule
Summer schools are subject to their own schedule. We aim to concentrate all summer school activities around **July**, so visiting students can still experience some of the livelihood of student life on and around our campuses.

- Late November: Website with first line-up of available summer courses goes live.
- Late December: Complete program of summer courses will be published online.
- Mid-January: Website, registration and payment modules are all fully functional, all relevant information on the upcoming courses is available online.
- May: go-no-go decision about the course, social program has to be ready
- June: closure of the registration for summer courses
- July: Rotterdam Summer School

8. What information is required from you?
Attached to this document you will find a form, which you can use to sign up for a summer course. In general terms we need to know what the course is about (course description), how it has been set up (course design), for whom it is intended (target audience), the admission requirements (academic level, language, duration, number of ECTS, tuition fee and which networks you’ll inform about the course.

9. Housing and social program
The housing arrangements for the visiting students have a significant impact on their stay in Rotterdam. To this end, we have made agreements with Stichting Studenten Huisvesting (SSH, Woudenstein Campus, Hatta Building) and The Student Hotel Rotterdam (TSH-R, Willem Ruyslaan 225, Rotterdam Kralingen), so that the students participating in the RSS program are assured of accommodation. Students
participating in your summer course can indicate which housing they prefer. If you like it can also be arranged to accommodate all of them in one location.

Please check the website of the RSS to learn about their offer:

- TSH-R: https://rotterdamsummerschool.com/living-in-rotterdam/housing-student-hotel
- Hatta: https://rotterdamsummerschool.com/living-in-rotterdam/housing-woudenstein-campus

Furthermore it is also possible to offer students a dedicated social program, e.g. special team-building events for your group, such as a beach volleyball tournament or a festive barbecue to round off the course. This can be organized on campus by Erasmus Sport, or by TSH near their location. Please contact us to explore the possibilities, the RSS is happy to help you with organizing it.

Finally, we are working closely together with Rotterdam Partners on the development of a special Rotterdam Summer School Welcome Pass that offers holders discounts on all sorts of events and attractions.

**10. Further information**

If you have any further questions or comments, feel free to contact Sebastian Sparidis coordinator of the RSS on tel.: 010 408 2794, or by sending an email to sparidis@erasmusacademie.nl