



**Science and  
Technology  
Facilities Council**

## **GUIDANCE FOR 2024 SUMMER SCHOOL, SHORT COURSE AND ONLINE RESOURCE TRAINING 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.

STFC Summer schools should allocate places to STFC students as a priority and the bid must detail how many of the total number of planned attendees will be STFC students. Students in receipt of other sponsorship will be required to cover the cost of their own attendance through their sponsoring body. Places for self-funded students will have their costs covered as part of the course bid.

### **BREADTH OF SUBJECT AND FIT WITH STFC OBJECTIVES**

The school or training should fall within the STFC core science programme in astronomy, particle physics, nuclear physics and accelerator science. The programme should address STFC scientific questions and be broad enough to appeal to a range of students.

### **BEFORE SUBMITTING YOUR APPLICATION**

Course organisers are required to submit their bid in the requested format using the guidance and templates provided by STFC: [Funding for short courses and summer schools – UKRI](#) and [Summer school costs template – UKRI](#). Bids submitted in an incorrect format will be returned to the course organisers for amendment before consideration and assessment.

If a bid to host a core/recurrent school is being considered; we would strongly encourage course organisers to contact the previous hosts of their chosen school prior to planning, to help progress and improve the school/course year on year. As detailed later in this document, final reports and student feedback from previous years can be provided for reference by the studentship team [studentships@stfc.ukri.org](mailto:studentships@stfc.ukri.org) during the planning process.

### **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 and 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.

## 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 UKRI key principles 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. There is a useful guide to inclusive events on the [Equality, diversity and inclusion – UKRI](#) webpage

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

Aim for gender balance in the speaker program (be mindful 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, 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.

## QUALITY OF SUBJECT MATTER

Bids should include sufficient detail and address what the course aims to deliver in terms of content and how this links to the STFC science programme.

## SCHOOL PROGRAMMING

Consideration should be given to how the programme will be delivered. If the course is residential, can it be offered to non-residential attendees at the same time or recorded?

Online courses should be made available on a platform accessible to all STFC funded students.

Make it clear what is going to be provided as stand-alone material and what is facilitated learning and networking.

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 for residential schools.

STFC would encourage schools to offer accommodation as part of the programme when a school runs over multiple days and residential schools should provide a meal programme as part of the course.

## 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](mailto:Neville.Hollingworth@stfc.ukri.org).

Career 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.

## RISK MANAGEMENT

Organisers should ensure a thorough risk management plan is submitted. Organisers should detail any risks and mitigation strategy for any potential risks to delivery of the programme. Consideration should also be given to deliver schools remotely if it is not possible to run a residential school.

## VALUE FOR MONEY

Organisers should aim to keep the cost per student below £150 per student per day. However, some consideration will be made for overheads where the cost may exceed this figure where specific justifications are provided.

Please note the following financial restrictions within the summer school template:-

Lecturer Fees - A maximum of £170 per day/£85 per half day, as appropriate

Conference Dinner - A maximum of £50 (£60 in London) per delegate in total for conference dinner and/or excursion

Management fees – If you are using PDRAs or PhD students to manage the school you may claim costs at the appropriate hourly rate or you can claim a one off £500 management fee. Contingency costs - 5% of the total cost or £1500 (whichever is the least)

## 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](mailto: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 link to the STFC Summer School survey will be sent to Organisers in advance of the course and a survey 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. A link will be provided for the 2023 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.

Claims can only be made after attendance at the school has been confirmed by the Course Organiser.

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](mailto:studentships@stfc.ukri.org), electronic signatures are not permitted.

Students can claim up to £7.50 for breakfast (if not included in B&B rate), £15 for lunch and £25 for an evening meal. The following applies to tips and alcoholic beverages:

*Tips or discretionary service charges not exceeding 10% of the total bill will be reimbursed where such payment is included in the receipt and are included in the limits in the summary table..Alcoholic beverages are not claimable expenses.*

[Travel and Subsistence Policy \(ukri.org\)](https://www.ukri.org/Travel-and-Subsistence-Policy)

#### Attendee lists

Course organisers will be asked to send a list of the students that attended the school to [studentships@stfc.ukri.org](mailto:studentships@stfc.ukri.org). and include whether the student is STFC/Self or otherwise funded. 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.

If your organisation is set up with the UKSBS i-supplier portal then you will be able to submit your invoice this way, otherwise you can email the invoice to [studentships@stfc.ukri.org](mailto:studentships@stfc.ukri.org).

All invoices must be received and paid by 31 March 2025.

#### CONTACT US

If you have any questions, please email us at [studentships@stfc.ukri.org](mailto:studentships@stfc.ukri.org).