



ECADOC Host Frequently asked questions

1. How do I become a host?

Hosts need to approach the programme manager and the scientific committee co-ordinator to ask for the next availability to host a summer school or other ECADOC events. Then the host institution needs to issue a signed letter of intent, this letter is then taken to the scientific committee who will reach a consensus. This is quick process and an answer will be received quickly (I.e. 2-3 weeks).

2. What is the host responsible for?

The host has the freedom to choose a theme to set up the programme and involve an organising committee of their choosing. The programme manager and scientific co-ordinator will act as advisors to facilitate this process. The programme manager will release the call, and the programme manager will do the evaluations. The selection of applicants will be done with the host, any members of the organising committee and members of the scientific committee to ensure that an equitable selection process takes place. The summer school needs to fulfil ECTS criteria. The host does not issue the ECTS but produce a programme and description so that students can apply to get ECTS points from their home university. For more information on the ECTS please see the following link.

http://www.larios.fisppa.unipd.it/ecadoc/?page_id=1561.

3. What costs are involved?

The summer school has been free for participants. Previous hosts have looked for sponsorship to cover welcome packs if the format is online. These welcome packs include small cultural gifts and fun activities that can be shared with participants of the summer school. The online platform is setup by the host, free software like moodle and cisco, zoom or MS teams can be used to facilitate online sessions. If the format is face-to-face, then the host normally organises a dinner and a cultural event that is sponsored for participants. Participants themselves cover the accommodation and travel costs. Participants also need to cover their own food and beverages.

4. What students can apply?

The ECADOC summer schools are generally reserved for PhD candidates that are starting, in the process or completing their doctoral research projects. However, in the past depending on the selection committee, applicants have been considered on a case-by-case basis.

5. What organisational tasks are involved?

The biggest organisation work is setting up the programme and hosting arrangements, whether they are online or face-to-face.

6. What should the programme look like?

Interactive group sessions form the heart of ECADOC summer schools. A central activity is the collective academic supervision sessions, where the students present their work and take part in structured feedback sessions. There are regular workshops that form part of ECADOC (I.e., meet the editor, collaborative publishing, etc.). However, the programme manager and scientific co-ordinator will advise about these specific events. The rest of the programme is normally a combination of keynote speakers, group discussions, reading discussions and methodological and theoretical training. If the programme is online, we recommend 45 minutes of presentation and 15 minutes break throughout the programme due to online fatigue. The summer school lasts 5 days, from about 9:00am to 4pm, with an hour lunch break.

7. Where do I get additional information?

For information on previous summer schools, please see this link
<http://www.larios.fisppa.unipd.it/ecadoc/>

8. What funding is available for students to attend?

Students are encouraged to apply to Erasmus+ or any other mobility funding from their universities. Unfortunately, ECADOC has no funds to provide funding for students or keynote speakers, and all ECADOC members work on a voluntary basis.

9. What is the timeline and procedure for notifying, selecting and informing students?

ECADOC can take place between June and September; June has been the preferred time. If held in person, students are recommended to arrive on the Saturday or Sunday before the start. The release of the ECADOC call, application & eligibility criteria happens in Dec in the year before the ECADOC summer school, done by the programme manager.

Setting up of an organising committee, this is organised by the host (Jan/Feb)

Notification of format (online versus face-to-face) in done in Feb by programme manager

Deadline for ECADOC applications (March)

Setting up on a selection committee, this is organised by the host and ECADOC team (Feb/March)

Selection of & notification of candidates (March/April), but early notification for funding can be requested.

ECADOC programme released by host (April/May)

Evaluation, newsletter and report (July - Sept) this handled by the ECADOC team.

10. What kind of administrative support is available from ECADOC?

ECADOC programme manager, scientific coordinator and committee members are available and supportive throughout the process, by connecting the host with other members in the ECADOC network and/or help solve other administrative issues that emerge on this journey.