



Ljubljana Summer School *Take the Best from East and West* 3 – 21 July 2023

GUIDELINES FOR COURSE PROPOSALS

If you have an idea for an interesting summer course and you want to teach in an international classroom by using interactive and innovative modes of teaching, you are welcome to send your application with up to 2 different course proposals. We welcome proposals for Bachelor courses (6 ECTS) and Master courses (7 ECTS). It is possible to propose 1 or 2 different courses at Bachelor or Master level (if selected, you will teach only one course) for either face-to-face or online teaching. Please note that courses at Master level can also be taken by Bachelor students in their final year (if approved by their home institution), so it is important to clearly define the requirements for attending the course. Please note that there are two different templates (face-to-face or online), so please choose the correct one. Do not change the text in the templates.

Each lecturer is responsible for the course design and the content itself. All courses are taught in English. If you wish to deliver the course in cooperation with a colleague, you are responsible for the coordination within the course. Students expect the same level of teaching throughout the course, so the overall coordination between the co-lecturers is very important. Guest speakers and company visits are highly valued as well.

Supporting documents to be uploaded in the application form:

- ✧ Academic CV (in case of co-teaching, the Academic CV of the co-lecturer should be uploaded as well)
- ✧ Course syllabus(es) in the provided templates

Templates for course proposals (click to download):

[FACE-TO-FACE course template.doc](#)

[ONLINE course template.doc](#)

FACE-TO-FACE COURSE SYLLABUS should include:

- ✧ Course title
- ✧ Course level (Bachelor or Master)
- ✧ Surname and name of the course leader(s)
- ✧ Institution name and country of the course leader(s)
- ✧ Course objectives and learning outcomes
- ✧ Prerequisites for attending the course
- ✧ Course syllabus/Daily topics



- ✧ Teaching methods
- ✧ Course materials/List of readings (texts, workbooks, case studies ...)
- ✧ Examination methods and evaluation criteria (weighted categories)
- ✧ Short course leaders(' s) biography

ONLINE COURSE SYLLABUS should include:

- ✧ Course title
- ✧ Course level (Bachelor or Master)
- ✧ Surname and name of the course leader(s)
- ✧ Institution name and country of the course leader(s)
- ✧ Course objectives and learning outcomes
- ✧ Prerequisites for attending the course
- ✧ Course syllabus/Daily topics
- ✧ Online teaching methods and tools/software used:
- ✧ Course materials/List of readings (texts, workbooks, case studies ...)
- ✧ Online examination methods and evaluation criteria (weighted categories)
- ✧ Short course leaders(' s) biography

APPLICATION FORM AND SELECTION CRITERIA

The final course selection is influenced by several general factors, e.g.:

- *Is the course title and content attractive and interesting for potential participants?*
- *Does the course design include interactive and innovative modes of teaching?*
- *Is the course content consistent with the level of the course (Bachelor or Master)?*
- *Is the background and experience of the lecturer (and co-lecturer) of high-quality and does it match the content of the course?*

Specific factors for the final selection cannot be disclosed. The set of received course proposals varies every year; therefore it is difficult to predict the areas/topics that will be selected in the end. Each lecturer can offer up to 2 different courses, which might increase the chances of being selected.

The final deadline for submitting the [online application](#) is **9 December 2022 (23:59 CET)**.

The selection will be finalized by mid-January 2023 and we will inform you about the selection results by email. We might contact you during the selection process for further details.

AFTER SELECTION

During the student application period (from mid-January to June) all selected courses will be offered and marketed within the 2023 Ljubljana Summer School programme. The programme organizer is responsible for the promotion of the programme as a whole and for reaching out to the target groups for all courses. We offer discounts for early



bird applications and group discounts for some Ljubljana Summer School partner universities.

It is also highly recommended that the course leaders themselves promote their courses at their universities and through their own international networks.

As soon as the minimum number of enrolments per course (15 for face-to-face, 10 for online) is reached, we will send a final confirmation to you and to the applicants. If the number of applicants is below minimum by the end of April, the offered course might have to be cancelled. **It is of high importance to assign a substitute course leader in case of illness or other higher force.**

Only after we send a final confirmation that your course will be held, you can book your flights and we can start arranging accommodation (face-to-face delivery).