

Planning Guide for Lecturers 2024

The 27th Summer University Informatica Feminale is planned on place at Bremen from 14-29 August 2024. (We publish no public call for our meantime online program.)

Registration of Courses

You can submit your course offer using our web form at www.informatica-feminale.de
The deadline for application is **15 February 2024**.

Course Topics

We aim for courses that cover the whole range of informatics/computer science: theoretical, practical, technical and applied informatics, ethics and society, as well as courses that cover interdisciplinary topics. Undergraduate students highly request courses that train basic skills such as programming and operating system skills. This year, our special topic will be sustainability with focus on ecological and social impacts of technologies.

Joint course offers of two lecturers have proved their worth during past summer universities; this can be a chance to live interdisciplinarity at the same time.

Please note: We cannot accept courses that deal with single commercial software products. It is recommended to focus on general concepts instead.

Participants of the Courses

At the summer university mostly women Bachelor, Master or PhD students and women experts from practice participate, who are from the fields of computer science and other engineering sciences.

Participants are from Germany and from many international places. The summer university is open to every interested women; she must fulfill the prerequisites of the specific course she wants to participate. Rare represented are pupils with an interest in studying computer science.

Course Size

The teaching will take place in small groups of 10 to 12 participants.

Teachers are able to limit the course size to minimum and maximum numbers of participants.

Course Types

The following teaching methods and course types are possible: course, project, lab, workshop. Please note, that during courses the schedule can hardly be changed.

Teaching Times

According to the diverse forms of teaching, different durations of courses are possible.

A course can consist of at least 14 class hours (1 so-called SWS).

One-day workshops are possible on Saturdays.

During the summer universities in place at Bremen we always use a fixed scheme for teaching blocks and timing. We have collected some best practice examples for teaching processes and sequences on our website.

Equipment of class rooms

Venue will be the University of Bremen. The technical infrastructure of the involved faculties as well as teaching material will be offered for free during the summer university. External lecturers will receive a lecturer account. Participants will receive a guest account.

As soon as a course will be accepted for the summer universities we will offer individual or group trainings for lecturers.

Requirements

Students often want to get credit of their participation for approval at their home institution.

They are therefore entitled to a precise announcement of the requirements before the beginning of the course. At the end of each course, students will get a certificate of participation.

Courses with at least 14 class hours (45 minutes each) correspond to 1 resp. 2 blocks.

Besides regular certificates of participation, courses can be rewarded with Credit Points according to the European Credit Point Transfer System (ECTS), which is the standard in Bachelor and Master programs. Each credit point corresponds to 30 clock hours of work – this includes participation at the course, all (!) course work and homework (for example search of literature, software installation, programming work, participation in talks, presentations, team work, etc). Accordingly, all requirements including preparation and follow-up need to be clear before the beginning of the course. More details can be found in the Call on our website under “Requirements“.

Teaching Assignment for the lecturer

Lecturers can get teaching assignments for block courses including supervision of preparation and follow-up work. This equals one resp. two semester periods per week. The requirement of getting a teaching assignment is a complete description of the course. You will be asked on all this in the registration forms on our website.

In every case the remuneration will be equal to those for guest lecturers at the University of Bremen, which is (depending on lecturer’s background) at maximum 47 Euros per teaching hour.

Development of the Summer University Program

All received course offers will be reviewed by a program committee in March and lecturers will be sent the feedback. The planning of the program will be until May 2024.

With a final reconfirmation of the text and the dates by the lecturer, the course offer will be added to the program and published in May.

Contact with Participants before the Summer University

Participants are registered at Bremen University from beginning of May 2024. Directly after a fixed registration the organizers in Bremen will forward contact information about the specific course participant to the lecturer.

From the beginning of this period the lecturer is **obligated to contact the participants** of her course. This aims to check the expectations of participants and lecturers, and to support a direct start at the summer university in Bremen.

A specified time before the start of a course it will be decided if the courses are taking place, depending on a minimum requirement of participants. Courses will take place with a minimum of 5 participants.

Travelling to teach on place

The University will organize the journey and pay travel expenses for lecturers. Please take note that costs can only be refunded if they meet the statutory reimbursement rules of the state of Bremen (in general a 2nd class train journey). If the lecturer's employer is refunding partly or fully travel costs, we would gladly list the company or institution as a sponsor on the Informatica Feminale website.

Child Care

During the whole period of the summer school there will be free child care available. Please register your children in advance and give details about their age and residence time.

Accommodation

The University of Bremen organizes an accommodation for lecturers, and also for their children if required. In consultation with the lecturers, hotel rooms or guest rooms are booked and (if not agreed upon differently) paid by the University of Bremen. Additional fees, e.g. for double room occupancy, have to be paid by the lecturer.

Cafeteria

There will be a free cafeteria only for participants and teachers at the Informatica Feminale, where breaks can be spent.

Sponsorship

We have prepared different sponsorship packages with various options, which you can combine for your contributions. An overview over the various packages is given on our website

www.informatica-feminale.de/en/sponsorship/ or on demand.

Other suggestions are always welcome.

For example, (partly) **scholarships for students' travel expenses** are greatly appreciated.

Companies also have the chance to present themselves with **field trips**.

For further information, please contact:

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