



Guidelines for Applications for a Physics School

October 2018

Preamble

As part of its support for the scientific exchange of ideas, the Foundation organizes and finances Physics Schools for students, graduating students, PhD students and postdocs. These schools are called the "Wilhelm and Else Heraeus Physics School / Summer School" (abbreviated to "WE-Heraeus Physics School / Summer School").

IMPORTANT: These guidelines only refer to Physics Schools that do NOT take place at the Physikzentrum (Physics Centre) Bad Honnef. Schools at the Physikzentrum ("Bad Honnef Physics Schools") have to be applied for directly at the Physikzentrum. In order to do so please contact the Scientific Secretary at the Physikzentrum, Mr. Victor Gomer: gomer@pbh.de, tel.: +49 2224 9010-113.

General

The one-week (or longer) international schools on current research topics normally cover recent areas of research, for which there are not yet any textbooks. They are primarily aimed at students and young scientists and are intended as a supplement to the lectures offered at universities. These schools may not at any point turn into "mini-symposia", but must retain a school-like format at all costs.

In line with this requirement, in selecting the speakers much attention is paid to the didactic quality. The speakers should remain for several days so as to enable a personal exchange with the students and give at least two lectures over two days.

These lectures should have a mainly introductory character and be well aligned with the others. They should not be too short (as a rule: 45–60 min.), while always allowing time for subsequent discussion (15 min.). Discussions summarizing each thematic block have proved beneficial as have tutorials.

The students should be encouraged to participate actively by way of practical exercises and to contribute a poster to the program. Poster sessions should be introduced with short talks ("Poster Flashes") and made additionally attractive by awarding prizes (financed by the Foundation).

The Physics Schools are organized by the scientific organizers (between one and three) together with the Foundation office and are announced publicly. The organizers determine the program as well as the speakers and select the students. The number of participants at a WE-Heraeus Physics School can be as many as 80 people (organizers + speakers + students).

In the general interest of **promoting young female scientists**, it is important for the Foundation that as many women as possible (> 20%) take part, both among the speakers and the students.

Applications

Applications to the Foundation for carrying out a Physics School are considered by the Foundation's scientific committee and authorized by the board. To this end, the Foundation's committees meet twice a year, usually at the end of April and the end of September. Applications thus need to be submitted to the Foundation office at the latest approx. five weeks prior to these dates. The next deadline is announced on the Foundation website as well as in Physik Journal.

Applications do not need to take any special format, they can be written in English or German. They are expected to be around ten pages in length and should always include at least the following:

1) General details

- Title of the School
- Location
- Dates/duration
- Name and address of the scientific organizer(s) (max. 3)
- Short CV of the scientific organizer(s) (max. 1 page/person)
- Expected number of participants (= speakers + students)

2) Reason

- Scientific background (incl. some important references)
- Aims of the Physics School and target audience

3) Planned schedule / Lecture program

- Program structure of school day in the form of a timetable
- Preliminary list of the invited speakers
(please state: First name and/or gender, surname, institution, working title of the lecture as well as whether the person has already agreed to participate)
- Other participants (number, qualification, selection criteria)
- Involvement of other participants
(short contribution, poster: brief presentation?, prize for best poster?)

4) Costs (see notes below)

- Detailed breakdown of the costs of accommodation, food and drink, travel, excursion, personnel, miscellaneous.

5) Statement, signature(s)

- Statement as to whether an application has been made to another institution for this event.
- Signature(s) of the applicant(s)

Costs

The Foundation bears the accommodation costs for scientific organizers at a School as well as those of the invited speakers and grants travel subsidies up to the following amounts: 250 € (travel within Germany); 500 € (Europe), 1,000 € (rest of the world). The travel cost subsidies should only be used if no other financing is possible. As a rule, honoraria are not paid.

Students normally pay a fixed fee for accommodation, meals and additional expenses (participant fee). For a typical School) this fee is between 100 € and 150 €. The participants are also expected to bear their own travel costs.

In general, the costs are stipulated as part of the approval.

Notes

Detailed instructions on carrying out a Physics School (after an application has been accepted) are contained in the "Notes on Carrying Out an organized WE-Heraeus Physics School / a funded event" (<https://www.we-heraeus-stiftung.de/fileadmin/Redaktion/PDF/NotesSchools2018.pdf> or <https://www.we-heraeus-stiftung.de/fileadmin/Redaktion/PDF/NotesFundedEvents2018.pdf>)