

ELSA

The European Law Students' Association

Study Visits in 4 Minutes



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Definition:

Study Visits (SV) are academic, cultural and social exchanges of ELSA groups on the international and national levels respectively. They are organized visits of one ELSA group to another, that provide ELSA members with a possibility to visit other members in other countries and host other groups in their own country.

Study Visits can be:

- Unilateral: Where only one group visits another group
- Bilateral: Where two groups visit each other
- Multilateral: Where more than two groups visit each other

Aim:

Study Visits include the very essence of ELSA: the sharing of experiences between people with different cultures and legal background. International study visits aim to develop mutual understanding and sharing cultural experiences and are combined with an academic programme, to foster the exchange of legal knowledge.

The most important Minimum Quality Standards

- 5 participants per group for unilateral and bilateral Study Visits,
- For multilateral Study Visits in total it shall be at least 5 participants
- 3 hours of academic programme

More Information

Decision Book Rule



How to find a Study Visit Partner:

When you're searching for a study visit partner, you ought to know what to expect. The distance, the evaluations of the local groups and economic dispositions could be points on your list on how to decide for your ideal partner.

You can use a lot of useful tools which ELSA created in the past especially for you. For example, we've got the **Study Visit Guide** which you always can find on the homepage of ELSA (www.elsa.org). Also you can always ask on the **international S&C mailing list**, the address your national officer will give you. And of course, we've got a **Facebook group for Study Visits** (ELSA Study Visits).

Evaluation:

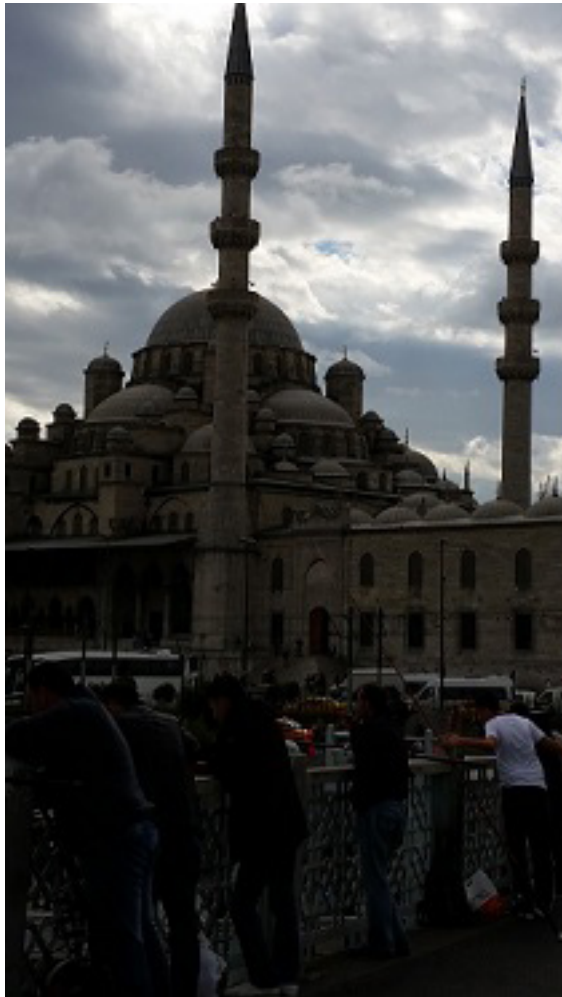
After the Study Visit is completed, one is required to evaluate the whole project by both groups. In order to do that we use Study Visit Evaluation Form. These evaluation forms help not only the parties of the Study Visit, but also the whole Network, since they are the basis of our information. You can fill them in online. The Evaluation Form should be sent within two weeks from the end of the project.

The Study Visit General Agreement:

To help make a deal and make negotiations easier we have a Study Visit General agreement that you can use as a basic agreement. To have everything clear and to avoid any misunderstanding it is really essential to settle – at least some things - in a written form. The agreement can be also a reminder what you need to think about and also help you during your fundraising as a proof that the event has a serious character.

The most important thing is to settle which party is going to cover which expenses (who will pay for what and how much it will be).

Remember that this is just a general example and you need to make it personalise, to fit to your needs (ex. If you need letter of initiation letter write deadlines for getting one in the agreement).



Fundraising

There are a few possibilities to get money founded or costs reduced for your study visit. For example you can ask your university (for accommodation or for meals), ask the city authority (for accommodation, free public transport, entrances for sites.), the minister of education, municipal authority, law firms.

You should prepare a sponsor package that you can send to your sponsors, explaining the purpose of a study visit, what ELSA is and how much you intended to spend (through the budget). Finally you should explain the benefit that your sponsors can receive by sponsoring you and what a powerful and effective product the ELSA Network is.

Responsibilities

Of the hosting group:

- Social programme
- Sightseeing
- Academic programme
- Should help with the accommodation and information (VISA etc.)

Of the visiting group:

- Paying the fees
- Being active, especially in the academic programme
- Collaborate everything with the hosting group



Accommodation

Accommodation depends of funds that you have. You can host them in a hotel, hostel, and student dormitory or even in your private homes – but always remember – you never can feel more spirit like hosting them in your private homes.

Academic Programme

There has to be three hours of academic programme. There are a lot of different possibilities for the programme but everything must be planned on time. You can include nearly every kind of event in a Study Visit, also for locals of the hosting group and also you can include a NCM.

Social Programme

The Social programme has the same importance as the Academic Programme. You have to plan a sightseeing of a town (ex. visit to museums, historical and cultural monuments).

In the evening, show the nightlife of your town. Include ELSA members of your Local Group to join you. You could organise theme parties if you agree upon it in advance.

Leave enough free time in the agenda so guests can have time to experience the city on their own.

Checklist:

- Found a Study Visit Partner
- Created an HoC
- Created an OC
- Signed the General Study Visit Agreement
- Fundraising

Organisation:

- Academic programme
- Social programme
- Meals
- Sightseeing
- City maps
- Given important information (VISA etc.)

Prepared a welcome package including

- Emergency numbers
- Number of OC
- Address of the accommodation
- Public transport routes



Promotion

Poster, flyers, promotional videos, Facebook events, your web page or the web page of university – there are so many different ways to promote the event. Always remember: a study visit is an opportunity to acquire new members on both sides. Study Visits offer you perfect insights of ELSA – you have internationality, academic program, cultural diversity and social program.

Transportation

Try to find the cheapest way and remember to research different alternatives. Flying is not the only way of travel. Be careful and book your tickets at least one month in advance. Transportation costs are a big part of a budget so don't wait until the last minute to reserve the tickets because the price will depend a lot on the time of reservation.

Participants

You are always responsible for the participants of the Study Visit. The **application process should end in time**, so that there is still enough time for the hosting group to create lists and tell the partners of the academic programme the final numbers and names of the participants. Also you are responsible that the participants attend to the academic programme which is organized by the hosting group.

Checklist:

- Found a Study Visit Partner
- Created an HoC
- Created an OC
- Signed the General Study Visit Agreement
- Fundraising
- Promotion
- Transportation
- Chosen participants
- Collect all relevant information of participants
- Made all payments which are to do
- Accomodation (if the host didn't organised it)
- Informed the participants well in advance about all details of the trip

If you have any questions don't hesitate to contact the
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The logo for ELSA, featuring the word "elsa" in a stylized, blue, lowercase serif font.

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