

ELSA Study Visits Handbook

The European Law Students' Association



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The European Law Students' Association

Foreword

Dear Officers,

Study Visits are very popular projects in our network because they encompass academic, cultural and social exchange. Study Visits are a way to realise our Philosophy Statement about human dignity and cultural diversity by bringing internationally and diversity to your Local Group.

In order to facilitate the organisation of the project we have prepared a handbook that sums up various experiences gathered through the evaluation forms from the network.

In 2013, the ELSA Network decided to continue with its focus on mobility of law students and young lawyers in order to enhance the intercultural dialogue between law students and young lawyers from different European countries and to foster internationality within itself. Therefore one of the operational goals from the current Strategic Plan states that „ELSA shall focus on the promotion of international exchanges between ELSA groups in the Network and the improvement of the structure and the organisation of such activities“. We hope that this Handbook will inspire you to find the most creative ways to help us to accomplish this goal.

Study Visits offer a great opportunity to all Local Groups to gain knowledge, to meet great people, to learn about other cultures and cities and to share different knowledge and experiences. They are the best way to introduce new members to the international network of ELSA and motivate them for their further involvement in our activities. Use this opportunity and present it to your members!

We wish you good luck in your work!

ELSAfully yours,



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What is a Study Visit?

Definition of Study Visits

Study Visits (SV) are academic, cultural and social exchanges which are organised between a minimum of one ELSA group and minimum of another ELSA group or a group from ELSA's partner organisations in Asia(ALSA), the Dominican Republic (DLSA) or in Israel (ILSA).

Study Visits can be:

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



The visit is National when is organised between the groups in the same country. The visit is International when is organised between groups from different countries.

Aim

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

Why to be part of a Study Visit?

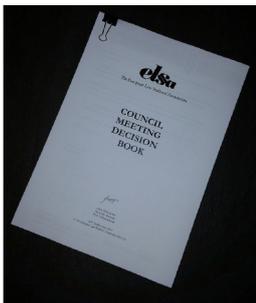
Why visit another group

- To get an insight into the legal background of the place you are visiting.
- To exchange legal knowledge with law students and young lawyers from around the world.
- To experience culture in a different city or country.
- To meet new friends and establish contacts.
- The opportunity to be shown around a new city or country by a local person who can explain customs and culture and take you to visit places you might not otherwise have come across.

Why host

- To share the culture of your country and the ELSA life of your ELSA Group with students coming from a different country or city.
- To take part in interesting discussions during the academic programme with the visiting group, who will give you the opportunity to learn from their experience and knowledge.
- To have the opportunity to present your town from an academic, cultural and social point of view.
- To begin long lasting friendships and different cultural links, which will strengthen the Network as well as your own personal network.
- To improve your organisational skills.
- To strengthen the cooperation your ELSA group has with local authorities, that may be interested in promoting the city at international level.
- To bring internationality to your ELSA group.

Study Visits in Decision Book



In the S&C Part of the Decision Book, in the section dedicated to “S&C Policies, Minimum Quality Standards and Responsibilities”, there is a section about Study Visits. You can find the Decision Book in the ELSA Officers’ Portal: <http://officers.elsa.org/page/regulations/>

Planning

Once you have decided to organise a Study Visit there are a lot of things you should start thinking about. Below you can find details of the top ten things you will need to do when planning a Study Visit.

The choice of a Study Visit partner

Your first task is to find a suitable Study Visit partner. The Network is very big and diverse, thus the choice is big, too.

You may consider a number of factors when choosing a Study Visit Partner, for example cost, academic programme, culture, sightseeing and ELSA Spirit. Some suggestions are set out below to assist you.



Travelling Distance

The cost of travel should not deter you from organising a Study Visit. There are many different forms of transport some of which can be extremely affordable and therefore you should explore all options thoroughly. If it is not possible for your group to travel far, you should consider the possibility of organising a study visit with a local group in your own country or in a nearby neighbouring country which will be an equally valuable experience.



The Local Group

There are many things you should consider when choosing a group as your Study Visit partner. For example, the location of the group, the culture of the city or country, the size of the ELSA group, the academic programme or, of course, the ELSA spirit of the group.

Finance

You should ensure that you establish a good level of communication with the group that you are visiting. This is because each ELSA group is different in terms of expectations and their financial situation. You should comprehensively discuss all details relating to cost from the outset to avoid any misunderstandings and to ensure that the financial arrangements of the visit suit both groups.

Timeframes

You should ensure that your Study Visit will not clash with exam periods or work deadlines of both your own group and the group that you will be visiting. Otherwise it may be difficult for the visiting group to find participants and the hosting group to find members to help with organisation. You should also consider the effect that the duration of the visit will have on the overall cost.

Useful Tools to find a SV Partner

To make your searching process easier, ELSA International regularly updates the **Study Visit Guide**, to ensure that all ELSA Local Groups, or as many as possible, are represented. The Study Visit Guide also contains details of groups from ALSA, DLSA and ILSA. In this Guidebook you can find general information, details of the academic programme, travel

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information and possible periods for the Study Visit. The Guidebook can be found in the Officers' Portal, at <http://officers.elsa.org> or directly on the Study Visits Portal at <http://sv.elsa.org>.

There is also the '**ELSA Study Visits' Facebook group** where local groups can post their Study Visit requests and establish direct contact with other local groups in a more informal way.

The **S&C mailing list** is also a useful tool for finding a study visit partner. National officers can send details of their local group's Study Visit requests for other national officers to pass on to their respective local groups.

You can contact ELSA International for assistance with all aspects of Study Visits, via the **Assistant for Institutional Visits and Study Visits**.

Organising Committee (OC)



It is advisable to create an organising committee (OC) who will be responsible for the execution of the event. The OC can then divide the various tasks amongst themselves.

Both the visiting and the hosting group should create an OC to ensure that the visit runs smoothly from start to finish. Both OC's should work together wherever possible. A useful example of how to divide tasks is set out below.

Visiting OC

Head of OC (HoC):

- Communication and negotiation with the hosting OC
- Supervision and coordination of the work of the OC

Person responsible for participants:

- Organises application process
- Chooses participants
- Collects all relevant information from participants (contact information, emergency contacts, possible allergies)

Person responsible for marketing:

Marketing is an important tool that will help you find participants for the SV. You can, for example, make posters, flyers, videos, Facebook events and web pages.

Person responsible for transportation:

Transport costs are often a big part of the budget, so it is important to have a person who will find the cheapest and easiest way to get to your destination. This person will also be responsible for communicating transport information to the participants and the hosting group, as well as coordinating travel during the visit. In brief the tasks are:

- To research travel options.
- To gather travel information and share it with the participants.
- To inform the OC of the hosting group about travel arrangements.
- To coordinate the travel practicalities.

Hosting OC

Head of OC (HoC):

- Communication and negotiation with the visiting OC
- Supervision and coordination of the work of the OC

Responsible for meals:

This involves ensuring that all dietary requirements are considered and met and that a range of food options are available wherever possible. You may wish to organise a traditional meal from your country or region.

Responsible for accommodation:

This involves organising accommodation for the visiting group. You will need to choose a convenient location and agree costing for this with the visiting group. Members of your OC may want accommodation as well, and it might be useful to have at least one person staying with or near the visiting group.

**Responsible for academic programme:**

This involves planning and organising the academic programme in advance and ensuring that it progresses well during the event. You should keep the visiting group updated so that you meet their expectations.

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Responsible for social programme:

This involves organising social events and sightseeing. You should speak to the visiting group to see if there is anything in particular that they want to do and you should also invite your own members along as well.

All parts of an Study Visit have to be planned and organised in advance if you want your SV going smoothly.

You have to prepare a welcome package including emergency numbers, numbers of OC members, the address of accommodation, public transport routes and taxi numbers. You should also provide your guests with a map of a town.

You have to wait for them when they arrive, welcome them and try to interact and make them feel at home.



Communication

Communication between the respective Heads of Organising Committees is important in order to agree the kind of Study Visit that the two groups want.

Communication between the two OCs is crucial and the most important building block for success! Good preparation is also fundamental for a good event.

Study Visit General Agreement

In order to assist you, there is a General Agreement for Study Visits that groups can use and adapt to suit their needs. It is important to have a Study Visit Agreement in place to ensure that all elements of the visit are clear and to avoid any misunderstandings occurring. The agreement can also be a useful reminder



of what you need to think about whilst organising the visit. It can also help you during your fundraising as proof that the necessary formalities have been fulfilled.

The most important thing is to agree is how the visit will be financed. For example, either group could pay for the event in its entirety or expenses could be split between the two groups. It will be useful to specify what each group will pay for, and how much they will pay.

Remember that this is a general example which you should personalise accordingly (e.g., if

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you need a letter of invitation you should write the deadline for getting one in the agreement). You can download the General Agreement template from the ELSA Officers' Portal: http://files.elsa.org/SC/SC_Study_Visit_General_Agreement.doc

Promotion

Promotion is important for both sides. Study Visits can be a useful way of getting new members. They offer you perfect insight of ELSA – you have internationality, an academic programme, cultural diversity and a social programme.

The visiting group is targeting people who want to participate in the Study Visit and the hosting group can use the event to illustrate the international side of ELSA. The hosting group can invite potential new members to the academic and social programmes as well as their existing members.



For promotion you can use poster, flyers, promotional videos, Facebook events, your web page or the web page of university.

Accommodation

Accommodation depends of the funds available. There are many different options available including hotels, hostels, student dorms or even your private homes.

It is best practice to agree include details of the accommodation you have agreed with your partner in the agreement. If your group also plans to organise other events in the same year, it is a good idea to negotiate accommodation for all of these events at the same time in order to obtain the best deals. You may also wish to organise the Study Visit at the same time of one of your additional events (for example, an NCM) as this may be logistically easier.

Fundraising

Study Visits are not subject to the standard fees set by ELSA International and, therefore, the financial arrangements of the event should be agreed by the groups.

To successfully secure fundraising it may be helpful to stress the academic programme and the benefits of a cultural and legal exchange that you will have. You may wish to ask your University, city authority, minister of education, municipal authority.

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You should also concentrate on linking sponsorships. For example, your university could offer you accommodation in a student dorm or meals in student cafeteria and a city authority could provide you with free public transport, tickets for museums etc.

You should prepare a sponsor package that you can send to your sponsors, explaining the purpose of your study visit, what ELSA is and details of your 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.

Academic Programme

The Decision Book states that the academic programme should be a minimum of three hours.



As part of your academic programme, you can organise visits to institutions and law firms in your city, lectures of different topics (preferably Human Rights or IFP), organise debates, case studies, do a legal research before the event and then have a conference or an essay competition.

You could combine your Study Visit with another event such as your NCM and part of your academic programme could be attended by both sets of participants. You can also open up elements of your academic programme to other students in your university.

Participants

The number of participants is most often linked to the number of members who are willing to host and join activities of the event. This again depends of agreement between the groups.

The participants need to be informed about the details of the trip well in advance.

Logistics

Transport

The visiting group should organise their own transport to the hosting group. Ensure you plan your transport in advance and research the most cost effective options. The hosting group is responsible for organising transport for the visiting group whilst they are staying in their city.

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Meals

The hosting group should ask the visiting group in advance whether they have any particular dietary requirements.

- Meal ideas: Meals at home: The most economical way to manage food. It is easy if the participants are accommodated in your homes. You can also organise dinner parties with some of the typical food of your country or town. This is a very enjoyable way to eat all together, especially in the evening.
- Meals at university/student restaurants: This could be an inexpensive option. You could also contact your University for financial aid.
- Picnic: You can eat in the great outdoors, bring food or have a barbeque.
- Restaurants: You may be able to negotiate with restaurants to reduce prices on the basis that a big group of you will be eating.



Don't forget to offer the participants some traditional regional/national food and drinks.

Social Programme



Social programme has the same importance as academic programme. You should plan a sightseeing tour of your town (for example you could visit museums, historical and cultural monuments) as a part of cultural exchange that we aim to achieve with Study Visits.

In the evening, you will have an opportunity to 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.

You may also want to leave some free time in the agenda so the guests can have time to experience the city on their own.

Annex I - Draft programme



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TÜBINGEN



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OPOLE

Wednesday, 3rd of December 2014

- 10:00 Arrival in Tübingen
- 10:30 Check in in the Hostel
- 12:00 Lunch in the University Cafeteria „Mensa Wilhelmstraße“
- 13:30 Sightseeing in Tübingen
- 16:00 Lecture about the work in ELSA in Germany and about the studying in Germany by a member of ELSA Tübingen
- 18:00 Visit of the international chocolate market „Chocolart“ in Tübingen
- 20:00 Dinner and Cockails in „Manufaktur“
- 22:00 Open Programme

Friday, 5th of December 2014

- 06:30 Breakfast in the Hostel
- 08:15 Visit of the district court Tübingen
- 09:15 Free time
- 11:30 Lunch in the University Cafeteria „Mensa Wilhelmstraße“
- 12:15 Lecture of Professor Dr. von Bemstorff about Human Rights in Germany
- 15:33 Trip to Rottenburg (Neckar)
- 16:30 Visit of a german Jail
- 19:00 Dinner
- 22:00 Party / Pubcrawl

Thursday, 4th of December 2014

- 06:00 Breakfast in the Hostel
- 07:02 Trip to Stuttgart
- 08:45 Visit of the Federal Parliament of Baden-Württemberg
- 09:45 Free time in Stuttgart
- 11:00 Visit of Gleiss Lutz (law firm)
- 11:00 Welcoming and little snack with Dr. Gabriele Roßkopf
- 11:30 Lecture on the topic „The job of a Lawyer of economy“ by Dr. Roman Wexler-Uhlich
- 12:00 Lecture about „Compliance“ by Dr. Hansjörg Scheel
- 12:30 Tour through the office of Gleiss Lutz in Stuttgart
- 13:30 Lunch in a brewery „Schönhaus Bräu“
- 15:00 Sightseeing
- 18:00 Christmas Market (including dinner)
- 21:00 Clubbing or still Christmas Market
- 00:48 Latest train back to Tübingen

Saturday, 06th of December 2014

- 08:00 Breakfast in the Hostel
- 10:00 Trip to Bebenhausen to visit the hunting lodge of the last württembergian king and the monastery
- 12:30 Trip to Reutlingen incl. sightseeing
- 13:30 Lunch
- 16:30 Back to Tübingen
- 19:00 Departure from Tübingen

Annex II - Draft budget

| | ELSA Duckburg (Host) | ELSA Gotham City (Visitor) |
|------------------------------|----------------------|----------------------------|
| Income (General) | | |
| Application Fee | | 750,00 € |
| Income (Sponsorships) | | |
| University | 100,00 € | 150,00 € |
| City Government | 250,00 € | |
| John Does' Law Firm | 200,00 € | |
| Total (Income) | 550,00 € | 900,00 € |

| | ELSA Duckburg (Host) | ELSA Gotham City (Visitor) |
|---------------------------------|----------------------|----------------------------|
| Expenses (General) | | |
| Accommodation | 500,91 € | 17,00 € |
| Rent for one room | 50,00 € | |
| Expenses (Transport) | | |
| Gotham City to Duckburg | | 600,00 € |
| Public Transport for 3 days | 200,00 € | |
| Expenses (Food) | | |
| Breakfast | 49,17 € | |
| Lunch | 152,16 € | |
| Dinner | 48,67 € | 36,33 € |
| Snacks for the Transport | | 43,00 € |
| Expenses (Entrance Fees) | | |
| City Museum | | 50,00 € |
| Old Palace | | 25,00 € |
| Disco | | 50,00 € |
| Zoo | | 25,00 € |
| Total (Expenses) | 952,24 € | 829,33 € |
| TOTAL | - 402,24 € | 70,67 € |

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