

## Quality Standards of ELSA Law Schools

### 1. General Quality Standards

The General Quality Standards of ELSA Law Schools shall be the following:

- a. Participants of an ELSA Law School shall be provided with immediate action and necessary assistance in issues involving medical attention, including but not limited to access to a medical emergency kit. There shall be at least one member of the OC of the ELSA Law School present at the hospital or other medical institution unless otherwise requested by the Participant;
- b. Participants of an ELSA Law School shall be provided with at least one representative of the OC as their main contact person during the entirety of the ELSA Law Schools Cycle;
- c. Participants of an ELSA Law School shall be provided with all the necessary information with regards to the whole programme of the ELSA Law School at least three weeks prior to the opening of the ELSA Law School, including at least a detailed description of the accommodation, available equipment and facilities therein, and other information about logistics;
- d. Participants of an ELSA Law School shall be provided with a Participants' badge including at least the name of the Participant, the address of the accommodation, the phone number of the Head of the OC of the ELSA Law School and the phone number of the emergency services in the country where the ELSA Law School takes place;
- e. Participants of an ELSA Law School shall be provided with a reception package upon their arrival at the ELSA Law School, including at least the programme of the ELSA Law School and information about the city;
- f. The OC shall ensure that the appropriate sanitary measures compliant with governmental dispositions are in place in order to guarantee the health safety of Participants, including but not limited to wearing masks, social distancing, etc;
- g. Participants shall be provided with a payment procedure that follows up-to-date security measures to safeguard sensitive financial information and protects them against unauthorised access or breaches. The payment procedure shall be intuitive and efficient in order to minimise user confusion and errors. Participants shall be able to transfer the participation fees and any additional fees to a regular bank account of the Organising Group. If the transaction fees to the country of the Organising Group are higher than five (5) euros and have to be covered by the Participants, the Organising Group shall inform the Participants when sending them the respective invoice.

### Accommodation and Meals

Quality Standards of ELSA Law Schools relating to accommodation and meals served during an ELSA Law School shall be the following:

- a. Information about the accommodation shall be shared with the prospective Participants of an ELSA Law School the latest by the opening of the application period;
- b. No more than six Participants shall be accommodated in one room;
- c. Rooms shall be divided between the Participants of an ELSA Law School based on their gender unless they agree otherwise;
- d. Only Participants of an ELSA Law School shall be accommodated together in one room unless they agree otherwise;
- e. At least one showering facility and one toilet shall be at the disposal of every six Participants of an ELSA Law School;
- f. Rooms and bathrooms shall be cleaned at least once every two days;
- g. Free wireless internet connection shall be at the disposal of the Participants of an ELSA Law School in the venue of the accommodation;
- h. Served meals shall be diverse and shall respect dietary restrictions, allergies and preferences of the Participants of an ELSA Law School stated by them in the application form;
- i. Water shall be included in every meal served to the Participants of an ELSA Law School.

## **Transportation**

Quality Standards of ELSA Law Schools relating to transportation used during an ELSA Law School shall be the following:

- a. Public transportation tickets for the Participants of an ELSA Law School shall be purchased in advance unless it is impossible due to external factors;
- b. Participants of an ELSA Law School shall be taken from the place of arrival or receive detailed guidance on how to get to the place of destination, including information about estimated transportation prices and possible discounts;
- c. A minimum of one member of the OC of the ELSA Law School shall be present when using public or private transport, providing all the necessary assistance to the Participants. This shall not apply to Participants who are late to the provided transportation or those who have waived their right to the presence of a member of the OC of the ELSA Law School.

## **Academic Programme**

Quality Standards of ELSA Law Schools relating to the Academic Programme of an ELSA Law School shall be the following:

- a. The preliminary Academic Programme of an ELSA Law School shall be published at the latest by the opening of the application period and a complete academic programme at the latest two months before the starting date of an ELSA Law School;
- b. Materials relevant to the academic programme shall be distributed to the Participant of an ELSA Law School at least three weeks prior to the event;
- c. At least six speakers with various academic backgrounds shall be delivering the academic programme of an ELSA Law School;
- d. At least two speakers delivering the academic programme of an ELSA Law School shall be international, wherein international means either being based or having an academic or professional experience in a different country than the country the ELSA Law School takes place;
- e. The academic programme shall not be separated from the ELSA Law School and shall be delivered exclusively for the Participants of the respective ELSA Law School;
- f. The whole academic programme shall be delivered in person unless in case of exceptional circumstances and upon approval by the IB;
- g. Free wireless internet access shall be at the disposal of the Participants and speakers of the ELSA Law School in the venue of the academic programme;
- h. At least one member of the OC shall be present during the academic programme in order to be at the disposal of the speakers and Participants of the ELSA Law School;
- i. A certificate of participation shall be granted to Participants of an ELSA Law School; however, only to those Participants who attended at least 85% of the academic programme of an ELSA Law School. If this requirement is not fulfilled, the OC of the ELSA Law School may decide whether or not the absence of the Participant of the ELSA Law School is justified.

### **Social and Cultural Programme**

- a. The social programme shall be diverse, be provided each day of the official programme of an ELSA Law School, and aim at giving the Participants the opportunity to get to know each other as well as the culture of the country;
- b. The cultural programme shall include at least sightseeing;
- c. At least one member of the OC per 10 Participants shall be present at the official social and cultural programmes of an ELSA Law School, providing all necessary assistance to the Participants.

### **Promotion**

Quality Standards of ELSA Law Schools relating to the promotion of an ELSA Law School shall be the following:

- a. All marketing materials used to promote an ELSA Law School shall be compliant with the ELSA Law Schools marketing kit;
- b. All materials provided to Participants (including but not limited to badges, roll-ups, etc.) shall be compliant with the ELSA Law Schools brand and ELSA's corporate identity;
- c. An ELSA Law Schools portfolio published on the ELSA Law Schools website shall include at least a description of the event, information about the venue of the event, preliminary academic and social programmes, and contact information of the OC.