

# STEP NEWSLETTER

## December 2019

Save the date!

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<p><b>Open STEP Call for National Officers at 19:00 CET</b></p> <p>If you are a National STEP Officer, feel welcome to join the open call with your colleagues across the Network to discuss any questions or ideas you wish.</p> <p>The <b>Google Hangouts</b> link for the call will be shared ahead of the meeting in the Facebook Messenger chat group for National STEP Officers.</p>	<p>9 Dec</p>
<p><b>External Student Hunting deadline</b></p> <p>All <b>Student Application Forms (SAFs)</b> must be submitted by all interested applicants through the STEP website (<a href="http://step.elsa.org">step.elsa.org</a>) by <b>23:59 CET</b>.</p>	<p>9 Dec</p>
<p><b>ELSA International Team Weekend (EITW)</b></p> <p>Members of the ELSA International STEP Team are in the ELSA House in Brussels, Belgium, to work together to further the international STEP agenda..</p>	<p>11-14 Dec</p>
<p><b>Internal Student Hunting deadline</b></p> <p><b>All SAFs</b> must be <b>verified and approved</b> by both Local and National STEP Officers of the applicants' respective Sending Group on the <b>STEP Online System (SOS)</b> (<a href="http://step.elsa.org/login">step.elsa.org/login</a>) by <b>23:59 CET</b>.</p>	<p>14 Dec</p>
<p><b>Matching</b></p> <p>All approved SAFs are first matched by the <b>STEP Trainees Team</b> and the list of matched/pre-selected candidates will be forwarded to the respective National Groups hosting the Traineeship Providers by ELSA International.</p>	<p>15-22 Dec</p>

## This month, look forward to...

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### 1. Last promotion call – the External Student Hunting deadline

Applicants have time until **23:59 CET on Monday, 9 Dec 2019** to apply for a **maximum of three (3) STEP Traineeships** by filling in the [Student Application Form \(SAF\)](#) also available on the homepage of the [STEP Website](#).

*After a SAF has been submitted*, remember to log into the [STEP Online System \(SOS\)](#) and **verify/approve** the submitted SAFs – remember to use the new [Verification and Matching Guidelines!](#)

*While still finalising Student Hunting*, check the *new* [Student Hunting Media Card](#) and other promotional materials available in the [STEP Marketing Kit](#) for the First Cycle 2019/2020 and the visual [Traineeship Portfolios](#) from the 33 country destinations.

For general Student Hunting inspiration and assistance, do not hesitate to contact:

- Your **STEP Coach** or the **STEP Coaching Team** ([step.coaching@elsa.org](mailto:step.coaching@elsa.org)) for customised support;
- The **STEP Trainees Team** ([step.trainees@elsa.org](mailto:step.trainees@elsa.org)) for tips and tricks; and/or
- The other STEP Officers through:
  - The **STEP mailing list** ([elsa-step@listserv.elsa.org](mailto:elsa-step@listserv.elsa.org)); and/or
  - The **ELSA STEP Team 2019/2020 Facebook group**.

### 2. Verification and approval – the Internal Student Hunting deadline

Submitting a SAF is one thing but **verifying** them is another matter. All submitted SAFs must be verified and approved/disapproved on the SOS by **23:59 CET on Saturday, 14 Dec**. To know how to do so exactly, use the new [Verification and Matching Guidelines!](#)

### 3. Matching and short-listing the candidates

**From 15 to 22 Dec**, all **approved SAFs** are “matched” i.e. ELSA International filters the SAFs that meet the requirements set by the Traineeship Providers (TNPs) in their Traineeship Specification Forms (TSFs).

After matching, ELSA International will send via email the National Groups the **credentials** to log into the [Traineeship Providers Interface \(TPI\)](#). The National Groups shall forward these log-in details to either the TNPs directly or the Hosting Local Group that will communicate with the TNP, depending on the arrangements in place.

## Looking forward into 2020...

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### 1. STEP Research Project (SRP)

As discussed at [ICM Constanta](#) in October and [KAM Istanbul](#) in September, the SRP will be launched in **January 2020**. Currently, the set of research questions are being finalised by ELSA International and the SRP Partner, [Caselex](#), before being introduced to the Network.

For now, even before the SRP Launch, the [STEP Coaching Team](#) is there to help you prepare to start the necessary research work within your respective ELSA Group/jurisdiction. Do not hesitate to contact your STEP Coach via [step.coaching@elsa.org](mailto:step.coaching@elsa.org).

### 2. STEP logo competition

As positively recommended by the STEP Workshop at [KAM Istanbul](#), **ELSA International calls for the Network's inputs for a new STEP logo**. Submit your idea for the new logo by **9 Feb 2020** to [step@elsa.org](mailto:step@elsa.org).

All ideas will be discussed and voted upon at [ICM Malta 15-22 Mar 2020](#).

Make sure to join the [ELSA STEP Team 2019/2020](#) group on Facebook!

You can find ELSA on [Facebook](#), [Instagram](#), and [LinkedIn](#).