AEGEE
EUROPE

European Students' Forum

SUMMER UNIVERSITIES
EXPLORING EUROPEAN CULTURAL DIVERSITY SINCE 1988

SU SUBMISSION GUIDELINES

Dear organisers,

to make your job easier, we prepared for you a list of things we will need, which will help you while submitting your SU on aegee.su in order to organise an SU in 2020. Please read the document carefully until the end.

Compulsory to submit until 3rd of February:

- **Organising antenna** (1 or more according to number of antennae)
- **Main Coordinator** and their data (1 per each organising local)
- **Content manager** and their data
- **Treasurer** and their data
- **Incoming responsible** and their data
- **Outgoing Responsible** and their data
- SU e-mail address
- Starting date + date of last day
- SU starts in (city) + SU ends in (city)
- **Type** (SSC, SC, SC+, TSU)
- **Theme Category** (Arts and Creativity; Sustainability; Local Culture; Civic Education; Sports; Soft skills; History and Politics; Social inclusion or pilot SU themes)
- Theme (more specific than theme category)
- Title of the SU
- Cooperation with a body - in order to fulfil this requirement, the trainers from the body have to provide **at least half of the minimum tuition hours** (e.g. if you organise a Summer course for 14 nights, your minimum amount of tuition hours are 28, so the trainers have to provide at least 14)
- Explain how are you going to implement the theme (*for SUCT eyes only*)
- **Learning objectives -** the goals you want to achieve regarding your theme (e.g. Participants will improve their skills in cooking traditional local meals).
- Cities that will be visited
- Number of participants
- **Fee** (maximum 14 EUR per night, for exceptions contact SUCT)
- **Optional fee** - yes/no + amount, what is it going to be used for?
- **Type of lodging** - gym, hostel, dormitories,...
- **Preliminary Program** (*for SUCT eyes only*) which will include activities in correlation with your SU theme, the number of tuition hours per activity and the cities where the activities will take place in. Do not forget about including AEGEE introduction

and 2 compulsory sessions of your choice. We need to see whether you are well prepared to deliver some program for participants.

Example of preliminary program:

> 1st - 4th July: city A - ice-breaking games (0 hours), city tour (0 hours), workshop A (2 hours), workshop B (1,5 hours)...

> 5th - 7th July: city B - compulsory session A (0 hours), visiting the museum (1 hour)...

The preliminary program can be edited until 2nd of March

- List of activities - can be edited until 2nd of March
- Do you think you will be able to provide all the food for everyone? - for vegans, gluten-free options... (*for SUCT eyes only*)
- Short SU description - 1-2 sentence long catchy description to be shown on the website between 23rd of February and beginning of March

Not compulsory until 3rd of February:

- SU website
- Facebook Event/webpage
- SU promo video
- Coordinates of visited cities
- Special equipment needed
- Photos (up to 6) – with author rights!

Compulsory to submit until 2nd of March:

- Confirmation of your participants (no confirmation needed; payment; copy of ticket; copy of ticket OR payment; copy of the ticket AND payment)
- Coordinates of visited cities
- Confirmation of Preliminary Program of SU to find the most suitable participants for your SU. Confirm the preliminary program that you have submitted along with your application between 1st of January and 3rd of February. At this stage, you can also add activities that weren't included. All activities must be included - and cannot be cancelled - in the final program (the final program will be submitted to SUCT until 3 weeks before the beginning of your SU). This will help you to find your ideal participant.
- Ideal participant - how should participants of your SU look like.
- Places descriptions - write a few sentences about main visited cities.
- Course level

- **Teachers** - not names, just if they are trainers from a body, experienced members of your local...
- **Photos (up to 6)** - with author rights, not just take photos from Google

Optional until 2nd of March:

- SU website
- Time table
- Courses
- SU website
- Facebook Event/webpage
- SU promo video
- Special equipment needed
- University support
- Special questions to choose participants

Generall not compulsory but recommended for SUs that include more organizing locals:

- **Each SU requires 1 Main Organizer per each organising local**. However, it is also recommended having also **1 Content Manager and 1 Treasurer per organizing local** to assure high content quality in each place the SU takes place and financial assurance
- Further, the **Incoming Responsible** should be from the local where the SU takes place first