



European Students' Forum



EXPLORING EUROPEAN CULTURAL DIVERSITY SINCE 1988

SU SUBMISSION GUIDELINES



Dear organisers,

To make your job easier, we prepared a list of information, which will help you while submitting your SU on [MyAEGEE](#) in order to organise a SU in 2021. Please read the document carefully until the end.

Compulsory to submit until 15th 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
- SU e-mail address
- Starting date + date of last day
- SU starts in (city) + SU ends in (city)
- Theme Category (Arts and Creativity; Sustainability; Local Culture; Mental Health; Political Activism; Social Equity; Sports; Leisure or mention something yourself)
- Theme (more specific than the theme category, plus explanation of the theme)
- Explain how you are going to implement the theme (for SUCT eyes only)
- 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 University for 14 nights, your minimum number of tuition hours are 28, so the trainers have to provide at least 14;
Attention: compulsory sessions and the AEGEE introduction session **are not** counted as part of the tuition hours)
- Learning objectives - the goals you want to achieve with regards to your theme (e.g. Participants will improve their skills in cooking traditional local meals) (minimum 2 maximum 5).
- Cities that will be visited (all of the locations visited during your SU)
- 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? (max 40 euros)
- Type of lodging - gym, hostel, dormitories,...
- Preliminary Programme (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 programme for participants. [Template](#)

The preliminary programme can be edited until the 21st of March

- **List of activities** - can be edited until the 21st of March
- **Short SU description** - 1-2 sentence long catchy description to be shown on the website between 23rd of February and beginning of March
- ***Preliminary Budget** only when asking for exceptions regarding the normal requirements of a SU, otherwise you have to hand it in with the second submission (for SUCT eyes only)
- **General SU terms (checkbox):**
We are able to provide meals 2x per day, also to people with specific dietary needs.
We are able to provide accommodation for all the nights of the event for every participant
We are able to provide 2 hours of tuition per night on average
We are able to provide all the activities with the participation fee of 14 EUR per night (excluding the optional fee and its activities). This includes all the costs for the programme (excluding the activities of the optional fee).

Not compulsory until 15th of February:

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

Compulsory to submit until 21st of March:

- **Confirmation needed from your participants** (no confirmation needed; payment; copy of ticket; copy of ticket OR payment; copy of the ticket AND payment)
- **Coordinates of the visited cities**
- **Confirmation of Preliminary Programme of SU** to find the most suitable participants for your SU. Confirm the preliminary programme that you have submitted along with the first submission. At this stage, you can also add activities that weren't included. All activities must be included - and cannot be cancelled - in the final programme (the final programme has to be submitted to SUCT until 3 weeks before the beginning of your SU). This will help to find your ideal participant.
- **Preliminary Budget** (for SUCT eyes only)
- **Ideal participant** - what should participants of your SU look like.
- **Places descriptions** - write a few sentences about the main visited cities.
- **Course level**
- **Trainers** - not the names, just if they are trainers from a body, experienced members of your local, etc.
- **Photos (up to 6)** - with author rights, no pictures from Google

Optional until 21st of March:

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

Non-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
- Furthermore, the **Incoming Responsible** should be from the local where the SU takes place first