

elsa

The European Law Students' Association

STUDY VISITS Handbook



Updated January 2008

Preface

Dear Seminars and Conferences Officer,

This handbook was first prepared by Julianna Koppány, the Vice President Seminars & Conferences of ELSA International between 2005 and 2006. It elaborates on the different aspects of the organisation of Study Visits and Institutional Study Visits and it is generally addressed to the local Seminars and Conferences officers who are the major players in the organisation of Study Visits and Institutional Study Visits.

In this new version of the “Study Visits Handbook”, I basically updated all the outdated information and include some additional information that might be useful for you. It is also necessary to mention here the [2nd edition of the Study Visit Guide\(see p.5\)](#) which offers you some basic information about the most of local groups that you may like to contact for a Study Visit.

Study visits and institutional study visits, compared to other ELSA events, are relatively less academic and more social events. They constitute the best way to introduce new members to the international Network of ELSA and motivate them for their further involvement in our activities. Hence, they are always worth to be considered as a priority for the S&C projects.

I wish you luck and success throughout your ELSA work.

Enis Mehmet Burdurlu
Vice President Seminars and Conferences
ELSA International 2007-2008

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Introduction

What is a Study Visit?

Dear friends, it is not easy to define, in exact terms, the meaning ELSA has for a study visits. Study Visits form part of the numerous events and projects within the sphere of Seminars and Conferences. They, together with seminars, conferences law schools, lectures and panel discussions aim at the experiencing of different cultures and legal worlds by our members. However, study visits can also be singled out from the other S&C events, in that there is less of an academic focus during these events.

A Study Visit (SV) is the organised trip of ELSA members to another ELSA Group, which can be done in the form of an exchange. According to the **Seminars & Conferences Policies** (S&C 01/99 II), a study visits may be (1) bilateral - where two ELSA Groups visit each other; (2) multilateral - where more than two ELSA Groups visit each other or (3) unilateral, where only one ELSA Groups visits another ELSA Group. Moreover, a study visit can be either national, when an ELSA group visits another ELSA group in the same country or it can be international when the visit occurs between two ELSA groups from different countries. (S&C Policies 7.1)

Institutional study visits give the possibility to ELSA members to contact institutions or non-governmental institutions and organise a visit to their headquarters or branch offices. Depending on its location, an institutional visit can be on local, national and international level.

The first three types of Study Visits can be categorised under the general heading of study visits (Part I). Institutional study visits, on the other hand, will be tackled on their own, being slightly different in nature (Part II).

PART I

Study Visits

Why organise a Study Visit?

The main purpose of a SV is to share the culture of your country and the ELSA life of your ELSA Group with students coming from a different country. During the Study Visit you will offer your guests an insight into the best your town can give, whether it is cultural, social or academic.

Another reason to organise a Study Visit is to attract and recruit new members to ELSA and its activities, by showing the guests around your university, local courts, and the general social life that you lead.

Long lasting friendships and different cultural links will emerge from these projects, which will strengthen the ELSA Network as well as one's own personal network.

Considerations for the Organising Group

The first question to solve when you decide to organise a SV is to choose a group that you wish to invite. In order to facilitate your decision, you can always have a look at the **2nd edition of the Study Visit Guide**:

[https://www.elsa.org/aieh4925y980ppqg2/Seminars&Conferences/Study%20Visits'%20Guide%20\(SVG\)/Study%20Visits'%20Guide%20\(2nd%20edition\).pdf](https://www.elsa.org/aieh4925y980ppqg2/Seminars&Conferences/Study%20Visits'%20Guide%20(SVG)/Study%20Visits'%20Guide%20(2nd%20edition).pdf)

There are several criteria to think about:

- A - Distance between the towns
- B - Evaluation of the City to which you wish to send your members
- C - Economic dispositions of the group
- D - The time frame of the Study Visit

A. Distance between the towns

This is a fundamental aspect to the success of your SV. This does not mean however, that because it is too expensive, you should never organise a SV with Local Groups that are too far away. This is possible, however, only if your group is well experienced and with many members from who you can choose. Those who will participate in the exchange may have sponsorships and financial ties with the university, which could give them all the money they need.

B. Evaluation of the city to which you wish to send your members.

It seems easy to evaluate the appeal of a town or a group. Certain cities certainly have more to offer than others do in terms of history and culture. Having said this, though, it is true that certain cities may inspire more students and therefore you will have more applicants for this event.

This, however, is not the only thing that must be taken into consideration when organising a SV. The Local Group to which you send your members must also be capable of undertaking the responsibility. Constant communication and some research are vitally important. It is therefore not a bad idea to collect information by asking other groups in your country that had an exchange with the group you are interested in having a SV.

C. Economic dispositions of the groups.

The groups involved may determine the financing of a study visit. For example, *If ELSA Catania wishes to organise a SV with ELSA Rijeka, the groups will decide between them, if they wish to be hosted at private residences or in some other place. The organising group of ELSA Catania may have some problems hosting people at their private homes and therefore will have to offer accommodation elsewhere. This is usually paid for, if ELSA Rijeka wishes to host the Italians at their private homes.*

It is important to remember that communication before the event is constant so that there is no misunderstanding.

According to the Seminars and Conferences Policies (S&C 01/99 II), a deposit may be requested by the organising group in case of withdrawal of visiting group or any material damage. It is important that the deposit is agreed upon before the visit takes place.

D. The time frame of the Study Visit.

Being a student organisation, exams can be the cause of many problems for this type of project. Therefore, communication is again a keyword. Finding out the exam period of the group you wish to visit and informing the other group of your exam period is important.

Other important considerations may be the weather conditions that may appeal to your members. For example, *It would not make sense to send a group of Maltese students to Norway during summer where once again they would not get to see "real" snow!*

Establishing the contact

After you have chosen the Local Group you wish to visit, you now have to get in contact with them to begin the negotiations. The negotiations must be thorough and complete in order to avoid problems later on.

Points to keep in mind when you negotiate:

1. Contact information
2. Written Agreement
3. Dates of arrival and departure of both groups
4. Accommodation
5. Number of participants
6. Social program
7. Academic Program
8. Deposit agreements
9. Insurance

1. Contact information

It is important to firstly receive and send out the correct contact information. The Internet is the most efficient way of communication and is now widespread. Negotiations should begin on the net, but a signed agreement is also important.

2. Written Agreement

To have everything clear and to avoid any misunderstandings, it is really essential to settle – at least some things – in a written form. For this purpose you can use the Study Visit General Agreement (see Annex 1), which offers you a basic version of an agreement to be signed by the groups involved in the SV. Of course, you may change and add provisions to the Agreement, the content depends on the groups.

3. Dates of arrival and departure

This is also an issue to be clarified at its earliest. Make sure that the dates are convenient for both parties in order to avoid conflict. These dates should be included in the written agreement.

4. Accommodation

Accommodation is usually the main issue of the negotiations. The aim of a study visit is to exchange cultural divergences and therefore what better way is there of sharing this experience, if not by staying at a private home in a different country. The groups may decide on the accommodation agreement they desire. Again, I repeat that it should be included in the agreement in order to avoid conflict at later stages.

5. Number of participants

The number of participants is linked to the number of members who are willing to host and join the activities set up for the event. We can say, however, that the best number is between 10 and 15, not a limited number, but not so difficult to manage. Some Local Groups may prefer to organise *multilateral* visits, that is, to host more than one Local Group at the same time, in order to increase the amount of people involved and create more of the ELSA Spirit. This may be a satisfying experience, but could also increase the organisational problems such as accommodation, transport, and food.

6. Social programme

The social programme need not be discussed thoroughly at this stage. This is completely up to the hosting group to decide what is best for their guests. After all, they know their town best!

7. Academic Programme

The academic part is also not too important at this stage. Maybe a couple of issues may be discussed for example, if there will be an academic program or not. Make sure you listen to the requests of the other party and understand what they wish out of this SV.

8. Deposit

According to Point 7.6 of the S&C Policies, the organising group may request a deposit from the visiting group. This may be for a number of reasons such as withdrawal from the visit or material damage during the visit. This must be agreed upon and included in the written agreement.

9. Insurance

In addition, according to Point 7.6 (b) of the S&C Policies, the visiting group is responsible for their insurance.

Organising the reception

Once the agreements have been settled, the organisation of the event begins. An Organising Committee (OC), usually made up of the persons who wish to partake in the event, is set up. A co-ordinator should be appointed at this stage. The team should set out to accomplish the following points:

1. Welcome.

It is important to begin in the best way possible. Upon arrival at the airport or station, your hosts should impress the guests by their hospitality. An idea would be to set up a welcome committee, who may present a small gift to the guests and then take them to the hostel or to the house where they will meet their hosts.

You should be very careful when selecting your hosts. You should never give a guest to someone you do not know, or who does not have good references. It is always better to select persons who know what ELSA is and are involved in some way, such as the OC. Upon arrival, it is useful to give your guests a welcome package, where they may find a city map, bus routes, and some places of interests. Do not forget to include telephone numbers and other contact information.

2. Accommodation

a. Private houses - This is certainly the cheapest choice and the most enjoyable. A friendly family, who know some English and are flexible with timing, is the ideal situation. Never forget the relations with your neighbours. The biggest disadvantage, when hosting people in private houses, especially if living in big towns, is that sometimes you risk splitting up the group of guests, because some hosts live outside the town or some may not have a car. In this case you should plan the activities very carefully, in order to avoid that some events could be actually attended by a limited number of guests.

b. Student Houses - Some Local Groups prefer to host people in student houses. The advantages of this choice are that you can gather all the guests in one place, and have a lot of fun. The disadvantages, on the other hand, are the costs. You also have to share the place with other people, who are not involved in ELSA and who may not appreciate the 'ELSA Spirit' and its night-time consequences. However, if you manage big groups, more than 25 people, this solution is preferable, because it becomes easier to carry people around starting from only one place and saves the OC valuable time.

3. Food

You should ask the visiting group in advance whether they have any particular preferences of food. (For example, some members might be allergic to a particular type of food)

a. Meals at home. This is probably the most economical way to manage the food. This can be done in various ways, such as having the meals separately before the social programme. On the other hand, cooking meals for a number of people is also great fun. Make sure this is included in the budget. You can 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.

b. Meals at university. It is very cheap, though generally, the food is not as good as in a restaurant. You should contact your university for financial aid.

c. Picnic. Wonderful! Nevertheless, you need an efficient staff and good weather. Do you have a staff of sandwich-makers who give up sightseeing and spend time filling bread?

d. Restaurant. You may try to get an agreement with the management for taking a large number of people. Fast Food restaurants are also very popular and cheap.

e. Guests cook for everybody. If you do not know where to eat one evening, you can arrange a different kind of dinner. In this case, your guests will prepare their national delicacies.

4. Social programme

This programme must be organised in advance, in order to avoid any problems. This should include visits to the nightlife of your town, as well as parties where your guests can meet some of the members of your ELSA Group.

Technically, this should not be too expensive for your guests, so do try to get as many free activities as you can. In addition, it is good for your guests and the organising group to have an afternoon or day off. In this way your guests can shop or walk around by themselves, and the organising group can have a break. Nonetheless, make sure that the guests know meeting times and telephone numbers, just in case!

5. Academic programme

It is very common to hold one or two lectures at the university, held by professors who are close to ELSA. One must make sure that these events are interesting for the participants. In other words, a lecture regarding a topic on domestic law may not be so interesting for foreign students. A visit to a Law Firm or the Law Courts may be interesting. However, it is not a good idea to fill your programme with academic events. A social programme may also fulfil the same requirements for a SV as an academic programme can.

6. Transport

This part of the event must always be well organised and planned from beforehand. It is common that the same few persons end up doing all the trips. Therefore, make sure you schedule all the trips that you have inserted in your programme, with carefully assigned persons for each trip. Do not leave this to the last minute.

The Costs of the Study Visit

ELSA International gives freedom to the Local Groups when negotiating Study Visits. Everything depends on the agreement you settle with the other group. You may charge your guests a fee, or you may finance their stay in your country, with the agreement that they will behave the same way when you go to visit them.

It is vital to set up a detailed budget of this event. This will allow you to plan the event more thoroughly and leave no room for surprises and hidden costs.

Suggestion:

- If your country is part in the TEMPUS program, you can have a financial support by the European Union. Ask the EU office in your country or the Ministry of Education.
- You may ask your university for financial support (e.g. free meals at the university canteen).
- You may organise a big ELSA party, which can guarantee you a lot of money.

However, your guests may have to pay certain extra charges, such as alcoholic drinks, trips outside the town, entrance fees in places you did not foresee etc.

Marketing a Study Visit

There are two levels of marketing a Study Visit. The first one is to the students whom you wish to attract to join the event. The other is the sponsors.

1. The Students.

The best way to market a Study Visit is by way of mouth. You can organise a small gathering of interested ELSA members and explain to them the concept of the Study Visit. You may also place posters on your ELSA boards or you can send messages via e-mail. It is important that you explain to your members the responsibilities of taking part in such a project. ELSA knowledge should be required however minimal. Training sessions could also be part of your marketing strategy.

2. The Sponsors. This requires a little more work. Once you have received all the information from your guests (such as number of participants and date), you should prepare a sponsor package that you can send to your sponsors. You should explain the purpose of a Study Visit, what ELSA is and how much you intend to spend (through the budget). Finally, you should explain the benefits that your sponsors can receive by sponsoring you and what a powerful and effective product the ELSA Network is.

Afterlife

ELSA International would appreciate having feedback on every Study Visits that was organised within the Network. Therefore, after the visit a Study Visit Evaluation Form (see Annex 2) should be completed and submitted to ELSA International.

PART II

Institutional Study Visits

Institutional Study Visits are study visits to international governmental or non-governmental organisations, public administrations, or private institutions. Examples of these are the following:

- Public Administration institutions, offices and agencies, such as the House of Parliament, The Supreme Court, Ministries, legislative committees, community authorities.
- Unique Institutions located in a particular city such as The European Community Institutions, Council of Europe, UN centres, an ombudsman office, Consulates, and a stock exchange.
- An institute of particular interest to a group.
- Foundations
- Other non-governmental organisations
- Other places of interest such as prisons, refugee camps etc.

Why organise an Institutional Study Visit?

There are many good reasons, why a group should organise an institutional study visit. Firstly, by joining an organised group, it becomes easier to visit an interesting institution. Moreover, such a visit is another chance to present ELSA as an association of interesting, open-minded students. An institutional visit also allows members to establish contacts and co-operations that can be used for other S&C events in the future.

Organising an Institutional Study Visit

This can be done in a variety of ways. A Local Group may decide to visit a particular organisation and then contact the Local Group, where the institution is located. On the other hand, you may have decided to visit a Local Group and then decide to visit an institution, which is situated in that country.

It is important to remember that when organising an institutional study visit, the planning will take a longer time, therefore the institutions or organisations must be contacted a long time in advance.

Contacting the Institution

1. Contact ELSA International

If you are organising an institutional study visit to WIPO, EPO, WTO, European Union institutions, Council of Europe or NATO, the first thing that must be done is to contact ELSA International (elsa@elsa.org and ypsc@elsa.org on the copy) in order to maintain our uniformity towards those institutions and organisations. Moreover if you need any contacts or guidance with other international institutions or organisations, you can always contact ELSA International.

2. Contact the Institution

Following up the first contact with ELSA International, the next thing to do is to get in contact with the institution itself. Remember that visiting certain institutions can only be done through special programmes (e.g. European Community Institutions or the Council of Europe.) When calling the institutions, you should find out more about these programmes and ask for the regular procedure of requesting a visit and the necessary application forms.

Marketing the visit

These visits may be organised on a Local, National or International level. Such visits may be advertised on the ELSA boards.

The group may also look into the possibility of requesting a deposit from the participants. This serves as a good deterrent for withdrawals.

During the Visit

One should always remember that during these visits, ELSA is being represented. Therefore smart appearances and decent behaviour is required (during the day!).

Afterlife

ELSA International would appreciate having feedback on all Institutional Study Visits that were organised within the Network, in order to be aware of our external relations. Therefore, an Institutional Study Visit Evaluation Form (see Annex 3) should be completed after the visit and submitted to ELSA International. The organising group should also send thank you letters to the persons that had helped organise the event and the contacts within the institution. This letter should include a short description of what happened during the visit and what particularly interested the participants. The wish to maintain good contacts is also essential.

Part III

ELSA International and Study Visits

ELSA International needs to be informed about all the S&C events that are happening within the Network - Study Visits are no exception! Therefore, here are a few points you need to remember in order to keep up with the International Standards for Study Visits.

- ☞ Before you organise a Study Visit, read the **S&C Policies**. These can be downloaded from the homepage of ELSA International - www.elsa.org
- ☞ Preferably sign a Study Visit General Agreement (Annex 1)
- ☞ Make sure that the applicants have relevant knowledge of ELSA and can be good ambassadors for your group.
- ☞ Keep the VP S&C of ELSA International informed at all times.
- ☞ Keep the Network informed through the use of the S&C mailing list - ELSA-SC@LISTSERV.ELSA.ORG
- ☞ After the Study Visit complete an Evaluation Form (Annex 2 and Annex 3) and submit it to ELSA International

You have finally reached the end of this manual - but you must remember that there is more to learn. This can only be done through experience - your experience. So go out there and begin to work for your members and you will see that you will leave ELSA with more than you ever gave. Good luck!

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The European Law Students' Association

STUDY VISIT GENERAL AGREEMENT

Article 1. (Parties)

*(The parties) ELSA Aarhus and ELSA Vilnius agree to organise a Study Visit.
(Party A) ELSA Aarhus is the hosting group, while (Party B) ELSA Vilnius is the visiting group.*

Article 2. (Place & Time)

The Study Visit shall take place in (Venue) Aarhus from (starting date) 20 July 2008 until (ending date), (year) 26 July 2008.

Article 3. (Accommodation)

The hosting group shall organise accommodation for the visiting group. Accommodation shall be provided in a private home. The expenses for accommodation shall be covered by the hosting party, (if yes, in which extent?) bed over night.

Article 4. (Meals)

The food expenses shall be covered by the hosting group, (if yes, in which extent?) breakfast, lunch and dinner. Drinks will be covered by the visiting group.

Article 5. (Transportation)

The expenses of the transport, which occur during the Study Visit, after arriving to the location where the event takes place, shall be covered by the visiting group (app. 180,00 kr.)

Article 5a.
(admission fees to cultural events)

The expenses to cultural events will be covered by the visiting group. (app. 100,- kr.)

Article 6.
(Deposits and Fines)

The visiting group shall pay a deposit of 0.00 EURO to the organizing group. The deposit is to be refunded to the visiting group upon completion of the event. The deposit will not be fully refunded in case of withdrawal of the visit if the organizing group already has had a proven financial loss, and in case that damage incurred during the visit (financial loss, material damage, etc.) The latest date of cancellation of the visit without loss of deposit shall be %.

Article 7.
(ELSA Knowledge)

The parties shall make sure that the individual participants obtain basic ELSA knowledge before sending them to the respective event. The official language during the visit is English.

Article 8.
(Optional)

(Visas, insurances, travel expenses, obligation to provide "ELSA meetings"...): The visiting group will provide their transportation to Lithuania-Denmark, Denmark-Lithuania themselves. According to ELSA Vilnius no Visa is required.

Article 9.
(Programme)

The programme of the event shall be specified and handed out to the visiting group and ELSA International in the S&C Specification Form preferably 1 week before the event, (Monday the 13th of July 2008)

Article 10.

This agreement is signed by the representing board members of the participating groups. Each party shall maintain one copy of this agreement, and one copy shall be sent to ELSA International.

Signatures:

Aarhus, february the 14th 2003

Place, date:_____

ELSA Aarhus.
(STAMP) (STAMP)

(For ELSA -Stefan T. Ottosen)

(For ELSA -)

** The specifications of the contract are opened to the discretion of the parties. This is a general, recommended form, but it can be subject to minor changes, e.g. more than 2 groups can be parties of the same contract; some articles can be excluded if all the parties agree; additional articles are possible; etc. However, in no case can the following articles be excluded: 1, 2, 7, 9 and 10.*



Study Visit Evaluation Form

Seminars & Conferences

GENERAL INFORMATION	
Type of the Study Visit: Bilateral <input type="checkbox"/> Multilateral <input type="checkbox"/> Single <input type="checkbox"/> Unilateral <input type="checkbox"/>	
Organising Group:	Visiting Group:
Your Group:	
Start Date (dd/mm/yyyy):	End Date (dd/mm/yyyy):
Place of the Study Visit:	
Language:	Number of Participants:

SOCIAL PROGRAMME	
<i>Please give the description of the social programme of the Study Visit, and if possible attach it to the form</i>	

ACADEMIC PROGRAMME	
<i>Please give the description of the academic programme of the Study Visit, and if possible attach it to the form</i>	

STUDY VISIT RESOURCES	

Sources of sponsorship	
Total amount received:	Inkind sponsorship:

ACOMODATION			
<i>How were the participants accommodated?</i>			
Youth Hostel <input type="checkbox"/>	Host Family <input type="checkbox"/>	University campus <input type="checkbox"/>	<input type="checkbox"/> Other

FEES	
Was there any participation fee for the event?	
<input type="checkbox"/> Yes <input type="checkbox"/> No in case of yes: how much and what did it include	

STUDY VISIT AGREEMENT	
<i>Please attach the copy of the Agreement</i>	
Did you use the Study Visits Agreement	
<input type="checkbox"/> Yes <input type="checkbox"/> No in case of no: what was the reason	
Did you find it useful?	
<input type="checkbox"/> Yes <input type="checkbox"/> No remarks	
Did the other party fulfil its obligations?	
<input type="checkbox"/> Yes <input type="checkbox"/> No in case of no: please specify	

STUDY VISIT SATISFACTION	
<i>In the following parts please use the scale from 1 to 5 to describe your opinions while 1 is the lowest and 5 is the highest grad:</i>	
The Study Visit adequately fulfilled the description	
1 2 3 4 5	
Academic Programme	
1 2 3 4 5	
Social programme	
1 2 3 4 5	

The expectations of the visiting participants	
1	2 3 4 5
CONTACT PERSON	
Name:	Position:
Email:	
Phone:	Fax:

COMMENTS
<i>How do you think we can improve Study Visits?</i>

**Please return the form to ELSA International,
 239, Boulevard Général Jacques, B-1050 Brussels, Belgium
 Tel: + 32 2 646 26 26; Fax: + 32 2 646 29 23;
 Email: elsa@elsa.org
 Website: www.elsa.org**



The European Law Students' Association

Institutional Study Visit Evaluation Form

Seminars & Conferences

GENERAL INFORMATION	
ELSA Group:	
Start Date (dd/mm/yyyy):	End Date (dd/mm/yyyy):
Institutions:	
Language:	Number of Participants:

INSTITUTIONS	
Name of the Institution:	
Name of the Contact Person:	E-mail:
Phone:	Fax:
Address:	
Comments:	

PROGRAMME	
<i>Please give the description of the programme of the Institutional Study Visit, and if possible attach it to the form</i>	

INSTITUTIONAL STUDY VISIT RESOURCES	
Sources of sponsorship	
Total amount received:	Inkind sponsorship:

ACOMODATION

How were the participants accommodated?

Youth Hostel

Host Family

University campus

Other

FEES

Was there any participation fee for the event?

Yes No in case of yes: what was the how much and what did it include

COMUNICACION

Did you contact the ELSA group in the place of the Institution?

Yes No in case of yes: what was the outcome

In case of visiting the national institution, did you notify the respective ELSA Group?

Yes No in case of no: what was the reason

Did the respective ELSA Group respond to your notification within 2 weeks?

Yes No in case of yes: did the ELSA group offer any assistance (specify)

In case of visiting an international institution, did you notify ELSA International?

Yes No in case of no: what was the reason

Did ELSA International respond to your notification within 2 weeks?

Yes No

Were you satisfied by the assistance of ELSA International?

Yes No

CONTACT PERSON

Name:

Position:

Email:

Phone:

Fax:

COMMENTS
<i>How do you think we can improve Institutional Study Visits?</i>
<i>What kind of assistance you wished to get from ELSA International?</i>

**Please return the form to ELSA International,
239, Boulevard Général Jacques, B-1050 Brussels, Belgium**

Tel: + 32 2 646 26 26; Fax: + 32 2 646 29 23;

Email: elsa@elsa.org

Website: www.elsa.org