



# **GUIDELINES FOR STUDENT-LED INITIATIVES**

**under**

**EUTOPIA MORE – Work package 2 – Task 2.6**

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## 1. Introduction and background

The [EUTOPIA Alliance](#) brings together ten European universities that work towards the creation of a European model for future higher educational institutions and aim to create a European meta-university. Alliances, such as EUTOPIA, are part of the [European Education Area](#) and have the scope to foster cooperation between higher education institutions, as well as between universities and other relevant stakeholders in the benefit of students, staff, and society.

In line with its strategy and mission, the EUTOPIA Alliance is implementing the EUTOPIA MORE project, financed by the European Commission, under Grant Agreement number 10189699 through the Erasmus+ Programme 2021-2027. Task 2.6 – Student Initiatives – is carried out under Work Package 2 of the project (Facilitating Connectedness) alongside other main activities. The Task has the objective to connect and expand student-led initiatives that already exist, with the aim to further connect students and improve their collaboration in line with existing needs and based on strategic planning. Furthermore, the aim of the task is to ensure that students are effectively involved in solving the current challenges of the Alliance, empowering their future actions for the sustainable development of institutions and society and in areas where student collaboration can be improved the most. Task 2.6 is to be implemented by November 2024.

**EUTOPIA's vision** is to empower future generations with academic knowledge to contribute to the establishment and maintenance of sustainable, resilient, democratic and inclusive societies.

**EUTOPIA's mission** is to build an open, inclusive and diverse academic space that facilitates the connection of our students, faculty and partners in order to address new challenges.

The **overall strategic objective of WP2** is to enable EUTOPIA alliance and its partner institutions to jointly undergo further institutional transformation driven by principles of sustainable development and fostering transition towards a green and digital Europe that is inclusive and resilient.

The leaders of Eutopia More WP2, in collaboration with the [EUTOPIA Student Council](#), launch a call for joint initiatives of student organisations (student-led initiatives) to connect and expand student-led initiatives. To prepare the call, and more specifically the development of partnerships between different student organisations a mapping exercise has been carried out during March and April 2024.

## 2. Guidance for applicants

### 2.1 Call objectives and timeframe

The **general objective** of the call is to support student organisations from the ten members of the Alliance to cooperate with each other contributing to the development of the Alliance, and, subsequently to raise awareness about EUTOPIA.

The **specific aim** is to select six student-led initiatives and to support their implementation.

The **goal of each initiative** should be to foster cooperation between the student organisations involved around a joint objective, and, ideally, to lay the basis for actions that can be scaled-up in the future at the level of the Alliance leading to long-term collaborations among student organisations.

The call is open between May 6, 2024 to May 27, 2024.

## 2.2 Conditions and criteria

### Aspects regarding applicants:

- Any initiative should be developed and submitted either by a single student organization or together (jointly) by more student organisations, but each from different universities of the EUTOPIA Alliance. If selected, initiatives submitted by at least two organisations will have priority in entering the development and implementation phase as described in section 2.3.
- A student organisation can be any student body, association, club, etc. with or without a legal statute, from any of the ten member universities. To identify suitable partners student organisations should consult the database set up in this sense (see Annex 1). In case there is no e-mail address featuring in the database the expert responsible from the university hosting the student organisation (see Annex 2) should be contacted to facilitate connections.
- Priority is given to student organisations that have registered in the database prior to the opening of this call. Organisations that have not registered can also apply, however, they need to complete [the online survey](#) before the submission of the Application Form.
- To ensure the involvement of a maximum number of student organisations we discourage (but we do not exclude) the participation of a student organization in more than one student-led initiative.
- Student organisations are encouraged to form partnerships as they see fit to reach the proposed initiative. Multi- and inter-disciplinary partnerships are possible and encouraged, as well as cooperation between organisations from related or complementary fields.
- Student initiatives that already exist at the level of the EUTOPIA Alliance (e.g. BeEutopian Conference) or activities targeted to students that are part of other Work Packages of the EUTOPIA MORE project (e.g. ideas club, hackathons) are excluded from this call.

### Students involved:

- Individual students involved in each initiative should be regularly enrolled at their university during the full period of the initiative. Affiliation to at least one EUTOPIA member university is mandatory. Students regularly enrolled at universities that are not members of the Alliance are excluded from participation.
- The maximum number of students that can be involved in one initiative on behalf of a student organisation is not restricted, restrictions only apply with regard to the number of students participating in physical mobilities, as specified in this call.
- When deciding upon the students participating in the initiative, involved student organisations should aim to apply the principles of equality and equity in agreement with the [Inclusion Manifesto](#) of the alliance, as well as make sure that there is an appropriate gender balance.

### Initiatives:

Through their scope and content student-led initiatives should be in line with the vision and mission of the EUTOPIA Alliance, as well as with the overall strategic objective of Work Package 2 of the EUTOPIA MORE project, and the specific objective of Task 2.6. and thus should:

- aim to foster collaboration and cooperation between student organisations, connecting and expanding existing initiatives that do not yet exist at the EUTOPIA Alliance level, *and/or*
- be oriented towards tackling a challenge, a need or a problem jointly identified that concern students or are internal to universities or the Alliance, *and/or* to the societal, economic, or environmental challenges of the society in the context of sustainable development.

Ideally, the initiatives that are supported should lead to the scale-up of new student-led initiatives at the Alliance level and to a long-term cooperation between the student organisations involved that can be further expanded to involve additional student bodies.

The initiatives should not include regular curricular activities.

### 2.3 Development, content and implementation of the initiatives

A number of six initiatives will be selected based on the set of criteria presented in this guidance. All selected initiatives will be supported to be further developed before their actual implementation. In case a selected initiative is submitted by a single student organization the idea will be first sent out to the database of student organisations for further partners to join by a given deadline. If no partners can be identified for one or more initiatives, then the next ones from the reserve list will be selected and/or circulated.

The selected initiatives will be further developed and prepared for implementation with the support of experts involved in the implementation of the project. This preparatory phase will focus on planning the activities in time and content-wise. This will include preparation of agendas, as well as identification of students to participate on behalf of student organisations involved.

**Content-wise** each initiative should:

- Encompass at least on online introductory event and an online follow-up event:
  - The introductory event should have the scope of preparing the in-person visit and should include in the agenda the presentation of each university and country involved,
  - The follow up online event should be organized as the last activity and should focus on the analysis of the implementation and on the preparation of a short report,

and

- 1 up to 2 physical mobilities to one or two student organisations hosting the initiative.

Additional online events can be organized, as well.

An unlimited number of students can participate in the online events on behalf of the student organisations involved. As physical mobilities are concerned, the number of students visiting another student organisation should be 1 up to 3. The exact number will be decided in the development phase depending on the number of student organisations involved in the initiative and depending on the capacity of each university to mobilise additional sources of funding besides the budget available within the project. Host student organisations can involve any number of students in physical mobilities.

Students from the University of Warwick cannot host in person visits but can travel to other universities that are members of the Alliance.

During the planning phase decisions should be taken as regards rooms and equipment necessary for the in-person visits and steps should be taken to reserve / book these in due time. When planning the initiatives bank holidays or regular summer holidays at the universities involved in an initiative should be considered.

**Financial allocation** to any student initiative will cover mobility-related costs for students visiting the organisations hosting the in-person events. The host organisations are the universities that are members in the EUTOPIA Alliance and are partners in the EUTOPIA MORE project. The students involved in mobilities should be regularly enrolled at one of the partner universities at the time the initiative is taking place and involved in the initiative on behalf of a partner organisation.

The costs that can be covered from the budget of the project are related to travel, accommodation and per diem according to rules of the Erasmus+ 2021-2027 Programme and internal rules and procedures of each university. These costs will be covered from the project budget by the university where the students are enrolled or by additional funding that can be assured by some

of the universities. Per diem costs should be used to cover subsistence, including meals and beverages.

As financing is concerned, when developing the initiatives the following should also be observed:

- Travel costs to the University of Warwick cannot be financed, since they are not eligible costs within the project. Students from the University of Warwick can travel to any other university from the Alliance. These costs should be supported from other types of funds than Erasmus+.
- Other costs incurred should be limited to the ones related to the use of university facilities, e.g. organisation of meetings or use of facilities, as well as office supplies. These should be covered by each of the universities hosting visits. Such costs can be covered from the indirect costs budgetary line from each university's project budget.
- Student organisations with selected initiatives should try to plan their trips as soon as possible after the development phase for reasons of cost effectiveness.

#### **Timeframe of initiatives and visits:**

- Selected initiatives should be implemented by November 1, 2024, leaving enough room for the finalisation and submission of the report.
- In-person visits should not last more than 3 days. In case the distances between locations are big or in other justified cases, 1 or 2 days can be added for travel.

#### **Outputs and outcomes:**

- Student organisations involved in an initiative have the obligation to jointly submit a written report shortly presenting the way the initiative has been carried out, that should also include:
  - reflections regarding the possibility to continue the initiative in the future and / or expanded to involve other student organisations, and, to this end
  - lessons learned and/ or areas for improvement and changes.
- The reports should be submitted no later than November 15, 2024.
- Besides the written report each student organization involved in such initiatives should post at least once on the social media using the hashtags #EUTOPIA #EuropeanUniversities #HigherEducation and tagging the relevant EUTOPIA Alliance profile (Instagram: @eutopiauni, LinkedIn: @eutopiauniversity, Facebook: @eutopiaalliance, Twitter: @EutopiaUni).
- Creation of other outputs, such as videos, podcasts, blogs, testimonials, infographics, etc. are encouraged. These will be used on the EUTOPIA webpage and on social media.
- Links to social media posts, as well as all other outputs in electronic format shall be submitted together with the report. List of participants and photographs from meetings, including print screens from online meetings should be attached to the report, as well.

### **3. Submission and evaluation**

- Applications should be written in English and submitted electronically by filling in the [Application Form](#) by May 27, 2024 until 24.00 CET.
- Application forms that are not submitted by the deadline and/ or are not fully completed will not be evaluated. Similarly, applications submitted by student organisations outside the EUTOPIA Alliance will be automatically rejected.
- Evaluation of applications will be done by the experts involved in the implementation of the Task and with the involvement of the EUTOPIA Student Council.
- Applications will be ranked based on the final scores received. The selection of the six initiatives will be based not only on scoring, but also applying the principle of balancing

between universities to assure the involvement of students from all over the Alliance in such initiatives. A reserve list will be set up, as well. This will be used in case the selected initiatives submitted by single organisations will not be able to gather partners by the deadline.

- The expected date for announcing results is June 5, 2024. In case a considerable number of applications is received delays can be expected and a new indicative date for announcing the results will be published in time.
- Student organisations that submit applications that will not be selected will be encouraged to carry out at least the online activities proposed.

#### 4. Evaluation and selection criteria

ADMISSIBILITY AND ELIGIBILITY CRITERIA		
NO	CRITERIA	RESULT OF EVALUATION (YES/ NO)
1	The application form has been submitted by the deadline	
2	The application has been submitted on the indicated form	
3	All mandatory fields of the application form are completed	
4	Applicant student organisations have registered in the database prior to the submission of the application form	
5	Applicant student organisations are from members in EUTOPIA Alliance (the database should be checked)	
<b>One "NO" answer results in the automatic rejection of the application.</b>		

QUALITY ASSESSMENT CRITERIA		
NO	CRITERIA	SCORING
1	The student organisation or organisations participating in the initiative have registered in the database prior to launching the call	<b>1 point for each organisation listed in the application form registered in the database prior to April 21, 2024</b>
2	Critical mass (number) of student organisations partner in the initiative	<b>1 point for each student organisation that is listed as partner in the initiative</b>
3	Alignment with the vision and mission of the EUTOPIA Alliance and with the objective of Work Package 2 of the EUTOPIA More project	<b>Maximum 20</b>
4	Contribution of the initiative to tackle challenges and needs of students, universities, or the Alliance	<b>Maximum 10</b>

<b>5</b>	Contribution of the initiative to tackle challenges and needs of the society and alignment with sustainable development objectives	<b>Maximum 10</b>
<b>6</b>	Originality of the application	<b>Maximum 10</b>