

**UNICA Summer Schools
Organisers Meeting in Tallinn
November 22-23, 2012
Tallinn University**



Network of Universities
from the Capitals of Europe

UNICA universities represented: Nova de Lisboa, Sapienza University of Rome, Tallinn University, Tallinn University of Technology, University of Copenhagen, University of Helsinki, University of Lausanne, University of Oslo, University of Rome "Tor Vergata", University of Vienna, Vilnius University and Vrije Universiteit Brussel.

The aim of the meeting was to identify different kinds of summer schools that are run by UNICA member universities, as well as to exchange experience and discuss possible cooperation ideas (staff exchange, joint courses, marketing activities, etc).

The goal of the meeting was to come up with ideas for common activities in the next summer school season and agree on the first steps in cooperation.

Action Plan

Based on group works and discussions, an action plan for cooperation with concrete steps and deadlines was created. As it is not possible to start with all the activities at the same time, some were more prioritized, others can be discussed in future meetings.

1. Common website for UNICA summer schools.

Coordinated by UNICA, supported by a work group of summer schools' representatives. When a template for course descriptions is ready, input should come from the universities. Webdesign comes from UNICA. Website should include some common info, but also unique characteristics about each summer school. It should be linked to other networks (i.e Erasmus Student Network), universities, social media (LinkedIn and Facebook) and include a search mode (search by time, place, topic, admission criteria etc). Including a map, timeline, where and when courses take place.

In addition to public website there could be an intranet for the staff, which allows to exchange information and ideas.

Deadline: January 15th for suggestions what should be on the website. First version of the website should be ready by April 2013.

2. Database of UNICA summer schools

Coordinated by UNICA, supported by a work group of summer schools' representatives. The first step would be making a list of UNICA summer schools available for all members, by uploading an already existing Excel file to Google Drive. Summer schools' representatives are then responsible for adding basic info on the courses

(time, fields of courses etc). This will give an overview of the existing summer schools before the new website and intranet are opened.

Later a better system could be added to the website's intranet.

Deadline: By then end of 2012 (Excel file).

3. Summer school flyers, both electronical and printout

Coordinated by UNICA, supported by a work group of summer schools' representatives. Information from the universities.

Deadline: April or May 2013.

4. UNICA summer schools session at EAIE conference (and/or NAFSA)

Up to universities.

Deadline: November 2013 (submitting a proposal for EAIE conference 2014).

5. Annual meeting of UNICA summer schools staff

The meeting could take place once a year, preferably in November. Every time a different host university and topic, i.e joint courses, marketing of summer schools etc.

Deadline: February 2013 (decision on time and place of the next meeting).

6. Promotional video of UNICA summer schools

Coordinated by UNICA, supported by a work group of summer schools' representatives. Creating a promotional video that can be used on the new website and shared on the websites of member universities and in social media.

Summer schools that are interested in participating in creating the video clip, should film a short (5-10 seconds) welcoming clip in summer 2013.

Deadline: October 2013.

7. UNICA summer schools newsletter

Coordinated by UNICA, input from the universities. A short newsletter (no more than one page) on summer and winter schools.

Deadline: November-December 2013.

8. UNICA summer school brand

In the future, in order to assure the quality, there could be certain criteria that a summer school has to fulfill to be a UNICA summer school. Summer school that meets those criteria can use UNICA logo as a sign of quality. Ideally, there could be a UNICA endorsement kit (not only logo of UNICA, but also certain templates etc).

Deadline: No deadline was set.

9. Cooperation with Scholars at Risk Network

Coordinated by UNICA. Possibility to organize something together with the American universities. Later in the future maybe also something with students at risk.

Deadline: 2014.

10. Trial course for cooperation

Coordinated by organizing universities. Possible topic: 50 years of European history/Intercultural experience. With online sessions.

Deadline: 2014, planning should start in September 2013.

11. Platform for UNICA summer schools alumni

Coordinated by UNICA. Creating something special for alumni, where they can share their experience. A new Facebook page? Or rather UNICA alumni page? Most important question: How to motivate the alumni to network after the summer school? Another question is if students want to be attached with a new community or webpage like UNICA? Perhaps it could create a bond between the participants of different summer schools.

Deadline: Not before 2014.

More ideas on cooperation that came out during the discussions

Joint courses:

- Special summer courses for non-academic staff, to increase the staff mobility and give the staff a „summer school experience“
- Online sessions with other summer schools, video broadcast of summer schools' keynote lectures
- Offering the „European experience“ for students from America and Asia, sharing information on other summer schools or offering a package
- Possibility of a discount when a student goes to more than one summer school
- Possible topics for joint courses: Cultural differences, intercultural communication, European history, business in different cultures, dance
- Attract high profile staff and share the expenses – gives an opportunity to get really good lecturers from outside Europe.
- Possibility to offer together preparation courses for degree students

- Courses for disabled people, might be possible to get funding from foundations and EU programs
- Continuing a successful summer course online
- To make a joint course work, it should have a concrete coordinator
- Possibility to offer common trips, cultural programme

Marketing:

- Using more the embassies and institutes abroad. If information is sent by e-mail, there are no additional expenses
- Connecting UNICA website to city websites
- Promoting cooperation within international conferences, by telling what we have achieved together. Communicating that we work together, not only sit in our offices
- Building relations with networks outside of Europe
- UNICA study fair during a summer school
- UNICA student conference as opportunity for marketing

Other thoughts:

- Technology of online registration. There could be one online registration form or the summer schools could share the platforms they use
- Summer schools have different target groups. It's not possible to meet the needs of all target groups. Cooperation is easier between summer schools that have a similar target group
- Much focus is on long-term mobility, but many people are looking for shorter stay. Summer school can play there an important role
- Quality assurance. There has to be a right balance between academic and cultural programme, summer schools are not travel agencies
- Summer school as complementary element for double degrees
- Recognition of credit points for diploma supplement. Highlighting the summer school experience in diploma supplement
- Summer schools as preparation for double degrees that are getting more and more important