

UNICA Student Conference 2021

"Transforming Your University in the post COVID-19 age"

NOVA University Lisbon, Sunday, 18 – Wednesday, 21 July 2021

Guidelines & instructions for UNICA member Universities

Version as of 7 January 2021

Introduction

Initiated in 2000 by Freie Universität Berlin, the **first university to advocate the involvement of students in the activities of the network**, the UNICA Student Conference is now an established and joyful UNICA tradition. The Conference gathers every 2-3 years **200 to 300 students from UNICA Member universities** whose enthusiasm and ideas bring a breath of fresh air to the network.

By combining keynote speeches, hard work in the discussion groups and social activities, the Conference provides students with a unique possibility of meeting their peers from other European countries and to share their views on meaningful issues related to HE. **Students are also encouraged to formulate opinions and recommendations that can be voiced within the UNICA network as well as to relevant stakeholders and give rise to new challenging initiatives.**

Topics and preliminary schedule

Topics

The main theme of the Conference "Transforming Your University in the post COVID-19 age" will be addressed in the **ten discussion Fora** listed below. Each Forum will have a **Chair** (representatives of ESU, of ESN and students from NOVA) who will support the preparation of the Student delegates before the Conference and facilitate the forum discussion groups during the event.

Discussion Fora

1. Science in the city
2. Equal, diverse and inclusive universities
3. Europe's position in world's politics
4. Social media and European societies
5. More sustainable societies: the role of universities
6. International students: engaging with local communities
7. How can Universities and cities work together to improve students' life?
8. Formal and informal learning: Innovative pedagogical approaches prompted by the COVID-19 crisis
9. Inter-disciplinary and trans-disciplinary education
10. Jobs in the digital society: the role of universities

A more detailed description of the ten topics with examples of reference documents/suggested reading will be available later and will be uploaded on the Student Conference webpage.

▶▶ [Preliminary schedule of the Conference available here](#)

Academic Tutors and Contact persons

Each UNICA member university is kindly invited to appoint:

- **AN ACADEMIC TUTOR**

The Academic Tutor assists the students during their preparation for the Conference and accompanies them during the Conference itself. A tutor also facilitates the contacts with other (academic and non-academic) experts in the field who could provide the students with guidance and advice during the preparation. At the conference, it is the tutor's responsibility to make sure that the students from his/her home university participate in the discussion forums. The Conference programme will offer dedicated activities for tutors.

- **A CONTACT PERSON**

The Contact Person is responsible for practical matters regarding the conference (i.e. ensuring that the students are registered and that their travel is arranged) and the contact with Organisers. **Academic tutor can also assume the role of the contact person.** If a University's contact person is different from the academic tutor, it is very important that he/she stays in close contact with both students and the tutor and forward all the information he/she receives from the Organisers.



NOMINATION OF ACADEMIC TUTORS AND CONTACT PERSONS

Please submit the information about the Academic tutor and the Contact person via the following registration forms by **5 February 2021**:

- Registration Academic Tutors: <http://database.unica-network.eu/registration/212>
- Registration Contact Persons: <http://database.unica-network.eu/registration/213>

UNICA members who already appointed the Academic Tutor and Contact person before the postponement of the Conference to 2021 and wish to confirm the same names are kindly asked to register them again.

An **online meeting with the Academic Tutors and the Contact Persons will be organized in the second half of February 2021** to facilitate the preparation to the Conference and the networking.

Student delegates

Selection of Student delegates

All UNICA member universities are invited to participate with a delegation of up to 10 students per capital city.

Eligible delegates are students who - at the deadline for nominations (31 March 2021) – are enrolled to either last year of Bachelor studies, Master studies (any programme year), and PhD studies (any programme year). The **proficiency in English** is an essential requirement.

We encourage our Member Universities to select students based on motivation letters that explain the students' interest and motivation to attend the Conference and the added value, relevant knowledge and qualities they could bring to the meeting. Each University is free to add more criteria to these basic requirements.

Registration of Student Delegates

The details of the selected students shall be communicated by **31 March 2021** by filling out the registration form at: <http://database.unica-network.eu/registration/214>.

Please note that in the registration form students are also invited to **indicate a first and a second option among the 10 thematic discussion Fora**. Students from the same delegation are encouraged to cover **as many topics as possible**. It is also **recommended that no more than two Students per delegation should attend the same Forum**.

The organisers will do their best to accept the first choice of all Students. However, the second option could be assigned if the overall distribution of the students in the Fora is not balanced.

Based on the preferences expressed by the students, the UNICA office will confirm the topic assigned to each student to the Contact Person appointed by each UNICA member for the Conference.

PRACTICAL INFORMATION

Students

Accommodation

The Students participating in the Conference will be **hosted in university dormitories for 3 nights (from Sunday, 18 July to Tuesday, 20 June - check-out on 21st July)**.

Please note that the **rooms at the university dormitories will only be available on the above-mentioned dates. Extra nights at the dormitories are not allowed.**

Meals

The organizers will offer the following meals to the Student delegates:

DAY 1 (18 July)	Dinner
DAY 2 (19 July)	Breakfast, Lunch & Dinner
DAY 3 (20 July)	Breakfast, Lunch & Dinner
DAY 4 (21 July)	Breakfast, Lunch

Travel

Travel expenses to/from Lisbon and transfers from/to the airports will not be covered by the organizers and **each University is asked to cover these costs for its students**. The Contact persons for the Student Conference are kindly invited to take care of the travel arrangements for the Student delegates.

Student Costs

Costs covered by the hosting university

- **Accommodation:** 3 nights from 18 to 20 July included (check out on 21 July)
- **Meals:** 3 breakfasts, 3 lunches, 3 dinners

Costs to be covered by the sending university

- Travel to/from Lisbon
- Transfers from/to the airports
- Meals not covered by the organizers (optional)

Academic Tutors (accompanying persons)

The **travel and accommodation costs of the Academic Tutors are to be covered by participating University or the tutors themselves**. Tutors do need to make travel and accommodation arrangements on their own.

Hotels in Lisbon

Please find below a list of hotels close to NOVA University Lisbon, [Campolide Campus](#) (approx. 15-20 minutes walking distance). Before booking directly to the hotel, please also check websites like www.booking.com to compare the prices.

- Novotel Lisboa Hotel: <https://all.accor.com/hotel/0784/index.en.shtml>
- Sana Malhoa Hotel: <http://www.malhoa.sanahotels.com/en>
- Mercure Lisboa Hotel: <https://all.accor.com/hotel/3346/index.en.shtml>
- SANA Rex Hotel: <http://www.rex.sanahotels.com/en>
- Corinthia Hotel Lisbon: <https://www.corinthia.com/lisbon/>
- Hotel IBIS Lisboa José Malhoa: <http://ibis-lisboa-jose-malhoa.hotelsoflisbon.com/en/>
- Hotel Real Parque: <https://www.realparque.realhotelsgroup.com/index.php?lang=en#.XeJ55-j7SUK>
- Hotel Açores Lisboa: <https://hotel-acoeres-lisboa.hotel-ds.com/en/>
- Hotel Alif Avenidas: <https://www.alifhotels.com/en/Alif/Hotel-Alif-Avenidas.aspx>
- Sana Executive Hotel: <https://executive.sanahotels.com/en>

The nearest surroundings to the Campolide Campus are also:

- Sete Rios
- Praça de Espanha
- Campo Pequeno
- Saldanha
- Marquês de Pombal

Preparation to the Student Conference & documents to be submitted

Preparation

The Student delegations are encouraged to start the content preparation to the Conference under the supervision of their Academic Tutor as early as possible.

Once the discussion Fora and the Chairs are confirmed, UNICA will put the students of each group in contact with the respective Chair, who will provide support and guidance for the preparation to the Conference.

Furthermore, a **series of webinars on the topics of the 10 Student Fora** will take place in the upcoming months in order to support the preparation of student delegates and make the Conference more fruitful.

Documents to be submitted by the Students

A short paper



Each student is requested to provide a short paper of **minimum half a page and maximum 2 pages** on her/his analysis of the Forum theme and recommendations on how to overcome the existing challenges. The students should address all the theme's subtopics and structure the abstracts as follows: Introduction, Analysis, Conclusions and recommendations.

→ Have a look at the [Abstract book of the UNICA Student Conference 2010!](#)

Deadline: The papers shall be sent by e-mail to office@unica-network.eu not later than **31 May 2021**.

A short video



Each delegation is requested to prepare a **video on the main theme of the Conference:** “Transforming your University in the post COVID-19 age”.

▶▶ [Guidelines for the video competition](#)

Deadline: The videos shall be sent **not later than 18 June 2021** to office@unica-network.eu.

Useful documents

Please find below a list of documents from the 2010 Student Conference in Rome which may be useful for the preparation of the Student delegates:

- [Conference Proceedings](#)
- [“Rome Declaration”](#)
- [Abstract book](#)
- [Posters' slideshow](#)

- [Student Conference: short history, who is who \(PDF\)](#)
- Learn more about [previous UNICA Student Conferences](#)

WEBPAGE & CONTACTS

- **Event webpage on the UNICA website:** <http://www.unica-network.eu/event/unica-student-conference-2021>
- **Nova University Lisbon webpage:** under construction

Contacts

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