



# REPORT OF THE 3<sup>RD</sup> SHADOWING VISIT ALMA MATER STUDIORUM UNIVERSITY OF BOLOGNA, ITALY





Co-funded by the  
Erasmus+ Programme  
of the European Union



## **Report of the 3<sup>rd</sup> Shadowing Visit Alma Mater Studiorum University of Bologna, Italy**

The shadowing visit to Bologna was organized on May 19-24, 2019.

On day 1, and after the arrival of all students and staff from the participating institutions, a welcome session was held in order to distribute the per diem, the bus tickets, the necessary material (handbook, etc.) and discuss thoroughly the program of the entire week. The involved parties from Bologna made a presentation about the university and its campuses, different offices, services, and departments as well as students' associations and clubs. The opening session was addressed towards student engagement as active citizens.

In the afternoon, a session was given on the StEER-Leb project during which participants were informed of the activities implemented during the 1<sup>st</sup> and 2<sup>nd</sup> shadowing visits in Cadiz and Rouen along with the objectives of the 3<sup>rd</sup> shadowing visit in Bologna.

The role-play activity was performed whereby students were asked to prepare a project on how to set up a student council/association/union. During this first part of the activity, students were given the guidelines and preparation time. They were able to brainstorm and form groups of 4 to 5 people in order to prepare a structured project to be submitted.

On day 2, a workshop was held on communication by UNIMED. The second part of the role-play activity took place in the afternoon, during which students presented their work and asked questions. The role-play is annexed to this document.

On day 3, the members gathered at the Bologna campus (the previous days were at the Rimini campus). After a welcoming session, a seminar was held on institutional rules, procedures, and

tools for student empowerment and participation. It was then followed by a second session on managing diversity, tackling the following topics: good practices for inclusion, peers as tutors and students with disabilities, and cross-cultural counselling for international students. A third session was held on the “Good practices for access, integration and involvement of students” by student tutors at the International Relations Office.

In the afternoon, a debate took place along with a good practices session discussing the role and composition of student councils. Then, a video session was held during which students worked on their videos and interviews.

On day 4, a cultural visit was prepared: It started with a guided tour to the Domus archeological site followed by a meeting to conclude all that has happened throughout the week of the shadowing visit.



### Role Play: How to set up a Student Council/Association/Union?

**Situation:** You are a group of students and you are planning to create a student structure in your university. In order to register your organization, you need to prepare the below document.

At the end of the session you will present your association to other groups.

<b>Name of your structure</b>	Here to Hear
<b>Organization's mission</b>	Engaging the youth in higher level discussions
<b>Category</b>	<input type="checkbox"/> Academic <input type="checkbox"/> Arts/Cultural <input type="checkbox"/> Awareness Club <input checked="" type="checkbox"/> Governance <input type="checkbox"/> Faith-based <input type="checkbox"/> Sport <input type="checkbox"/> Career and Alumni <input type="checkbox"/> Other, specify
<b>Is your organization affiliated to another organization (national, regional, international association, NGO, etc.)?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  If, yes, please specify:
<b>Composition President, treasurer and secretary information (at least), other position can be added (Vice President, etc.)</b>	The club has to have a <b>President</b> and a <b>Vice president</b> . A <b>Treasurer</b> that keeps track of the club's spending and lastly a <b>Secretary</b> that handles minutes of meetings and conversations. However, the structure here is horizontal rather than vertical.
<b>Management of the structure (elections, duration of mandates, role of members, etc.).</b>	The board works together in order to meet the club's objectives and goals. They carry out the voting procedures inside the club in order to decide on the topics and the decisions. Every year, we vote for the <b>Secretary, the Treasurer, and The vice president</b>

	first, and then we vote for the <b>President</b> after 4 months in order not to have a new board. We will follow the one man one vote procedure, we nominate whoever we think is eligible. The board should all be composed of active members for a mandate of one year.
<b>Agenda of activities/Strategic plan (2019-2020)</b>	<ul style="list-style-type: none"> <li>- Engaging the youth in higher level discussions by coming up with decisions/ laws that act as additions or alterations to the laws that pertain as a tool to decision making, and on campus, enhance campus life.</li> <li>- Networking between students</li> <li>- Exchange of ideas around local occurrences</li> </ul>
<b>New member's recruitment strategy</b>	Every talk/ session dedicates the last fraction of it to receive volunteers/ participants/ potential members of the club.
<b>Financial resources of the structure</b>	University budget/ sponsors for big talks
<b>Support needed from the university (financial, facilities, etc.)</b>	<p>Accommodation for guest speakers or international students.</p> <p>Food</p> <p>Venue</p> <p>Budget</p>

***Before creating a new organization:***

- Review the list of existing organizations at your institution to ensure that your organization won't duplicate or overlap with existing organizations missions.
- Review your institution policy in terms of student representation and engagement and contact the person in charge in case you have any question

## Role Play: How to set up a Student Council/Association/Union?

**Situation:** You are a group of students and you are planning to create a student structure in your university. In order to register your organization, you need to prepare the below document.

At the end of the session you will present your association to other groups.

<b>Name of your structure</b>	Uni-ted; together today for a better tomorrow.
<b>Organization's mission</b>	<ul style="list-style-type: none"> <li>- Unification of student representatives from different universities (on a national level) to benefit from each other's experience (advantages/disadvantages)</li> <li>- Contribute in each other's decision making.</li> </ul> <p>Raise awareness about democracy and political participation</p>
<b>Category</b>	<input type="checkbox"/> Academic <input type="checkbox"/> Arts/Cultural <input type="checkbox"/> Awareness Club <input checked="" type="checkbox"/> Governance <input type="checkbox"/> Faith-based <input type="checkbox"/> Sport <input type="checkbox"/> Career and Alumni <input type="checkbox"/> Other, specify
<b>Is your organization affiliated to another organization (national, regional, international association, NGO, etc.)?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  If, yes, please specify:
<b>Composition President, treasurer and secretary information (at least), other position can be added (Vice President, etc.)</b>	<ul style="list-style-type: none"> <li>- Ambassador: Not a president, he/she is the spokesperson of the group</li> <li>- Secretary: Logistics, Administration</li> <li>- Treasurer: Takes care of the finances</li> <li>- Event Coordinator: Coordinating the committees created for each event</li> </ul> <p>(each person has a role: culture, sports, politics)</p>
<b>Management of the structure (elections, duration of mandates, role of members, etc.).</b>	<p>Mandate: Every year (or 2 years for Europeans)</p> <p>Every year there is a rotation between universities</p>

<b>Agenda of activities/Strategic plan (2019-2020)</b>	<ul style="list-style-type: none"> <li>- Awareness about democratic and un-bias political participation</li> <li>- Conferences/lectures</li> <li>- Events open to the public; cultural festivals</li> <li>- Tackling subjects about different beliefs and cultures</li> <li>- Meeting every month to discuss each university's dilemma and/ or achievements</li> </ul>
<b>New member's recruitment strategy</b>	<p>The Union will work for all students and the members will be the student body representatives of each university. Other volunteers will participate in logistical and organizational matters.</p>
<b>Financial resources of the structure</b>	<p>Each university will give an equal amount of money that will be agreed upon at the beginning of each year Lucrative events</p>
<b>Support needed from the university (financial, facilities, etc.)</b>	<p>Logistics: meeting room, location for events and conferences (in rotation) Guest speakers from the staff PR and connection with alumni Data base of students</p>

***Before creating a new organization:***

- Review the list of existing organizations at your institution to ensure that your organization won't duplicate or overlap with existing organizations missions.
- Review your institution policy in terms of student representation and engagement and contact the person in charge in case you have any question

## Role Play: How to set up a Student Council/Association/Union?

**Situation:** You are a group of students and you are planning to create a student structure in your university. In order to register your organization, you need to prepare the below document.

At the end of the session you will present your association to other groups.

<b>Name of your structure</b>	This ability
<b>Organization's missions</b>	<ul style="list-style-type: none"> <li>• Help students with physical disabilities to take part in campus activities and enhance university experiences by opening and managing sporting activities.</li> <li>• Raise awareness on physically disabled people doing sports (Paralympic Games) to help students on campus understand their struggles and help them feel welcome and equal.</li> <li>• Involvement of all the students on the subject to prevent bullying and social exclusion.</li> </ul>
<b>Category</b>	<input type="checkbox"/> Academic <input type="checkbox"/> Arts/Cultural <input checked="" type="checkbox"/> Awareness Club <input type="checkbox"/> Governance <input type="checkbox"/> Faith-based <input checked="" type="checkbox"/> Sport <input type="checkbox"/> Career and Alumni <input type="checkbox"/> Other, specify
<b>Is your organization affiliated to another organization (national, regional, international association, NGO, etc.)?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  If, yes, please specify: University of Bologna, Associazione Sport Disabili Reggio Emilia ONLUS, European Disability Forum.
<b>Composition President, treasurer and secretary information (at least), other position can be added (Vice President, etc.)</b>	<p>Administration Board: President, Treasurer, Secretary information, Vice president, Community manager. They are elected by all Organization members</p> <p><b>Campus representative:</b></p> <p>They are elected by all Campus members</p> <p><b>Team representative:</b></p> <p>They are elected by all team members.</p>

<p><b>Management of the structure (elections, duration of mandates, role of members, etc.).</b></p>	<p>Everyone elects the President, who chooses their Adm. Board. The mandate is for one year, and it is only renewable one time. To hold office, one must be part of the organization. Each Team elects their Team Representative; each campus student elects their Campus representative.</p> <p>A meeting is held every 2 weeks to talk about the procedures and the objectives to be reached in the period before the next meeting. The people taking part in the Administration Board and the Team and Campus Representatives are the ones required to attend the meeting. On the other hand, the association can accommodate every student willing to take part in the projects.</p>
<p><b>Agenda of activities/Strategic plan (2019-2020)</b></p>	<p>University Paralympic Games. Awareness events and conferences. Fundraising events.</p>
<p><b>New member's recruitment strategy</b></p>	<p>Presentation events, social media presence and advertising, in person PR.</p>
<p><b>Financial resources of the structure</b></p>	<p>From NGOs helping us, fundraising events, University funding and donations.</p> <p>The main way to self-funding would be by lotteries at events, reselling of goods with a small margin and minor fees to participate in tournaments for students who are not part of this association. The fundraising events will be held on campus with the support of all members, and sponsorship of any company is welcome. In addition, the financial resources will finance the next sponsored event and the equipment needed.</p>
<p><b>Support needed from the university (financial, facilities, etc.)</b></p>	<p>Places to meet, places to hold conferences and fundraising events.</p>

***Before creating a new organization:***

- Review the list of existing organizations at your institution to ensure that your organization won't duplicate or overlap with existing organizations missions.
- Review your institution policy in terms of student representation and engagement and contact the person in charge in case you have any question

### Role Play: How to set up a Student Council/Association/Union?

**Situation:** You are a group of students and you are planning to create a student structure in your university. In order to register your organization, you need to prepare the below document.

At the end of the session you will present your association to other groups.

<b>Name of your structure</b>	Meet Exchange International Arts and Culture {MEIAC} Mix to Meet
<b>Organization's mission</b>	Enhance cultural exchange between students from different nationalities, academic tracks. Building bonds between students from different countries through activities related to every aspect of their cultures (art, music, traditions...)
<b>Category</b>	<input type="checkbox"/> Academic <input checked="" type="checkbox"/> Arts/Cultural <input type="checkbox"/> Awareness Club <input type="checkbox"/> Governance <input type="checkbox"/> Faith-based <input type="checkbox"/> Sport <input type="checkbox"/> Career and Alumni <input type="checkbox"/> Other, specify
<b>Is your organization affiliated to another organization (national, regional, international association, NGO, etc.)?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  If, yes, please specify: Tourism agencies, information points, museums, theaters...
<b>Composition President, treasurer and secretary information (at least), other position can be added (Vice President, etc.)</b>	President Treasurer Secretary  Head of Finance: responsible for organizing fundraisers, sponsorships agreements.... Head of Public Relations involved with municipalities, tourism agencies.... Activities Coordinator (music, theater, visual arts, gastronomy)

<b>Management of the structure (elections, duration of mandates, role of members, etc.).</b>	<p>1-year elections Members of the association elect the team</p> <p>Role of members: Share ideas Help setting up projects for the academic year Take part in the organization of these projects</p>
<b>Agenda of activities/Strategic plan (2019-2020)</b>	<p>Cultural Week: concert, food from different countries, art exposition, cineforum, cultural performance. Organize 1 visit /month to museums, theaters... Organize expositions based on students' cultural talent (poetry, painting, dancing, singing....) Offer theater courses</p>
<b>New member's recruitment strategy</b>	<p>Through course promotion put a stand on the "Welcome Day" to present the activities of the association</p>
<b>Financial resources of the structure</b>	<p>Sponsors Agreements with collaborating cultural institutions to get reductions or exemptions to visit or attend different places and events.</p>
<b>Support needed from the university (financial, facilities, etc.)</b>	<p>An office A place to organize the activities Financial help</p>

***Before creating a new organization:***

- Review the list of existing organizations at your institution to ensure that your organization won't duplicate or overlap with existing organizations missions.
- Review your institution policy in terms of student representation and engagement and contact the person in charge in case you have any question.