



## GUIDELINES FOR SUMMER SCHOOLS ACTIVITIES' MANAGEMENT AND PRODUCTS

Dear Partner,

This document provides you with some guidelines to be followed before and after the third cycle of summer schools. Each institution is in charge of taking care of the following aspects and products to be sent to the [pactum@unisi.it](mailto:pactum@unisi.it) email address and then uploaded on the PACTUM website.

**Before** the beginning of the summer schools please provide us with a document indicating:

1. Place, date, and detailed program of the course.
2. For each session, a one-page document stating name, surname, academic affiliation, presentation title, abstract and a short list of 3 to 5 bibliographical references.
3. Short caption about Objective of the training (to be uploaded on our website).
4. Short bio for each expert intervening in your summer school. Please previously check if their bio is/is not already uploaded in the "Our Experts" section of our website.
5. Prepare list of participants and attendance sheets to be signed daily.

**During** the summer schools:

6. Take at least 10 pictures of the participants (both students and staff)
7. Record at least 5 videos of the activities carried out.
8. Record at least 1 interview with one of your experts (both EU/TU academic staff). Preferably, CSOs and NGOs representatives would be the best choice.
9. **EVALUATION OF PARTICIPANTS**. Please remind to make students and staff members fill in the questionnaires provided by the University of Granada for the quality assessment. This is **mandatory**.

**After** the summer schools:

10. Send us information on the participants (name, role, affiliation, education level)
11. Attendance sheets duly signed by all the participants (staff and students)



12. Circulate the materials (PPT Presentations, documents, Journals) used during the course.
13. Prepare a short paragraph about the skills acquired by the participants.
14. Once signed, upload the certificates given to the participants.
15. GENERAL REPORT ON THE EVENT to be provided within one month from the end of the summer school.

Please note that we are aware of your engagement and efforts in planning and carrying out all of our summer schools. In order to comply with the requests of the EACEA and following the suggestions emerged by Qualitative intermediate assessment (Internal with UGRA and external with Pixel) we need a more precise collaboration on these aspects.

Please also note that the guidelines included in this document also refer to the previous cycles of summer schools. Thus, we need you to verify to have sent, produced, uploaded all the requested information. If not, we will have to do this by the end of the third cycle of summer schools.

Thank you for your cooperation,

The University of Siena Staff