



# Guidelines for the “EP to Campus” Visit



## Organising the Visit

- There is no application fee for the universities.
- The Former Members Association covers the travel costs back and forth to the University from the former Member's place of residence after having carefully considered and approved the schedule proposed by the university.
- The host school is expected to cover on-site expenses for the Members' accommodation, meals, the administrative material needed and for local transportation. The local transportation includes the transportation to and from the airport as well as the transportation during the time of the visit.
- Preferably the former Member(s) should be accommodated at a hotel near the campus.
- Because the former Member(s) usually is unfamiliar with the campus the Member(s) must be escorted by the responsible party between classes and events.
- The host university might also have the possibility to apply for funding through the European Commission Executive Agency, under the **Jean Monnet Action**<sup>1</sup>.

## The Duration and Content of the Visit

- The programme sends one or more former Members of the European Parliament to the university, depending on the request made by the university.

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<sup>1</sup> For information about the Jean Monnet Programmes, please visit the European Commission's Executive Agency (EACEA) website at [http://eacea.ec.europa.eu/erasmus-plus/actions/jean-monnet\\_en](http://eacea.ec.europa.eu/erasmus-plus/actions/jean-monnet_en)

- Ideally the EP to Campus spans over 2 ½ days up to one week in order to make the most of the visit from the former Member(s), but universities are much encouraged to apply also for shorter visits if a longer stay would create problems for the university.
- A rather tight schedule is preferred during the programme with possibilities for the former Member(s) to visit many different classes during the day. Campus tours are discouraged in favour of time with students.
- In order to maximise the interaction with as many students as possible it is worth considering adding additional visits to classes that are not majoring in political science, such as history, international relations, communication or economy.
- Lunch meetings with different groups of students are encouraged, such as student government leaders, student clubs or other students.

## Getting the Most Out of the Experience

- The university is encouraged to inform local media and on-campus media regarding the visit of the former Member(s) in order to publicise the event and to give them the opportunity to conduct their own interviews with the former Member(s).
- The visit from the former Member(s) could also be done as a part of a larger activity, such as "Europe Week" or on "Europe Day" on the 9th of May, to attract more attention and publicity.
- If there is time and opportunity the former Member(s) could also visit public forums and public events that take place close to the university, as a way to involve the local community. This should, however, not be considered the main focus since the goal with the programme is to deepen students' knowledge about the EU.
- Evaluating the result of the visit is important for the FMA in order to improve the programme. The FMA secretariat will send out an evaluation form both to the university as well as to the visiting former Member(s). This survey should be completed after the visit has ended. Please take notice regarding the number of students attending the different events.
- For the FMA secretariat to be able to do a satisfying job a complete schedule for the visit should be submitted to at least three weeks prior to the visit.
- To make it possible for the former Member to assess the level of prior knowledge among the students when preparing the presentation syllabuses of the classes is very valuable.
- Please note that the general underlying topics covered during the visit are how the EU institutions *really* work and what factors there are that shape EU's decision-making. Depending on the University's request, the presentation will also cover specific policy fields.