



# ACEEPT

## Guidelines

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**Members**

**Visitors**

**Students**

**Mixed Groups**

**Host University College**

**Language**

**Pre-Tasks and Task Mixed Groups**

**Registration Fee**

**ACEEPT Networking**

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## Members

The current members are (see also Webpage <http://accept.jimdo.com>)

- Thomas More Mechelen (BEL) - [www.thomasmore.be](http://www.thomasmore.be);
- HES-SO Valais (CHE) - [www.hevs.ch](http://www.hevs.ch);
- Hochschule für Technik und Wirtschaft Saarland (htw saar) (DEU) - <http://www.htwsaar.de>;
- Huesca Business School (ESP) - [www.unizar.es](http://www.unizar.es);
- LAB University of Applied Sciences (FIN) - [www.lab.fi](http://www.lab.fi)
- Université de Savoie – IAE Savoie Mont-Blanc (FRA) - <http://www.imus.univ-savoie.fr>;
- University of Bologna – Campus Rimini (ITA) - <http://www.unibo.it/it/campus-rimini>;
- Breda University of Applied Sciences (NLD) – <http://www.buas.nl>
- Yasar Universitesi (TUR) - [www.yasar.edu.tr](http://www.yasar.edu.tr).

As a dynamic network, ACEPT invites every year a number of other university colleges as to attend the international project week.

The board of ACEPT consists of Achim Schröder (President) [achim.schroeder@htwsaar.de](mailto:achim.schroeder@htwsaar.de); Florence Besson-Reynaud [Florence.Besson-Reynaud@univ-smb.fr](mailto:Florence.Besson-Reynaud@univ-smb.fr) (Vice President), Manu Broccard (Vice President) [manu.broccard@hevs.ch](mailto:manu.broccard@hevs.ch) and Gökçe Özdemir Bayrak (secretary) [gokce.ozdemir@yasar.edu.tr](mailto:gokce.ozdemir@yasar.edu.tr). (relected in 2022 until 2025).

ACEPT members agree to:

- attend the project week every year with a maximum of 12 students and a minimum of one teacher. This project week is organized in or starting in November.
- organize the project week which will be hosted by a member of the network according to a rotating system
- attend the AGM (Annual General Meeting) in January
- look for possibilities for future cooperation e.g. teacher/student mobility, virtual research groups, etc



## **Visitors**

ACEEPT members may invite other university colleges in Tourism to attend the project week as a visitor. If the visitors agree to attend, they have to take part in all the activities and live up to the regulations of ACEEPT i.e. prepare the assignments, attend with a maximum of 6 students and a minimum of one teacher. Upon motivated request, more students can be accepted. Visitors can be invited to attend the AGM. Inviting visitors to the project week ACEEPT and to the AGM has to be submitted to the Board of ACEEPT.

The visiting university college can attend the project week 2 times, in order to get to learn the ACEEPT network and project week. It also gives the members the opportunity to get to know the potential new member.

The board decides whether a visiting university college will be invited to become a permanent member of ACEEPT. If agreed by the board, the president will request the visiting university college to send a letter of application to ACEEPT. The letter of application must include information on how this university college will meet the needs of ACEEPT on the following levels: international, professional and educational. The future member must also agree to attend the project week every year with a maximum of 12 students and a minimum of one teacher, to organize the project week which will be hosted by a member of the network according to a rotating system, to attend the AGM (Annual General Meeting) in January and to look for possibilities for future cooperation (see supra).

The board meeting will then decide if this university college will become a member or not. As a rule and in order to maintain a variety of countries represented in the organization, ACEEPT encourages to have only one university college per country.

## **Students**

Each ACEEPT member is responsible to invite and select students to take part in the ACEEPT project week. As ACEEPT looks for quality in all the different components of the organization, the several university colleges are requested to choose suitable candidates who fit in the network.

ACEEPT is looking for students who are open-minded, and willing to network in a multicultural context. Students in general have to be enquiring, enterprising and engaged. They must be willing to communicate and work with students, in particular with students



from foreign nationalities. Students must be willing to carry out new and real-life assignments in a multicultural context. Intrinsically, students must also be willing to work in a multidisciplinary context.

In order to comply with the above-mentioned, ACEPT has decided upon the following minimum criteria students have to abide:

- students must have **45 ECTS credits** prior to attending project week,
- students must possess enough **English language skills** to communicate with other foreign students, understand the lectures by professionals and carry out the assignments given by professionals,
- students must have a **basic knowledge** of the topic of the project week.

In addition, it was decided that:

- **12 students maximum** per country may attend, in order to keep the project week manageable,
- a strong preference is given to **new students** in order to avoid students participating twice.

ACEPT members and guests should also know that in case students have not reached the age of 18 at the time of the ACEPT project week, these students may be excluded from certain activities (regulations of the host country/age restrictions of certain service providers in the country concerned).

Each member university college (or if applicable visiting university college) has the final responsibility to select the students who will be represented for their university in the ACEPT project week.

The names of these students will be transmitted **on time** to the host university college, at the latest till the date of final payment. Each university college is asked to check and control the online registration carefully. In order to make sure no 'unwanted' persons are standing on the list, each university college representative must send the names of the students by mail to the host university as well.

Each university college is responsible for the behaviour of its students. During the project week, unacceptable behaviour of students will be discussed by the several university colleges during special meetings organized by the president of ACEPT. ACEPT expects a positive and constructive attitude from the participating students.



Upon successful completion of the ACEEPT project week, students will obtain a certificate of attendance issued by the organizing country, jointly signed by the host institution and by the ACEEPT president.

University colleges are encouraged to issue credits to their students upon full completion of ACEEPT, i.e. 1) preparation prior to the ACEEPT project week, 2) attendance to the ACEEPT project week and 3) final assignments upon return of the ACEEPT project week. ACEEPT advocates, if possible, to integrate the ACEEPT project week as part of the curriculum in the Tourism and Management Studies of its members.

### **Mixed Groups**

During the project week, students will be encouraged to work in mixed international groups. These mixed groups will get a new assignment. At the end of the project week, these mixed groups will present their results to the other fellow students, lecturers and professionals.

Feedback is made up by:

- 1) peer review
- 2) lecturers
- 3) professionals

As the week moves on, students will have the chance to ask for further clarification and get support from the available lecturers and professionals. Teachers (and preferably as well the professionals) have to be present, reachable and ready to help. All the questions which may arise will be collected and the reply will be communicated by the team of teachers and professionals as soon as possible to the whole group of students. In this way, the several mixed groups all have an equal opportunity to create a highly qualitative research project.

In addition to the tourism-related themes, students will also be encouraged to study the intercultural dimensions. ACEEPT encourages its members to include intercultural relations and communications in the preparation of the project week. This topic can also be further explored during the project week.



## **Host University College**

The host university college is responsible for the organization of a well-balanced 'Work hard, Play hard' project week including (random enumeration):

- invite the university colleges of the ACEEPT network
- look for a suitable venue for the meetings
- provide accommodation
- arrange catering
- work out the detailed schedule of the ACEEPT project week
- make up a common assignment to be sent prior to ACEEPT project week to the different university colleges. The criteria of the task have to be clearly defined.
- make up an assignment to be carried out during the ACEEPT project week. The criteria of the task have to be clearly defined.
- schedule enough time for the research projects by students
- invite professionals for the keynote lectures
- organize on-site visits related to the subject
- organize socializing events e.g. International Evenings
- organize a final feedback moment on the last day
- organize any other events or meetings necessary for the benefit of the project week
- arrange facilities for students to carry out their research in a proper way e.g. computers, Internet access, etc.
- issue a Certificate of Attendance ("Attended successfully") upon full completion of the project week at the end of the project week.

It should be clear that within the guidelines set by ACEEPT for the project week, the host university college has the right to introduce new working methods and/or ideas in view of the organization of the project week.

## **Language**

The general working language and language of communication during the project week is English. However, as ACEEPT consists of several foreign countries with a variety of languages, students are encouraged to use other foreign languages as well with the other participants. In this way, ACEEPT gives students and teachers alike the opportunity to speak to native speakers, which is without a doubt very enriching.



## **Pre-Tasks and Task Mixed Groups**

### **1) Introduction National Teams:**

a. Members/ b. University College

Oral presentation or video clip / Teachers must be introduced as well.

### **2) Best practice of home country in connection with the theme:**

Oral presentation.

### **3) Best practice/ Example of the host country /Reception of the host country:**

Written paper (review/summary by the teacher(s))

### **4) International Fair:**

The host country should include a “Welcome” as well as a “Connecting Thing” (dance, music etc.) and a light snack in the evening. Students should be encouraged to be creative. The stands should provide an “intercultural activity”.

**Pre-tasks 1-4:** in National Teams. The host country will provide some guidelines (duration, number of words/ pages etc.). Students will have to hand their paper(s) to the organisers/ teachers on Monday at the latest. All national tasks and issues should be finished on Monday.

A description of the pre-tasks will be put on the ACEEPT website in September.

### **5) Task Mixed Groups:**

Has to be worked out by the host country. Instructions must be very clear so that no additional information is required during the week.

**Double Mixing** (or not) remains up to the host country. (Double mixing = Mixed Groups in accommodations should differ from Mixed International Teams working on the main task.)



**Assessment** Task Mixed Group:

First, the assessment will be given by the following 3 groups

- Teachers: Give a Top-3-Ranking (#1: 25 points; #2: 10 points; #3: 5 points)
- Students: Give a Top-3-Ranking (#1: 25 points; #2: 10 points; #3: 5 points).
- Professionals: Give a Top-3-Ranking (#1: 25 points; #2: 10 points; #3: 5 points)

Next, the results of the Teachers, Students and Professionals will be added up, resulting in:

- o Gold ACEEPT Award
- o Silver ACEEPT Award
- o Bronze ACEEPT Award.

**Criteria:**

The same three main criteria should be used by teachers and students (interpretation of the criteria remains to the different groups):

- 1) **Content I: innovation, creativity**
- 2) **Content II: realism, feasibility**
- 3) **Presentation skills**

**The results** will be given during the Official Close / Official Dinner:

- Give the floor to the students, professionals and teachers
- Give the Gold, Silver and Bronze ACEEPT Award
- Issue of the “Certificate of attending [or completing] the project week successfully”



## Registration fee

The several members and visiting university colleges will pay a registration fee to be transferred on time to the organizing university college. This registration fee is inclusive of accommodation (for students e.g. in low budget hotel/youth hostel; for teachers in hotel), local transport during the excursions, all the meals - except for 1 meal, use of material necessary to prepare the assignments in the host country, attending the programme (e.g. keynote speakers). It does not include transport from and to the host country and the country of origin of the participants.

The exact amount of the registration fee will be finalized during the AGM in January. In January 2023, it was decided that students pay € 350, and teachers € 900. This money will be transferred by bank to the host country. Cash money will be avoided.

The **project week 2023** is scheduled in Antwerp, Belgium, from Sunday, **November 19, 2023** (afternoon) to Saturday, **November 25, 2023** (after breakfast).

The theme is "Future-proof City Trips. How to stay relevant as a city destination".

The **online kickoff meeting** is planned for Monday, November 13, 2023, at 19:00.

The deadline for uploading the video for pre-task 1 on youtube (presentation of each national team) is Friday, November 10.

The following **deadlines** were agreed:

- Deadline **pre-registration: July 2023**
- Deadline **final registration: October 2023**
- Deadline **final payment: two weeks after the invoices are issued to each university**

**Cancellation Policy:** Cancellations/refunds are not possible after invoices have been issued (expected in early October). Name changes are to be checked for feasibility by the organizers.

ACEEPT does not give any funding to its members or visiting university colleges to attend the project week. ACEEPT recommends each university college to look for alternative ways of funding so that participation to the ACEEPT project week is not hampered by financial problems. Likewise, ACEEPT does not give any additional funding to the host university for the organization of the project week, except for the registration fees which will be transferred to the host university prior to the project week. The host university can always look for alternative ways of funding (e.g. sponsorship).



## **ACEEPT Networking**

Every year, the ACEEPT member university colleges meet in January – usually on Thursday and Friday of the second week of the year – in the country in which the ACEEPT project week will be organized later that year. The host country arranges accommodation and suggests catering opportunities. Every member will pay for his own expenses. Similar to the project week, ACEEPT recommends to look for alternative ways of funding.

As important decisions can be made, and because these meetings enhance the good understanding among the members, ACEEPT believes that attending these meetings is imperative to the good working process of the organization.

### **▪ ACEEPT AGM (Annual General Meeting):**

Here follows a random survey of the items that are usually discussed. The president sends out the definite agenda about a month prior to the AGM. Additional items can, upon request, be added.

- Approval minutes of the last assembly
- Feedback, assessment and financial report of the ACEEPT convention (which was held in November of the previous year)
- Feedback by organizing university college
- Feedback from all the other member university colleges
- Election of the ACEEPT board (every 3 years)
- Organization of the next ACEEPT project week (topic, pre-tasks, main task)
- Organization of the next ACEEPT project weeks
- Organization of the future ACEEPT AGM
- ACEEPT network: new partners/visitors
- ACEEPT webpage / Facebook / social media
- Alumni ACEEPT networking
- Guidelines for the next ACEEPT project week
- Become familiar with the neighbourhood where the next ACEEPT project week will be hosted
- Miscellaneous



▪ **ACEPT Cooperation University Colleges:**

This meeting can be devoted to the following:

- exchange information on curriculum (degrees, subjects, and any other useful issues)
- exchange information on research projects
- discuss joint/double degree programmes
- check Erasmus agreements
- check Bilateral Agreements
- examine possibilities for teacher mobility
- examine possibilities for student exchanges: study programmes, internship
- examine possibilities for employability
- meet with representatives of the university college and other lectures

**Compiled by Cecilia Gielen (till 2018) and Achim Schröder.**

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