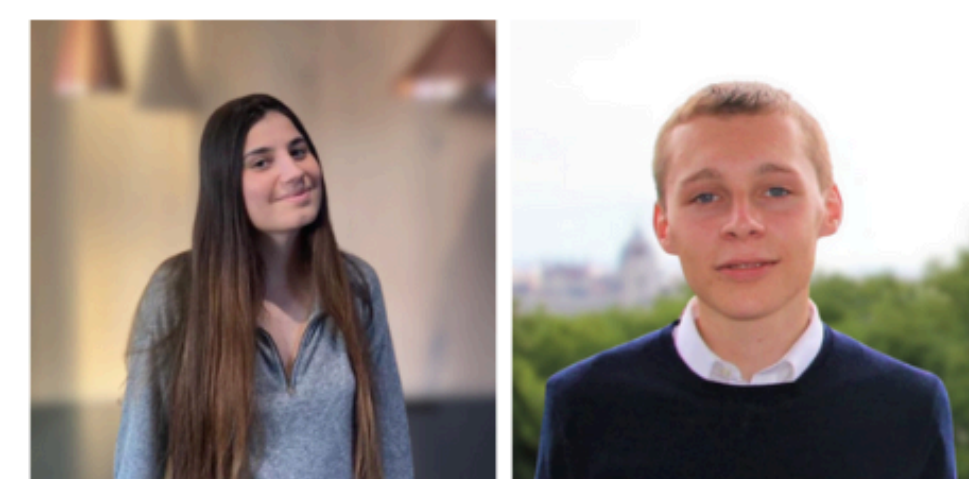
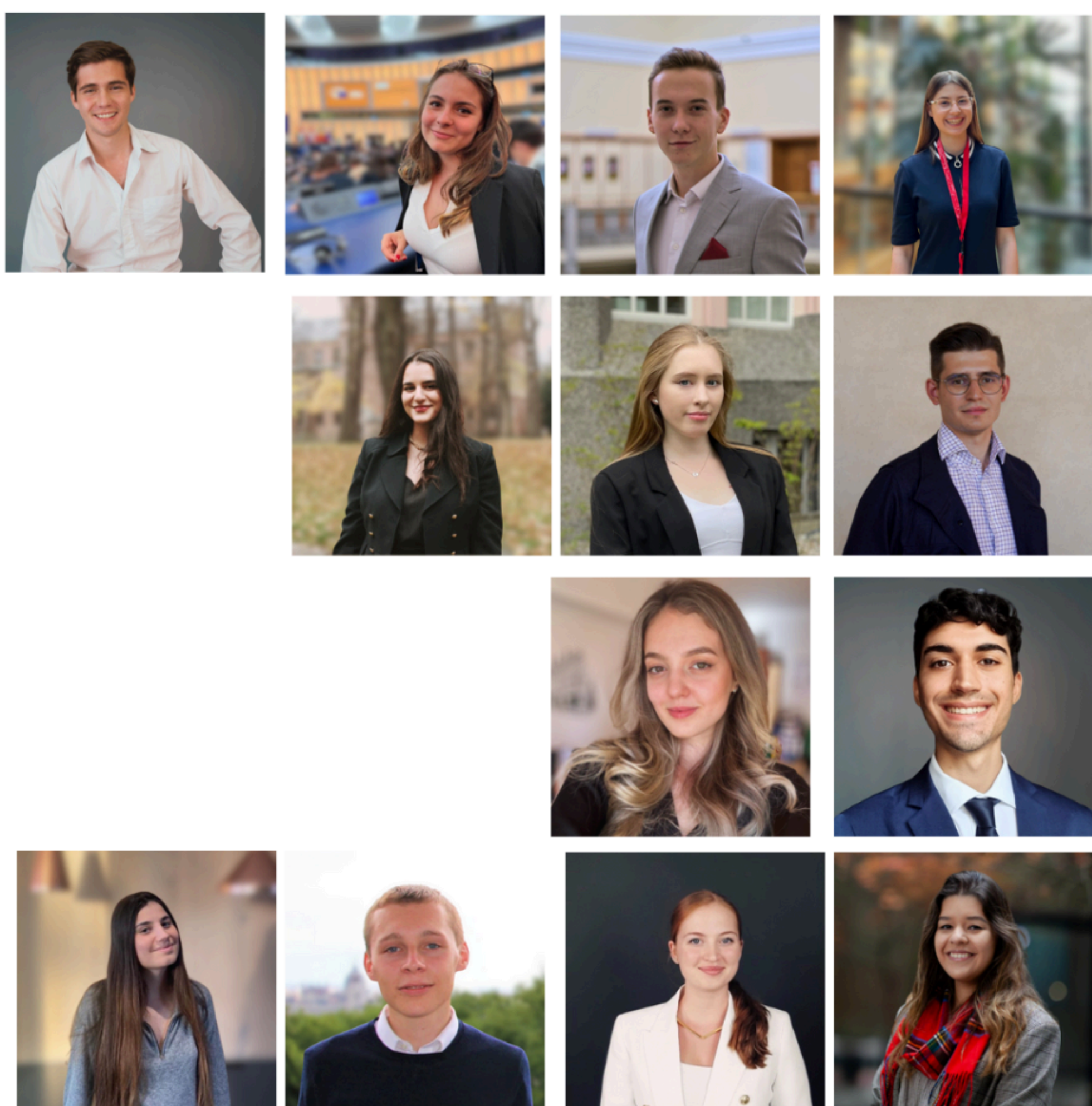




CIVICA

THE EUROPEAN UNIVERSITY OF
SOCIAL SCIENCES

AMBASSADORS GUIDE

A Comprehensive Guide to Becoming a CIVICA
Ambassador, Prepared by the Ambassadors





WHAT IS CIVICA?



CIVICA is an alliance of leading **European** higher education institutions in the social sciences, humanities, business management and public policy. As a member of CIVICA, you are part of a vibrant and diverse community committed to fostering academic **excellence**, **innovation** and **collaboration** across borders.



CIVICA aims to prepare students to address the most pressing **societal challenges** through multidisciplinary education, cutting-edge **research**, and impactful outreach. It seeks to promote a European university model by embracing educational **excellence**, **diversity** and **international cooperation** between its members.



CIVICA MEMBERS

10 UNIVERSITIES

20+ AMBASSADORS

1 ALLIANCE



BOCCONI UNIVERSITY



CENTRAL EUROPEAN
UNIVERSITY



EUROPEAN UNIVERSITY
INSTITUTE



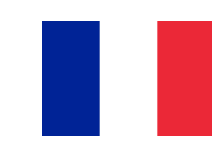
HERTIE SCHOOL



IE UNIVERSITY



NATIONAL UNIVERSITY OF
POLITICAL STUDIES AND PUBLIC
ADMINISTRATION



SCIENCES PO



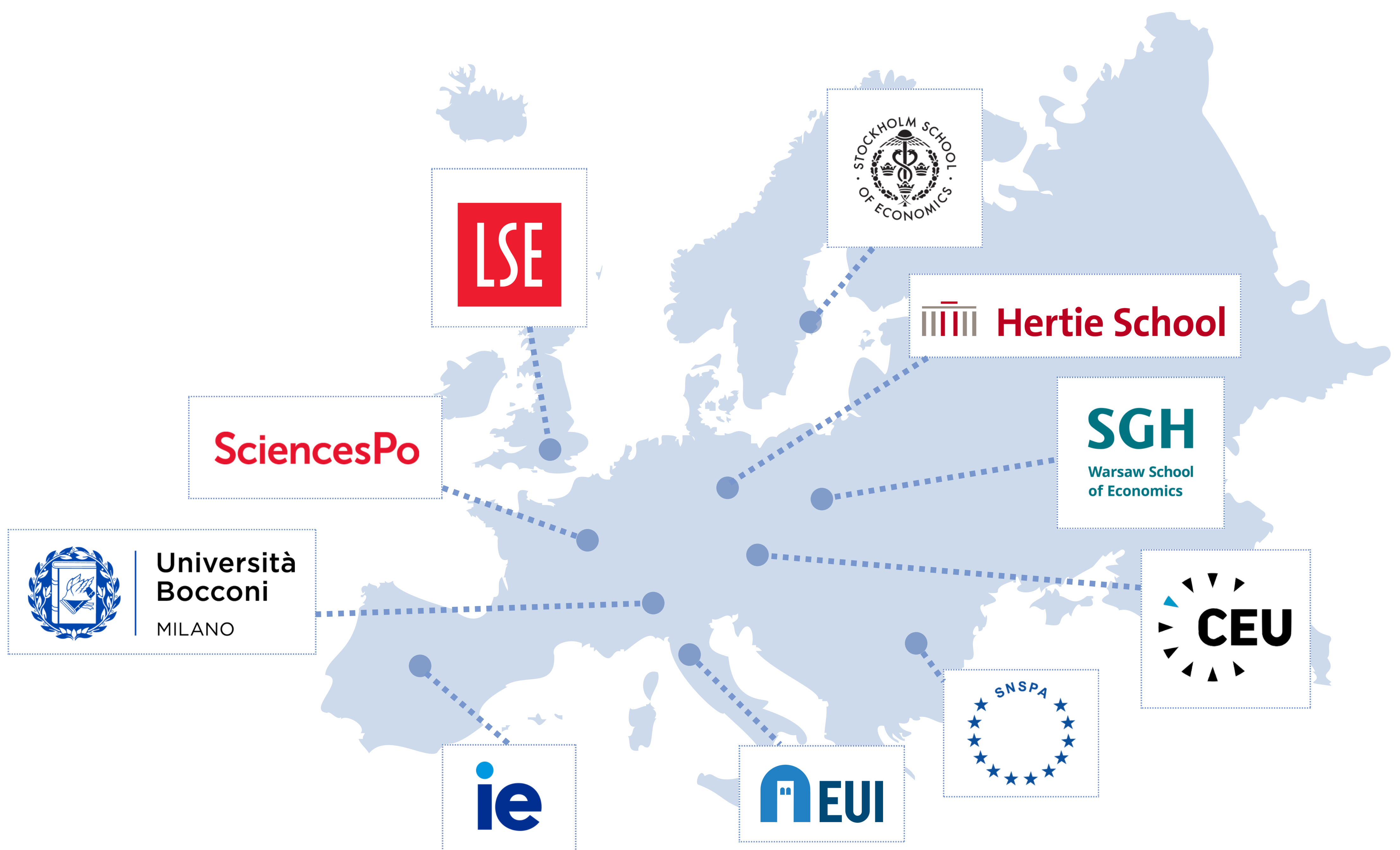
SGH WARSAW
SCHOOL OF
ECONOMICS



STOCKHOLM SCHOOL
OF ECONOMICS



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE





AMBASSADORS ROLE

Promote CIVICA's mission and its opportunities



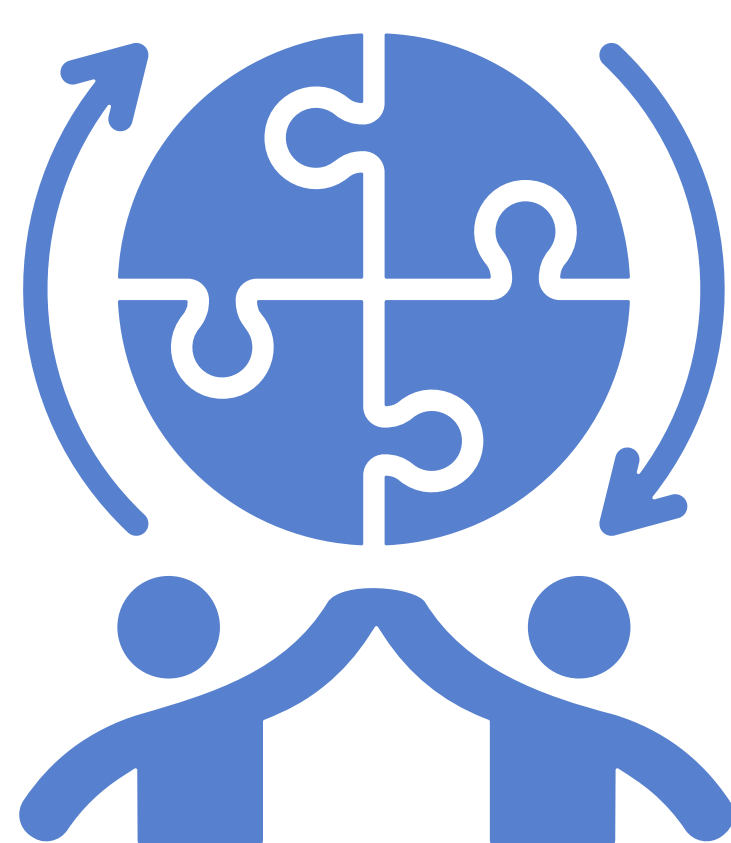
Propose and work on future and ongoing CIVICA projects

Participate in an in-person meeting hosted by a CIVICA university



Participate in online meetings with CIVICA staff and other CIVICA Ambassadors

Become part of a wide network of peers from European higher education institutions



Promote a multicultural and diverse environment for educational growth



AMBASSADORS ROLE

ROLE AND RESPONSIBILITIES OF A CIVICA AMBASSADOR



Represent Your Institution:

Act as a bridge between CIVICA and your home university, ensuring that students, researchers and faculty are informed about CIVICA activities and opportunities.



Promote CIVICA Events and Initiatives:

Act as a bridge between CIVICA and your home university, ensuring that students and faculty are informed about CIVICA activities and opportunities



Share your experiences and insights through blogs posts, social media, and other communication platforms to highlight the impact of CIVICA activities.

Engage with the CIVICA Community:

Participate in online and in-person meetings, discussions, and collaborative projects to build connections and share ideas with peers from other CIVICA institutions.



Support Incoming Students:

Assist students from other CIVICA institutions who are visiting or studying at your university, helping them integrate and make the most of their experience.





AMBASSADORS CALL!

**INFORM PEOPLE ABOUT CIVICA
WITHIN YOUR UNIVERSITY**



As an ambassador
**you have a voice
USE IT!**

Be a role model

For CIVICA and your university



As an alliance

Collaborate

**with others to
promote CIVICA**



OPPORTUNITIES

OPPORTUNITIES AS AN AMBASSADOR

Professional Development:



Gain valuable skills in leadership, communication and project management through your Ambassador activities and get a deeper understanding of European integration, and international collaboration.

Networking Opportunities:



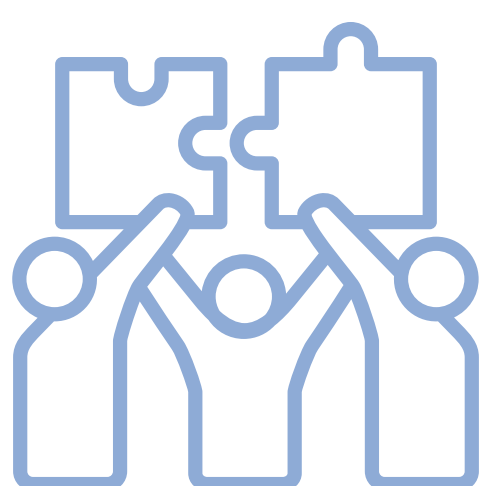
Connect with students, researchers, faculty and professionals from across Europe at special events, workshops and seminars, providing unique learning and collaboration opportunities, and expanding your network.

Collaborate on Joint Projects:



Engage in joint initiatives and projects with peers from other CIVICA institutions (e.g. communication materials, events, interdisciplinary research projects, student competitions).

Cultural Exchange:



Experience different cultures and educational environments through exchanges and visits, broadening your horizons and perspectives.



Q & A

How do the Ambassadors decide on activities and coordinate?

The CIVICA Ambassadors meeting is the first opportunity to meet fellow CIVICA Ambassadors, share best practices for promoting CIVICA on campus and discuss potential joint projects. It will outline your duties and activities, setting the stage for your role as a CIVICA Ambassador.

Is the in-person Ambassadors meeting the only meeting organised for the Ambassadors?

While it is the only in-person meeting dedicated to bringing together the CIVICA Ambassadors, there are various meetings and events throughout the year that you would have the opportunity to attend.

What happens after the in-person meeting?

We'd advise to organise regular meetings online to keep each other updated about what's happening at our universities, as well as share ideas and practices.

Are we supposed to have our own projects?

It all depends on you and your vision. We wanted to create something that we wish we had at the start of our journey, so here we are with the Ambassadors Guide ;)

How should we contribute to the Student Engagement Fund?

Ambassadors should help facilitate connections and communication between different student organisations, so that they can work together.

How can we promote CIVICA at our university?

Stay active on social media and show students that you're there for them. Furthermore, it's recommended to organise at least one CIVICA informational session per year. You can also create your own events such as the CIVICA Day organised at SGH Warsaw School of Economics.



MENTORING PROGRAMME

WHAT IS THE MENTORING PROGRAMME?

The CIVICA Ambassadors Mentoring Programme is a CIVICA Ambassador-led lead initiative designed to facilitate the seamless transfer of knowledge and experience from past Ambassadors to new generations of Ambassadors.

Recognising the invaluable insights and expertise accumulated by our alumni, this programme aims to harness their wisdom to guide and support incoming Ambassadors.

Through this initiative, new Ambassadors will receive mentorship and advice, ensuring they are well-prepared and confident in their roles, while also fostering a strong sense of community and continuity within the CIVICA network.

How can we go about it?

Goal Setting and Planning Sessions:

Mentors and mentees can work together to set goals, develop action plans, and establish benchmarks for progress.

Project Collaboration:

Mentees can ask about the projects supported by the former Ambassadors at their universities, in which clubs or student organizations across universities collaborate through joint initiatives, shared resources, and regular communication.





AMBASSADORS INSTAGRAM

OUR PLATFORM! OUR VOICE!



As CIVICA Ambassadors, you will focus on engaging with followers and our community through the Ambassador-led Instagram page. This is a platform was created by the Ambassadors to communicate CIVICA events, projects, meetings, and much more.

GET CREATIVE WITH IT!

This will be the main output channel for Ambassadors to share the insights and behind-the-scenes of everything CIVICA-related. You will be able to do takeovers, post events, communicate ongoing projects and create plans to improve the potential audience engagement with the CIVICA account.



CONTACTS AND ADDITIONAL INFORMATION

Thank you for taking the time to read the CIVICA Ambassadors Guide. Your interest in becoming a CIVICA Ambassador is greatly appreciated.

We look forward to your contributions and to working together to advance our mission of innovation and collaboration in higher education.

You can also contact us with any questions or doubts:

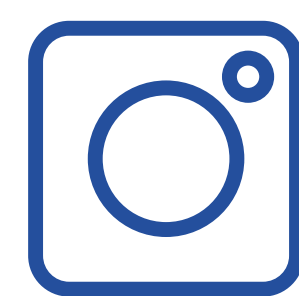
aecheverria.ieu2022@student.ie.edu

mromagnoli.ieu2022@student.ie.edu

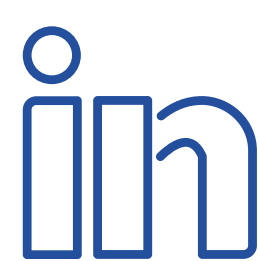
Follow CIVICA on social media for updates and news:



@CIVICA_EU



@CIVICA.AMBASSADORS



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This guide has been prepared by the 2023/24 CIVICA Ambassadors.

Project leaders: Matilde Romagnoli, and Alfredo Echeverria, with the support of the CIVICA Communications Team. July 2024.