



The European Law Students' Association

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## STUDY VISIT AGREEMENT

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**between**

[Visiting ELSA Group]

**and**

[Hosting ELSA Group]



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This Agreement is concluded, in the context of the organisation of a **Study Visit**, between

The Hosting Group, [Hosting ELSA Group], an association registered in [Country of Registration of Hosting ELSA Group], legally represented by [Name of the Group Representative] in the capacity of the [Position of the ELSA Group Representative] and the Legal Representative of [Hosting ELSA Group],

referred to hereinafter as “**Hosting Group**”;

and

The Visiting Group, [Visiting ELSA Group], an association registered in [Country of Registration of Visiting ELSA Group], legally represented by [Name of the Group Representative] in the capacity of the [Position of the ELSA Group Representative] and the Legal Representative of [Visiting ELSA Group],

referred to hereinafter as “**Organising Group**”.



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## 1. Parties

The parties *ELSA H* and *ELSA V* agree to organise a Study Visit. *ELSA H* is the Hosting Group, while *ELSA V* is the Visiting Group.

## 2. Place and Date

The Study Visit shall take place in [City/Cities], [Country] from [Date of arrival], until [Date of departure].

## 3. Planning

1. The parties agree that
  - a. transportation during the Study Visit will be organised by *the hosting group/the visiting group/ both groups partially*;
  - b. accommodation for the participants of the Visiting Group during the Study Visit will be organised by *the hosting group/the visiting group/ both groups partially*;
  - c. meals during the Study Visit will be organised by *the hosting group/the visiting group/ both groups partially*;
  - d. the Academic Programme will be organised by *the hosting group/the visiting group/ both groups partially*, and will comprise [XX] hours;
  - e. the Social and Cultural Programmes will be organised by *the hosting group/the visiting group/ both groups partially*;
  - f. *hosting group visiting group/ both groups* shall be responsible for the marketing and promotional strategy of the Study Visit.
2. Both Groups will appoint a contact person responsible for the Study Visit. This person will execute the planning on behalf of the respective Group and may be supported by other persons.

## 4. Implementation Details

To ensure smooth coordination and mutual understanding, the Parties agree to the following detailed arrangements concerning the planning areas outlined in Article 3.

This section is intended to clarify key organisational elements, including but not limited to:

- a. *Whether meals will be provided, how frequently, and if any dietary needs will be accommodated.*
- b. *Accommodation standards, such as whether participants will stay in hostels, student housing, or private homes.*



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- c. *Types of academic activities included in the programme (e.g. lectures, legal workshops, moot courts, institutional visits).*
- d. *Level of involvement in planning (e.g. whether the Visiting Group contributes to organising parts of the academic or cultural programme).*
- e. *Structure of the social and cultural activities, such as city tours, traditional dinners, or cultural exchange nights.*

*The following subsections are to be completed jointly by the Parties prior to signing, in accordance with their actual arrangements.*

### 3. Participants

The Visiting Group is responsible for the selection of the participants up to **X** people.

### 4. Deposits and Penalties

The Visiting Group shall pay a deposit of **XX,XX** EUR to the Hosting Group. This deposit will be refunded in full after the conclusion of the Study Visit, provided no damages or penalties apply.

The deposit may be partially or fully withheld under the following conditions:

- a. If the Visiting Group cancels the visit after the cancellation deadline and the Hosting Group has incurred verifiable financial losses.
- b. If any damage or loss (financial, material, or otherwise) occurs during the visit and is attributable to the Visiting Group or its Participants.

Unless otherwise agreed upon in writing, all deposits and any penalties shall be the responsibility of the Visiting Group. If any penalty is incurred as a direct result of the actions of a Group or one of its participants, the responsible Group shall bear the cost, provided the cause can be clearly proven.

The latest date of cancelling the visit without loss of deposit shall be **[DD.MM.YYYY]**.

### 5. Costs

- 1. All expenses will be covered by the Visiting Group if not agreed on otherwise.
- 2. The parties agree that



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- a. the local transportation expenses will be covered by *the hosting group/ the visiting group/ both groups partially*;
  - b. the expenses of the accommodation will be covered by *the hosting group/ the visiting group/ both groups partially*;
  - c. the expenses of meals will be covered by *the hosting group/ the visiting group/ both groups partially*;
  - d. the expenses of the Social Programme will be covered by *the hosting group/ the visiting group/ both groups partially*;
  - e. the expenses of the Cultural Programme will be covered by *the hosting group/ the visiting group/ both groups partially*;
3. The parties will assist one another with the documentation required to apply for external financial support.
  4. The Visiting Group is responsible for applying for visas in a timely manner and should notify the Hosting Group of visa requirements no later than **[X weeks]** before the event.
  5. The Hosting Group shall ensure that letters of invitation and any other documents required for participants' visa applications are provided to the Visiting Group within seven days of the request. The documents shall be signed by the legal representative of the Hosting Group.
  6. The Hosting Group shall not be liable for any loss connected to the visa application or travel arrangements.

## 9. Programme & Booklet

The Academic, Social, and Cultural Programmes of the Study Visit shall be specified and handed out to the Visiting Group **[X weeks]** before the Study Visit.

The Hosting Group shall share a Participant's Booklet with the Visiting Group at least one week before the Study Visit. It must contain the Academic, Social, and Cultural Programmes, and emergency contact information. It shall provide information regarding transportation and accommodation.

## 10. Termination of the Agreement

1. The Study Visit Agreement may be terminated if one of the parties fails to fulfil its obligations under this Agreement or in case of a Force Majeure.
2. In case of termination of the Agreement, the Hosting Group shall keep the deposit.



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## 11. Mediation and Governing Law

This Agreement shall not conflict with any provisions of the International Council Meeting Decision Book of ELSA or the applicable local or national regulations of the Hosting and Visiting Groups.

In case of disagreement, the National Boards of the parties shall mediate the discussion. If an agreement is not reached, the International Board of ELSA, represented by the Vice President in charge of Seminars and Conferences shall mediate the discussion.

This Agreement shall be governed by the laws of the country of the [Hosting Group].

## 12. Execution

This agreement is signed by the respective Head of Organising Committee or one of the representing board members of the Organising Groups.

Each party shall maintain one copy of this agreement and one copy shall be sent to the Vice President in charge of Seminars and Conferences of the International Board of ELSA.

On behalf of the Hosting Group

On behalf of the Visiting Group

[Name of the Group Representative]  
[Position of the Group Representative]  
[Organising ELSA Group]  
[Term]

[Name of the Group Representative]  
[Position of the Group Representative]  
[Organising ELSA Group]  
[Term]

Date of signing:

Date of signing: