

# Guidelines for AESOP Thematic Groups (TGs)

## **AESOP Council of Representatives RESOLUTION 12.II.2019**

1. AESOP Thematic Groups are working groups on specific themes established in order to create more effective platforms for debate and discussion amongst AESOP members.
2. Ways in which AESOP can support the Thematic Groups:
  - a. Institutional patronage;
  - b. Rights to the logo and to include the words 'AESOP Thematic Group' in the name;
  - c. Support for their logistical activities via the main AESOP website;
  - d. Possibility to propose topics of events (i.e. Congresses) by the TGs;
  - e. Possibility of financial support from AESOP (see. 5);
  - f. AESOP quality assurance;
  - g. Affiliation of the final results with AESOP;
  - h. Usage of AESOP's platform of communication.
3. A new AESOP Thematic Group can be established by AESOP Executive by simple majority. Executive Committee, assessing the application, will take into account the possible conflict of interest with the existing Thematic Groups. The application for AESOP Thematic Group should include:
  - a. Name of TG,
  - b. Name and affiliation of the Coordinator,

- c. List of interested participants (including at least three AESOP members from different schools),
  - d. Short description of the area of interest,
  - e. Main aims,
  - f. Main topics to be discussed,
  - g. Anticipated outcomes,
  - h. Planned activities.
4. Rights and duties of the AESOP Thematic Groups are as follows:
- a. An AESOP Thematic Group can benefit from AESOP support listed in 2;
  - b. The Thematic Group shall deliver annual report to the Secretary General by the end of January of the year following the year of annual report;
  - c. The Thematic Group shall hold Thematic Group meetings during annual AESOP Congresses;
  - d. The Thematic Group shall maintain and update the relevant AESOP webpage allocated for the Thematic Group;
  - e. The Thematic Group shall encourage and foster Thematic Groups activities, such as annual scientific meetings/workshops, publications, teaching networks, research project networking, etc.
5. Financial support for the Thematic Group can be only used for the scientific content of the activity such as publication, keynote speaker costs, conference or seminar proceedings. The application for AESOP support is available on AESOP website. The application shall be sent to Secretary General. Secretary General will only proceed with applications from the Thematic Groups which have delivered an Annual Report of their activities in time (by January end). The support for the Thematic Group requires an Executive Committee resolution.

6. The standard support is up to 1000 EUR/TG. The funds should be transferred to and institutionally managed by the respective University and, when that is not possible, the funds will be directly administrated by AESOP. The end of project report should include a clear statement how the funds provided by AESOP were used, including proofs of spending (invoices, receipts etc.).
7. AESOP Executive Committee will dissolve Thematic Groups which are not active, particularly which
  - a. Fail to deliver annual reports for three consecutive years;
  - b. Fail to organise TG meetings/gatherings during annual AESOP Congresses for three consecutive years;
  - c. Fail to maintain a functioning website (provided by AESOP under the AESOP webpage)
8. The ExCo resolution dissolving AESOP Thematic Group shall be passed on by simple majority. The Secretary General will inform TG Coordinator in writing before dissolving a TG and will thereafter deactivate the TG's subpage on AESOP website.