



**Checklist for planning a Study Day**  
*online/on site at university*

| Period  | Checklist   | Check                    |
|---|---|--------------------------|
| <b>Before the Event</b>                                     | Determine the topic of the term with all lecturers  | <input type="checkbox"/> |
|   | Design a common procedure for the conduct of local courses  | <input type="checkbox"/> |
|   | Determine the dates and duration for the Study Day  | <input type="checkbox"/> |
|   | Finalize the division of tasks for Study Day and distribute the tasks                             | <input type="checkbox"/> |
|   | Schedule a venue for an in-person event or online meeting link for an online event                | <input type="checkbox"/> |
|   | (for in-person event) Provide the necessary educational materials, both digital and real          | <input type="checkbox"/> |
|   | (for online event) Make sure students know how to use digital meeting tool                        | <input type="checkbox"/> |
|   | Create lists for mixed-subject small groups   | <input type="checkbox"/> |
|   | Decide which warm-up and social games will be used for with lecturers                             | <input type="checkbox"/> |
|   | Make sure the students are ready for the Study Day with posters, presentations or other materials | <input type="checkbox"/> |
|   | Make a planning for the coffee and lunch breaks   | <input type="checkbox"/> |
|   | Finalize the local courses  | <input type="checkbox"/> |
|   | Arrange a moderator among lecturers for each group for the Study Day                              | <input type="checkbox"/> |
|   | Create the final schedule of the Study Day  | <input type="checkbox"/> |
|   | Set up and prepare the venue / online meeting with all necessary tools                            | <input type="checkbox"/> |
| Inform all lecturers and students about the final schedule  | <input type="checkbox"/>  |                          |
| <b>During the Event</b>                                     | Provide technical support in case of any technical difficulties                                   | <input type="checkbox"/> |
|   | Start the Study Day with an introduction part   | <input type="checkbox"/> |
|   | Ask students and moderators to go to their groups for phases 2-3 and 4                            | <input type="checkbox"/> |
|   | Moderators lead students for warm-up & social games   | <input type="checkbox"/> |
|   | Moderators lead students for group presentation for phase 2-3                                     | <input type="checkbox"/> |
|   | Moderators lead students for reflection for phase 4   | <input type="checkbox"/> |
|   | Follow the steps in 'Guidance for Lecturers' during the event for each phase                      | <input type="checkbox"/> |
|   | Make sure the groups follow the schedule throughout the event                                     | <input type="checkbox"/> |
|   | Support students with their activities (if necessary)   | <input type="checkbox"/> |
| Support lecturers with their moderation duty (if necessary) | <input type="checkbox"/>  |                          |
| <b>After the Event</b>                                      | Set a meeting with lecturers for the evaluation of the Study Day                                  | <input type="checkbox"/> |
|   | Collect reflections from the lecturers  | <input type="checkbox"/> |
|   | Bring together students in a reflection session   | <input type="checkbox"/> |
|   | Collect reflection of the students via a questionnaire or interactive setting                     | <input type="checkbox"/> |
|   | Make a preliminary plan with lecturers and students for a next Study Day (if applicable)          | <input type="checkbox"/> |

