

EUROWEEK GUIDELINES 2026

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1 IMPORTANT DEADLINES FOR EUROWEEK 2026

One Page Abstract of all Students' Projects Each institution/project team should upload the one page abstract on the Euroweek Website using the format provided on the page for <i>Guidelines and Templates</i> . Templates for abstract and project can be found in "Templates.docx" (Project Abstract). Project title should be <u>finalized</u> by this date.	Monday March 16 th
Final Students' Project Paper Each institution/project team should submit their final written on the Euroweek Website using the format provided on the page for <i>Guidelines and Templates</i> . Templates for project can be found in "Templates.docx" (Written Paper Format).	Monday April 20 th (two weeks before arrival)
Poster Submission Each institution/project team should submit their final (digital) poster on the Euroweek Website using the format provided on the page for <i>Guidelines and Templates</i> . Poster Templates can be found in "Poster Template 2025".	The week before arrival
Presentation Draft Each project team should prepare a draft of their presentation before they arrive to Euroweek 2026. Focus on structure (rather than layout). It makes it easier to work on the presentation when you meet in Katowice.	The week before arrival
Final presentation submission	Wednesday May 6 th at 19:00
Euroweek Dates Arrival day, Didactic Forum and Meet & Greet: Monday May 4 Euroweek: Opening Ceremony May 5 – Closing Ceremony Friday April 8 Departure Day: Saturday May 9	

2 JURIES

Students will be aware of the [evaluation criteria](#) that juries will apply for the project presentations, project posters and the written papers when students are registered for the EW. This information is available on the Euroweek website for *Guidelines and Templates*.

2.1 JURY CREATION, COMPOSITION, RULES AND ASSESSMENT

a) Project assessment

(See Euroweek Website *Guidelines and Templates* – Assessment.pdf - 1 Marking Grid of Project Presentations)

- There will be 3 jury tracks.
- Jury members cannot be changed during the EW, and they must remain in their track.
- Each jury is made of 6 members, including one jury chairman/chairwoman.
- The Role of the Chairman/Chairwoman role:
 - To lead the session.
 - To moderate the discussion between jury members.
 - To give feedback to the students.
 - To assure the correct formal procedure of the evaluation sheet.
 - In case there are irreconcilable opinions between jury members about an evaluation, to help make the final decision.

- In case of jury/country coincidence in a project presentation, that jury member cannot vote. At least 4 of the 6 members must be allowed to vote.
 - Jury members, who are not allowed to vote, should not sit at the jury table while the students are presenting.
 - Jury members, who are not allowed to vote, should leave the room while the jury discusses the project presentation. They can then accompany the students for the feedback session.
- Juries cannot ask questions or make any comments or remarks during the presentation and/or during in the interactive part.
- Juries will be called for a jury briefing and will receive a printed document with the rules to observe (jury guidelines).
- Professors involved in the project cannot ask any questions or make any comments or remarks during the presentation and/or during the interactive part.
 - Professors involved can accompany the students during the feedback given by the jury.

b) Assessment procedure:

- Immediately after the presentation the jury will conduct the qualitative evaluation (10 minutes) and this will be given as feedback to the students (10 minutes). Professors involved in the project cannot be present at the evaluation, however they can accompany the students for the feedback session.
- Upon request, the quantitative evaluation can be sent to Project Leaders. This will be performed by the Secretariat based on the completed evaluation forms provided by each Jury President. To conduct the project assessment, the following criteria were approved during the AGM in Riga. Example of calculation:

Bachelor 1 = 100
 Bachelor 2 = 90
 Bachelor 3 = 80
 Bachelor 4 = 70
 Master 1 = 70
 Master 2 = 60

If the team group consists of: $(1 \times \text{Bachelor 1}) + (2 \times \text{Bachelor 2}) + (2 \times \text{Bachelor 3}) + (1 \times \text{Master 1}) = 100 + 180 + 160 + 70 = 510/6 = 85 \%$
 This category counts for 10% e.g. 8,5 points for this team.

For each track, one first prize for “best presentation” is awarded.

c) Final Students’ Project written paper assessment

(See Euroweek Website *Guidelines and Templates – Assessment.pdf* - 2 Written Report Evaluation Criteria)

- One jury consisting of three members will assess all written papers in accordance with the evaluation criteria submitted by the academic group.

One first, one second and one third prize is awarded for “best paper”.

d) Project Poster Presentation assessment

(See Euroweek Website *Guidelines and Templates – Assessment.pdf* - 3 Poster and pitch Presentation Assessment)

- There will be a special jury for the project poster and pitch assessment. “The best poster and pitch presentation” will be evaluated by a jury preferably comprised of individuals outside the member universities and business professionals, preferably two (2) external entrepreneurs + two (2) academics – organized by the host.
- **Note: the poster template created by the host MUST be used by all teams.**

One first, one second and one third prize is awarded for “best poster pitch”.

3 TEAMS

Responsible leaders should make available all criteria to participating students in projects. Teams must be composed by at least 3 and a maximum of 6 students from three different countries. Teams are made of:

- **Project Leader.** It is one of the academics involved in the project. He/she will be the overall project responsible and the speaker with the jury. From 2012 on, the project owner is the project leader (or vice versa).
- **Participating students.**
- **Facilitators.** They are each one of the responsible academics in each participant Institution.
- The Project Leader is a Facilitator as well.
- All people from registered teams must present.
- If there is a problem of “project dropping”, to be allowed to compete the remaining project members should be at least 3 students from at least 2 countries.
- The Host and the Board member responsible for EW, will track and update the status of number of final projects and participating students.

4 STUDENT PARTICIPATION

- Students should attend at least 5 project presentations *including* their own.

5 PROJECT POSTER AND PITCH PRESENTATIONS

- Every project must create a project poster and prepare a presentation (elevator pitch).
- The pitch must be conducted by one student representative per country in the project.
- Projects are presented randomly, announcing the name of the presenters, when each pitch starts.
- The pitch cannot take more than three (3) minutes.
- Presentation takes place “on stage” and all EW participants should follow all presentations.
- One **first**, **second** and **third** prize for Best Poster and Pitch will be handed out at the closing ceremony.

a) Assessment

(See Euroweek Website Guidelines and Templates – Assessment.pdf - 3 Poster and pitch Presentation Assessment)

- **Poster design** should be decided by the host however, compulsory items are:
 - **Logos:** Euroweek, hosting institution and Prime Networking
 - **Content** that must be there
 - Purpose/Objectives
 - Initial situation
 - Goal setting
 - Approach
 - Results
 - References – main references used on the poster (not of the whole project)
 - Logos of team members’ home institutions

6 FINAL STUDENTS' PROJECT PAPER

Each institution/project team should submit their final written on the Euroweek Website for *Deadlines and Submissions* - using the format provided on the page for *Guidelines and Templates*. Templates for project can be found in "Templates.docx" (Written Paper Format). Do not send any hard/paper copies.

- The final students' project paper should be a min. of 10 pages and max. of 20 pages and must follow the instructions for the Final Students' Project Paper. The written paper template can be found on the EW website.
- The assessment evaluation criteria are also available on the EW website.
- The deadline for submitting written papers is April 20th (two weeks before arrival). ***If the paper is not sent by the deadline, it will not be allowed to participate in the competition for the written papers prize.***
- One **first**, **second** and **third** prize for best written paper will be handed out at the closing ceremony.

7 PROJECT PRESENTATIONS

Project files will only be named with the project code (for example EWK24FR01), so that all projects are identified and to avoid confusion with changes to the project titles.

7.1 Timing of Project Presentations

Time slot per project is 80 min, of which presentation may not exceed a total of 70 min. Taking this into account the internal time distribution within this project presentation time slot will be:

30 min	Presentation
15 min	Interaction with the audience. This is the total amount of time (distributed across the student team) allocated for each team for Q&A or other interaction activities with the student audience (30+15 or 45 in total for the presentation with interaction of 15 minutes integrated in the presentation time)
05 min	Audience leaving the room
10 min	Jury evaluation
10 min	Qualitative evaluation feedback from the jury to the students
70 min	Total

The remaining 10 minutes are reserved for students changing classrooms

- It is mandatory for all projects to submit a project presentation and the presentation should be delivered in the form of a PPTX-file as well as a PDF-file.
 - Other presentation media can be used, such as CANVA, Keyshot etc.
 - The important thing is that the presentation cannot be edited after submission.
- Submission is made on the Euroweek Website for *Deadlines and Submissions* according to instructions sent out by the host beforehand.
 - The host will make those presentations available for the jury members. The aim of this rule is to ensure that students are using the submission procedure for the presentation.
 - Those projects which haven't submitted the presentations in time will be excluded from competition.
- There are three different tracks of five projects in each track. One **first** prize per track will be handed out at the closing ceremony.

8 AWARDS

Project presentation awards:

- There are 3 jury tracks.
 - If there are 7 projects or more in any track, there will be 2 awards; if there are less than 6 projects, only 1 award will be given.
- There is no overall prize award.
- Poster and pitch presentation award: There is a first, second and third prize for “Best Poster and Pitch Presentation”.
- Final Students’ Paper award: There is a first, second and third prize for “Best Paper”.
 - Written papers of excellent quality will be sent by the responsible person on the PRIME board to a Scientific Journal for peer-review and possible publication funded by Prime.

9 CERTIFICATES

- A participation certificate must be given to every student who has attended the stipulated number of presentations (in total 5, including their own).
- For the awarded student project presentations, written papers and poster/pitch presentation, a certificate as a winner project must be also given to the institutions. This will not replace the Managing Director letter to the rector.