

DESIS Network

How to become a DESIS Lab?

DESIS purpose “is to promote design for social innovation in higher education institutions with design discipline so as to generate useful design knowledge and to create meaningful social changes in collaboration with other stakeholders...”

Applying members who share the same vision and fulfil the following requirements will become DESIS Labs.

The Association is coordinated by the DESIS International Coordinator: a person elected by the Assembly, who collaborates with the International Coordination Committee (ICC) to evaluate new Labs application requests.

Conditions

A design school/university can establish a DESIS Lab when the following criteria are met:

- a design team is already working in the field of design for social innovation (the team can include academics, students, and researchers), can prove maturity and experience about it and is already in contact with DESIS Network.
- the design team expresses interest in the DESIS Network’s aims and projects and appoints a Lab Coordinator (with the responsibility of the overall Lab policies).
- one or more social innovation-related projects can be presented as an example of the design team’s activity (they can be projects developed by students in design classes or by professional researchers and experts; they can be already concluded, in progress or still in the launching phase).

Membership and activities

Members can be legally constituted higher education institutions or Universities with design disciplines, private or public. Each Member commits itself to establish and sustain a DESIS lab in its higher education institutions.

Each Member-DESIS Lab also commits to

- collaborate in promoting and developing at least one DESIS Initiative;
- participate in the annual DESIS Assembly;
- present a short report on their activities and programs at the annual Assembly.

DESIS initiatives are groups of DESIS Labs cooperating to realize a common cultural, didactic or research program and DESIS Assembly is the meeting of the Members and invited Partners ("Partners non-Member" - Universities non Members and other legal entities non Members, interested to the activities of the Association).

Application Process

1. First step to become a DESIS Lab.

When the previous requirements are met, an email with two attachments:

- Lab Profile, project presentation and a data form about the Lab;
- 2 recommendation letters from 2 different current Desis Labs to support your application. The letters should follow this template below and be signed and submitted in PDF form on institutional stationary.

In the event that there are no connections with other DESIS Labs, that must be clearly stated. After the evaluation process, if the application is approved the new DESIS Lab will receive the full support of the International Coordination Committee.

These documents should be sent to the DESIS International Coordination - desis.coordination@gmail.com.

(please find the guidelines to prepare these documents in the next page)

2. ICC evaluation.

Once the membership request letter and its attachments have been received by the International Coordination Committee, they will be analysed in order to verify if the formal requirements are satisfied. On this basis, feedback will be sent to the interested teams.

3. Second step to become a DESIS Lab.

After the International Coordination Committee full approval, you will be contacted by DESIS Coordinator regarding the submission of the last documents to be sent, in order to formalize the affiliation process.

Affiliation request form

1. Lab data

Country

Lab name
(must include the designation of DESIS Lab)

University

Lab coordinator

Lab coordinator email

Operations manager (if applicable)

Operations manager email

Lab address

Lab website

Lab e-mail

Telephone numbers (including international code)

Hosting Institution website

* if the existing design team already has a name and a brand and the request is to be recognized as "DESIS Lab", please indicate the existing organization name, aims and main characteristics.

Lab Profile and project presentation

a. DESIS Lab introduction

(please include background, motivation, and current activities)

b. Projects

Overview of one or more projects on design for social innovation that characterize the proposed DESIS Lab.

3. Recommendation Letter

[PLEASE USE THE OFFICIAL PAPER OF YOUR INSTITUTION]

[date]

To DESIS International Coordination Committee,

MEMBERSHIP OF _____ [name of the higher education institution] DESIS LAB IN DESIS NETWORK

I have the pleasure to strongly support the application of the _____ [name of the higher education institution] to join DESIS Network and become a DESIS Lab. I highly recommend its membership since _____ [name of the higher education institution], _____ [grounds, eg. the contacts between the recommending and the applicant institution].

Further possible description of the applicant and grounds for membership:

- what kind of facilities the applicant institution has;
- quality of teaching (content relevance, educational methodology, process);
- quality of teaching staff;
- contacts to industry.

I trust you will kindly take our request into consideration.

Yours faithfully,

[Signature]

[DESIS Lab Coordinator, Working title, Institution, Faculty/department]