

2009

Virtual Mobility Scenarios

TeaCam Project – VM Administration

This document describes two scenarios of virtual mobility, one for researches and other for teaching and learning in Europe as part of the TeaCamp project.

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16 de noviembre de 2009





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INTRODUCTION

It's impossible to describe an administration scenario without describing, at the same time, the context in which the scenario exists, so this scenario includes a description of the whole context in order to justify the administration infrastructure.

FIRST SCENARIO: RESEARCH VIRTUAL MOBILITY

This part is focused on the description of a scenario of Virtual Mobility on Research between Universities and Research Centres inside the EU. In order to do so, we have focused on a real case scenario.

SCENARIO DESCRIPTION

Context

Two (or more) research groups from different European Universities are willing to collaborate on some research objectives.

This collaboration should have clear and tangible outputs, published, at least, as an internal document or as a draft by one of the participating Universities.

Furthermore, this collaboration should be somehow recognized in researcher's CVs.

Actors involved

- Researchers from University of origin (RUO)
 - These are researchers (professors, research students, etc) with a direct link to the University of origin and that are willing to establish a collaboration relationship with another research Group from a different University in Europe.
 - Their activity in the target University will provide them with a recognition of the virtual mobility, as well as the results of the research themselves.
 - It could be a 100% virtual mobility programme or a blended system where we combine virtual and physical mobility.
- Researchers from the target University (RTU)
 - This Group of researchers will welcome colleagues from the University of origin with the purpose of cooperating on a certain research subject.
- Administrative Body
 - Responsible for Research Department at the University of origin
 - They will deal with all necessary permissions at the university of origin.
 - They will evaluate the research project's objectives
 - They will provide with all necessary support (permissions, technical support, economic support, equivalence of worked hours), if needed
 - Responsible for Research Department at the target University
 - They will accept the collaboration
 - They will evaluate the research project's objectives
 - They will provide with all necessary support (permissions, technical support, economic support, equivalence of worked hours), if needed



- Central Certifying Body (CCB)
 - Creation of a Central Unit in charge of managing all virtual mobility processes
 - This unit will be informed of every mobility process and will be responsible for some communication tools that will determine the level of collaboration
 - At the end of the mobility process they will produce a report on the level of mobility that has been reached by participants.
- Body in charge of Publishing the results of the research
 - It could be a University or an external Publisher
 - They will publish the results so that they can be evaluated by the offices for that purpose or by any member of the University Community (Draft, technical reports, etc)
 - Publications will be made in English and they could be translated to any EU official language.
- Local Evaluation Office (LEO)
 - Each country has its own quality evaluation and recognition mechanisms (in Spain is the ANECA)
 - This body will establish a minimum criteria for the recognition of the virtual mobility.
 - This body will evaluate the mobility according to this criteria, which will be agreed on and published in advance, and will be responsible for recognizing in researcher's CVs all virtual exchanges that has met the criteria.

Objectives

The aims of this virtual mobility model are:

- To improve researcher CVs allowing them to collaborate on research groups from other universities and getting the academic recognition for it.
- To obtain Publications at the International level through the collaboration of researcher from various universities.
- To allow this mobility and its recognition to people that for several reasons can't actually practice it physically.
- To enhance collaboration links among HE institutions from different countries through a cheaper way of developing mobility

Processes

A researcher or a research group would like to work on a research project with another researcher or research group from another University. They will get in contact with them and they will start the process of reception of researchers through a virtual mobility model.

The first one will be the University of origin and the second one will be the target university, using for this definition the same criteria as if the mobility was taking place physically.

Researchers from the target university will apply for the reception of researchers coming from another institution, and they will do this through the Research Department at their institution. They will then present the necessary documentation according to the rules established for a physical mobility (excluding those related to travelling, accommodation, subsistence...)

Once this process has been finished, the target university research department will send an invitation to the researcher from the university of origin in order to allow the application process to start.

The researcher from the University of origin will send an application and the target university research department will study the Project and will accept or deny the mobility.

Once the application has been accepted the research department at the target university will communicate the results to the research department at the university of origin and the Central Certifying Body (CCB), which will provide with the tools defined for the convalidation of the mobility process.

At this stage the collaborative research work start and researchers need to gather evidences of the process in order to present them at the end as results of the collaboration

The process could (and we think it should) be mixed with small physical mobility periods in order to reinforce the synergies in the research project.

All interim and final reports will be published by the Publishing body that has been determined by researchers.

At the end of the process, researchers from the university of origin and the target university will present a set of documents which will be composed at least by:

- Report from the researcher at the university of origin evaluating the collaboration
- Report from the researcher at the target university evaluating the collaboration
- Evidences that had not been controlled by the Central Certifying Body (videoconference hours, physical mobility in both senses, etc)
- Publications resulted from the collaboration (drafts, technical reports, academic articles, etc)
- Any other documentation that will allow the evaluation of the outputs of the collaboration.

All this documentation will be sent to the CCB that will evaluate the results and will produce a report establishing the level of mobility that has been reached within the collaboration process (0-100%). This index should be determined through objective criteria defined in "Evidence of Success" section of this scenario.

The final result will be sent to researchers at both universities and their research departments so that recognition is incorporated to their CVs.

The final recognition of the mobility will depend on the Local Evaluation Office (LEO), which will determine the final number of days of mobility in each Project according to physical mobility of the researcher and working days dedicated to the project.

Tools

In order for the CCB to have real evidence of the collaboration, we need tools to evaluate the level of contact between both research groups.

For this purpose researchers will have the following tools available:

- Video-conference Tools (like flashmeeting...etc)
- Communication tools for group members (chats, blogs, social networks...)
- Other possible tools

The use of these Tools can not be mandatory, as these teams can already be using other tools available at their institutions.

For these cases, it is necessary to have monitoring tools for the project, so that research groups can have a way of measuring their work.

Evidence of success

- Number of participants (groups, people, etc)
- Measurement of the mobility level reached
 - Official certificate of number of hours dedicated to physical mobility
 - Official certificate of number of hours dedicated to virtual mobility. This certification will be done on the basis of:
 1. Video-conferencing hours
 2. Instant messaging tools that have been used
 3. Number of real visits obtained (days)
 4. Etc...
 - 1) The main researcher from the target university should indicate the number of hours that the invited researcher has dedicated to the work virtually, which is equivalent to a physical mobility thanks to the tools used. In the same way an estimation needs to be made of the number of hours that the researcher has dedicated to get to that results. For example, if a virtual meeting takes place between researchers, we would have to take into account the number of hours of the meeting itself and also the preparation hours for it
 - 2) The institution that produces the certification approves the report produced by the researcher.
- Measurement of outputs according to the research objectives . Objectives reached within a collaboration between researchers will be measured in different ways:
 - Publications (magazines, congresses and book chapters)
 - PhD thesis
 - Research work pursuant of the Advanced Studies Diploma
 - Master thesis
 - Technical reports
 - Software and its user guides
 - Descriptive reports of the undertaken work

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SECOND SCENARIO: TEACHING AND LEARNING VIRTUAL MOBILITY

The second part describes a scenario for designing the administration for virtual mobility in the teaching and learning process.

SCENARIO DESCRIPTION

Context

- Courses offered by the university: for example subjects belonging to the 3rd year of Education Sciences
- The teaching-learning scenario will be the description of the realization of this course through virtual mobility .
- Rules and regulations:
 - Official regulation at University, local European and International level.
 - Bilateral agreements between universities or multilateral agreements.

Actors involved

- Subject professors: it could be one or more professors, at least one of them should be at the University offering the course.
- Students- there are two options in regard to the definition of virtual mobility:
 - To gather all students including those of the university of origin and those from other European universities. All of them would take the course through virtual mobility. Minimum number of students? From how many different universities?
 - To gather only students only from other universities. Minimum number of students? From how many different universities?
- Administration (administrative structure)
 - Administrative staff at every university in charge of the Management of the virtual mobility process.
 - Staff in charge of the enrolment process
 - Specific staff at every university in charge of other issues related to the virtual mobility process:
 - Reception of final results of students and incorporation of qualifications to the student academic certificate.
 - Academic staff at the university of origin that will manage the virtual mobility process related to the subject:
 - Incorporation of the student to the virtual learning space where the subject develops.
 - Evaluation of the virtual mobility of the professor
 - Certification of the professor virtual mobility
- Rules and regulations:
 - Bilateral or multilateral agreements among universities.
 - Elected bodies at participating universities



- In our case would be:
 - Vice-rectorate of Academic organisation
 - Vice-rectorate of Professors
 - Vice-rectorate of International relations

Purpose

- Teacher → regarding the professor
 - To get certification and recognition of the virtual mobility undertaken
 - To develop courses and/or subjects with other professors from other European universities..
 - Pedagogical innovation
 - To participate in inter-university projects
 - To collaborate with people from other linguistic and cultural spheres.
- Student → regarding the students:
 - Recognition of credits.
 - Capacity-building in terms of linguistic and cultural competences as well as technological without the need to travel.
 - To widen options in terms of subjects offered in other European universities without the need to travel.
 - To participate in courses offered by other universities, whose learning methodologies are different.
 - To collaborate with people from other linguistic and cultural backgrounds.
- Participating institutions → regarding institutions:
 - To participate in European projects
 - To participate in International Networks
 - To innovate in terms of teaching-learning scenarios
 - To increase the number of International students.
 - To motivate professors to collaborate with other academic staff from different universities and to participate in International projects.
 - To enhance capacity-building in terms of linguistic and cultural competences among the university community.

Processes / Activities

- **Process**
 - Teacher → the course is composed by students from different universities in Europe. It can be the case where the professor gives the course at university of origin or any other university, sharing the subject with other professors. It will be considered as virtual mobility as long as the total number of students from these European universities is X.
 - Student → two different possibilities depending on the definition of virtual mobility :
 - To gather students from the university of origin and also from the other European universities, as all of them will make the course through virtual mobility. Minimum number of students? From how many different universities?



- To gather only students from other universities. Minimum number of students?
From how many different universities?

- **Activities**

- Teacher → the professor has to establish an X number of activities involving student collaboration among themselves and with the professor (forums, chats, blogs, video-conferences, wikis, web 2.0), not only in small groups but also with the whole class. This common work would imply that students know each other regardless their different cultural and linguistic backgrounds.
- Student → the student should undertake these activities.

Tools

The teaching-learning process will take place within a Virtual Learning Space (VLS) provided by the university where the course is offered. Both professors and students will use this space to develop and participate in the course, although the use of other tools is also recommended, as long as it is recorded somehow for future evaluations.

The VLS should have different tools:

- Collaboration tools,
- Videoconferencing
- Social network group
- Shared document space
- Messaging tools for spontaneous collaboration

Language Course related to the subject

Tutorial about the University and its Studies

Tutorial for the administrative process for the teacher and students.

Evidence of success

The quality of the teaching-learning process will be evaluated in order for the ECTS credits to be recognised both for the student and the professor.

- Teacher → the work undertaken will be evaluated to be recognised as virtual mobility. This will be done with the following criteria:
 - The minimum number of foreign students enrolled in the subject in order to be considered as virtual mobility.
 - The professor should have developed collaboration activities with the students and among them in order for the virtual mobility to be recognised. Evidence of these activities should appear in the Virtual Learning Space.
 - The recognition of both criteria will end up with the certification of the virtual mobility process by the University that offered the course.
- Student → the aim is to measure performance in order to recognize the ECTS credits and incorporate this to the academic certificate of the student. If the evaluation is positive, the student will get the credits.
 - Marks will be given by the professor, who decides if the student has performed satisfactorily.
 - The professor should record this information within the subject file where this information is recorded.

- The professor should send this file to the administrative staff in the university in charge of the virtual mobility processes.
 - A positive mark will allow the incorporation of the ECTS credits in the student's academic certificate.
- Administrative staff dealing with these virtual subjects at every university:
 - Reception of the subject file with the students' marks given by professors.
 - Incorporation of these marks to the academic certificate of the students (in case they do not have permission to do this, they will send them to the responsible body in order to get it done)
- Academic staff dealing with the virtual subject at the university that offers it.:
 - Evaluation of the professor performance in order to certificate hours dedicated to virtual mobility following the criteria:
 - Number of enrolled students from other universities in order to be considered virtual mobility. .
 - Development of interactive and collaborative activities between students and with the professor that will be presented somehow within the virtual learning space.
 - To develop the certification and send it to the professor that has participated in the virtual mobility.