

## GUIDELINES - CGU VE-COIL

### *Collaborative Online International Learning*

#### 1. OBJECTIVES

In order to continue contributing to the internationalization of the students and lecturers from the universities that are part of this network, the Compostela Group of Universities promotes cooperation and international work through Virtual Exchange (VE) or Collaborative Online International Learning (COIL).

VE-COIL provides the opportunity to establish contact with colleagues from around the world, share knowledge and teaching techniques, meet other cultures, and practice other languages. This modality has the objective of developing intercultural awareness and its competences, through collaborative work between students and professors of different countries and cultures.

#### 2. PARTICIPANTS

The member universities of Compostela Group of Universities and their professors can participate and respond to this call.

Universities participating in the programme must be up to date with their payment obligations with respect to the membership fee of the Compostela Group of Universities.

##### 2.1 SELECTION OF CANDIDATES

This call is not limited to a specific number of candidates. The number of participants is determined by the number of resulting matches. Taking into consideration all the intended parties that have filled in the application form of the call, the final number of participants will depend on the matches that can be formed.

#### 3. APPLICATIONS

VE-COIL is a flexible modality and professors manage their own agreements depending on the circumstances of the collaboration project, such as start and ending dates of the semester, evaluation periods and schedules, among others. The call for VE-COIL opens twice a year, one

## GUIDELINES - CGU VE-COIL

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for collaborations during the spring semester, and another time for collaborations during the fall semester.

#### **Dates for submission of applications:**

To conduct COIL in the **January 2020** (January – May), deadline for application is 10<sup>th</sup> September, 2019.

To conduct COIL in the **August 2020** (August – December), deadline for application is 30<sup>th</sup> April, 2020.

#### **4. PROCEDURE**

The process has five stages:

- 4.1 Disseminate VE-COIL in your university.
- 4.2 Elaborate a list of the courses that might apply VE-COIL modality.
- 4.3 Fill up the online application form with all the specifications.
- 4.4 Accept the collaboration proposition.
- 4.5 Present the participants and begin the project.

##### **4.1 DISSEMINATE VE-COIL IN YOUR UNIVERSITY**

Conduct dissemination with the intention that all the areas of the university know about VE-COIL, what it is and the basic methodology. Some ways to disseminate this modality are information sessions, conferences, international fairs, e-cards, faculty meetings, presentations, notes or memos in the internal communication network of the university.

##### **4.2 ELABORATE A LIST OF THE COURSES**

Elaborate a list of the courses that might introduce VE-COIL modality. Include the name of the course, a brief description of it, name of the professor and the semester in which the class is offered.

## GUIDELINES - CGU VE-COIL

### *Collaborative Online International Learning*

#### 4.3 FILL UP THE ONLINE APPLICATION

The professors who are interested in the call should fill up the online application according to the dates specified in section 3. To start the process of finding a collaboration peer, the online form must be filled up completely without any omission and in English.

[Click here to fill in the form.](#)

#### 4.4 COLLABORATION PROPOSITION

The coordinators of the programme will share the collaboration proposition with all interested parties, including the course information and the information provided on the online form. If both parties accept the proposition of collaboration, then the next step will be taken.

In case that one of the two parties does not accept the collaboration proposition, the coordinators will keep looking for partners for both parties.

#### 4.5 PRESENTATION OF THE PARTICIPANTS AND BEGINNING OF PROJECT

The presentation of the partners that will collaborate and will work at a distance, creating multicultural groups, will take place during the last stage of the process. In the first videoconference session the partners are introduced, get to know each other, and exchange information.

From then on, the involved professors communicate directly without the coordinators and start to develop the course structure.

##### 4.5.1 Define course structure

- Define the number of activities.
- Define introductory session / ice-breaker.
- Define dates of activities / due dates.
- Define the modality: synchronous / asynchronous / both.
- Establish which platform will be the tool that facilitates the collaboration.

## GUIDELINES - CGU VE-COIL

### *Collaborative Online International Learning*

#### 4.5.2 Develop the activities

The professors must develop and define the activities that their students will complete during the weeks of the VE-COIL project. It is recommended that the activities have the same value in the assessment of both universities.

Once both professors come to an agreement, the VE-COIL project can be started.

## 5. PUBLICATION OF PROJECTS

The coordination of the program will publish an informative document that contains the description of the projects that have been worked and achieved, including the participating universities, topic of the course and number of students involved.

## 6. EVALUATION

When the VE-COIL project has been finalized, the participants should present a report that includes:

- Number of activities.
- Number of students that participated.
- Name of the universities and professors that were involved in the project.
- Learning objectives.
- Assessment of the students (results of the student survey, final outcomes, reflections).

## 7. SHARE YOUR EXPERIENCE

The Compostela Group of Universities invites participants to share their experience in the Programme for the Development of Virtual Exchange VE-COIL by sending photos, videos or quotes by email ([grupo.compostela@usc.es](mailto:grupo.compostela@usc.es)) to the CGU's Executive Secretary.