

Development of Graduate Activities at Venice International University

Premise:



- The mission of VIU is to foster cooperation among VIU member institutions while facilitating the exchange of knowledge and ideas.
- Several of VIU's member universities have expressed interest in developing joint activities on specific topics, outside of the existing Globalization Program, which hitherto has been the main joint activity of Venice International University.
- The development of the Summer Term since 2012 has been successful and has led to reflection on how to strengthen cooperation among the member universities.
- Two new members of the VIU consortium are graduate-only institutions: EUSP and INRS. CNR is a research institution.
- A successful series of graduate activities is expected to result in the building and strengthening of networks on areas of shared interest within the consortium. The medium-term goal is to consolidate VIU's reputation as an authority on such areas.

Summary of VIU Academic Programs:

1. Globalization Program

Each semester 140+ students from the member universities come to Venice to take part in VIU's Globalization Program. Students can attend one or two semesters as part of their (undergraduate or Master's level) degree program in the home university. They choose from a course offering of 20+ courses which are English-taught by visiting professors from the member universities and are recognized for credit.

2. VIU International PhD Academy

This is an intensive training program for PhD candidates from the member universities of VIU. The Academy is a 7-10 day event, which includes a scientific program and a parallel program of training and workshops that provides PhD candidates with training in a range of skills that will be useful in developing their research and academic careers.

3. VIU Graduate Seminars

These are thematic intensive seminars given in a concentrated period on subjects of universal interest, open to a broad spectrum of disciplines. They are suited to both Master's and PhD students and are open to candidates from all the VIU member institutions. Significant cooperation among departments in the member universities is expected.

4. VIU Summer/Winter Schools

Since 2012, VIU has supported the development of a series of VIU Summer Schools, which are intensive taught programs that are offered each year. They may be addressed to students of varying levels, depending on the program. The Schools are also open to applicants outside of the VIU membership.

5. Autonomous Activities of the Member Universities

The Member Universities may use the VIU facilities also for their own autonomous activities, including Academic and Scientific Conferences, Intensive seminars, Summer/Winter Schools, etc.

VIU can provide organizational and logistical support on site. The Member Universities using the VIU facilities for autonomous activities pay a fee, established by the Board of Directors.

Submitting proposals for graduate activities:



- The member universities are invited to submit proposals for VIU graduate activities.
- Any university member can propose graduate activities at VIU.
- Each member university may determine internal procedures for developing and selecting proposals to submit to VIU. The VIU Graduate Activities would benefit from local programs based on merit and established communication channels to reach students.
- The proposals will be evaluated and approved by the VIU Academic Council according to principles of quality, and according to the strategic priorities determined by the Board of Directors.
- The Academic Council would welcome in particular proposals that adopt interdisciplinary approaches, that include contributive and collaborative teaching and participation, and that have an international group of professors and students involved.
- All proposals should address the questions: Why now? Why at VIU? What is the added value for VIU and for the universities?
- All proposals should follow the guidelines in the annexed documents.

Approval of proposals:

1. Preliminary proposals must be submitted by **September 15** each year, for activities that will take place during the following academic year. For example, proposals submitted by September 15, 2016, will be for the 2017-2018 academic year. The proposals will be discussed and evaluated at the fall meeting (usually in October) of the Academic Council.
2. Based on the decisions of the Academic Council, successful preliminary proposals should be developed and the final program proposals submitted by **February 28**, for discussion and evaluation at the Spring meeting (usually later March or April). The final proposal must include a budget which must follow VIU guidelines.

Funding for VIU Graduate Activities:

Each year the Board of Directors will determine the amount of consortium funds assigned to support the organization of PhD Academies, Graduate Seminars and Summer/Winter Schools. The funds may be used for travel and subsistence costs of participants, including both students and professors; for accommodation for participants on campus, or in equivalent accommodations in the city of Venice; for catering.

Classroom and office facilities, staff support etc. will be provided by VIU.

**Annex 1:
VIU International PhD Academy
Guidelines for proposals**

The VIU PhD Academy is an intensive training program for PhD candidates from the member universities of VIU. The Academy is a 7-10 day event, which includes a scientific program and a parallel program of training and workshops that provide PhD candidates with training in a range of skills that will be useful in developing their research and academic careers.

The scientific program must be sufficiently transversal so as to engage the interest of a broad cohort of the VIU community and the majority of VIU members.



- Professors of at least three member universities should be involved in each edition.
- There should be one scientific coordinator for each edition.
- Expected number of participants 15 – 25
- The PhD Academy is for students who have already completed at least one year of their PhD.
- Participants do not pay fees

The coordinator of the scientific program will be expected to cooperate and liaise with VIU on designing the parallel training program, which will be tailored to the needs of the group.

The program of training and workshops will address universal themes in science, such as: Ethics in Science; Bibliometrics; Science and Money - Grant Funding and scholarships; Communicating your science; Peer-review process; Project management and financial management; The Value of Networking; Knowledge and Technology Transfer; Entrepreneurship, start-ups and spin-offs; Soft skills.

Proposals submitted to the VIU Academic Council should include the following:

1. Title of PhD Academy
2. Name, Department and University of Scientific Coordinator
3. Name, Department and University of other professors contributing to the program (if already known).
4. Suitable fields of study of participants
5. Duration (and preferred dates, if already known)
6. A description of approximately 500 words

Full proposals should also include:

7. Schedule of activities
8. Name, department affiliation and institution of all professors involved
9. Budget

Attachments:

Curriculum Vitae of Scientific Coordinator and other professors, in English. Max. 3 pages, with up to 4 pages of publications attached.

**Annex 2:
VIU Graduate Seminars
Guidelines for proposals**

These are thematic intensive seminars given in a concentrated period on subjects of universal interest, open to a broad spectrum of disciplines. They will be suited to both Master's and PhD students and will be open to candidates from all the VIU member institutions.

Graduate seminar proposals may arise from:



- a) An existing seminar activity in a member university where there is an interest in developing the seminar in an international context, by transferring it to VIU, and inviting other member universities to contribute and participate in the program.
- b) A completely new idea that would be developed with the full participation of at least three VIU members.

Criteria for graduate seminar proposals:

- At least three member universities must be involved in organizing and promoting the graduate seminar
- There should be one scientific coordinator
- Expected number of participants 15 – 25
- The seminar should be addressed to Master's students and/or PhD candidates.
- Participants do not pay fees

A graduate seminar may also be opened to candidates from non-member institutions, if invited by the scientific coordinator of the graduate seminar. Candidates from non-member universities will not however be eligible for VIU funding.

Preliminary proposals submitted to the VIU Academic Council should include the following:

1. Title of graduate seminar
2. Name, Department and University of Scientific Coordinator
3. Name, Department and University of other professors contributing to the program (if already known).
4. Level of students and suitable fields of study
5. Duration (and preferred dates, if already known)
6. A seminar description of approximately 500 words
7. Learning outcomes for participants
8. Bibliography

Full proposals should also include:

9. Schedule of activities
10. Name, department affiliation and institution of all professors involved
11. Number of credits in ECTS system, if applicable
12. Evaluation methods, if envisaged.
13. Budget

Attachments:

Curriculum Vitae of scientific coordinator and professors, in English. Max. 3 pages, with up to 4 pages of publications attached.

**Annex 3:
VIU Summer Schools
Guidelines for proposals**

Since 2012, VIU has supported the development of a series of VIU Summer Schools, which are intensive taught programs that are offered each year. They may be addressed to students of varying levels, depending on the program. The Schools are also open to applicants outside of the VIU membership



- Professors from at least two member universities should participate in the scientific coordination and promotion of the program, drawing up the program, inviting colleagues and suggesting funding opportunities etc.
- Applications are accepted from students from any institution, also outside the VIU membership.
- Participants pay fees

VIU consortium funds can be made available to support the launch of new summer schools for a maximum of three years, contributing to the running costs, travel and subsistence costs of participants and advertising. It is expected that after three years a summer school will become self-sufficient and capable of contributing an overhead to VIU.

Preliminary proposals submitted to the VIU Academic Council should include the following:

1. Title of summer/winter school
2. Name, Department and University of Scientific Coordinator(s)
3. Name, Department and University of other professors contributing to the program (if already known).
4. Level of students and suitable fields of study
5. Duration (preferred dates)
6. Number of students
7. A course description of approximately 500 words
8. Learning outcomes for participantsⁱ
9. Bibliography
10. Evaluation methods, if envisaged.

Full proposals should also include:

11. Schedule of activities
12. Name, department affiliation and institution of all professors involved
13. Number of credits in ECTS systemⁱⁱ, if applicable
14. Evaluation methods, if envisaged.
15. Budget

Attachments:

Curriculum Vitae of scientific coordinator(s) and professors, in English. Max. 3 pages, with up to 4 pages of publications attached.

Annex 4:
Autonomous Activities of the Member Universities
Guidelines for proposals

The Member Universities may use the VIU facilities also for their own autonomous activities, such as: Academic and Scientific Conferences, Intensive seminars, Summer/Winter Schools, etc.

VIU can provide organizational and logistical support on site, and the universities may avail of the already established cooperative relationships between VIU and other cultural organizations and institutions in Venice, benefiting from VIU's experience and established procedures with regards the organization of such activities.



Furthermore, the members are invited to contribute to building strong networks within the consortium by involving, wherever possible, colleagues from other member universities.

The Member Universities using the VIU facilities for autonomous activities pay a fee, established by the Board of Directors. In any case a detailed budget for each activity (conference, seminar, summer/winter school) must be drawn up and agreed by the proposing parties and VIU.

Proposals submitted to the VIU Academic Council should include the following:

1. Title of activity
2. Name, Department and University of Scientific Coordinator(s)
3. Level of students and suitable fields of study
4. Duration (preferred dates)
5. Number of students
6. A course description of approximately 500 words

Attachments:

Curriculum Vitae of scientific coordinator(s) and professors, in English. Max. 3 pages, with up to 4 pages of publications attached.

ⁱ “Learning outcomes” are part of the EU system of classification of education and training: *“Learning outcomes have been defined as a statement of what a learner is expected to know, understand, or be able to do at the end of a learning process”*

It is a way of expressing what knowledge, understanding or experience the student/participant will acquire through the program. The outcomes can range from the knowledge and understanding of the topic of the course (can be general and/or specific), to the exposure and experience with research methods, to other auxiliary skills, such as ability to discuss in interdisciplinary, international context, or give presentations etc. See example in separate attachment.



ⁱⁱ ECTS is the credit system for higher education used in the European Higher Education Area, involving is the Bologna Process. It is a learner-centred system for credit accumulation and transfer based on the transparency of learning outcomes and learning processes. ECTS credits are based on the workload of students in order to achieve expected learning outcomes. Workload indicates the time students typically need to complete all learning activities (such as lectures, seminars, projects, practical work, self-study and examinations) required to achieve the expected learning outcomes. One credit corresponds to 25 to 30 hours of work. All summer programs coordinators must estimate the total number of hours in which the students will be engaged in preparation (before and during the program), in class, on field trips. If a final assignment is part of the program, the amount of time expected to complete the assignment must be included.