

Annex 1: VIU PhD Academy Guidelines for proposals

The VIU PhD Academy is an intensive program on major societal challenges for advanced PhD students (at least one year completed), post-docs, and young researchers from the member institutions of VIU. The Academy is typically 5-7 days long, and includes a scientific program with a parallel program of training and workshops that provide the participants with training in a range of transversal 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 institutions.

- Professors of at least three member universities should be involved in each edition.
- There should be one scientific coordinator for each edition.
- The expected number of participants is 15 – 25.
- The PhD Academy is for students who have already completed at least one year of their PhD, post-docs, and young researchers.
- Participants from member institutions 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 Academic Council has determined that **at least 30%** of the program should be on Transversal Skills.

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

Preliminary 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
4. Suitable fields of study of participants
5. Duration (and preferred dates, if already known)
6. A description of approximately 500 words
7. An additional paragraph describing: Why now? Why at VIU? What is the added value for VIU and for the universities?
8. Learning outcomes for participants
9. Bibliography

Attachments:

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

The Final program should also include:

10. Schedule of activities.
11. Name, department affiliation and institution of all professors involved, CVs in English, Max. 3 pages, with up to 4 pages of publications attached.
12. Brochure, drafted in cooperation with VIU coordinator.
13. Budget, drawn up in cooperation with VIU coordinator, according to VIU guidelines.



**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 who are still defining their research proposal 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 institution where there is an interest in developing the seminar in an international context, by transferring it to VIU, and inviting other member institutions 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 institutions must be involved in organizing and promoting the graduate seminar.
- There should be one scientific coordinator.
- The expected number of participants is 15 – 25.
- The seminar is addressed to Master's students and/or PhD candidates.
- Participants from member institutions do not pay fees.

A graduate seminar may also accept applications from a limited number of candidates from non-member institutions, if invited by the scientific coordinator of the graduate seminar. Candidates from non-member institutions will not however be eligible for VIU funding.

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

1. Title of the graduate seminar
2. Name, Department and University of Scientific Coordinator
3. Name, Department and University of other professors contributing to the program
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. An additional paragraph describing: Why now? Why at VIU? What is the added value for VIU and for the universities?
8. Learning outcomes for participants
9. Bibliography
10. Attachments: Curriculum Vitae of scientific coordinator and professors, in English. Max. 3 pages, with up to 4 pages of publications attached. CVs should be dated and signed.

The final program should also include:

11. Schedule of activities
12. Name, department affiliation and institution of all professors involved, CVs in English, Max. 3 pages, with up to 4 pages of publications attached
13. Number of credits in ECTS¹ system, if applicable
14. Evaluation methods, if envisaged
15. Brochure, drafted in cooperation with VIU coordinator
16. Budget, drawn up in cooperation with VIU coordinator, according to VIU guidelines



¹ ECTS is the credit system for higher education used in the European Higher Education Area, involving is the Bologna Process. It is a learner-centered 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.

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

VIU Summer Schools (or Winter/Autumn Schools) are intensive taught programs that are offered each year. They may be addressed to students of varying levels as well as to professionals, depending on the program. The Schools are also open to applicants outside of the VIU membership.



- Professors from at least three 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 may 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 should 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. An additional paragraph describing: Why now? Why at VIU? What is the added value for VIU and for the universities?
9. Learning outcomes for participants
10. Bibliography
11. Evaluation methods, if envisaged.

Attachments:

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

The final program should also include:

12. Schedule of activities
13. Name, department affiliation and institution of all professors involved, CVs in English, Max. 3 pages, with up to 4 pages of publications attached
14. Number of credits in ECTS system², if applicable
15. Evaluation methods, if envisaged
16. Brochure, drafted in cooperation with VIU coordinator
17. Budget, drawn up in cooperation with VIU coordinator, according to VIU guidelines



² ECTS is the credit system for higher education used in the European Higher Education Area, involving is the Bologna Process. It is a learner-centered 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.

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

The Member Institutions 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.

The Member Institutions using the VIU facilities for autonomous activities pay a fee, established by the Board of Directors. 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. CVs should be dated and signed.

*Organizational support for Autonomous Activities is provided by VIU's Conference Office

**Annex 5:
Erasmus+
Blended intensive programmes**

The Erasmus+ Blended Intensive Programmes are an opportunity for co-financing of the VIU Intensive Graduate Activities. The organizational support awarded by the Erasmus+ agency for Erasmus+ Blended Intensive Programmes ranges from €6,000 to €8,000.



Any proposal for VIU Intensive Graduate Activities that is approved by the Academic Council, and that also meets the following criteria will be considered for an Erasmus+ application for funding.

Extract from the Erasmus+ 2022 Programme Guide³:

These are short, intensive programmes that use innovative ways of learning and teaching, including the use of online cooperation. The programmes may include challenge based learning where transnational and transdisciplinary teams work together to tackle challenges for example those linked to the United Nations' sustainable development goals or other societal challenges identified by regions, cities or companies. The intensive programme should have added value compared to existing courses or trainings offered by the participating higher education institutions and can be multiannual. By enabling new and more flexible mobility formats that combine physical mobility with a virtual part, blended intensive programmes aim at reaching all types of students from all backgrounds, study fields and cycles.

Groups of higher education institutions will have the opportunity to organise short blended intensive programmes of learning, teaching and training for students and staff. During these blended intensive programmes, groups of students or staff as learners will undertake a short-term physical mobility abroad combined with a compulsory virtual component facilitating collaborative online learning exchange and teamwork. The virtual component must bring the learners together online to work collectively and simultaneously on specific assignments that are integrated in the blended intensive programme and count towards the overall learning outcomes.

In addition, blended intensive programmes can be open to student and staff from higher education institutions outside the partnership. Blended intensive programmes build capacity for developing and implementing innovative teaching and learning practices in the participating HEIs.

SPECIFIC ELIGIBILITY CRITERIA FOR BLENDED INTENSIVE PROGRAMMES

Eligible participating organisations

A blended intensive programme has to be developed and implemented by at least 3 higher education institutions (HEIs) coming from at least 3 EU Member States and third countries associated to the Programme.

In addition, any other HEI or organisation located in an EU Member State or third country associated to the Programme may participate in order to send participants.

³ <https://erasmus-plus.ec.europa.eu/document/erasmus-programme-guide-2022>

The HEIs sending students and staff to participate as learners in blended intensive programmes must be a HEI from an EU Member State or third country associated to the Programme awarded with an ECHE or a HEI from a third country not associated to the Programme recognised by competent authorities that has signed inter-institutional agreements with their partners from an EU Member State or third country associated to the Programme, before the mobility takes place.



For teaching and training staff involved in the delivery of the programme, it can be any organisation from an EU Member State or third country associated to the Programme or from a third country not associated to the Programme (see eligible participants).

Participants can be sent with Erasmus+ funding or take part at their own costs. HEIs from third countries not associated to the Programme may send participants with Erasmus+, if the receiving institution has, in parallel, a mobility project funded with external policy funds funding incoming students and staff from these countries. These participants from third countries not associated to the Programme do not count towards the minimum requirements.

The receiving HEI must be awarded with the ECHE. The receiving HEI can be the same as or different from the coordinating HEI. Other organisations may also co-host participants in the receiving country during part of the physical activity.

The coordinating HEI must also be awarded with an ECHE. The coordinating/receiving HEI is either the applicant HEI or a HEI member of the applicant mobility consortium for a mobility project funded with internal policy funds.

Duration of the activity

Physical mobility from 5 days to 30 days of programme duration. No eligibility criteria is set for the duration of the virtual component but the combined virtual and physical mobility must award a minimum of 3 ECTS credits for students.

Venue(s) of the activity

The physical activity can take place at the receiving HEI or at any other venue in the country of the receiving HEI.