

Annex 1: VIU PhD Academy Guidelines for proposals



These interdisciplinary, intensive programs address major societal challenges while incorporating a parallel training component on transversal skills. They are designed to prepare advanced PhD candidates and junior researchers from VIU member institutions for careers in research, both within and beyond academia. Typically lasting 5 days, these programs are tailored for students in the advanced stages of their doctorate, postdoctoral fellows, and early-career researchers.

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/Senior Researchers from at least **three member institutions** must be involved in organizing and promoting the graduate seminar.
- There should be one scientific coordinator from a VIU member institution for each PhD Academy.
- The expected number of participants is 15 – 25, including a minimum of 3 from each of the proposing universities.
- The recommended number of professors/speakers in an Academy is 5-7 (and should not exceed 12), all of whom should be affiliated with VIU member institutions. A limited number of external contributors can be exceptionally considered if they bring outstanding value.
- The PhD Academy is for PhD students who have already completed at least one year of their doctoral degree, post-docs, and junior researchers of VIU member institutions. A limited number of external applications may be considered if there are places available.
- 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 transversal skills 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 topics that are relevant to careers in research, 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 member institutions?
8. Learning outcomes for participants
9. Bibliography
10. Indicate if your proposal should be considered for the “Global Challenges Initiatives” (refer to P2. of Call)
11. 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.

Selection results and next steps:

The candidates will be notified of the result of the selection procedure following the Academic Council. The coordinator will receive further information, guidelines and a timeline for developing a successful graduate activity. The Final program of the activity must be presented to the Academic Council subsequently, also including:

- Schedule of activities.
- Name, department affiliation and institution of all professors involved, CVs in English, Max. 3 pages, with up to 4 pages of publications attached.
- Brochure, drafted in cooperation with VIU Staff.
- Budget, drawn up in cooperation with VIU Staff, in compliance with VIU guidelines.

Annex 2:
VIU Graduate Seminars
Guidelines for proposals



The Graduate Seminars are thematic, intensive seminars focus on a specific topic explored through an interdisciplinary or multidisciplinary lens. Their purpose is to support PhD students and junior researchers from VIU member institutions as they embark on their research, and to foster interdepartmental collaboration. Typically lasting 5 days, these seminars are designed for PhD students, junior researchers and may admit Master's students who intend pursuing doctoral studies.

Criteria for graduate seminar proposals:

- Professors/Senior Researchers from at least three member institutions must be involved in organizing and promoting the graduate seminar.
- There should be one scientific coordinator from a VIU member institution.
- The expected number of participants is 15 – 25, including a minimum of 3 from each of the proposing universities.
- The recommended number of professors/speakers in a Graduate Seminar is 5-7 (and should not exceed 12), all of whom should be affiliated with VIU member institutions. A limited number of external contributors can be exceptionally considered if they bring outstanding value.
- The seminar is addressed to PhD students and junior researchers in VIU member institutions and may admit Master's students who intend pursuing doctoral studies.
- Participants from member institutions do not pay fees.

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 member institutions?
8. Learning outcomes for participants
9. Bibliography
10. Indicate if your proposal should be considered for the "Global Challenges Initiatives" (refer to P2. of Call).
11. 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.

Selection results and next steps:



The candidates will be notified of the result of the selection procedure following the Academic Council. The coordinator will receive further information, guidelines and a timeline for developing a successful graduate activity. The Final program of the activity must be presented to the Academic Council subsequently, also including:

- Schedule of activities
- Name, department affiliation and institution of all professors involved, CVs in English, Max. 3 pages, with up to 4 pages of publications attached
- Number of credits in ECTS¹ system, if applicable
- Evaluation methods, if envisaged
- Brochure, drafted in cooperation with VIU Staff
- Budget, drawn up in cooperation with VIU Staff, in compliance with 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, or Spring Schools) are intensive taught programs that, when successful, are offered annually. Depending on the program's focus, they may be addressed to students at various levels, as well as professionals. The Schools are also open to applicants outside of the VIU membership.



- Professors/Senior Researchers from at least **three member institutions** 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.
- The recommended number of professors/speakers in a Summer School is 5-7 (and should not exceed 12).
- Participants pay fees, discounted for participants from VIU member institutions.

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 member institutions?
9. Learning outcomes for participants
10. Bibliography
11. Evaluation methods, if envisaged
12. Indicate if your proposal should be considered for the "Global Challenges Initiatives" (refer to P2. of Call)
13. 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.

Selection results and next steps:

The candidates will be notified of the result of the selection procedure following the Academic Council. The coordinator will receive further information, guidelines and a timeline for developing a successful graduate activity. The Final program of the activity must be presented to the Academic Council subsequently, also including:



- Schedule of activities
- Name, department affiliation and institution of all professors involved, CVs in English, Max. 3 pages, with up to 4 pages of publications attached
- Number of credits in ECTS system², if applicable
- Evaluation methods, if envisaged
- Brochure, drafted in cooperation with VIU Staff
- Budget, drawn up in cooperation with VIU Staff, in compliance with 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 Institutions
Guidelines for proposals

The Member Institutions may use the VIU facilities also for their own autonomous activities, such as: Academic and Scientific Conferences, Research Workshops, Intensive Seminars, Summer or Winter Schools, Blended Intensive Programmes, etc.



VIU can provide organizational and logistical support on site 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 event must be drawn up and agreed by the proposing parties together with VIU.

Organizational support for Autonomous Activities is provided by VIU's Conference Office (conferences@univiu.org)

Requests can be submitted to the Conference Office (conferences@univiu.org) at any time of the year, and 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 or research
4. Duration (including preferred dates)
5. Number of participants
6. A program description of approximately 500 words
7. 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.

Annex 5:

Introducing a Virtual Component in the Intensive Graduate Activities

Although it was the circumstances of the COVID-19 pandemic that forced a rethink and redesign of many of our joint academic activities, VIU has since converted the use of virtual tools of communication and interaction as an added value in the Intensive Graduate Activities.



Consult the following guidelines on how to incorporate a virtual component in the programs in order to facilitate interactions among the group before and after the program, and to strengthen the network among the participants.

In PhD Academies and Graduate Seminars:

Among the ambitions of the Intensive Graduate Activities at VIU is the aim of building and strengthening networks on areas of shared interest within the consortium. An introductory phase can be conducive to creating a “community” and building engagement among the participants, with a view to matching their interests; especially in the PhD Academy they could start collaborating in working groups, particularly on Interdisciplinarity.

Please consider implementing the following:

A VIU elearning platform on moodle can be available in advance in order to:

- Share **resources** and **readings**
- Assign **tasks** to the participants (including group work)
- Launch a **forum** which will be moderated, during and after the intensive week.

A series of 2-3 introductory webinars in the 1-2 months before the program:

- General introduction of the program and its participants
- Preparatory webinars on the scientific content of the Academy

Virtual Exchange in Interdisciplinarity in the PhD Academy

- Webinar on the topic of **Interdisciplinary** approaches and contexts in research.
- Two online peer-to-peer discussions moderated by a VIU facilitator

Follow up | 6-12 months after the program

- Webinars to share progress in research

In Summer Schools:

A VIU elearning platform on moodle can be available in advance in order to:

- Share **resources** and **readings**
- Assign **tasks** to the participants
- Launch a **discussion forum** for the participants

An introductory webinar 1 month in advance

General introduction of the program and its participants

Annex 6

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. The HEIs sending students and staff to participate as learners in blended intensive

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

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.