

Professional Development with UNICollaboration



 unicollaboration.org





Introduction

UNICollaboration is a cross-disciplinary not-for-profit professional organisation for the promotion of Virtual Exchange (VE) / COIL. The organisation has two main objectives:

- 1 - to promote the **development and integration of research and practice in VE / COIL** across all disciplines and subject areas in higher education and beyond in all educational sectors;
- 2 - to actively engage in **awareness raising** of VE / COIL at institutional and policy-making levels.



The organisation works to achieve these objectives by engaging in the following activities:

- participating in **grant-funded projects** and **service contracts**;
- participating in the **Steering Committee of the International Virtual Exchange Conference (IVEC)** which brings together practitioners and researchers engaged or interested in VE / COIL;
- hosting the **UNICollaboration Research Conference** every two years to bring together practitioners and researchers engaged or interested in research into VE / COIL;
- hosting the **Journal of Virtual Exchange** to provide a place where members of the VE community can share not only research, but also practice reports on VE / COIL in different contexts;
- offering **customised professional development courses** to institutions interested in implementing and institutionalising VE / COIL;
- **collaborating with other (academic) organisations** related to mobility and internationalisation at home;
- **coordinating with different VE networks** across the globe on common policies and approaches to developing VE / COIL.



Professional Development



UNICollaboration offers multiple formats of professional development programmes for educators, administrators, technicians and managers across all educational sectors. These programmes provide staff with the knowledge, skills and tools to design, implement and support VE / COIL projects in their institutions. Such programmes also enhance their ability to facilitate meaningful and effective intercultural interactions, thereby improving their capabilities in a globally connected educational environment.

The UNICollaboration Professional Development offer is flexible and includes a variety of formats that can be adapted to the specific needs and requirements of different educational institutions (see pages below for further details):

- ✔ **Introductory Webinar** - 1.5 hours (with Q&A) for all staff introducing the concept of VE / COIL
- ✔ **Introductory Workshop** - 3/3.5 hours interactive session for smaller groups on VE / COIL
- ✔ **Masterclasses** - 2.5 hours intensive interactive sessions on specific topics
- ✔ **Modules** - 4 hours interactive sessions further developing specific topics
- ✔ **Full professional development courses** - Introduction to VE / COIL (16 hours); Collaborative Project Design (20 hours) programmes; Developing an Internationalisation at Home Strategy through VE / COIL at university level (16 hours); Online facilitation skills (16 hours)
- ✔ **Mentoring and / or Consultancy** on specific topics



RECOMMENDATIONS AND ADVICE

for taking part in professional development

UNICollaboration highly recommends that all the staff (educators, administrators, technicians and managers) who will be involved in the setup and implementation of VE / COIL projects attend a professional development programme, choosing the most relevant topics from the Professional Development catalogue described below.

For institutions interested in comprehensive professional development, UNICollaboration suggests the following path:

For all staff

Step 1: Interactive Webinar: What is Virtual Exchange?

Step 2: Online Professional Development course: Introduction to Virtual Exchange

For educators

Step 3: Online Professional Development course: Collaborative Project Design

For senior managers, administrators and technicians (at university level):

Step 3: Online Professional Development course: Developing an Internationalisation at Home Strategy through VE / COIL at university level.



Upon request, we can adapt the content of each course unit to the specific institutional requirements. The cost for these tailor-made units will vary depending on content and duration.

After completing the Professional Development path, we offer, upon request, consultancy and mentoring on specific topics to individual institutions addressed to all staff to help them set up and implement VE / COIL strategies.

Trainers:

All of our trainers have extensive experience in implementing various models of VE / COIL, carrying out workshops and professional development courses, and researching and publishing on different aspects of VE. The full list of trainers with their bios is available on our website [here](#).



Introductory Webinar:

What is Virtual Exchange?

Description

How does online teaching in general differ from VE / COIL and what added value can VE / COIL provide your learners and educators? This webinar provides participants with answers to these questions by providing:

- A definition of VE / COIL
- Overview of types and models of VE / COIL
- Examples and testimonials of VE / COIL



Duration:

1.5 hours



Structure:

- Up to 20 participants: 20–30 minute presentation followed by discussion between participants and webinar presenters in live video conferencing.
- 20+ participants: 30 minute presentation followed by Q&A with participants.



Target Audience:

Anyone interested in exploring the opportunities VE / COIL can offer: educators, administrators, technicians, managers and learners



Cost:

- 540 Euros – if it takes place as an introduction to the full professional development course.
- 790 Euros – if offered as a stand-alone webinar.





Workshop:

Internationalisation at home through Virtual Exchange



Description:

Internationalisation at home (IaH) and internationalisation of the curriculum have become strategic priorities in most HEIs. There are many different ways to develop such strategies and VE / COIL is one of these. It allows students and staff in geographically distant institutions to collaborate, interact with one another and learn together.

**Duration:**

3.5-4 hours

**Structure:**

This workshop begins with a brief presentation of VE / COIL, followed by practical examples of how different models of VE have been successfully integrated into internationalisation at home strategies. The second half of the workshop engages participants in small-group activities to discuss possible approaches to integrating VE in their own institutions.

**Target Audience:**

Anyone interested in exploring the opportunities VE can offer educators, administrators, technicians, managers and learners

**Recognition:**

An open badge

**Cost:**

- 790 Euros – if it takes place as an introduction to the full professional development course.
- 1090 Euros – if offered as a stand-alone workshop.



Masterclasses

on various VE / COIL topics

Description:

The UNICollaboration masterclasses on various topics related to VE / COIL are advanced, intensive professional development units designed to equip educators, administrators, technicians and institutional leaders with the knowledge, skills, and strategies necessary to effectively implement and sustain VE / COIL programmes in a range of contexts. These masterclasses offer insights and practical tools for integrating VE / COIL into an institution's educational framework.

Masterclasses are offered on the following topics:

1. Assessment in VE / COIL
2. Planning VE in Blended Intensive Programmes (BIPs)
3. Research in VE
4. VE in healthcare / business / arts / STEM / foreign languages / pre-service teacher education (choice of one area)
5. VE / COIL for Technical Institutions and Universities of Applied Sciences
6. VE / COIL for Language Centres
7. Artificial Intelligence in VE / COIL
8. Digitalising joint and double degrees through VE / COIL
9. VE / COIL for European University Alliances
10. Intercultural Communication in VE / COIL
11. Critical VE (VE through the social justice and inclusion lens)
12. Ethics in VE / COIL
13. Controversiality and Conflict Resolution in VE / COIL
14. Challenge-based VE / COIL
15. Dialogue-based VE / COIL
16. Microcredentials and Open Badges in VE / COIL
17. Technology in VE / COIL
18. Developing Employability Skills through VE / COIL





Masterclasses

on various VE / COIL topics

Masterclasses can be combined as building blocks, following different pathways and possible alignments.

Participants will meet online on Zoom and the masterclass materials will be made available to participants on Moodle for one year. UNICollaboration Open Badges will be issued to successful participants.

Descriptions of each masterclass are available and can be sent upon request. Please contact us to discuss possible alignments of masterclasses, as well as pathways to build up wider professional development courses.

**Duration:**

2.5 hours

**Structure:**

Presentations followed by small group and plenary discussions.

**Target Audience:**

Masterclasses are designed for educators, administrators, technicians and managers, depending on the specific topics dealt with.

**Cost:**

- 1,200 Euro per Masterclass
- 600 Euro discount for a package of 4 Masterclasses (4200 Euro instead of 4800)



Modules

on various VE / COIL topics

Description:

The UNICollaboration modules on various topics related to VE / COIL are a further development of the respective Masterclasses, designed to provide educators, administrators, technicians and institutional leaders with in-depth understanding of the topics, and a hands-on opportunity to work with peers on concrete projects.

The topics are those of the Masterclasses listed in the previous table:

1. Assessment in VE / COIL
2. Planning VE in Blended Intensive Programmes (BIPs)
3. Research in VE
4. VE in healthcare / business / arts / STEM / foreign languages / pre-service teacher education (choice of one area)
5. VE / COIL for Technical Institutions and Universities of Applied Sciences
6. VE / COIL for Language Centres
7. Artificial Intelligence in VE / COIL
8. Digitalising joint and double degrees through VE / COIL
9. VE / COIL for European University Alliances
10. Intercultural Communication in VE / COIL
11. Critical VE (VE through the social justice and inclusion lens)
12. Ethics in VE / COIL
13. Controversiality and Conflict Resolution in VE / COIL
14. Challenge-based VE / COIL
15. Dialogue-based VE / COIL
16. Microcredentials and Open Badges in VE / COIL
17. Technology in VE / COIL
18. Developing Employability Skills through VE / COIL
19. Online facilitation skills in COIL/VE



Modules

on various VE / COIL topics

Modules can be combined as building blocks to form a full professional development course.

Participants will meet online on Zoom and the resources will be made available to the participants on Moodle for one year. UNICollaboration Open Badges will be issued to successful participants.

Descriptions of each module are available and can be sent upon request. Please contact us to discuss possible alignments of modules, as well as pathways to build up wider professional development courses.

**Duration:**

4 hours

**Structure:**

Presentations followed by small group and plenary discussions.

**Target Audience:**

Modules are designed for educators, administrators, technicians and managers, depending on the specific topics dealt with.

**Cost:**

- 1,600 Euro per Module
- 800 Euro discount for a package of 4 Modules (5,600 Euro instead of 6,400)





Online Professional Development:

Introduction to VE / COIL

Description:

This course covers all the topics and aspects required to set up and implement a class-to-class VE / COIL, while also looking at other ready-made options of VE. The aim is to introduce university educators and administrators to VE / COIL through experiential learning. Participants will understand the requirements to successfully integrate VE / COIL into existing courses and curricula, and will gain experience in online collaboration, communication, teaching and learning. No previous experience with VE required.



Duration:

16 hours online synchronous video communication, which can be divided into different time slots depending on your organisation's needs (e.g., 4 half-day slots, 2 full-day slots, 8 two-hour slots, etc.)



Structure:

4 units, each including both synchronous and asynchronous activities.

1 - Introduction to VE / COIL

2* - Setting up a class-to-class VE project

3* - Basics of VE / COIL design

4 - Challenges and solutions

**Units 2 and 3 can be organised into simultaneous separate tracks, one for administrative staff and one for teaching staff.*

Upon request, we can adapt the content of each unit to specific requirements. The cost for these tailor-made units will vary depending on content and duration.



Target Audience:

Educators, administrators and technicians who may be involved in VE / COIL. Representatives from all these staff categories should attend the course, as the setting up of a VE / COIL model implies synergy among various offices and units, resulting in greater coordination and better implementation.



Recognition:

Open badges and certificates of participation will be issued by UNICollaboration to all participants who have successfully completed the Professional Development course.



Cost:

- 300 Euro per participant up to 15 participants (min. required 15 participants)
 - 120 Euro per each additional participant from 16 up to 30
- Should participants be more than 30, the cost will be adjusted accordingly.*





Online Professional Development:

Collaborative Project Design

Description:

The aim is to offer educators interested in developing their own VE / COIL project an experiential learning experience taking them through the steps required to design and implement a successful class-to-class VE. The programme starts with an explanation about the logistics, moving on to the learning objectives and the tasks and tools needed to accomplish such objectives.



Duration:

20 hours online synchronous video communication which can be divided into different time slots depending on the institutions' needs, e.g. 5 half-day slots, 2 full-day slots and half a day, 10 two-hour slots, etc. An ideal solution is 5 half-day slots where synchronous activities will take place from 9.00 to 10.30 and from 11.30 to 13.00 per each module. Asynchronous tasks will be assigned between the two synchronous activities.



Structure:

5 units, each including both synchronous and asynchronous activities

1 - The role of intercultural learning and collaboration in VE / COIL

2 - Establishing learning goals

3 - Tasks and task sequences

4 - Tools and technology

5 - Reflection, recognition and assessment

Each of the units above can be fine tuned to host other topics such as the modules detailed in the other Professional Development courses



Target Audience:

Educators who are already familiar with the principles of VE / COIL and want to develop their specific project under the guidance of experts. Ideally educators who already have a partner(s) should do the course with their partner. Those who do not yet have a partner will have the opportunity to collaboratively design a VE with another participant in the course.



Recognition:

Open badges and certificates of participation will be issued by UNICollaboration to all participants who have successfully completed the Professional Development course.



Cost:

- 400 Euro per participant up to 12 participants, preferably 6 partners working together on a VE project, (min. required 12 participants)
 - 120 Euro per each additional participant from 13 up to 20
- Should participants be more than 20, the cost will be adjusted accordingly.



Online Professional Development course:

Developing an Internationalisation at Home Strategy through VE at university level



Description:

This course aims to help teams of university staff (e.g. international relations officers, deans and heads of departments, technicians, educators, etc.) better understand how VE / COIL can best be implemented in their institution to help promote internationalisation at home strategies.



Duration:

16 hours online synchronous video communication which can be divided into different time slots depending on the institutions' needs, e.g. 4 half-day slots, 2 full-day slots, 8 two-hour slots, etc. An ideal solution is 4 half-day slots where synchronous activities will take place from 9.00 to 10.30 and from 11.30 to 13.00 per each module. Asynchronous tasks will be assigned between the two synchronous activities.



Structure:

4 units, each including both synchronous and asynchronous activities.

1 - How to institutionalise VE/ COIL in higher education contexts

2 - Evaluating your institution's capacity to implement and sustain VE / COIL

3 - Strategies for providing effective professional development

4 - Formulating a plan for initiating and supporting a VE / COIL strategy at your institution

Each of the modules above can be fine tuned to host other topics such as the modules detailed in the other Professional Development courses



Target Audience:

Preferably teams that may include a Senior International Officer or International Education leader, a high-level academic leader, online learning professionals, instructional designers, teaching and learning centre professionals, and/or educators.



Recognition:

Open badges and certificates of participation will be issued by UNICollaboration to all participants who have successfully completed the Professional Development course.



Cost:

- 450 Euro per participant up to 15 participants (min. required 10 participants)
 - 150 Euro per each additional participant from 16 up to 20
- Should participants be more than 20, the cost will be adjusted accordingly.





Mentoring and consultancy options and fees:

UNICollaboration offers mentoring or consultancy to individual institutions to help them set up and implement VE/COIL projects, VE internationalisation at home strategies, etc. Fees available upon request, as they are subject to change depending on the specific mentoring/consultancy topic and format.



Contact us:



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