

VIRTUAL MOBILITY SPACE IN HIGHER EDUCATION (eMOVIES)

MEMBERSHIP AND PARTICIPATION PROTOCOL

As contexts evolve along with the integration of digital technologies in our daily lives, the boundaries between face-to-face and online fade away, allowing us to discover the relevance of virtual academic mobility as a tool and as an alternative to the traditional processes of internationalization in higher education. This new paradigm represents a challenge to traditional mobility and offers the opportunity to thousands of students to study academic credits in other Higher Education Institutions (HEIs), supported by the use of Information and Communication Technologies (ICT).

Aware of the great opportunity that this represents in the field of higher education internationalization, the Inter-American Organization for Higher Education (IOHE) offers its members the Virtual Mobility Space in Higher Education (eMOVIES), a virtual academic exchange program in higher education that offers students and the academic community of IOHE member HEIs the opportunity to take courses and study subjects at other member institutions, for which they can receive academic credits, representing a valuable option for institutional internationalisation and mobility processes and for the strengthening of academic exchange between the member institutions of the Organisation.

The HEIs wishing to participate in the eMOVIES Program acknowledge, accept and adhere to the following conditions and commitments:

CONDITIONS AND COMMITMENTS FOR PARTICIPATION IN eMOVIES

1. Joining eMOVIES

- 1.1. eMOVIES consists of a consortium of IOHE HEI members, in which each member offers the consortium a voluntary number of places in online courses, subjects or other training activities that have been originally designed with consideration given to the fundamentals and methodologies of online education and that are delivered in a virtual modality.
- 1.2. Mobility between consortium members is governed by a principle of collaboration and reciprocity and should therefore not involve any added cost to the student or sending institution.
- 1.3. eMOVIES is an open program in which all HEIs affiliated to the IOHE that are up to date with their membership obligations and that seek to integrate alternative modalities for internationalisation and academic mobility processes can participate.

- 1.4. Registration in the programme can take place at any time. To formalise an eMOVIES membership application, the applicant HEI must complete the electronic application form and attach a letter of institutional commitment duly signed by the Rector, President or legal representative of the institution, and provide the information required.
- 1.5. Once the application has been accepted, the institution will obtain a space on the platform and will receive instructions on how to access it.
- 1.6. Each institution is responsible for uploading to the eMOVIES platform the information of its academic offer and for keeping this information up to date.
- 1.7. The eMOVIES Coordination will periodically invite consortium members, usually at the beginning of each semester, to upload their academic offer information onto the platform.
- 1.8. Each participating institution will promote among its students and academic community the academic offer available in eMOVIES in order to establish its own mobility plan for the corresponding academic period.

2. ACADEMIC OFFER

- 2.1. The academic offer of eMOVIES can be made up of online courses, subjects or any virtual educational and didactic activity that involves learning and training and specifies a credit load that allows the mobile student to obtain the corresponding academic credits.
- 2.2. The academic offer that HEIs make available to the consortium must be educational activities originally designed with the fundamentals and methodologies of online education and must be taught exclusively in virtual mode (asynchronous and/or synchronous). The educational activity must have been previously offered at least once before becoming part of the academic offer of eMOVIES.
- 2.3. It is the responsibility of the HEI participating in the programme to verify and guarantee that its academic offer does not include any face-to-face activity, as this contravenes the purpose of eMOVIES to generate a virtual mobility space. In the event that the modality of the educational activity is modified and is no longer exclusively virtual, the HEI must remove it from its offer on the platform.
- 2.4. Each HEI must specify the number of places available in its offer for a given period and complete all the information required on the platform in order to properly identify the academic offer it will make available to the consortium. These requirements are published in the description sheet on the platform.
- 2.5. The HEIs participating in eMOVIES commit to uploading onto the platform the information of each activity in their academic offer and to updating their academic offer

according to the deadlines established by the eMOVIES coordination.

- 2.6. Student mobility may take place between any of the participating HEIs. The catalogue of the academic offer will be available to all institutions on the eMOVIES platform.
- 2.7. The academic offer can cover various levels of higher education (technical, technological, undergraduate, postgraduate, master's, doctorate, etc.)
- 2.8. If a HEI cannot or does not wish to upload its academic offer in a given period, it must notify the eMOVIES coordination. In such cases, the institution retains the right to send mobility students according to the offer available in the consortium for the specific period.
- 2.9. All courses, subjects or training activities are taught from the Virtual Learning Environment (VLE) of the institution that offers them, according to its educational and technological model.
- 2.10. The host institution must inform the student of any conditions related to the course or activity in which he/she is enrolled, such as: the academic calendar, evaluation dates, timetable of synchronous and asynchronous meetings, etc.
- 2.11. The host institution must provide each participating student with an induction on the particularities and functioning of the virtual platform on which the activity will be taught, as well as on the resources available by the institution for technical and learning support.

3. MOBILITY MANAGEMENT

- 3.1. The IOHE provides the consortium with a platform to support the management of virtual mobility (eMOVIES Platform). This management will be mainly carried out at three levels: (a) Expression of interest by the student; (b) Mobility application by the sending institution; and (c) Response to the application by the receiving institution.
- 3.2. The IOHE shall have access to the contact details of students participating in the mobility and reserves the right to communicate with them for the purpose of programme evaluation, satisfaction surveys, intercultural training program, etc.
- 3.3. For learning about and using the platform, the eMOVIES coordination publishes and disseminates support materials such as tutorials and training sessions. However, the management of virtual mobility is the responsibility of the eMOVIES coordinators at both the sending and the receiving institution.
- 3.4. Students applying for admission to a mobility course in eMOVIES can be studying programmes or degrees in face-to-face, blended or distance learning mode and must be endorsed by their home institution.

- 3.5. Home HEIs may also apply other members of their community to the academic offer available on eMOVIES (research professors, administrators, etc.)
- 3.6. There is no restriction on the number of courses or subjects a student can register for in eMOVIES. Likewise, there is no restriction on the number of destination HEIs to which a student can apply. However, any mobility application must be processed directly by the eMOVIES coordinator at the sending institution.
- 3.7. The host institution and/or the sending institution will not charge any costs related to the registration, enrolment or issuing of an academic certificate for the student participating in eMOVIES.
- 3.8. The main responsibilities of the HEI are the following:
 - 3.8.1. Upload to the platform the information about the academic offer that it will make available to the consortium in an academic session, as well as the corresponding requirements and the number of places available for each activity.
 - 3.8.2. Update institutional information, contact details and the academic offer, in response to calls for applications and/or requests from the eMOVIES program coordination.
 - 3.8.3. Disseminate the eMOVIES call within the institution.
 - 3.8.4. Manage in a timely and efficient manner the mobility application submitted by a consortium member institution.
 - 3.8.5. Respond in a timely manner to requests from sending institutions and provide the necessary information for the mobility process.
 - 3.8.6. Provide timely and constant attention to students in virtual mobility and facilitate the necessary resources for their participation.
 - 3.8.7. Follow-up with participating students during their reintegration process after the end of the virtual mobility programme.
 - 3.8.8. Ensure the recognition of academic credits obtained during mobility for the student.
 - 3.8.9. Allocate in a responsible and equitable manner the available places according to the applications received.
 - 3.8.10. Issue the appropriate certificate or recognition to the virtual mobility student who has met the academic requirements of the course or activity.
 - 3.8.11. Send the student the grades, certificate or award obtained (if applicable) within a

reasonable timeframe.

4. DEVELOPMENT OF eMOVIES

- 4.1. The IOHE will continuously work towards the improvement of eMOVIES and may make available to the consortium new tools, methodologies or activities that enhance the experience and achievements of the programme.
- 4.2. The IOHE will make available to consortium members and students participating in eMOVIES an introductory module on "intercultural competences in virtual learning environments" in order to enhance the participant's internationalisation experience.
- 4.3. The IOHE will develop promotional and information material to support the dissemination of the Programme and the recruitment of students. It will also facilitate the use of digital channels to promote the programme activities and support dissemination among HEI consortium members.
- 4.4. Consortium members may suggest and propose modifications, adaptations or new developments to improve the virtual mobility experience, as well as provide support with the promotion and dissemination of the programme through its information channels.