D10.3

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filmeu

European Universities Alliance
for Film and Media Arts

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HOW TO USE THIS TOOLKIT

FilmEU is more than a project. It is unlike any other undertaking in arts and culture education anywhere. In being part of this European university, each of the partners of FilmEU have embraced what is the most positive and transformative whole of organization endeavor yet conceived for the sector. With the European Universities initiative, the EU is helping to build bridges between institutions and countries. It is enabling a necessary metamorphosis of the tertiary sector amongst the member states, one which each alliance member welcomes. The European Universities initiative represents the most transformational effort European Higher Education is currently involved in. Of the 55 existing European Universities, FilmEU is the only one in the domain of Film and Media Arts and one of two in the broader domains of the cultural and creative industries. This Toolkit both reflects that uniqueness and our ambition for the future.

Having learned so much in the initial stage so this process, the ambition now and over the next ten years is to build something significant. Something that will last by implementing all solutions we have jointly designed and that we now integrate and make available via this toolkit. We have embarked on a journey to build a collaborative structure that will bring together all our Higher Education Institutions and shape the education landscape for the cultural and creative industries in Europe. We also expect FilmEU to impact positively on society and inform the future discourse on themes as diverse as sustainability, inclusion and climate and capacities such as research, mobility and digital transformation.

The toolkit responds to several core needs:

- The integration of the achievements of all Task Forces/work packages within FilmEU towards the design and piloting of several solutions that promote and facilitate the needed jointness upon which a European University must be built;

- An attractive presentation, in a transferable format, of the main lessons learnt in this piloting stage in view of coming up with a template and guidelines on "how to" foster the intensive and wide cooperation between higher education institutions that underpins what a "European University" is;
- The definition of a model for the actual implementation of all defined activities that will support the concretization in the future of the European University FilmEU.

The design of a model that encompasses roadmaps for new partners to be included in the existing alliance;
The definition of a model that is adaptable and allows for new activities and solutions to be added.
 The toolkit has two main objectives:

LEARNING PURPOSES – explaining which ones are the constituent elements of a European University and how to operate them;

PLAYFUL EXPLORATION - allowing experimentation and ludic exploration of the different dimensions FilmEU is made of.

The Toolkit is conceptually structured around the figure of the "Rubik's Cube", a playful element that allows for the fulfillment of the above mentioned objectives. The main reason why we chose the Rubik Cube as the conceptual basis of our approach is that the cube allows us to combine multiple elements (the faces and elements of the cube) in different ways in view of reaching a solution. This is exactly what are dealing with in FilmEU and in the European Universities initiative: there are several facets and activities one needs to carve and perform in order to put together a European University, but the final objective is always the same, the setup of a unique and highly differentiated structure that facilitates and promotes structural, systemic and sustainable cooperation between European Higher Education Institutions.

The toolkit is organized in the following manner:

Each face of the cube is one foundational element of our University's mission – the **six areas of intervention**;

Each component in each face of the cube is a transformational module one uses in view of reaching a desired state.

Each component is made up of building blocks that are the actions undertake under each component;

Every building block* is characterized by:

Reusability. They are designed to plug into a variety of constellations without the need for modification or special accommodations.

Extensibility. A building block can be combined with others to create new behaviors.

Replaceability. Building block with similar functionality (shape) can be swapped.

Encapsulation. Building block are self-contained and expose functionality through interfaces while hiding the details of internal processes.

Independence. Building blocks have minimal dependencies on other building blocks and can operate in different environments and contexts.

Operating the building blocks across all components and aligning them in a proper order results in impacts across The different areas of intervention that will result in the transformation driving towards the creation of the FilmEU European University.

The role of the player is to explore in a ludic manner the combinations of colors. Each time a full line is completed that building block is uncovered and the transformational module explained in all its input (prerequisites of putting together the building block); process (how the building block operates) and output (what results of the operation of the building block).

NOW START PLAYING!

CONCEPTUAL APPROACH

Manuel José Damásio

Introduction – what is the toolkit?

The FilmEU Toolkit was conceived as a an internal and external dissemination and knowledge transfer tool (see figure 1) to be produced towards the end of the first E+ funding period (2020-2023).
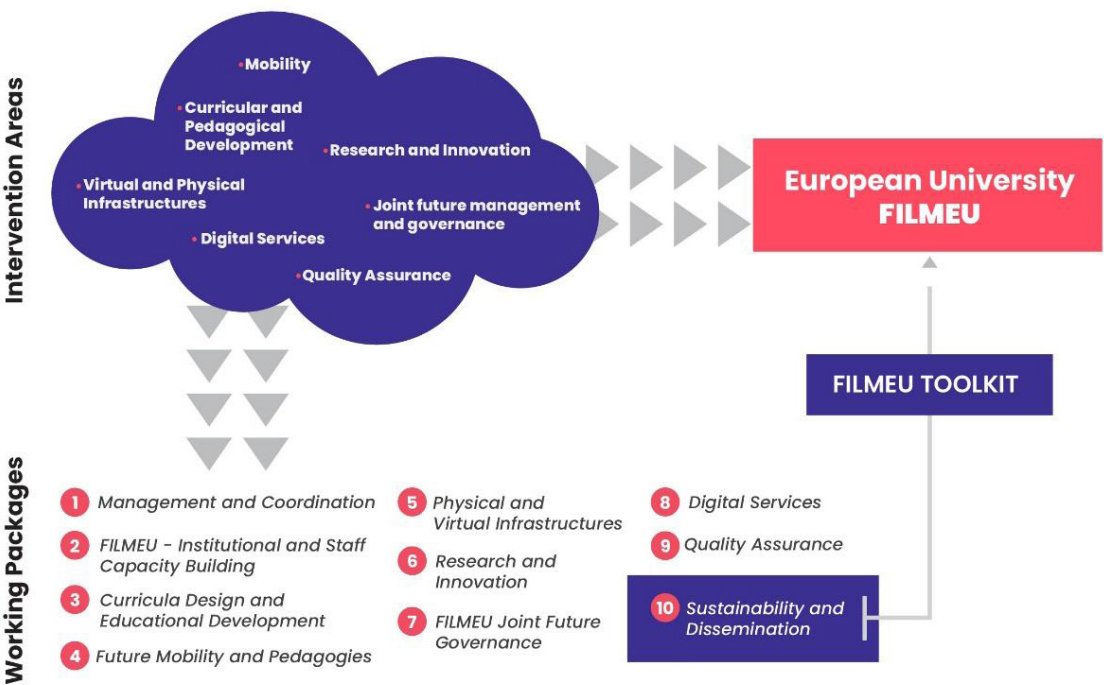

Figure 1 – The Toolkit in the context of FilmEU work programme

The Toolkit responds to three major needs/ objectives:

a)   The integration of the achievements of all Task Forces/work packages within FilmEU towards the design and piloting of several solutions that promote and facilitate the needed jointness upon which a European University must be built.

b)   The presentation, in a transferable format, of the main lessons learnt in this piloting stage in view of coming up with a template and guidelines on "how to" foster the intensive and wide cooperation between higher education institutions that underpins what a "European University" is.

c)   The definition of a model for the actual implementation of all defined activities that will support the concretization in the future of the European University.

One of the core requisites of putting together the toolkit is the fact that this is a work in progress, in the sense that the European Universities initiative is in itself a work in progress with a large number of blurry areas – i.e. the legal statute of these European Universities in itself. The toolkit was envisioned beforehand as a dissemination tool but as we move forward it became clear that it is also potentially a very powerful internal communication tool, namely in order to engage internal stakeholders such as new members of the Alliance, teachers, researchers or students. Considering all this, the toolkit must be conceived first as a tool for presentation and discussion, but also for experimentation, allowing for constant improvements and fine tuning.

Conceptual approach

Our conceptual approach considers the needs/limitations mentioned above while intending to incorporate a strong ludic character that we sense is essential in order to promote engagement, ease of use and large dissemination of the toolkit. Considering this, we depart from the concept of the "Rubik's Cube" (figure 2) in view of designing a tool that both fulfills learning purposes – explaining what are the constituents elements of a European University and how to operate them – but also creative ones, by allowing experimentation and ludic exploration of the different dimensions FilmEU is made of.
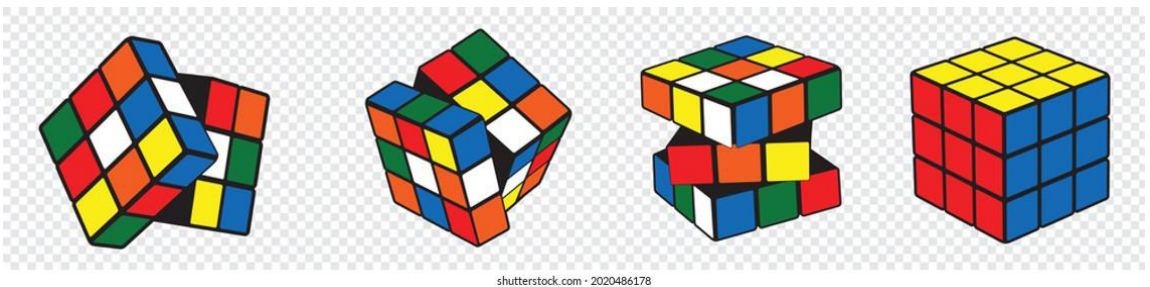

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Figure 2 – The Rubik Cube

 The main reason why we chose the Rubik Cube as the conceptual basis of our approach is that the cube allows us to combine multiple elements (the faces and elements of the cube) in different ways in view of always reaching the same solution (see: figure 3 - usage of the Rubik Cube). This is exactly what are also dealing with in FilmEU and in the European Universities initiative: there are several facets and activities one needs to carve and perform in order to put together a European University, but the final objective is always the same, the setup of a unique and highly differentiated structure that facilitates and promotes structural, systemic and sustainable cooperation between European Higher Education Institutions.
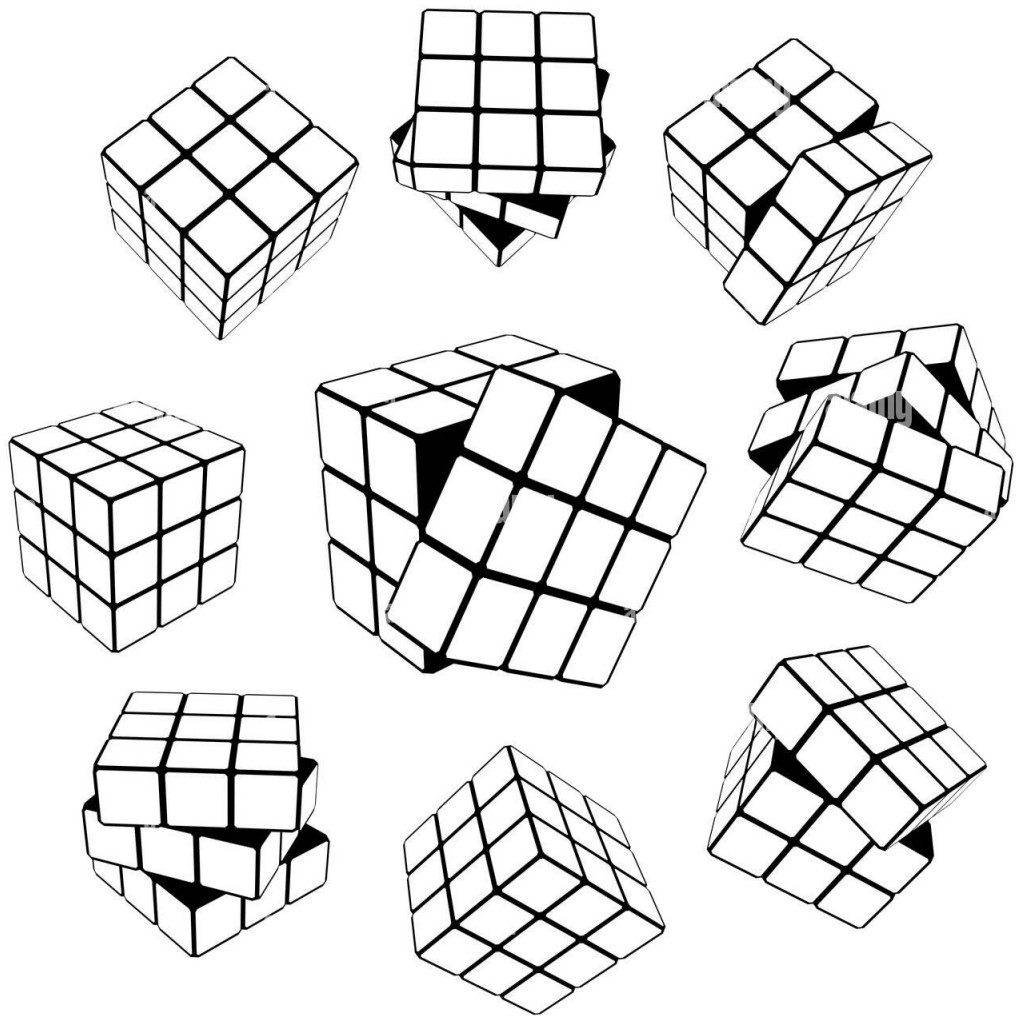
Figure 3 – usage of the Rubik Cube

Our conceptual approach also integrates two other elements: the presentation and exploration features of the toolkit and the procedures towards the definition of its constituent elements (the different faces) that when properly align reach the "resolution state" that meaning the full capacitation of the European University.

In the first case, and considering FilmEU is an Alliance of Higher Education institutions that departs from a distinctive focus in the screen arts, we decide to opt for a highly immersive and interactive presentation mode based on the use of haptic technology as the central interface to access the toolkit. In other environments, such as the desktop, this model of interaction can be replaced by traditional GUI for interaction with the toolkit. The sense of touch (haptics) has been applied in several areas such as tele-haptics, tele-medicine, training, education, and entertainment. The utilization of haptics is also enhanced with other forms of media such as audio, video, and even sense of smell. For example, the use of haptics is prevalent in virtual reality environments to increase the immersive experience for users. The primary mode of use and interaction with the toolkit tough is a virtual environment (i.e. a metaverse) where the interaction will be conducted vis haptic technology (see figures 4 and 5 for exemplary representations of these modes of interaction and affordances they entail).
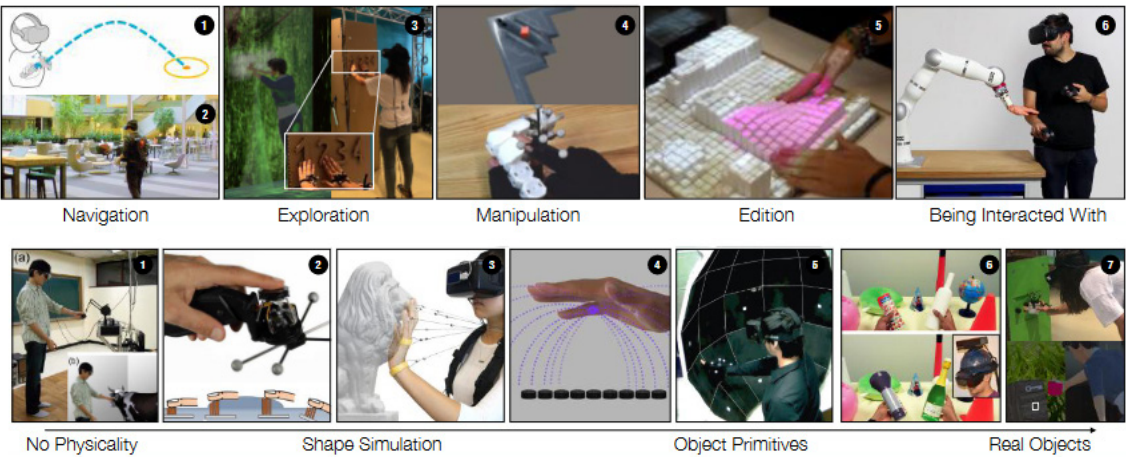

Figure 4 – Tasks in VR environments and Degree of physicality continuum in VR (retrieved from Elodie Bouzbib, Gilles Bailly, Sinan Haliyo, Pascal Frey. "Can I Touch This?": Survey of Virtual Reality Interactions via Haptic Solutions. 32e Conférence Francophone sur l'Interaction Homme-Machine (IHM '20.21), April 13–16, 2021, Virtual Event, France, Apr 2021, Metz, France. hal-03122267)

Our objective is to use a virtual environment and haptic modes of interaction to allow any user to bot explore the toolkit by manipulating it in view of attaining the desired state but more importantly understand the constituent elements of the University. The manipulation of the toolkit must be a process of discovery. This means that the user while doing the moves of the cube should not only explore potential combinations of the faces of the cube but more importantly understand what their constituents are. This is where our approach departs from the Rubik Cube. While in the original cube the user interaction was drove by the combination of similar colors – faces were rotated in view of aggregating similar colors - in our case the four faces of the cube represent the foundational elements of a European University and each one of the individual elements in each face are the transformational elements that when activated allow that feature to be attained. The four foundational elements are based on the knowledge square, a concept understood as the junction of four core domains: education, research, innovation, and service to society – Communication on achieving the European Education Area by 2025 and they represent the four "faces" a University's mission must attain and for this they are foundational. Inside each one of these faces we have smaller elements – the constituents of the faces and the transformational modules that impel the construction of the University – we labelled as PODS. PODs (see figure 7) are Points of Differentiation (PODs) that deepen the vectors of change that impel the transformation that will in the end allow us to each the ideal state in each face of the cube and ideally in total tough putting together a European University. Figure 6 represents these annotations in the cube.

Figure 5 – Haptic interfaces (retrieved from C. Wee, K. M. Yap and W. N. Lim, "Haptic Interfaces for Virtual Reality: Challenges and Research Directions," in IEEE Access, vol. 9, pp. 112145-112162, 2021, doi: 10.1109/ACCESS.2021.3103598.)
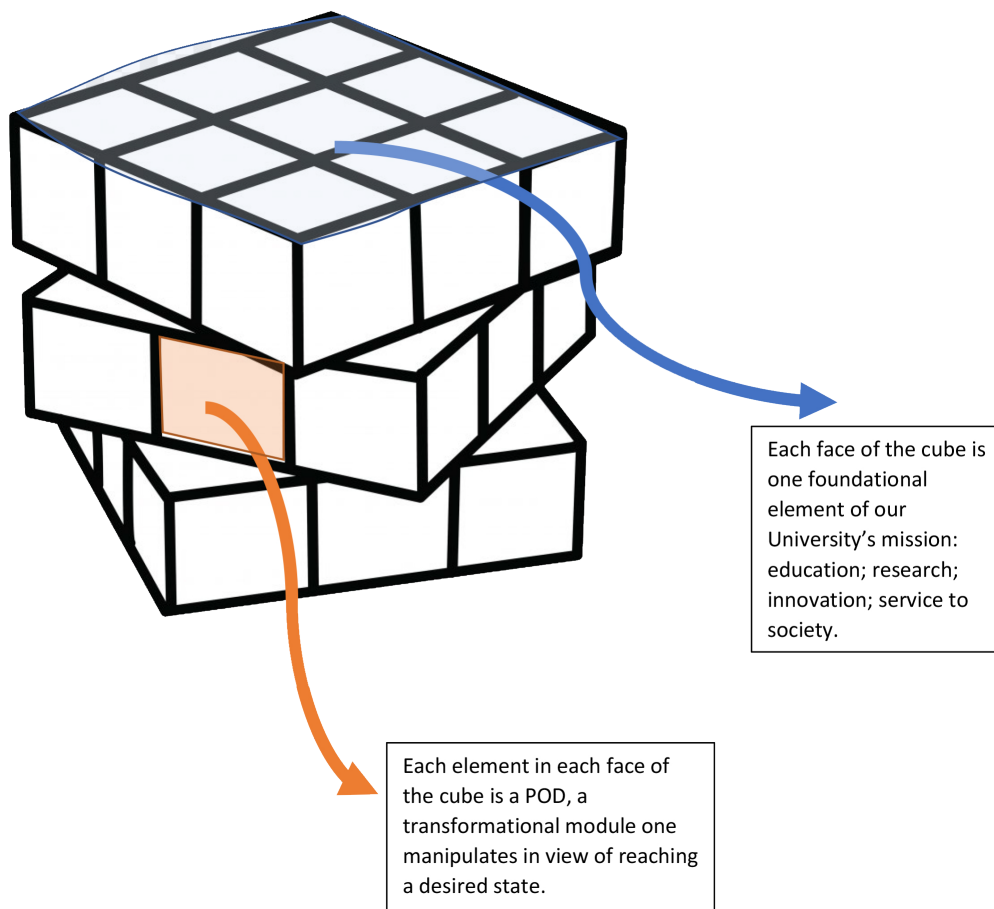
Each face of the cube is one foundational element of our University's mission: education; research; innovation; service to society.

Each element in each face of the cube is a POD, a transformational module one manipulates in view of reaching a desired state.

Figure 6 – Constituents of the Cube in FilmEU toolkit

PODs materialize, structure and shape our understanding of what a European University should be and the value proposal it entails for all stakeholders and society. Different PODS are related to different parts of our mission but some of them repeat across different facets (i.e. innovative forms of mobility). The PODs are also a translation from knowledge into action of the initial approach we had (see figure 1) that identified areas of intervention across which we had to act if we wanted to design and out together a European University. The PODs go one

step forward and now turn this into concrete transformational modules we integrate in our toolkit. A key aspect is so far left out of the toolkit which is governance (see figure 8 with the identification of the original areas of intervention in terms of governance devised at the application stage)
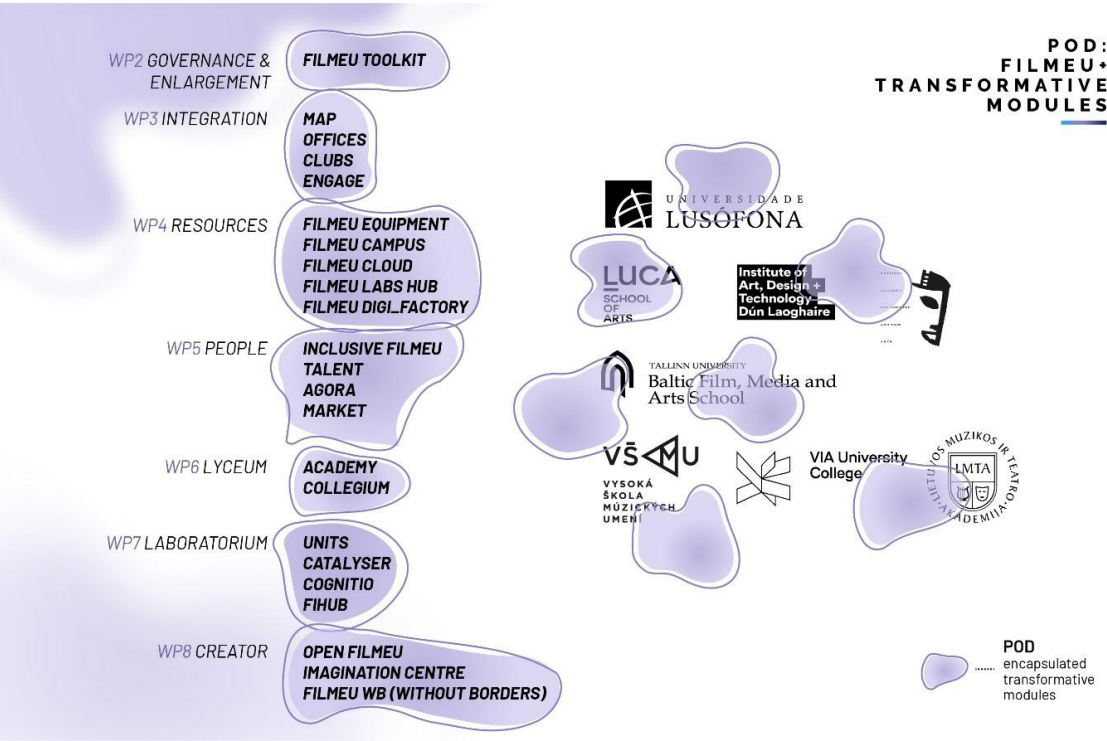

Figure 7 – Toolkit PODs across FilmEU WPs

PLACE HOLDER TO BE REPLACED BY FINAL VERSION OF PODS FOLOWING EACH OF FILMEU DELIVERBALES (PHASE 1)
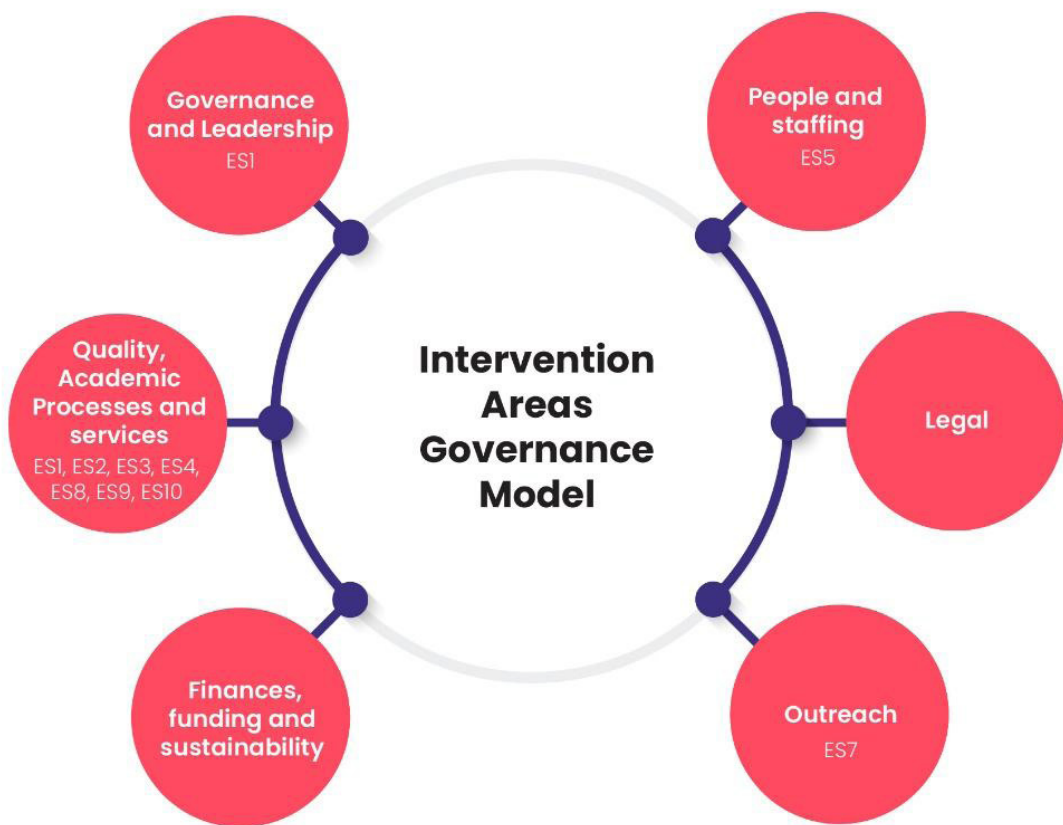
Figure 8 – FilmEU areas of intervention in terms of governance
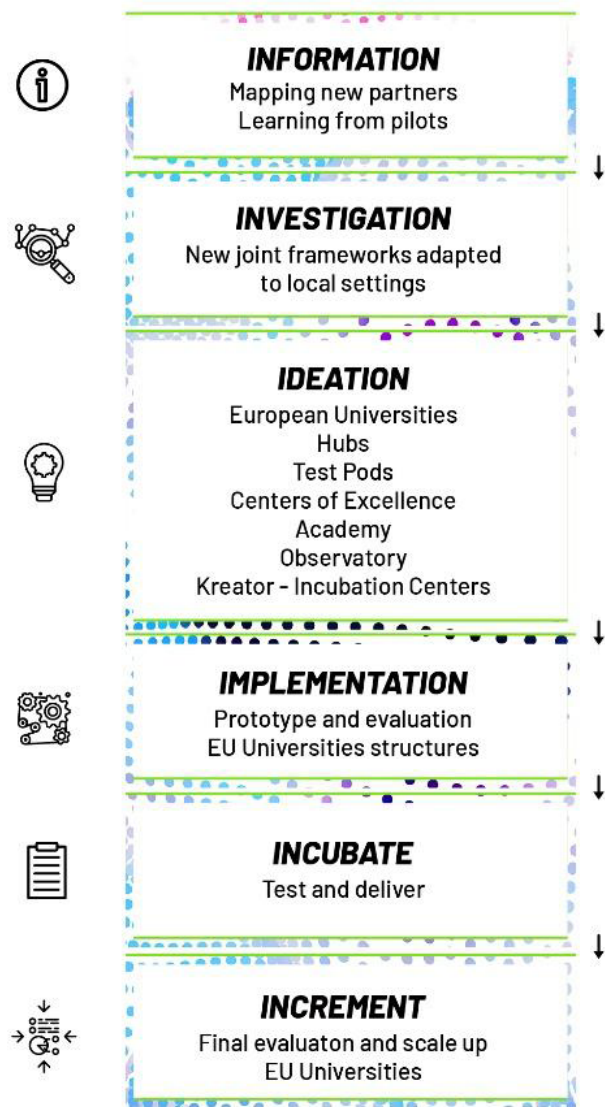
SIX I'S METHODOLOGY
Update and Development Methodology

INFORMATION
Mapping new partners
Learning from pilots

INVESTIGATION
New joint frameworks adapted
to local settings

IDEATION
European Universities
Hubs
Test Pods
Centers of Excellence
Academy
Observatory
Kreator - Incubation Centers

IMPLEMENTATION
Prototype and evaluation
EU Universities structures

INCUBATE
Test and deliver

INCREMENT
Final evaluaton and scale up
EU Universities

Figure 9 – SixIS implementation methodology
Placeholder to be replaces by final version of sixIS in FilmEU

AREAS OF INTERVENTION

- EDUCATION

PEDAGOGICAL INNOVATION - IMPLEMENTATION OF SAMSARA MODEL

MAP AND IMPLEMENT BEST PEDAGOGICAL PRACTICES

AREA OF INTERVENTION   **EDUCATION**

DESCRIPTION

Collect and analyse best pedagogical practices across the alliance

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DRIVER

To create a colloborative approach in the implementation of best pedagogical practices

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VALUE

To share knowledge and learn with each other

INPUT

Identifying experts in each institute
Document and list best practices across institutions
Publish and update regularly report and handbook on best pedagogical practices

ROADMAP

01

Select specialised team across HEIs

02

Delineate a feasible timeframe for completion of the task

03

Research and inquire locally on scholars with best/innovative pedagogocal practices

04

Discuss and select most representative best pedagogical practices across all HEI´s

05

The goup shares compiled information

06

The group discusses opportunities and challenges in the field

07

Decide table
of contents

08

Divide written work

09

Allow enough
time for feedback
and comments

10

Revise thouroughly

11

Format document

12

Publishoutput

OUTPUT

Best practices report, handbook - pedagogical strategies and guidelines

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BEST PRACTICES

Harmonisation of methodologies for best pedagogical practices across
the alliance

DESIGN AND IMPLEMENT JOINT CURRICULAR UNITS (PILOT)

AREA OF INTERVENTION   EDUCATION

DESCRIPTION

Consider innovative learning challenges

DRIVER

To harmonise curricular units across the alliance

VALUE

To be able to provide equivalent traching and learning experiences across the alliance

INPUT

Establish a common ground for a major learnig experience. Implement a joint curricular unit

ROADMAP

01

Select specialised team across HEIs

02

Select one or more institutions that will propose a theme

03

Selected intitution /institutions present theme with societal impact and theoretical framework

04

Group discusses pedagogical objectives and evaluation criteria

05

Group sets timeframe for the pilot

06

Colleagues specialised in mobilities are invited to the discussion and write mobilities protocol

07

Colleagues specialised in technical / post production are invited to the discussion and to establish resources available

08

Relevant cv is selected at each HEI

09

Students are selected

10

Students and teachers travel and participate in a ideation week. At this stage students and teachers from all institutions meet

11

Groups of mixed students from across the alliance are created

12

Tutors from across the alliance are allocaded mixed group of students

13

Tutors across the alliance teach under a common strategic umbrella

14

Students travel to produce work in mixed groups, at different locations

15

Students work locally and remotely post production

16

Teachers grade work based on a previously agreed framework

17

Students work is exhibited publicly

18

Teachers and students provide feedback to quality assessment colleagues

OUTPUT

Pilot 2022-2023 and pilot 2021-2021
1st pilot (sexuality, gendar and censorship), 2nd pilot (film as art and sustainability)

BEST PRACTICES

Harmonisation of methodologies and practices at various levels in the alliance: teaching;mobilities; technical resources

HARMONISE PEDAGOGICAL METHODOLOGIES (PILOT)

DESCRIPTION

Discuss the best common methodological approach

DRIVER

To establish a common teaching experience

VALUE

To provide a same value learning experience across the alliance

INPUT

Execute well tested teaching methodologies vis-à-vis innovative/new approaches

ROADMAP

01

Specialised group is selected

02

Teaching methodologies are shared and discussed

03

Best methodologies are tested in the pilot

OUTPUT

Pilot 2021-2022 and pilot 2022-2023
1st pilot (sexuality, gendar and censorship),
2nd pilot (film as art and sustainability)

BEST PRACTICES

Creation of a equivalent teaching and learning experience across the alliance

PROGRAM RECOGNITION (AUTOMATIC RECOGNITION)

SYSTEMATISE AND SYNCHRONISE THE STUDENT´S ACADEMIC ASSESSMENT (STUDENT´S GRADING)

AREA OF INTERVENTION   EDUCATION

DESCRIPTION

Negotiate strategies for a common evaluation framework

DRIVER

To establish a common student assessment criteria

VALUE

To provide a fair and equal student assessment across the alliance

INPUT

Put into practice common assessment procedures and grading

ROADMAP

01

To select specialised group and mantain group of people several years in order to accumulate experience and know-how

02

To undertake several teaching and evaluation experiences (pilots)

03

To learn from practical experiences and discuss discrepancies and common ground

04

To constantly update in writting the assessment methodology

05

To implement assessment as part of a collective discussion between all members of the alliance

HARMONISATION OF CURRICULUM

AREA OF INTERVENTION   EDUCATION

DESCRIPTION

How to harmonise curricula across alliance members

DRIVER

Development of consistant eduicational offerings
Development of unique educational offerings
Increase student and staff mobility options
To future proof the educational offering of the alliance in ascalable way
To enable seemless mobility for students across the alliance
To enable future implementation of esc and esi

VALUE

FilmEU will lead the way in implementing seemless mobility in transnational higher education

INPUT

Identify staff from across the alliance with requsite skillset
Agreement on alliance priorities for inclusion
Full programme documentation

ROADMAP

01

Identifying specific staff to join the working group

02

Map and create a matrix of educational offerings across alliance

03

Identify programme and module learning outcomes (plos & mlos)

04

Compare and contrast domain specific approaches and modules

05

Comapre to national frameworks and european qualifications framework

06

Identify specific pedogogical differences between consortium members- eg academic calendars, module weighting etc

07

Agree equivalences based on plos and mlo referencing esg)

08

Create mobilty map of agreed equivalences

09

Engage stakeholders, including students and alumni for feedback

10

Where applicable, the redesign of the curriculum

11

Create revised harmonised roadmap

12

Recruit staff to deliver the programme

13

Recruit students

14

Promote mobility map to potential students

15

Promote ongoing mobility

16

Ongoing review to include new modules / programmes

OUTPUT

Harmonised curriculum
Mobility matrix for staff
Mobility matrix for students
Template for a harmonised curriculum for other domains
Output of of harmonisation research for harmonised programme
development

BEST PRACTICES

Collaboratice programme development
Harmonised curricular structure
Student led programme design

STUDENT WALLET

DESCRIPTION

Each FilmEU student will be issued with an eu student card and a student wallet of verified academic credentials

DRIVER

True student and graduate mobility across europe will require accessible and verifiable credentials

VALUE

Students own and issue their personal academic credentials

ROADMAP

01
FilmEU expert team is established - pmb, registrars and FilmEU ict teams

02
A FilmEU esc and student wallet conference is convened

03
The FilmEU european student cards are issued

04
The agreed FilmEU student wallet system is implemented

OUTPUT

FilmEU european student cards issued
FilmEU european student wallets issued

BEST PRACTICES

European student card

TEACHERS

HARMONISE AND PROMOTE TEACHERS CONTINUOUS TRAINING

AREA OF INTERVENTION   EDUCATION

DESCRIPTION

Examine tools that can improve the teaching experience

DRIVER

To establish resources that continuously empower teachers

VALUE

To have confident teachers, with updated skills

INPUT

Provide learning opportunities both at theoretical and at technical level

ROADMAP

01

To create group of specialised professionals

02

To aggregate all teams developing moocs under an umbrella group in order to provide fast knowledge sharing

03

To establish mooc structure

04

To research and collect mooc´s resources

05

To plan and record any necessary original audiovisual materials

06

To post produce all relevant resources

07

To build and finalise mooc´s modules

08

To allow enougth time for all members of the team to review each other´s work

09

To upload mooc to relevant platform

10

To publish mooc

11

To advertise mooc

OUTPUT

Mooc staff capacitation
Staff capacitation module handbook

BEST PRACTICES

Enabling teachers' learning experience by providing learning platforms

MOBILITY

DESIGN MOBILITIES THAT PROMOTE LEARNING

AREA OF INTERVENTION   **EDUCATION**

DESCRIPTION

Outline pedagogical purpose of exchange of teachers and students between HEIs

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DRIVER

To design teachers and students mobily with strong pedagogical purpose

---

VALUE

To facilitate mobilities that maximise learning experiences

INPUT

Carry through educational opportunities where students and teachers move across HEIs

ROADMAP

01

Gather group of specialised people

02

Design learning experience with best pedagogical practices and societal purpose

03

Conceive time frame of the learning experience and best use of resources across HEI´s

04

Discuss and map how mobilities can enhance the learning experience

05

Teachers meet and present plan to colleagues specialists in mobilities

06

Mobility specialists devise praticalities of mobilities plan

OUTPUT

Yearly challenge based pilotes with interdisciplinary and interinstitutional teams of students

BEST PRACTICES

Pilot 2022-2023 and Pilot 2021-2022
1st pilot (sexuality, gender and censorship), 2nd pilot (film as art and sustainability)

MOBILITY
IN LIFE LONG LEARNING

AREA OF INTERVENTION   EDUCATION

DESCRIPTION

Design and implementation of mobility and internasionalisation in LLL

DRIVER

Microcredential programmes in place
FilmEU mobility map in place
Joint mobility mangament structures and procedures in place
Increase ability to offer competitive microcredential programmes
Increase international competitiveness of the alliance

VALUE

Implementation of the alliace approach to life long learning
Increase of the alliance ability to offer LLL in connection with the industry
Increase in the alliance ability to act across the knowledge triangle

INPUT

Microcredential programmes
Fimeu map of mobilities including forms of mobility targeting LLL
Adaptation and harmonization of forms; tools and procedures to match
the specificity of LLL
Joint catalogue of offer in place
Joint team able to deal with mobility for LLL porgrammes

ROADMAP

01

Include LLL in FilmEU
mobility map

02

Harmonize forms;
tools and procedures
to include LLL

03

Define and pilot
joint microcredential
programmes

04

Evaluate results
and report on
achievments and
implementation
roadmap for
further exploitation
of mnobility
oppoortunities inthe
contexto of LLL

OUTPUT

Mobility in LLL programmes
Joint LLL offers with international profile
Linkage to industry and society for the development of new training opportiunities
Trainers and trainees benefit from increase opportunities for moibility and internalisation

BEST PRACTICES

Green consultants microcredential programme

MOBILITY PROCEDURES HARMONIZATION

AREA OF INTERVENTION   **GOVERNANCE**

DESCRIPTION

To set common administrative procedures for the alliance

DRIVER

Common mobulity tool
Common forms and regulations
Common understanding and agrement on types of mobilities

VALUE

New mobility opportunites
Seamless mobility management

INPUT

Common mobility managment tool
Common forms
Agrement on use of common language - teaching subjects/forms
Agremeent on types of mobility
Joint team in place

ROADMAP

01

define mobility types

02

setup joint team

03

implement joint managment tools

04

signature erasmus mobility agreements between all parties

05

pilot mobilities

06

define common regulations and manuals

07

summarize lessons learn and implement them in later actions

OUTPUT

Implementation orginal forms of mobility (I.E FilmEU pilots/cineclub/...)
Common digital tools in place
Common team operational
Sense of community among all stakeholders
Increase mobility of staff, studenst and teachers towards the 50%
objective

BEST PRACTICES

FilmEU pilots
Cineclub abd FilmEU talks
FilmEU mobility map
The process of jointly testing and piltoing a joint digital mobility
managment tool - mobility online diversity, equality and inclusion

DIVERSITY, EQUALITY AND INCLUSION

DIVERSITY, EQUITY AND INCLUSION

AREA OF INTERVENTION   EDUCATION

DESCRIPTION

Draw and implement diversity, equity and inclusion policies- investigate measures that will promote social cohesion. Examine what can constitute barriers academic and non-academic staff and students may face

DRIVER

To establish a learning environment where all can strieve

VALUE

To promote a higher education space where all feel safe, empowered and included

INPUT

Write a report mapping de&i across institutions. Draft and implement de&i policies. Conceptualise and analyse de&i pilot

ROADMAP

01

To select a dedicated group of specialists

02

To map common ground and differences in the field

03

To invite and learn from specialists

04

To agree time frame for work

05

To where relevant draft and execute questionnaires in the topic and analyse relevant data data

06

To research and review state of the art in the field

07

To structure
written work

08

To divide
writing tasks

09

To allow enoug
time for comments,
revisions and
proof reading

10

To format work

11

To publish

OUTPUT

Report diversity and inclusiveness, inclusivity plan, report recruitment
pilot

BEST PRACTICES

To establish safe and inclusive learning institutions across all the alliance
Promote social cohesion

JOINT EDUCATIONAL OFFER

DESIGN MEASURES APPLICATION

AREA OF INTERVENTION   EDUCATION

DESCRIPTION

This building block is focused on preparing a erasmus+ design measures application

DRIVER

Submission of a desing measures application

INPUT

Identifying subject experts in each institute
Current consortium institutes relevant programmes
List of resources from each institutes
Design measures application template
Academic calendar

ROADMAP

01

Review of current consortium institutes relevant programmes

02

Site visits

03

Wireframing of programme

04

Feasibility of draft programme

05

Identifying local barriers

06

Impact and scope of programme

07

Application/ entry proceedures

08

Creation of budget

09

Local institutes review of application/ local accreditation

10

Letters of support from associated partners

11

Proof of acceditation

12

Reveiw of best practice from within consortium

13

Curriculum outline

OUTPUT

Completed design measures application

BEST PRACTICES

Design measure filmmemory

EMJM FUNDING APPLICATION

AREA OF INTERVENTION   **EDUCATION**
INNOVATION AND ENTREPRENEURSHIP
LINKAGE TO SOCIETY

DESCRIPTION

How to complete an application for emjm funding

DRIVER

Financing of emjm
Deleivery of new and innovative masters programmes
Raised profile of the allaince

VALUE

FilmEU nwill deliever a broad suite of masters programmes in the area of film and media

INPUT

Call for submissions of emjm
Completed design measures developemnt of the emjm
Approriate staff from allaince members

ROADMAP

01

Call opens

02

Consortium lead
schedules the
work based on the
application form

03

Working group meets
to agree tasks

04

Associate partners
are contacted and
relevant information
is gathered

05

Mobility matrix
is completed

06

Curriculum design
is completed

07

Budget is completed

08

Consortium lead submitts the application through the commission portal

09

Application is reviewed by the commission, with results being communicated by set date

10

If successful, planning for the delivery fo the programmes commences

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OUTPUT

A completed emjm application
Associate partners enggaged with the alliance
New programme developed

BEST PRACTICES

Institutional knowledge on emjm applications

JOINT UNDERGRADUATE DEVELOPMENT

AREA OF INTERVENTION   **EDUCATION**
INNOVATION AND ENTREPRENEURSHIP

DESCRIPTION

How to collaboratively design an international undergraduate degree in a european university alliance

DRIVER

To develop the Alliances transnational educational offerering at an under graduate level
To develop the allainces transnational educational offerering at an under gradate level
To develop unique programme offererings in the film and media arts
Imporve student experience

VALUE

FilmEU will deliver a broad suite of bachelor and master programmes in the area of Film and Media

INPUT

Harmonised curriculum report
Domain specific staff from across the alliance
Local programm validation processes and timelines
If there is funding being applied for, a schedule for submission is built into the development schedule

ROADMAP

01
Domain specific working group formed

02
Schedule of work agreed

03
Harmonised curriculum report analysed and programme framework agreed

04
Academic schedules and a common semester length agreed

05
Qa procedures agreed

06
Mobility matrix designed- students and staff

07

Stakeholder feedback sought, and if needed, changes to the programme design implemented

08

Final curriculum design and programme documentation drafted

09

If funding is being applied for, final funding submission completed and submitted

10

If programme is being launched, marketing and recruitment stratergy to be designed

11

Programme staff, and institutional leads, to be recruited

OUTPUT

An international ba curriculum
A mobility matrix for students
A mobility matrix for staff

BEST PRACTICES

An opportunity to design unique programmes
Diverse international student cohort
Student led mobility options embedded
Staff mobility opportunities embedded

JOINT MASTERS DEVELOPMENT

AREA OF INTERVENTION   **EDUCATION**
INNOVATION AND ENTREPRENEURSHIP
LINKAGE TO SOCIETY

DESCRIPTION

How to develop an emjm curriculum

DRIVER

To continually offer the widest suite of programmes to a diverse student cohort
To lead the provision of film and media arts education at a transnational level
To develop institutional knowledge
To build staffing capacity within our institutes

INPUT

Domain specific staff from across the consortium
Identification of domain opportunities for programme development meeting alliance priorities
Review of existing emjm being offered from outside the consortium
Identification of institutional or national requirements for programme validation. These considerations will need to be built into any development schedule

ROADMAP

01

Form domain specific working group with institutional and consortium leads

02

Initial curriculum development

03

Semester mobility designed

04

Assessment strategy and QA agreed

05

Application process, schedule and requirements agreed

06

Finalised curriculum and module schedule implemented

07

If needed, local programme validation processes to be completed

08

Associate partners onboarded

09

Final emjm budget in place

10

All outstanding application requirements completed

OUTPUT

A joint masters curriculum
A budget
Mobility stratergy

BEST PRACTICES

Collaborative programme development
A budget template for the running of emjm programmes
Innovative masters programme

STUDENTS

STUDENT RECRUITMENT AND SELECTION

HOW TO RECRUIT AND SELECT STUDENTS FOR AN ERASMUS MUNDUS JOINT MASTER PROGRAMME

AREA OF INTERVENTION   EDUCATION

DESCRIPTION

Student recruitment and selection- how to recruit and select students for an erasmus mundus joint master programme

---

DRIVER

Defining an agreed process for the recruitment of students onto emjm programmes offered by the alliance
Marketing of emjm programmes
Consistant application porcesses
Need to have agreed timelines, to recruit students in a timely manner to allow for mobility planning and scholarship awarding
Online application platform in place and tested

VALUE

The allinace will recruit the best students onto its academic offerering's

INPUT

Agreed application and assessemnt schedule, per iteration of the programme
Agreed application requirements specific to each course
Active programme website and application portal
Marketing of course

ROADMAP

01

Insittutional programme leads agree timelines and procedures for the application of candidates to the emjm

02

Website launced (for first year of the programme) to include the apoplication process, timelines, as well as the application portal and requirements

03

Alliance lead reviews the applications, discarding candiudates that don't meet the minimum requirements

04

Long list of candidates compiled

05

Meeting of institutional leads to review the applications and to shortlist candidates

06

Short listed interviews to be conduscted

07

Student selection based on the scoring of the interviews along woth the application requirements

08

Offers made to selected candidates by the emjm lead institute

09

Institutional support offfered to candidates with regards to scolarships, travel requirements etc

---

OUTPUT

Agreed application form and course specific requirements
Defined application calandar including assessment processes- seek efficencies when possible
Offer of places to selected candidates
Successful graduating of student cohort

BEST PRACTICES

Application form and website conent
Application screening, shortlisting and selection of candidates
Approraite timeline for applications, review and offering of places
The succesful commencement of the emjm, with all places filled

JOINT EDUCATION OFFERS LIFE LONG LEARNING

MICRO-CREDENTIAL

AREA OF INTERVENTION   **EDUCATION**
INNOVATION AND ENTREPRENEURSHIP
LINKAGE TO SOCIETY
RESEARCH

DESCRIPTION

How to develop a micro credential policy for a european university consortium

---

DRIVER

To increase the educational options for life long learning
To offer in industry focused short form educational programmes
To meet industry needs in terms of up skilling and reskilling of staff
National and european micro -credential policies and priorities

---

VALUE

FilmEU offers an easy adaptable program of theme-specific Life Long Learning modules

Institutional and consortium priorities for micro credentials
Schedule of work

01

Staff assigned to
the development
and running of
micro-credentials
in each institute

02

Initial consortium
priorities identified

03

Initial resourcing,
form each partner,
identified

04

Identification
of polices and
sectorial policies

05

Define QA procedures

06

Design the
development
processes for the
alliance concerning
micro-credentials

07

Adapt existing
micro-credentials
being offered
within the alliance

08

Identify
suitable funding
opportunities,
nationally and at
a european level

09

Apply for suitable
funding where
appropriate

10

Create the new
micro-credential
curriculums

11

Validate the
micro-credentials
being offered

12

Market the
programmes ahead
of commencement

13

Recruit students
based on specific
application criteria

14

Deliver the
programmes

15

Review on
completion, ahead of
the second iteration
of the course

16

Annual development
of micro-credential
offering, to renew
and further develop
new offerings

OUTPUT

A suite of micro-credentials identifying alliance priorities
An alliance QA process for micro-credentials
Engagement with a broader student cohort
Raised profile of the alliance
Annual review of offering and allaince offerering

BEST PRACTICES

A suite of micro-credentials
Best practice in development and deliverering micro-credentials

JOINT EDUCATIONAL QA PROCESSES

JOINT EDUCATIONAL QA PROCESSES

AREA OF INTERVENTION   EDUCATION

DESCRIPTION

Designing and implementing transnational QA processes for joint EDU programmes

DRIVER

Outer: request for common QA for joint degrees
Transactional: need of a comprehensive set of QA tools
Organisational: need of common, joint processes

VALUE

The quality of the different joint educational programmes in the first, second and third cycle are measured based on clear predefined criteria

INPUT

National legislations on accreditations at higher educational level (external QA)
Local policy on QA (internal QA)
Local activity input on QA edu (action plan+elements) to implement the policy

ROADMAP

01

Mapping external QA through national agencies

02

Exploring the policy of internal QA of the HEI

03

Setting up matrix for correct comparison internal + external QA

04

Defining the commonalities and setting the goals of the common QA

05

Agreeing on the common transversal values

06

Distinguishing different levels of QA to be implemented in the common QA

07
Identifying the processes and indicators within the levels of engagement

08
Setting up the adequate tools for data gathering and analysis

09
Defining a common timing and detailed stakeholders for the processes

10
Disseminating the processes to all HEI at correct levels for implementation

---

OUTPUT

Common QA edu with optional different levels of engagement
Dissemination of processes/levels and tools for correct implementation

---

BEST PRACTICES

Round table on local action plan and discussion on strengths and weaknesses
Acknowledging the differences and stating levels of engagement

AREAS OF INTERVENTION

- GOVERNANCE

BUDGET

ALLIANCE BUDGETING

AREA OF INTERVENTION   **GOVERNANCE**

DESCRIPTION

The alliance defines budgeting plans for certain periods (short, medium, long)

DRIVER

Commission launches new calls that comply with the strategy of the alliance

---

INPUT

Decision about the period of time
List of the project calls that are available during this period of time

ROADMAP

01

Positive decision of pmb on the project calls we are participating in

02

Decision on co-financing from the different partners (membership fees or regional financing)

03

Prognose (estimation?) Of income over the period of time

04

Prognose (estimation?) Of expenses

05

Calculating the balance

OUTPUT

Budgeting document over the defined period of time

BEST PRACTICES

2023 Budgetting document of FilmEU association vzw

ENLARGEMENT

ALLIANCE ENLARGEMENT

AREA OF INTERVENTION   **GOVERNANCE**

DESCRIPTION

Commission requests for min partners
Need to grow as alliance
Critical mass internally for new partner
Regional coverage of partnerships
Missing study areas (disciplines) in the existing alliance

INPUT

Definition of procedure of pmb

ROADMAP

01

Rules for selection

02

Open call for
new partners

03

Submission of
application

04

Site visit

05

Formal letter

06

Formal signature

OUTPUT

Names of new partners

BEST PRACTICES

Call for enlargement for new partners in 2021

ASSOCIATION ENLARGEMENT

AREA OF INTERVENTION   GOVERNANCE

DESCRIPTION

Bringing new members in the association

DRIVER

Aiming every partner of the alliance becomes an effective member of the association

---

INPUT

New official partner of the alliance in association

ROADMAP

01

New partner requests to join association to the board of directors (request consists of a motivation for acceptance)

02

Board of directors puts this request on the agenda of the general assembly

03

General assembly accepts the new effective member during the next meeting

04

New partner pays the membership fee

05

New partner suggests two members for the board of directors as agreed upon in the general assembly

OUTPUT

Names of new effective members

NEW PARTNER ONBOARDING

AREA OF INTERVENTION   **SERVICES**

DESCRIPTION

A system for auditing and aligning new partner digital infrastructure with FilmEU systems

DRIVER

Linking new FilmEU partner institutions to existing digital infrastructure

INPUT

When new partners are invited to join FilmEU
Alignment with FilmEU is necessary

ROADMAP

01

FilmEU expert team is established

02

Audit of existing services

03

Identity provider information is needed (idp)

04

Ict teams look at alignment FilmEU and new partner digital services

05

Questions to be asked

06

New partner management decisions

OUTPUT

FilmEU onboarding template documentation
New partner onboarding process is well-established
Need to flag early with new partners that some hard decisions may be necessary

BEST PRACTICES

New partner onboarding process is well-established

HUMAN RESOURCES

DELINEATE AND IMPLEMENT A SUSTAINABLE TENURE TRACK

AREA OF INTERVENTION   GOVERNANCE

DESCRIPTION

Explore and fact-find what can be the most sustainable tenure model for the alliance

DRIVER

To establish a fair and appealing academic career system. To attract the best talent at international level

VALUE

To keep at all times the best and most motivated professional academic staff

INPUT

Write a report mapping tenure across institutions. Draft alliance´s tenure policies. Visualise and examine methodically and in detail the tenure pilot

ROADMAP

01

To select a dedicated group of specialists

02

To map common ground and differences in the field

03

To invite and learn from specialists

04

To agree time frame for work

05

To where relevant draft and execute questionnaires in the topic and analyse relevant data

06

To research and review state of the art in the field

07

To structure
written work

08

To divide
writing tasks

09

To allow enoug
time for comments,
revisions and
proof reading

10

To format work

11

To publish

12

To where relevant
draft recruitment
applications and
supervise process

OUTPUT

Report best practices practices - tenure models in the european higher education, FilmEU tenure model handbook, report pilot tenure model

BEST PRACTICES

To provide a transparent and attractive tenure track

INTER-NATIONALISATION PROCEDURES

INTERNATIONALISATION PROCEDURES HARMONIZATION

AREA OF INTERVENTION   GOVERNANCE

DESCRIPTION

To set common policies and administrative procedures for the alliance

DRIVER

Strategic internationalisation plan

VALUE

Joint approach to internasionalisation

INPUT

Strategic internasionalisation plan
Buy in from the leadership and stakeholders across participating heis on the benefits of the european uni. For the internartional competitiveness of each hei.
Joint governance structures in place
Joint degrees
Joint research and innovation projects
Joint structures (i.E. FilmEU hub)

ROADMAP

01

Define objectives and ambition of joint internasionalisation strategy

02

Implement joint governance structures

03

Design joint internaitonal opportunities (i.E joint programmes; joint r&d projects; joint structures)

04

Define harmonizartion procedures

05

Agree on an agenda

06

Define map of activities and long-term objectives

07

Jointly apply
for funding

08

Implement joint
international
activities

OUTPUT

Common programmes
Joint international policy
Joint international international representativeness
Joint international r&d projects
Joint structures
Common procedures for international agreements
Common sense of community

BEST PRACTICES

Participation as one single entity in several initiatives (i.E. Etiketa; ccsi kic)
Number and sucess rate of all applications for joint programmes and r&d
projects in the first FilmEU period

JOINT AGREEMENT

ALLIANCE IOR CAPACITATION

AREA OF INTERVENTION   GOVERNANCE

DESCRIPTION

Setup of common procedures and strutures for internationalization. This struture should take the form of a common io

---

DRIVER

Setup of a common legal entity with resources attached - legal entity. Designation of a key person by institution and general coordination

---

VALUE

Common internationalization managmente policies and actions Integration of mobility procedures and new oportunities for internationaliztion

INPUT

Institutional staff from each partner
Agreement on common procedures for mobility
Common tools for internationalization and mobility managment

ROADMAP

01

Desing of joint office

02

Alloaction of staff

03

Implementation
of tools

04

Nomination of
coordinator

05

Signing agreements
between parties

06

Definition of mobility
oportunities

07

Strategic
internationlization
plan

OUTPUT

Office in place

BEST PRACTICES

How to setup a joint io with a common legal entity
Desinging set of FilmEU eu pilot was an already an example of a best practice

JOINT PROCUREMENT

JOINT PROCUREMENT

AREA OF INTERVENTION   **GOVERNANCE**

DESCRIPTION

Definition of procedures for joint procurement either services or equipment

DRIVER

Profit for the alliance critical mass to ensure better conditions with providers but also to stimulate the joint use of solutions (i.E. Mobility management or media assets management)

VALUE

Reduced costs
Promotion of joint use of solutions and equipments. Promotion digitial transition

INPUT

Technical staff from each partner defines need and involved partners
Agreement on common procedures for procurement based on example of best practices (iadt)
Joint solutions or equipment needs identified

ROADMAP

01

Need identification

02

Budget allocation

03

Definition rules and guidelines for tenure

04

Tenure published

05

Evaluation and selection of proposals

06

Selection best proposal

07

Acquisition

08

Implementation

OUTPUT

Solution or equipment in place and being used across alliance

BEST PRACTICES

Procedure acquisition sop mobility online
Acquisiton and implementation media management solution

MANAGEMENT

ALLIANCE GOVERNANCE AND MANAGEMENT MODEL

AREA OF INTERVENTION   GOVERNANCE

DESCRIPTION

The alliance changes its governance and/or management structure

DRIVER

Outer: commission/member states changes the european higher education legal landscape
Transactional:
Organizational:

INPUT

Management structure of the partner hei's

ROADMAP

01

Representative model

02

Executive model

03

Project management board versus board of directors

OUTPUT

New structures of governance and/or models of management

QUALITY FRAMEWORK

JOINT QUALITY FRAMEWORK

AREA OF INTERVENTION   GOVERNANCE

DESCRIPTION

Harmonising different QA contexts into joint guidelines for a FilmEU quality framework

---

DRIVER

Outer: request for quality framework for EUI (legal necessity)
Transactional: need of a valid and recognisable quality plan
Organisational: need of a common, joint quality plan to facilitate joint degrees

---

INPUT

Individual QA local HEI
Input EQ arts or other agencies
Best practices outside alliance

ROADMAP

01

Forming a dedicated expert team

02

Mapping / analysing insights from all HEI

03

Critical review experts (EQ arts) report

04

Identifying the components, outliers, commonalities

05

Discussing the macro areas for a joint quality plan

06

Discussing the transversal elements for a joint quality plan

07

Implementing the macro areas and transversal elements into joint quality plan

OUTPUT

Common QA handbook

BEST PRACTICES

Consultation external agencies
Mapping exercise global hei

STRATEGY

COMPONENT ALLIANCE STRATEGY

AREA OF INTERVENTION   GOVERNANCE

DESCRIPTION

The alliance defines a strategic plan for a certain period

DRIVER

Outer: commission launches new strategy documents for the european universities initiative
Transactional:
Organizational:

INPUT

Strategic plan of partner hei

ROADMAP

01

Identity joint
strategic plan

02

Write strategic plan

03

5-Year budget
prognoses

OUTPUT

Strategic plan document

AREAS OF INTERVENTION

- INNOVATION AND ENTREPRENEURSHIP

JOINT PROCUREMENT

JOINT PROCURMENT - INNOVATION

AREA OF INTERVENTION   INNOVATION AND ENTREPRENEURSHIP

DESCRIPTION

Following joint procurement procedures defined under "governance" same principles are applied to joint bids for innovative solutions in view of promoting innovation across the alliance

DRIVER

Increase of the alliance innovation levels
Improvement of the overall alliance competitiveness via innovation
Decrease in the cost of integrating innovations in education and research activities via joint procurement of solutions
Connect with other ongoing project - c-accelerate - and facilitate knowledge transfer with those

VALUE

FilmEU is an alliance that puts innnovation at the centre of all its practices and activities

INPUT

Tasks forces or partners identifiy an area in need of a specific innovation
Pmb connects tasks forces or starts an external procurement process
A specific project is defined for the implmentation of the defined innovation

ROADMAP

01
Identify need/area
of intervention

02
Connect task forces;
partners and/or
external providers

03
Defined scope
of project

04
Design project
for innovation
implementation

05
Pilot project

06
Evaluate pilot

07
Further disseminate
innovation

OUTPUT

Innovations are implemented across the alliance
Increased levels of innovation across the alliance
The alliance is connected to external sources of innovation and actively
participates in hubs that foster innovation

BEST PRACTICES

Implementation of project based innovations in the context of the
c-accelerate project

IP
MANAGEMENT

IP MANAGEMENT

DESCRIPTION

In view of facilitating knowledge transfer and ensure a joint exploitation of the alliance outcomes and achievements, a joint IP management policy and procedures is defined

DRIVER

Facilitate knowledge transfer
Improvement of the overall alliance competitiveness
Facilitate joit R&I innovation activities

VALUE

FilmEU has a joint IP managment policy in place has a core aspect of its joint approach to R&I

INPUT

IP property is produced by the alliance at different levels, from education to research

Increasing requests for the definiton of clear policies for data and IP management

Need to facilitate knowlege transfer from the alliance to the exterior

Need to regulate jointly produced IP

Need to facilitate IP sharing among alliance members

ROADMAP

01
Evaluate existing IP policies across alliance

02
Determine requisites of joint IP policy

03
Match requisites with existing policies and add new features

04
Produce preliminary version IP

05
Version evaluated by all partners

06
Joint IP management policy produced

07
Joint IP policy approved

OUTPUT

The alliance has a single and joint IP management policy that can facilitate knowledge transfer and ease knowledge exchange between partners

BEST PRACTICES

Use of joint IP managment guidelines to manage educational pilots exploitation

CURRICULUM INNOVATION

IP MANAGEMENT

AREA OF INTERVENTION   **EDUCATION**
        INNOVATION AND ENTREPRENEURSHIP

DESCRIPTION

In view of facilitating knowledge transfer and ensure a joint exploitation of the alliance outcomes and achievements, a joint IP management policy and procedures is defined

DRIVER

Facilitate knowledge transfer
Improvement of the overall alliance competitiveness
Facilitate joit r&i innovation activities

VALUE

Facilitate knowledge transfer
Improvement of the overall alliance competitiveness
Facilitate joit r&i innovation activities

INPUT

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ROADMAP

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BEST PRACTICES

Use of joint IP managment guidelines to manage educational pilots exploitation

HARMONISATION OF CURRICULUM

AREA OF INTERVENTION   INNOVATION AND ENTREPRENEURSHIP

DESCRIPTION

How to harmonise curricula across alliance members

DRIVER

Development of consistant eduicational offerings
Development of unique educational offerings
Increase student and staff mobility options
To future proof the educational offering of the alliance in ascalable way
To enable seemless mobility for students across the alliance
To enable future implementation of esc and esi

VALUE

FilmEU will lead the way in implementing seemless mobility in transnational higher education

INPUT

Identify staff from across the alliance with requsite skillset
Agreement on alliance priorities for inclusion
Full programme documentation

ROADMAP

01
Identifying specific staff to join the working group

02
Map and create a matrix of educational offerings across alliance

03
Identify programme and module learning outcomes (plos & mlos)

04
Compare and contrast domain specific approaches and modules

05
Comapre to national frameworks and european qualifications framework

06
Identify specific pedogogical differences between consortium members- eg academic calendars, module weighting etc

07
Agree equivalences based on plos and mlo referencing esg)

08
Create mobilty map of agreed equivalences

09
Engage stakeholders, including students and alumni for feedback

10
Where applicable, the redesign of the curriculum

11
Create revised harmonised roadmap

12
Recruit staff to deliver the programme

13
Recruit students

14
Promote mobility map to potential students

15
Promote ongoing mobility

16
Ongoing review to include new modules / programmes

OUTPUT

Harmonised curriculum
Mobility matrix for staff
Mobility matrix for students
Template for a harmonised curriculum for other domains
Output of of harmonisation research for harmonised programme
development

BEST PRACTICES

Collaboratice programme development
Harmonised curricular structure
Student led programme design

CAPACITATION OF ENTREPRENEURIAL COMPONENT

AREA OF INTERVENTION   INNOVATION AND ENTREPRENEURSHIP

DESCRIPTION

Enhancing the entrepreneurial component in art education (broadening+deepening)

DRIVER

Outer: request for entrepreneurial skills within studentbody of creative edu
Transactional: need of a comprehensive entrepreneurial framework
Organisational: need of common, joint entrepreneurial approach

INPUT

List of entrepreneurial activities
List of existing modules
Identification of entrepreneurial stakeholders

ROADMAP

01

Forming a dedicated
expert team based on
the list of educators

02

Teambuilding meet
and greet to set new
goals and objectives

03

Ttt sessions
for insight

04

Discussion/event on
entrepreneurship,
identifying best
practices

05

Audit and mapping
of existing modules

06

Critical review of the
existing modules

07

Implementing
insights for step4
and adapting
to new goals

08

Road shows
for adequate
dissemination

OUTPUT

Enhancement in dedicated and intensified activities with team of tutors

BEST PRACTICES

Informal luncheon to discuss entrepreneurship
Visits to best practice environments

LIFE LONG LEARNING

MICRO-CREDENTIAL

AREA OF INTERVENTION   **EDUCATION**
INNOVATION AND ENTREPRENEURSHIP
LINKAGE TO SOCIETY
RESEARCH

DESCRIPTION

How to develop a micro credential policy for a european university consortium

DRIVER

To increase the educational options for life long learning
To offer in industry focused short form educational programmes
To meet industry needs in terms of up skilling and reskilling of staff
National and european micro -credential policies and priorities

INPUT

Institutional and consortium priorities for micro credentials
Schedule of work

ROADMAP

01

Staff assigned to the development and running of micro-credentials in each institute

02

Initial consortium priorities identified

03

Initial resourcing, form each partner, identified

04

Identification of polices and sectorial policies

05

Define qa procedures

06

Design the development processes for the alliance concerning micro-credentials

07

Adapt existing micro-credentials being offered within the alliance

08

Identify suitable funding opportunities, nationally and at a european level

09

Apply for suitable funding where appropriate

10
Create the new micro-credential curriculums

11
Validate the micro-credentials being offered

12
Market the programmes ahead of commencement

13
Recruit students based on specific application criteria

14
Deliver the programmes

15
Review on completion, ahead of the second iteration of the course

16
Annual development of micro-credential offering, to renew and further develop new offerings

OUTPUT

A suite of micro-credentials identifying alliance priorities
An alliance qa process for micro-credentials
Engagement with a broader student cohort
Raised profile of the alliance
Annual review of offering and allaince offerering

BEST PRACTICES

A suite of micro-credentials
Best practice in development and deliverering micro-credentials

DIGITAL SERVICES

DIGITISATION OF MOBILITY

AREA OF INTERVENTION **INNOVATION AND ENTREPRENEURSHIP**
RESEARCH

DESCRIPTION

Implementation of digital solutions for mobuility managment

DRIVER

Joint policies towards mobility managment
Mobiity as a key conmponent of the future european university

DRIVER

Digital tools for mobility mangament in place that operate seamlessesly across the allaince
The alliance further promotes the digital and green transitions in europe
Increase in mobiooity and internasionalisaiton opportunities across the alliance

INPUT

Digital mnobility tool
FilmEU mobilities map
Joint internationalisation team
Joint programmes
Joint projects
Joint international events (I.E FilmEU summit)
Erasmus agreements
Adoption of ewp by all partners
Training of staff on the use of tools

ROADMAP

01
Identification of potential joint tools

02
Test of tools

03
Joint procurement process

04
Pilot digital tools

05
Implement and evaluate tools

06
Adotp ewp

07
Sign joint erasmus agreeements

08
Setup managment teams

09
Pilot mobilities

10
Evaluate harmonized forms and procedures

11
Evaluation and pilotinng of further digital initiaitives including ebsi and esc

OUTPUT

Digital managment of mobilities
Joint tools in place
All partners on ewp
Proposal for the adoption of esc in place

BEST PRACTICES

Joint procurement of digital tool
Joint training of staff and knowledge sharing across the alliance
Test of digital tools in the context of FilmEU pilots

FEDERATION

AREA OF INTERVENTION   INNOVATION AND ENTREPRENEURSHIP

DESCRIPTION

Enabling access to existing digital services using existing user ids and passwords

DRIVER

Enable new partners to onboard and to link to existing FilmEU digital infrastructure

VALUE

Value statement: allowing partner staff and students to access the exisiting ict services which they need to access

INPUT

Each partner has unique ict regulations
Each partner has a unique national ict context
Ict security and data sensitivity are key drivers
FilmEU partners field an array of ict platforms and approaches

ROADMAP

01

Formation and meeting of FilmEU ict expert team

02

New partner conducts audit of existing services

03

Identity provider information is needed (idp) (expert team will advise)

04

FilmEU expert team decide on what systems need to be accessible

05

Wp2 and wp4 consulted annually on pedagogical and mobility project needs

06

Federated access approach is decided for each relevant platform

07

Federated access approach is implemented for each relevant platform

08

Each FilmEU partner tests the federated access approach

OUTPUT

Seamless access to required ict services
Annual ict - pedagogical conference

Maintain alliance ict security and data protection

BEST PRACTICES

FilmEU moodle instance
Onboarding process
Annual ict - pedagogical conference

JOINT INFRASTRUCTURES

LAB DEVELOPMENT

AREA OF INTERVENTION   **EDUCATION**
RESEARCH
SERVICES
LINKAGE TO SOCIETY
INNOVATION AND ENTREPRENEURSHIP

DESCRIPTION

Development of transnational educational, research and innovation labs that supports the alliance and its activities (FilmEU hub)

DRIVER

Need to reinforce resources and structures sharing
Cost of technology vs need to stay on top of the state of the art
Increase global competitivness of the alliance
Improve the quality of student experience
Be more competitive in attracting research funding and be able to enter into innovative partnerships with industry
Foster innovation and entrepreneurship by setting up structures that can incubate projects and ideas
"Be a leader in education, research and innovation across europe by providing a unique hub of labs"

INPUT

Mapping of existing resources (equipments+infrastructures (physical and digital))

Identification of key future technologies and their relevance for research and education in media arts

Investment and development priorities of each alliance member

Balance and complementarities between priorites of the members

Mapping of existing staff competences and research interests across the alliance (wp6)

Assessment of educational needs and evalution of future priorites for new offers

Development and improvement of the alliance artistic (or other forms) research agenda that creates needs for the use of the labs

ROADMAP

01
Assessment of trends and needs in society and industry

02
Mapping existing resources (physical, virtual and staff)

03
Needs assessement (educational/ research/innovation)

04
Formation strategy and objectives at an alliance level

05
Research on existing solutions and providers

06
Design of a pilot stage

07
Pilot labs with very little or existing resources

08
Evaluation of pilots results

09
Prototype the full lab

10
Financing and budgeting

11
Minor review strategy and implement changes

12
Formal procurement process

13
Contract completion

14
Aquisition and implementation

15
Training of experts and users

16
Creation of internal manuals and dissemination materials on the affordances of the lab

17
Production promotion materials of the labs

18
Implementation of solution for integration with portal and hub in order to ensure acessibility and use across alliance

19

Identification
and framing of
educational and
research uses
of the lab

20

Pilot of actual
uses of the labs
for education
and research

21

Officaly open the lab
as part of the hub

22

Major review
strategy and
implement changes in
face of future needs

OUTPUT

Labs operational

BEST PRACTICES

Human component - no lab will work without the involvment of staff
Ensuring seed funding that promote the use of the labs across the partners
Define concrete educational or r&i context for the use of the technology
Ensure constant revaluation of the needs
Ensure finantial resourcing in order to constantly upgrade the labs
The development of the hub broadens the alliance domains of intervention via the promotion of interdisciplinarity and openess to external stakeholders
Making any resource available across partners via our own web portal that makes the hub labs transparent and acessible to all users
Use of procurement procedures and model for acquisition of labs (equipments)
Involve staff in the piloting of the labs and relate the pilot of the labs with our own samsara pilots and rit pilots

INCUBATOR

INCUBATOR

AREA OF INTERVENTION   INNOVATION AND ENTREPRENEURSHIP

DESCRIPTION

Promote the setup of joint incubators that can foster entrepreneurship, facilitate project based innovaiton and allow the alliance to participate in regional hubs of innovation

DRIVER

To provide researchers with " in field" experiences in other countries/cultural perspectives

VALUE

To stengthen personal relationships between professionals from different institutions, creating a more cohesive alliance

INPUT

Create a sense of community amongst researchers across all institutions by fostering in person events and a proximity dialogue. Participation in conferences via patnerships between researchers from different heis

ROADMAP

01

Create specialised research hub

02

Design research project and relevant mobilities

03

Select researcher (or researchers) best suited for a particular mobility

OUTPUT

Doctus, neurocine seminar, FilmEU Lisbon, dublin and genk summits, "why so serious? Conference, rit's field missions

BEST PRACTICES

To allow for "in presence" experiences

FOSTER INNOVATION AND ENTREPRENEURSHIP

AREA OF INTERVENTION   INNOVATION AND ENTREPRENEURSHIP

DESCRIPTION

Congregation of appropiately skilled academic staff across the alliance

DRIVER

To provide learning tools that promote pioneering thinking in research

VALUE

To foster a forward looking mentality amongst researchers

INPUT

Production of mooc course "entrepreneurship for the creative industries" blueprint of innovation plan. Production of the innovation toolkit. Draft agreement incubation. Case study "developing incubation in FilmEU". Report with guidelines for future research and teaching uses of FilmEU hub

ROADMAP

01

To create group of specialised professionals

02

To aggregate all teams developing moocs under an umbrella group in order to provide fast knowledge sharing

03

To establish mooc structure

04

To research and collect mooc's resources

05

To plan and record any necessary original audiovisual materials

06

To post produce all relevant resources

07

To build and finalise mooc's modules

08

To allow enough time for all members of the team to review each other's work

09

To upload mooc to relevant platform

10

To publish mooc

11

To advertise mooc

OUTPUT

Mooc course "entrepreneurship for the creative industries", report innovation plan, report innovation plan toolkit

---

BEST PRACTICES

Various learning tools that promote original and entrepreneurial thinking

TOOLKIT COMPONENT

INCUBATOR

AREA OF INTERVENTION   **INNOVATION AND ENTREPRENEURSHIP**

DESCRIPTION

Promote the setup of joint incubators that can foster entrepreneurship, facilitate project based innovaiton and allow the alliance to participate in regional hubs of innovation

DRIVER

Promote project based innovation. Increase entrepreneurship across the alliance. Allow the alliance to participate in regional hubs of innovation. Facilitate project based innovation and support to alumni

VALUE

Increase the level of innovation in the alliance and its ability for knowledge transfer. Increase interactions with industry and society. FilmEU supports its graduates in an original manner via an incubating model adapted to the arts

INPUT

Needs of each partner and type of outcomes generated
External funding for setup
Proposals coming from graduates
Projects and business ideas generated in residencies and project based
innovation

ROADMAP

01

Define model for
project based
innovation (i.E. In
c-accelerate)

02

Select appropriate
outcomes/ideas

03

Define and
implement a triple
helix model in one
regional context

04

Pilot the model
in one regional
incubator

05

Evaluate results
of pilot

06

Scale up the
incubator model
to other regional
settings across
the alliance

OUTPUT

Incubator in place in one regional setting and model ready to be replicated

BEST PRACTICES

Kino-eyes project incubation with c-accelerate

MOBILITY

PROMOTE RESEARCHERS MOBILITY

AREA OF INTERVENTION   INNOVATION AND ENTREPRENEURSHIP

DESCRIPTION

Encourage and sponsor the mobility of researchers at all levels and between all heis. Endorse the participation in international conferences and learning experiences

DRIVER

To provide researchers with " in field" experiences in other countries/ cultural perspectives

VALUE

To strengthen personal relationships between profissionals from different institutions, creating a more cohesive alliance

INPUT

Create a sense of community amongst researchers across all institutions by fostering in person events and a proximity dialogue. Participation in conferences via patnerships between researchers from different heis

ROADMAP

01

Create specialised research hub

02

Design research project and relevant mobilities

03

Select researcher (or researchers) best suited for a particular mobility

04

Discuss and plan mobility with institutional specialised officers

OUTPUT

Doctus, neurocine seminar, FilmEU Lisbon, dublin and genk summits, "why so serious? Conference, rit's field missions

BEST PRACTICES

To allow for "in presence" experiences

INDUSTRY COLLABORATIONS

SOFTWARE INDUSTRY COLLABORATIONS

AREA OF INTERVENTION   LINKAGE TO SOCIETY

DESCRIPTION

FilmEU Education and Research use software tools and platforms and therefore different collaborations with industry partners are set up

DRIVER

Source accessible software for FilmEU students and staff, develop and test new IP

VALUE

FilmEU research assists the refinement and development of new european film tools

INPUT

To facilitate mobility, FilmEU students need cloud licences for crucial software, digital tools and platforms

FilmEU can become an important film software research, development, testing and training environment

Film software developers can use FilmEU to develop, test and position new film digital tools

FilmEU can negotiate share ownership in new film-tools IP

ROADMAP

01

FilmEU digital
IP expert team
is formed

02

Identify key digital
tools, software and
platforms for FilmEU
students and staff

03

FilmEU expert
team and
european industry
identify areas for
collaboration

04

Each year european
industry partners
design research
collaborations
with FilmEU

05

Each year FilmEU
designs research
collaborations
with european
industry partners

06

FilmEU takes modest
ownership in new IP
and tools developed

07

FilmEU disseminates
collaborative
developments
to european
film industry

OUTPUT

Annual FilmEU audit of required digital tools, software and platforms
Annual FilmEU meeting with european industry representatives
New digital tool research projects proposed and designed
FilmEU takes some ownership in newly developed film-tools

BEST PRACTICES

Limecraft
FilmEU portal

AREAS OF INTERVENTION

- LINKAGE TO SOCIETY

ASSOCIATED PARTNERS

ASSOCIATED PARTNERS

AREA OF INTERVENTION   LINKAGE TO SOCIETY

DESCRIPTION

Associated partners are a core aspect of FilmEU linkage to society and the dissemination of its activities. This component concerns the establishment of a model to relate with associated partners and consolidate these relations

DRIVER

External and Internal Dissemination of the FilmEU Activities
Network
Abilitiy to intervene across relevant domains (i.e. film educational sector)

VALUE

FilmEU has a strong network of Associated partners with whom it works on a regular basis

INPUT

Identification of activities or domains where AP are a plus

ROADMAP

01

Activities/domains
are identified

02

Potential APs
are identified

03

Contact established

04

MOU signed

05

APs invited to
Alliance events
and become part
of contact lists

06

Concrete activities
with APs
implemented

07

Relation with APs
monitored annualy
and evaluated

08

When impact positive
agreement with
APs renewed

OUTPUT

Strong network of APs in palce with MOU signed
APs actively contribute to the Alliance activities and its dynamics

BEST PRACTICES

Participation of representatives of several APs in the WP6 work around
artistic research
Engagment with APs GEECT and CILECT during enlargement

CHALLENGES

CREATE LINKS BETWEEN LEARNING AND PREDOMINAT SOCIETAL DEBATES

AREA OF INTERVENTION   LINKAGE TO SOCIETY

DESCRIPTION

Appraise major societal debates in the context of a learning experience

---

DRIVER

To establish relevant connections between higher education and the wider world

---

VALUE

To create a learning experience that promotes european core ethical values

INPUT

Enact major social debates in a lerning pilot experience that engages both teachers and students

ROADMAP

01

Establish specialised group of teachers

02

Group of teachers needs to consist of individuals aware of major societal debates

03

One institution is selected to lead and propose yearly theme

04

Group of teachers discusses how to translate theme into a pedagogical experience

05

Students are taught theoretical and practical skills under the theme's umbrella

06

Students produce work and are creative under the theme's umbrella

07

Work is assessed and debated with students

08

Students' work is presented publicly, widening the debate

OUTPUT

Pilot 2022-2023 and 2022-2021
1st pilot (sexuality, gendar and censorship),
2nd pilot (film as art and sustainability)

BEST PRACTICES

To provide a creative umbrella that enables students to learn film and
media skills while considering important societal issues

COMMUNICATION

IMPACT & OUTREACH

AREA OF INTERVENTION   **LINKAGE TO SOCIETY**

DESCRIPTION

Social media content creation (text, video) in order to promote and inform about the project activities. It involves planning, researching, creating and scheduling written and audiovisual content at the chosen social media channels

---

DRIVER

External and Internal Dissemination of the FilmEU Activities
Institutional digital presence
Network
Future: recruitment; enrollment; scholarship
Target: FilmEU team; academic staff and researchers; students; stakeholders (EU, national agencies)
Engagement of students and technical support for the communication team
Events

VALUE

Report and dissemination of the FilmEU activities
Information
Archive
Brand awareness

INPUT

One coordinator per institution
All WPs share news and updates (Reseachers, Teachers, students provide inputs like testimonials, opinion texts, etc.)
PMB share important news
Two students per institution
One institution assigned responsibility
Team (professionals and students): Graphic Designer, Webdesigner, Camera, Photographer, Copy, Editor, Social Media Manager, Animator, Sound
Building Block 10.3 - Events Management

ROADMAP PHASE I

01

Dates and Location
of the Event

02

Brainstorming

03

Dissemination
Strategy

04

Technical details
(Youtube, reels,
timing, etc)

05

Briefing FilmEU
AV Students

06

Assigning roles

07

Book the Equipment

08

Coverage of
the event

09

Post production

10

Feedback

01
Strategy meetings for deciding on the content

02
Search for content/ receive inputs from WPs/ PMBs/ institutions

03
Select the format: IG, FB, TW, LK, YT, Website, Newsletter, direct Emails for the teams, other institutional social media/ external newsletters like ECREA/ NICO/ FOREU, etc....

04
Building Block 1 AV team (if needed) help WP 10 creating photos/ videos/ reels, etc

05
Adapt/ Prepare the visuals according templates

06
Adapt the copy

07
Strategy for dissemination (schedule)

08
Responsible instituition receives content (Lusófona Univ.)

09
Schedule the posts, emails, etc.

10
Content published

01
Definition of content according to agreed template

02
Implementation on mailchimp

03
Sharing of test version for final approval

04
Send newsletter

01
Search for content

02
Adapt the copy

03
Select the format: news, events, calls, institutional info, etc.

04
Prepare the visuals

05
Responsible instituition receives content (Lusófona Univ.)

06
Online content manager takes the necessary steps to upload the content

07

Review the code and structure

08

Content published

ROADMAP PHASE 2

01

Strategy meetings for deciding on the content

02

Search for content/ receive inputs from WPs/ PMBs/ institutions

03

Select the format: IG, FB, TW, LK, YT, Website, Newsletter, direct Emails for the teams, other institutional social media/ external newsletters like ECREA/ NICO/ FOREU, etc, interviews with the team and guests.

04

Assigning roles

05

AV team asigned (if needed) help WP 10 creating photos/ videos/ reels, etc

06

Logistics (equipment, venues, techinical support)

07

Adapt/ Prepare the visuals according templates

08

Definition of content according to agreed template

09

Adapt the copy

10

Strategy for dissemination (schedule)

11

Responsible instituition receives content (Lusófona Univ.)

12

Online content manager takes the necessary steps to upload the content

13

Schedule the posts, emails, etc.

14

Content published online (website, newsletter, etc)

15

Reporting outreach

OUTPUT PHASE I

Recap Videos
Streaming Video
Short Videos (IG Stories)
Reels Videos
Photos
Text (Quotes)
Animations (Intro and outro)
Photos
Videos
Text
Emails
Newsletters
Website content
e-flyers
posters
Data about the audience (countries, age, gender, timing, reach, clicks, etc)
Merchandise
Newsletter sent
Data: Reach; open rate
Content itself (image + photo)
News published

OUTPUT PHASE 2

Photos
Videos
Text
Emails
Newsletters
Website content
e-flyers
Posters
Merchandise
Data about the audience (countries, age, gender, timing, reach, clicks, etc)

BEST PRACTICES

Template/ Check list
FilmEU Summit 2021

FilmEU Summit 2022
Foundation of Digital Games 2023
FilmEU Cineclub
Pilots 1 and 2
FilmEU Talks
Over & Out 2022
FilmEU Academy 2022

FilmEU Summit 2021
FilmEU Summit 2022
FilmEU_RIT Summit 2023
Social Media Accounts
Website
Newsletters
Youtube
FilmEU Talks

DISSEMINATION

DISSEMINATION OF RESEARCH WORK IN PUBLIC PLATFORMS

AREA OF INTERVENTION **LINKAGE TO SOCIETY**

DESCRIPTION

Aggregate, foster and cultive various outputs for research public dissemination

DRIVER

To create outreach outlets for research

VALUE

To disseminate research outside the academic walls

INPUT

Publication of articles resulting from patnerships between researchers from different HEIs. Providing research to be published on institutional and other websites

ROADMAP

01

To select a dedicated group of specialists

02

To map common ground and differences in the field

03

To invite and learn from specialists

04

To agree time frame for work

05

To where relevant draft and execute questionnaires in the topic and analyse relevant data data

06

To research and review state of the art in the field

07

To structure
written work

08

To divide
writing tasks

09

To allow enoug
time for comments,
revisions and
proof reading

10

To format work

11

To publish

OUTPUT

Numerous publications, conference attendance, exhibitions and other
outputs

BEST PRACTICES

To share academic knowledge with society

IMPACT & OUTREACH

AREA OF INTERVENTION   **LINKAGE TO SOCIETY**

DESCRIPTION

Social media content creation (text, video) in order to promote and inform about the project activities. It involves planning, researching, creating and scheduling written and audiovisual content at the chosen social media channels

---

DRIVER

External and Internal Dissemination of the FilmEU Activities
Institutional digital presence
Network
Future: recruitment; enrollment; scholarship
Target: FilmEU team; academic staff and researchers; students; stakeholders (EU, national agencies)
Engagement of students and technical support
for the communication team
Events

VALUE

Report and dissemination of the FilmEU activities
Information
Archive
Brand awareness

INPUT

One coordinator per institution
All WPs share news and updates (Reseachers, Teachers, students provide inputs like testimonials, opinion texts, etc.)
PMB share important news
Two students per institution
One institution assigned responsibility
Team (professionals and students): Graphic Designer, Webdesigner, Camera, Photographer, Copy, Editor, Social Media Manager, Animator, Sound
Building Block 10.3 - Events Management

ROADMAP PHASE 1

01

Dates and Location
of the Event

02

Brainstorming

03

Dissemination
Strategy

04

Technical details
(Youtube, reels,
timing, etc)

05

Briefing FilmEU
AV Students

06

Assigning roles

07

Book the Equipment

08

Coverage of
the event

09

Post production

10

Feedback

01

Strategy meetings for deciding on the content

02

Search for content/ receive inputs from WPs/ PMBs/ institutions

03

Select the format: IG, FB, TW, LK, YT, Website, Newsletter, direct Emails for the teams, other institutional social media/ external newsletters like ECREA/ NICO/ FOREU, etc....

04

Building Block 1 AV team (if needed) help WP 10 creating photos/ videos/ reels, etc

05

Adapt/ Prepare the visuals according templates

06

Adapt the copy

07

Strategy for dissemination (schedule)

08

Responsible instituition receives content (Lusófona Univ.)

09

Schedule the posts, emails, etc.

10

Content published

01
Definition of content according to agreed template

02
Implementation on mailchimp

03
Sharing of test version for final approval

04
Send newsletter

01
Search for content

02
Adapt the copy

03
Select the format: news, events, calls, institutional info, etc.

04
Prepare the visuals

05
Responsible instituition receives content (Lusófona Univ.)

06
Online content manager takes the necessary steps to upload the content

07
Review the code and structure

08
Content published

ROADMAP PHASE 2

01

Strategy meetings for deciding on the content

02

Search for content/ receive inputs from WPs/ PMBs/ institutions

03

Select the format: IG, FB, TW, LK, YT, Website, Newsletter, direct Emails for the teams, other institutional social media/ external newsletters like ECREA/ NICO/ FOREU, etc, interviews with the team and guests

04

Assigning roles

05

AV team asigned (if needed) help WP 10 creating photos/ videos/ reels, etc

06

Logistics (equipment, venues, techinical support)

07

Adapt/ Prepare the visuals according templates

08

Definition of content according to agreed template

09

Adapt the copy

10

Strategy for
dissemination
(schedule)

11

Responsible
instituition
receives content
(Lusófona Univ.)

12

Online content
manager takes the
necessary steps to
upload the content

13

Schedule the posts,
emails, etc.

14

Content published
online (website,
newsletter, etc)

15

Reporting outreach

OUTPUT PHASE 1

Recap Videos
Streaming Video
Short Videos (IG Stories)
Reels Videos
Photos
Text (Quotes)
Animations (Intro and outro)

Photos
Videos
Text
Emails
Newsletters

Website content
e-flyers
posters
Data about the audience (countries, age, gender, timing, reach, clicks, etc)
Merchandise

Newsletter sent
Data: Reach; open rate

Content itself (image + photo)
News published

OUTPUT PHASE 2

Photos
Videos
Text
Emails
Newsletters
Website content
e-flyers
posters
Merchandise
Data about the audience (countries, age, gender, timing, reach, clicks, etc)

BEST PRACTICES

Template/ Check list
FilmEU Summit 2021

FilmEU Summit 2022
Foundation of Digital Games 2023
FilmEU Cineclub
Pilots 1 and 2
FilmEU Talks
Over & Out 2022
FilmEU Academy 2022

FilmEU Summit 2021
FilmEU Summit 2022
FilmEU_RIT Summit 2023
Social Media Accounts
Website
Newsletters
Youtube
FilmEU Talks

RESEARCH
DISSEMINATION

DISSEMINATION OF RESEARCH WORK IN PUBLIC PLATFORMS

AREA OF INTERVENTION   LINKAGE TO SOCIETY

DESCRIPTION

Aggregate, foster and cultive various outputs for research public dissemination

DRIVER

To create outreach outlets for research

VALUE

To disseminate research outside the academic walls

INPUT

Publication of articles resulting from patnerships between researchers from different HEIs. Providing research to be published on institutional and other websites

ROADMAP

01
To select a dedicated group of specialists

02
To map common ground and differences in the field

03
To invite and learn from specialists

04
To agree time frame for work

05
To where relevant draft and execute questionnaires in the topic and analyse relevant data data

06
To research and review state of the art in the field

07

To structure
written work

08

To divide
writing tasks

09

To allow enoug
time for comments,
revisions and
proof reading

10

To format work

11

To publish

OUTPUT

Numerous publications, conference attendance, exhibitions and other
outputs

BEST PRACTICES

To share academic knowledge with society

JOINT EVENTS

EVENT MANAGEMENT

AREA OF INTERVENTION   LINKAGE TO SOCIETY

DESCRIPTION

It is decided WP10 will plan interviews with key stakeholders (external, staff and students) during FilmEU events as an interview format is believed to be perfect to obtain and disseminate information. The concept and structure of the interview will be discussed internally within WP10 and organized by the coordinators of the concerned partners. The AV students will be asked to support technically (film, edit). Interviews can be short or long, depending on the situation, target audience and team available. The interviews will be disseminated on Youtube, Social Media, website, also depending on the situation

DRIVER

Reach internal and external audiences
Traditional and Non-traditional mobility
Social Media Content, Intellectual Content, Scientific Outputs
Report and Archive of the events/ activities
Promote FilmEU Schools

VALUE

Knowledge transfer
Linkage to Society
Expanding the network
Archive

INPUT PHASE 1

One coordinator from the hosted institution
WP 10 provide inputs
Guests (interviewed)
FilmEU AV Team

One institutional host - responsible for the event
One person per institution to coordinate on the event/ tasks and team
AV Team (building block 1)
Budget

One institutional host - responsible for the event
One person per institution to coordinate on the event/ tasks and team
AV Team (building block 1) - if needed

One institutional host - responsible for the event
One person per institution to coordinate on the event/ tasks and team
AV Team (building block 1)
Budget

INPUT PHASE 2

One institutional host - responsible for the event
WP 10 for logistics and communications
FilmEU AV Team
Techincal and Logistics Support
Budget

ROADMAP PHASE I

01

Concept and
Brainstorming

02

Dissemination
Strategy

03

Technical details
(Youtube, reels,
timing, etc)

04

Briefing FilmEU
AV Students

05

Date and location

06

Script Development

07

Book the Equipment

08

Film the interview

09

Post production

10

Feedback

01

WP 10 or other WPs brainstorm an event like FilmEu Talks/ Cineclub or PMB decides the next events

02

Decide the team (internal)

03

Budget

04

Date and location

05

Book the venues

06

Decide on the format: Building block 7 private session or building block 8 youtube

07

Decide on the program/ guests

08

Prepare copy

09

Prepare the visuals and merchandising

10

Building block 9 website

11

Building block 4 dissemination

12

Brainstoming with the AV team - building block 1

13

Quotation
(rooms, services,
travelling, food, etc)

14

Open call for
volunteers/ student
employees

15

Select the
volunteers/ student
employees

16

Brainstorming with
the volunteers

17

Check with the
guest for travels and
accommodation

18

Book the hotels
and the flights

19

Set the technical
part with the team:
streaming or zoom

20

Book the equipment
needed

21

Setup the stage
and sitting plan

22

Book the catering

23

Select the food and
prepare the schedule

24

Design the
Merchandising

25

Set the kits for participants

26

Production of the event

27

Building block 2 interviews

28

Building block 4 dissemination

29

Evaluation and feedback

30

invoices and payments

01

WP 10 or other WPs brainstorm an event like FilmEu Talks/ Cineclub or PMB decides the next events

02

Decide the team (internal)

03

Date

04

Book the venues (if needed)

05

Decide on the program/ guests

06

Prepare copy

07

Prepare the visuals

08

Building block
9 website

09

Building block 4
dissemination

10

Building block
3 Internal
communication

11

Brainstoming
with the AV team
- building block
1 (if needed)

12

Set the technical
part with the team:
youtube settings

13

Book the equipment
needed

14

Setup the stage
and sitting plan

15

Production of
the event

16

Building block 4
dissemination

17

Evaluation and
feedback

01

WP 10 or other WPs brainstorm an event like FilmEu Talks/ Cineclub or PMB decides the next events

02

Decide the team (internal)

03

Budget

04

Date and location

05

Book the venues

06

Decide on the program/ guests

07

Prepare copy

08

Prepare the visuals and merchandising

09

Building block 9 website

10

Building block 4 dissemination

11

Brainstoming with the AV team - building block 1

12

Quotation (rooms, services, travelling, food, etc)

13

Open call for volunteers/ student employees

14

Select the volunteers/ student employees

15

Brainstorming with the volunteers

16

Check with the guest for travels and accommodation

17

Book the hotels and the flights

18

Set the technical part with the team: cameras, mics, sitting, presentations

19

Book the equipment needed

20

Setup the stage and sitting plan

21

Book the catering

22

Select the food and prepare the schedule

23

Design the Merchandising

24

Set the kits for participants

ROADMAP PHASE 2

01
Concept and Brainstorming

02
Decide on the program/ guests/ audience or target group)

03
Events planning (date, location, type [hybrid, in-person, youtube])

04
Assigning Institutions per event

05
Dissemination Strategy

06
Assigning roles (WP 10, Staff, Technical Support, Students, Av team, volunteers, etc)

07
Budgeting (quotation for venues, food, equipment, hotels, travels, etc.)

08
Building Block 10.2 - Impact & Outreach (internal and external communication; AV team ready for filming)

OUTPUT PHASE 1

Full Video
Short videos for social media (fragments)
Photos (Stills from the video)
Text (Quotes)

The event
Photos
Videos (youtube live streaming or recaps or IG reels or interviews)
Text
Exhibition
Papers
Posters/ roll ups (printed materials)

Photos (screenshots)
Videos (Broadcast video)
Text (Quotes)

The event
Photos
Videos (youtube live streaming or recaps or IG reels or interviews)
Text
Exhibition
Papers
Reports
Posters/ roll ups (printed materials)

OUTPUT PHASE 2

The Event
Exhibition
Reports (mobility numbers and social media engagement)

BEST PRACTICES PHASE 1

FilmEU Summit 2021
FilmEU Summit 2022
FilmMemory
Students interviews (during the Summit 2021)
Meet the team videos
Pilots 2022/2023

FilmEU Summit 2021
FilmEU Summit 2022
FilmEU Talks
FilmEU Cineclub
Future Governance Models for the European Universities

FilmEU Talks
FilmEU Summit 2021
FilmEU Summit 2022

FilmEU Summit 2021
FilmEU Summit 2022
FilmEU Talks
FilmEU Cineclub
Future Governance Models for the European Universities

BEST PRACTICES PHASE 2

Templates
Template/ Check list - Logistics

PARTNERSHIPS

RESEARCH IN PARTNERSHIP WITH OTHER PUBLIC AND PRIVATE INSTITUTIONS

AREA OF INTERVENTION   **LINKAGE TO SOCIETY**

DESCRIPTION

Exploration within research hubs of possible partnerships with public and private institutions

DRIVER

To expand and increase resources

VALUE

Increases capital and knowledge pool

INPUT

Secure partnerships with public and private partners at all levels of research from investigation to dissemination (FilmEU RIT)

ROADMAP

01

To establish research hubs with societal purposes

02

To promote and reward research hubs that create partnerships with external partners

03

To disseminate and cherish the work developed with external partners

OUTPUT

RIT's projects partnerships with external stakeholders

BEST PRACTICES

Various partnerships between RIT research hubs and external organisations

QUALITY

QA TOOLS
(SURVEY-FOCUSTALK-QUESTIONNAIRE-ET AL...)

AREA OF INTERVENTION   **SERVICES**

DESCRIPTION

Providing QA tools/instruments for all stakeholders for large spread of activities (projects, pilots)

INPUT

Tools/instruments from local HEI

OUTPUT

Common toolset

REPORTING

DISSEMINATION

DESCRIPTION

Social media content creation (text, video) in order to promote and inform about the project activities. It involves planinig, researching, creating and scheduling written and audiovisual content at the chosen social media channels

DRIVER

Institutional digital presence
Future: recruitment; enrollment; attract talent
Network
Internal and external communication

VALUE

Information
Archive
Brand awareness
Impact
Engagement

INPUT

All WPs share news and updates
PMB share important news
WP 10 events
Reseachers, Teachers, students provide inputs like testimonials, opinion texts, etc.
Updates on the existing content
Building Block 1 (AV Team)

ROADMAP

01

Strategy meetings for deciding on the content

02

Search for content/ receive inputs from WPs/ PMBs/ institutions

03

Select the format: IG, FB, TW, LK, YT, Website, Newsletter, direct Emails for the teams, other institutional social media/ external newsletters like ECREA/ NICO/ FOREU, etc....

04

Building Block
1 AV team (if
needed) help WP
10 creating photos/
videos/ reels, etc

05

Adapt/ Prepare the
visuals according
templates

06

Adapt the copy

07

Strategy for
dissemination
(schedule)

08

Responsible
instituition
receives content
(Lusófona Univ.)

09

Schedule the posts,
emails, etc.

10

Content published

OUTPUT

Photos
Videos
Text
Emails
Newsletters
Website content
e-flyers
posters
Data about the audience (countries, age, gender, timing, reach, clicks, etc)
Merchandise

BEST PRACTICES

FilmEU Summit 2021
FilmEU Summit 2022
FilmEU_RIT Summit 2023
Social Media Accounts
Website
Newsletters
Youtube
FilmEU Talks

AREAS OF INTERVENTION

- RESEARCH

JOINT SCIENTIFIC EVENTS

EVENT MANAGEMENT

AREA OF INTERVENTION   **LINKAGE TO SOCIETY**

DESCRIPTION

It is decided wp10 will plan interviews with key stakeholders (external, staff and students) during FilmEU events as an interview format is believed to be perfect to obtain and disseminate information. The concept and structure of the interview will be discussed internally within wp10 and organized by the coordinators of the concerned partners. The av students will be asked to support technically (film, edit). Interviews can be short or long, depending on the situation, target audience and team available. The interviews will be disseminated on youtube, social media, website, also depending on the situation

DRIVER

Reach internal and external audiences
Traditional and non-traditional mobility
Social media content, intellectual content, scientific outputs
Report and archive of the events/ activities
Promote FilmEU schools

VALUE

Knowledge transfer
Linkage to society
Expanding the network
Archive

INPUT

One coordinator from the hosted institution
Wp 10 provide inputs
Guests (interviewed)
FilmEU av team

One institutional host - responsible for the event
One person per institution to coordinate on the event/ tasks and team
Av team (building block 1)
Budget

One institutional host - responsible for the event
One person per institution to coordinate on the event/ tasks and team
Av team (building block 1) - if needed

One institutional host - responsible for the event
One person per institution to coordinate on the event/ tasks and team
Av team (building block 1)
Budget

ROADMAP PHASE I

01

Concept and
Brainstorming

02

Dissemination
Strategy

03

Technical details
(Youtube, reels,
timing, etc)

04

Briefing FilmEU
AV Students

05

Date and location

06

Script Development

07

Book the Equipment

08

Film the interview

09

Post production

10

Feedback

01

1 WP 10 or other WPs brainstorm an event like FilmEU Talks/ Cineclub or PMB decides the next events

02

Decide the team (internal)

03

Budget

04

Date and location

05

Book the venues

06

Decide on the format: Building block 7 private session or building block 8 youtube

07

Decide on the program/guests

08

Prepare copy

09

Prepare the visuals and merchandising

10

Building block 9 website

11

Building block 4 dissemination

12

Brainstoming with the AV team - building block 1

13

Quotation (rooms, services, travelling, food, etc)

14

Open call for volunteers/ student employees

15

Select the volunteers/ student employees

16

Brainstorming with the volunteers

17

Check with the guest for travels and accommodation

18

Book the hotels and the flights

19

Set the technical part with the team: streaming or zoom

20

Book the equipment needed

21

Setup the stage and sitting plan

22

Book the catering

23

Select the food and prepare the schedule

24

Design the Merchandising

25
Set the kits for participants

26
Production of the event

27
Building block 2 interviews

28
Building block 4 dissemination

29
Evaluation and feedback

30
invoices and payments

01
WP 10 or other WPs brainstorm an event like FilmEU Talks/ Cineclub or PMB decides the next events

02
Decide the team (internal)

03
Date

04
Book the venues (if needed)

05
Decide on the program/ guests

06
Prepare copy

07

Prepare the visuals

08

Building block
9 website

09

Building block 4
dissemination

10

Building block
3 Internal
communication

11

Brainstoming
with the AV team
- building block
1 (if needed)

12

Set the technical
part with the team:
youtube settings

13

Book the equipment
needed

14

Setup the stage
and sitting plan

15

Production of
the event

16

Building block 4
dissemination

17

Evaluation and
feedback

01

WP 10 or other WPs brainstorm an event like FilmEU Talks/ Cineclub or PMB decides the next events

02

Decide the team (internal)

03

Budget

04

Date and location

05

Book the venues

06

Decide on the program/ guests

07

Prepare copy

08

Prepare the visuals and merchandising

09

Building block 9 website

10

Building block 4 dissemination

11

Brainstoming with the AV team - building block 1

12

Quotation (rooms, services, travelling, food, etc)

13

Open call for volunteers/ student employees

14

Select the volunteers/ student employees

15

Brainstorming with the volunteers

16

Check with the guest for travels and accommodation

17

Book the hotels and the flights

18

Set the technical part with the team: cameras, mics, sitting, presentations

19

Book the equipment needed

20

Setup the stage and sitting plan

21

Book the catering

22

Select the food and prepare the schedule

23

Design the Merchandising

24

Set the kits for participants

ROADMAPPHASE 2

01

Concept and
Brainstorming

02

Decide on the
program/ guests/
audience or
target group)

03

Events planning
(date, location,
type [hybrid, in-
person, youtube])

04

Assigning Institutions
per event

05

Dissemination
Strategy

06

Assigning roles (WP
10, Staff, Technical
Support, Students, Av
team, volunteers, etc)

07

Budgeting (quotation
for venues, food,
equipment, hotels,
travels, etc.)

08

Building Block 10.2
- Impact & Outreach
(internal and external
communication;
AV team ready
for filming)

FUNDING AND PROJECT APPLICATION

COLLABORATIVE PROJECT WRITING

AREA OF INTERVENTION   **GOVERNANCE**

DESCRIPTION

The consortium agrees to write a proposal

INPUT

Project call
Lead of the project (one partner)
Project promotor

ROADMAP

01

Set up a teams channel

02

Define the team (partners participating in the project proposal, names of writing team)

03

First brainstorm

04

Set up wp structure - prepare the wp templates

05

Divide the project template among the writing team

06

Each wp meets several times

07

Bring content in proposal template

08

Week before deadline final edit

OUTPUT

Project proposal

BEST PRACTICES

Widera
Marie curie proposal

PHD EDUCATION

DESIGN A JOINT PHD

AREA OF INTERVENTION   **RESEARCH**

DESCRIPTION

Research, chart and analyse the common ground at phd level, across all institutions

---

VALUE

To bring innovation to the phd learning experience

INPUT

Draw an inventory of practical phd intersection methodologies and practices. Design a resource-sustainable and innovative phd plan

ROADMAP

01

To select a dedicated group of specialists

02

To map common ground and differences in the field

03

To invite and learn from specialists

04

To agree time frame for work

05

To where relevant draft and execute questionnaires in the topic and analyse relevant data data

06

To research and review state of the art in the field

07

To structure written work

08

To divide writing tasks

09

To allow enoug time for comments, revisions and proof reading

10

To format work

11

To publish

OUTPUT

Joint phd proposal, report quality assurance proposed phd, report phd curriculum, content guidelines, scientific approach

BEST PRACTICES

Marie curie application

DESIGN AND IMPLEMENTATION OF A REGULAR DOCTORAL SEMINAR CYCLE (DOCTUS)

AREA OF INTERVENTION RESEARCH

DESCRIPTION

Survey and map phd activity across the alliance. Sketch and follow through with regular seminars at phd level

DRIVER

To promote a sense of collective experience in the phd practice

VALUE

The creation of a network of phd students that know each other and share experiences across the alliance

INPUT

Establishment and production of "doctus", regular phd level set of seminars (doctoral school). Enterprise open to students across all institutions

ROADMAP

01

Decide doctus location

02

Organise calendar and activities

03

Publish call for works and disseminate in all heis

04

Select phd students from all institutions in the alliance

05

Work with mobility officers to provide mobility funds to students

06

Draft activities

07

Advertise final programme

08

Host activities that promote phd work discussion

OUTPUT

Implementation of a regular seminar, alliance´s institutions alternate hosting

BEST PRACTICES

Doctus seminar for phd students

ORGANISE DOCTORAL SUMMER SCHOOL

AREA OF INTERVENTION   RESEARCH

DESCRIPTION

Establishment of a FilmEU institutional umbrella for the development of phd work

---

DRIVER

To promote a sense of collective experience in the phd practice

---

VALUE

The creation of a network of phd students that know each other and share experiences across the alliance

Call for proposals - panel of supervisors - promote discussion

ROADMAP

01
Decide doctoral
school location

02
Organise calendar
and activities

03
Publish call for works
and disseminate
in all heis

04
Select phd students
from all institutions
in the alliance

05
Work with mobility
officers to provide
mobility funds
to students

06
Draft activities

07
Advertise final
programme

08
Host activities
that promote phd
work discussion

OUTPUT

Yearly event where phd students and supervisors gather to robustly discuss and share knowledge on the theory and parctical side of research: summer doctoral school

BEST PRACTICES

An established and regular doctoral summer school

PHD SUPERVISION MODELS

AREA OF INTERVENTION   **RESEARCH**

DESCRIPTION

Investigate, survey and inspect best practices in phd supervision in artistic research

---

DRIVER

To establish pioneering practices in artistic research phd supervision

---

VALUE

To capacitate phd supervisors

INPUT

Write report and enact best practices in phd supervison in artistic research

ROADMAP

01

Select specialised
team across heis

02

Delineate a
feasible timeframe
for completion
of the task

03

Research state of
the art in artistic
research phd
supervision

04

Discuss and select
most representative
best pedagogical
practices across
all hei´s

05

To invite specialists
in the field and learn
new perspectives

06

The goup shares
compiled information

07

The group discusses
opportunities
and challenges
in the field

08

Decide table
of contents

09

Divide written work

10

Allow enough
time for feedback
and comments

11

Revise thouroughly

12

Format document

13

Publish

OUTPUT

Report - supervision models in film and media phd education

BEST PRACTICES

To constantly update best pedagogical practices in artistic research phd
supervision

JOINT PUBLICATIONS

DISSEMINATION OF RESEARCH WORK IN PUBLIC PLATFORMS

AREA OF INTERVENTION   LINKAGE TO SOCIETY

DESCRIPTION

Aggregate, foster and cultive various outputs for research public dissemination

DRIVER

To create outreach outlets for research

VALUE

To disseminate research outside the academic walls

INPUT

Publication of articles resulting from patnerships between researchers from different heis. Providing research to be published on institutional and other websites

ROADMAP

01
To select a dedicated group of specialists

02
To map common ground and differences in the field

03
To invite and learn from specialists

04
To agree time frame for work

05
To where relevant draft and execute questionnaires in the topic and analyse relevant data data

06
To research and review state of the art in the field

07
To structure written work

08
To divide writing tasks

09
To allow enoug time for comments, revisions and proof reading

10
To format work

11
To publish

OUTPUT

Numerous publications, conference attendance, exhibitions and other outputs

BEST PRACTICES

To share academic knowledge with society

JOINT RESEARCH AGENDA

JOINT RESEARCH AGENDA

AREA OF INTERVENTION   RESEARCH

DESCRIPTION

Define a joint research agenda around artistic research that pulls expertise from all partners, facilitates collaboration and impact and nortures joint structures and projects

DRIVER

To empower the alliance and its researchers with a joint agenda that marks the alliance research strategy, its objectives and areas of focus

VALUE

FilmEU pursues a unique and original artistic research based agenda

INPUT

Mapping exercise in previous component
Reflection and joint discussion also including aps on the status of ar
Literature review
Benchmark with several heis and organizations agendas

ROADMAP

01
To define artistic research

02
To evaluate and define how ar can be applied across the alliance

03
Evaluate relevance and usefulness of ar to foster a joint agenda via a number of pilots

04
Test joint agenda via pilots implementation

05
Evaluate pilots and define scope and areas of intervention of joint research agenda

06
Define means and timeframe for the implementation of joint agenda

OUTPUT
FilmEU joint research agenda

BEST PRACTICES
FilmEU pilots as examples of piloting a joint research agenda

RESEARCH
FIELDS

MAPPING RESEARCH EXPERTISE FIELDS OF SPECIALISATION

DESCRIPTION

Examine, chart and scrutinise leading implementations of a certain theme (e.g. Artistic research)

DRIVER

To be capacitated with a bird´s eye view on a specific realm of specialism

VALUE

To empower researchers with specialised knowledge

INPUT

Survey and analyse a specific areas of research development

ROADMAP

01

To select a dedicated group of specialists

02

To map common ground and differences in the field

03

To invite and learn from specialists

04

To agree time frame for work

05

To research and review state of the art in the field

06

To structure written work

07

To divide writing tasks

08

To allow enoug time for comments, revisions and proof reading

09

To format work

10

To publish

OUTPUT

Report on artistic research: opportunities and challenges, report - research strategy for FilmEU hub (written and video)

BEST PRACTICES

To feed innovative perspectives on artistic research across the alliance

ORGANISE ONLINE MATCHING EVENT

AREA OF INTERVENTION   RESEARCH

DESCRIPTION

Online matching event to map possible collaborations

DRIVER

To facilitate research partnerships involving a minimum of 3 institutions from the alliance

VALUE

To establish transnational research hubs

INPUT

Research topics

ROADMAP

01

To gather specialised researchers from all heis in the alliance

02

To faciliate space and time for researchers to discuss ideas under the umbrella of specific research interests

03

To promote competitions that finance the best projects/teams, further stimulating the creation of teams

OUTPUT

Registration form- padlets - zoom link - breakout rooms

BEST PRACTICES

Rit matchmaking events

RESEARCHERS

MAPPING OF INSTITUTIONAL RESEARCH TALENT (POTENTIAL AND DIVERSITY) AND PROMOTE AND NURTURE RESEARCH HUB

AREA OF INTERVENTION   **RESEARCH**

DESCRIPTION

Collect and clearly organise research expertise across the alliance.
Creation and implemention of competition on best ideas for research hubs.
Assemble research hubs

DRIVER

To map and understand the research resources

VALUE

Cohesive teams in research hubs

INPUT

Index researchers' talent. Convene transinstitutional researchers under common innovative projects. FilmEU rit

ROADMAP

01

Gather specialised researchers from across the alliance

02

Create space and time for researchers to share and discuss ideas of possible research projects

03

Allow free partnerships (researchers to choose freely in what to work and with who)

04

Create competition to select and finance best teams/projects

05

Monitor teams whilst allowing freedom of decision making

06

Stimulate less traditional scientific outputs

07

Guide and support a wider dissemination of the scientific work

OUTPUT

FilmEU research hubs, report case study " developing incubation in
FilmEU", report joint research groups, report draft agreement incubation,
FilmEU i competition, prospective report with guidelines for future
research and teaching uses of FilmEU hub

BEST PRACTICES

Cration of research hubs - FilmEU rit

MOBILITY

MOBILITY PROCEDURES HARMONIZATION

DESCRIPTION

To set common administrative procedures for the alliance

DRIVER

Common mobulity tool
Common forms and regulations
Common understanding and agrement on types of mobilities

VALUE

New mobility opportunites
Seamless mobility management

INPUT

Common mobility managment tool
Common forms
Agrement on use of common language - teaching subjects/forms
Agremeent on types of mobility
Joint team in place

ROADMAP

01

Define mobility types

02

Setup joint team

03

Implement joint managment tools

04

Signature erasmus mobility agreements between all parties

05

Pilot mobilities

06

Define common regulations and manuals

07

Summarize lessons learn and implement them in later actions

OUTPUT

Implementation orginal forms of mobility (i.E FilmEU pilots/cineclub/...)
Common digital tools in place
Common team operational
Sense of community among all stakeholders
Increase mobility of staff, students and teachers towards the 50%
objective

BEST PRACTICES

FilmEU pilots
Cineclub abd FilmEU talks
FilmEU mobility map
The process of jointly testing and piltoing a joint digital mobility
managment tool - mobility online
Researchers mobility during doctus

RESEARCH QUALITY ASSURANCE

JOINT RESEARCH QA PROCESSES

DESCRIPTION

Designing and implementing transnational QA processes for joint research activities

DRIVER

Outer: request for common QA for transnational research programmes
Transactional: need of a comprehensive set of QA tools for joint research
Organisational: need of common, joint processes for research

INPUT

Local QA policy and indicators of research within universities
Local hei policy on QA of research and researchers (internal QA)
Local processes to implement the policy

ROADMAP

01

Mapping external QA and indicators for research at universities

02

Exploring the policy of internal QA research of the hei

03

Setting up matrix for correct comparison internal + external QA

04

Defining the commonalities and setting the goals of the common QA

05

Agreeing on the common transversal values

06

Distinguishing different levels of QA to be implemented in the common QA

07

Identifying the processes and indicators within the levels of engagement

08

Setting up the adequate tools for data gathering and analysis

09

Defining a common timing and detailed stakeholders for the processes

10

Disseminating the processes to all hei at correct levels for implementation

OUTPUT

Common QA research with optional different levels of engagement
Dissemination of processes/levels and tools for correct implementation

BEST PRACTICES

Round table on local action plan and discussion on strengths and weaknesses
Acknowledging the differences and stating levels of engagement

COMMUNICATION

COLLABORATION TOOL - INTERNAL COMMUNICATION

DRIVER

Keep the team updated
Inform about the results and events
Platform for discussion
Decision-making
Collaborative work space for the team

VALUE

Information
Brainstorming
Archive for all activities and decisions

INPUT

Pmb drives the decision
All team members collaborate in the same environment
All team members can provide input and participate in activities

ROADMAP

01

PMB decided to use a collaborative tool

02

Search for a tool that provide the needs

03

Select the tool: MS Teams

04

Integrate all team members in the same environment

05

Create FilmEU microsoft account for every team member

06

Structure the teams in MS teams

07

Structure the channels in each team

08

Add members to each team

09

Manage FilmEU accounts and teams

10

Add folders and files like templates: word doc, powerpoints, etc.

11

Set the calendars on each team

12

All team members collaborate and share the same workspace

OUTPUT

Online meetings
Shared documents
Shared calendar
Shared forum
Shared database
All the possibilities that ms teams provides
Templates (word docs and ppts/ reports etc)

BEST PRACTICES

Collaborative tool in place
Wp 10 team

AREAS OF INTERVENTION

- SERVICES

REPORTING

IMPACT & OUTREACH

AREA OF INTERVENTION   **LINKAGE TO SOCIETY**

DESCRIPTION

Social media content creation (text, video) in order to promote and inform about the project activities. It involves planning, researching, creating and scheduling written and audiovisual content at the chosen social media channels

DRIVER

External and internal dissemination of the FilmEU activities
Institutional digital presence
Network
Future: recruitment; enrollment; scholarship
Target: FilmEU team; academic staff and researchers; students; stakeholders (eu, national agencies)
Engagement of students and technical support for the communication team
Events

VALUE

Report and dissemination of the FilmEU activities
Information
Archive
Brand awareness

INPUT

One coordinator per institution
All wps share news and updates (reseachers, teachers, students provide inputs like testimonials, opinion texts, etc.)
Pmb share important news
Two students per institution
One institution assigned responsibility
Team (professionals and students): graphic designer, webdesigner, camera, photographer, copy, editor, social media manager, animator, sound
Building block 10.3 - Events management

ROADMAP PHASE I

01

Dates and Location
of the Event

02

Brainstorming

03

Dissemination
Strategy

04

Technical details
(Youtube, reels,
timing, etc)

05

Briefing FilmEU
AV Students

06

Assigning roles

07

Book the Equipment

08

Coverage of
the event

09

Post production

10

Feedback

01
Strategy meetings for deciding on the content

02
Search for content/ receive inputs from WPs/ PMBs/ institutions

03
Select the format: IG, FB, TW, LK, YT, Website, Newsletter, direct Emails for the teams, other institutional social media/ external newsletters like ECREA/ NICO/ FOREU, etc...

04
Building Block 1 AV team (if needed) help WP 10 creating photos/ videos/ reels, etc

05
Adapt/ Prepare the visuals according templates

06
Adapt the copy

07
Strategy for dissemination (schedule)

08
Responsible instituition receives content (Lusófona Univ.)

09
Schedule the posts, emails, etc.

10
Content published

01
Definition of content according to agreed template

02
Implementation on mailchimp

03
Sharing of test version for final approval

04
Send newsletter

01
Search for content

02
Adapt the copy

03
Select the format: news, events, calls, institutional info, etc.

04
Prepare the visuals

05
Responsible instituition receives content (Lusófona Univ.)

06
Online content manager takes the necessary steps to upload the content

07
Review the code and structure

08
Content published

ROADMAPPHASE 2

01
Strategy meetings for deciding on the content

02
Search for content/ receive inputs from WPs/ PMBs/ institutions

03
Select the format: IG, FB, TW, LK, YT, Website, Newsletter, direct Emails for the teams, other institutional social media/ external newsletters like ECREA/ NICO/ FOREU, etc, interviews with the team and guests.

04
Assigning roles

05
AV team asigned (if needed) help WP 10 creating photos/ videos/ reels, etc

06
Logistics (equipment, venues, techinical support)

07
Adapt/ Prepare the visuals according templates

08
Definition of content according to agreed template

09
Adapt the copy

10

Strategy for dissemination (schedule)

11

Responsible instituition receives content (Lusófona Univ.)

12

Online content manager takes the necessary steps to upload the content

13

Schedule the posts, emails, etc.

14

Content published online (website, newsletter, etc)

15

Reporting outreach

OUTPUT PHASE 1

Recap videos
Streaming video
Short videos (ig stories)
Reels videos
Photos
Text (quotes)
Animations (intro and outro)

Photos
Videos
Text
Emails

Newsletters
Website content
E-flyers
Posters
Data about the audience (countries, age, gender, timing, reach, clicks, etc)
Merchandise

Newsletter sent
Data: reach; open rate

Content itself (image + photo)
News published

OUTPUT PHASE 2

Photos
Videos
Text
Emails
Newsletters
Website content
E-flyers
Posters
Merchandise
Data about the audience (countries, age, gender, timing, reach, clicks, etc)

BEST PRACTICES

Template/ check list
FilmEU summit 2021

FilmEU summit 2022
Foundation of digital games 2023
FilmEU cineclub
Pilots 1 and 2
FilmEU talks
Over & out 2022
FilmEU academy 2022

FilmEU summit 2021
FilmEU summit 2022
FilmEU_rit summit 2023
Social media accounts
Website
Newsletters
Youtube
FilmEU talks

JOINT EVENTS

EVENT MANAGEMENT

DESCRIPTION

It is decided wp10 will plan interviews with key stakeholders (external, staff and students) during FilmEU events as an interview format is believed to be perfect to obtain and disseminate information. The concept and structure of the interview will be discussed internally within wp10 and organized by the coordinators of the concerned partners. The av students will be asked to support technically (film, edit). Interviews can be short or long, depending on the situation, target audience and team available. The interviews will be disseminated on youtube, social media, website, also depending on the situation

DRIVER

Reach internal and external audiences
Traditional and non-traditional mobility
Social media content, intellectual content, scientific outputs
Report and archive of the events/ activities
Promote FilmEU schools

VALUE

Knowledge transfer
Linkage to society
Expanding the network
Archive

INPUT PHASE I

One coordinator from the hosted institution
Wp 10 provide inputs
Guests (interviewed)
FilmEU av team

One institutional host - responsible for the event
One person per institution to coordinate on the event/ tasks and team
Av team (building block 1)
Budget

One institutional host - responsible for the event
One person per institution to coordinate on the event/ tasks and team
Av team (building block 1) - if needed

One institutional host - responsible for the event
One person per institution to coordinate on the event/ tasks and team
Av team (building block 1)
Budget

INPUT PHASE 2

One institutional host - responsible for the event
Wp 10 for logistics and communications
FilmEU av team
Techincal and logistics support
Budget

ROADMAP PHASE I

01

Concept and
Brainstorming

02

Dissemination
Strategy

03

Technical details
(Youtube, reels,
timing, etc)

04

Briefing FilmEU
AV Students

05

Date and location

06

Script Development

07

Book the Equipment

08

Film the interview

09

Post production

10

Feedback

01

WP 10 or other WPs brainstorm an event like FilmEU Talks/ Cineclub or PMB decides the next events

02

Decide the team (internal)

03

Budget

04

Date and location

05

Book the venues

06

Decide on the format: Building block 7 private session or building block 8 youtube

07

Decide on the program/ guests

08

Prepare copy

09

Prepare the visuals and merchandising

10

Building block 9 website

11

Building block 4 dissemination

12

Brainstoming with the AV team - building block 1

13

Quotation (rooms, services, travelling, food, etc)

14

Open call for volunteers/ student employees

15

Select the volunteers/ student employees

16

Brainstorming with the volunteers

17

Check with the guest for travels and accommodation

18

Book the hotels and the flights

19

Set the technical part with the team: streaming or zoom

20

Book the equipment needed

21

Setup the stage and sitting plan

22

Book the catering

23

Select the food and prepare the schedule

24

Design the Merchandising

25

Set the kits for participants

26

Production of the event

27

Building block 2 interviews

28

Building block 4 dissemination

29

Evaluation and feedback

30

invoices and payments

01

WP 10 or other WPs brainstorm an event like FilmEU Talks/ Cineclub or PMB decides the next events

02

Decide the team (internal)

03

Date

04

Book the venues (if needed)

05

Decide on the program/ guests

06

Prepare copy

07
Prepare the visuals

08
Building block
9 website

09
Building block 4
dissemination

10
Building block
3 Internal
communication

11
Brainstoming
with the AV team
- building block
1 (if needed)

12
Set the technical
part with the team:
youtube settings

13
Book the equipment
needed

14
Setup the stage
and sitting plan

15
Production of
the event

16
Building block 4
dissemination

17
Evaluation and
feedback

01

WP 10 or other WPs brainstorm an event like FilmEU Talks/ Cineclub or PMB decides the next events

02

Decide the team (internal)

03

Budget

04

Date and location

05

Book the venues

06

Decide on the program/ guests

07

Prepare copy

08

Prepare the visuals and merchandising

09

Building block 9 website

10

Building block 4 dissemination

11

Brainstoming with the AV team - building block 1

12

Quotation (rooms, services, travelling, food, etc)

13
Open call for volunteers/ student employees

14
Select the volunteers/ student employees

15
Brainstorming with the volunteers

16
Check with the guest for travels and accommodation

17
Book the hotels and the flights

18
Set the technical part with the team: cameras, mics, sitting, presentations

19
Book the equipment needed

20
Setup the stage and sitting plan

21
Book the catering

22
Select the food and prepare the schedule

23
Design the Merchandising

24
Set the kits for participants

25
Production of the event

26
Building block 2 interviews

27
Building block 4 dissemination

28
Evaluation and feedback

29
invoices and payments

ROADMAP PHASE 2

01
Concept and
Brainstorming

02
Decide on the
program/ guests/
audience or
target group)

03
Events planning
(date, location,
type [hybrid, in-
person, youtube])

04
Assigning Institutions
per event

05
Dissemination
Strategy

06
Assigning roles (WP
10, Staff, Technical
Support, Students, Av
team, volunteers, etc)

07
Budgeting (quotation
for venues, food,
equipment, hotels,
travels, etc.)

08
Building Block 10.2
- Impact & Outreach
(internal and external
communication;
AV team ready
for filming)

OUTPUT PHASE I

Full video
Short videos for social media (fragments)
Photos (stills from the video)
Text (quotes)

The event
Photos
Videos (youtube live streaming or recaps or ig reels or interviews)
Text
Exhibition
Papers
Posters/ roll ups (printed materials)

Photos (screenshots)
Videos (broadcast video)
Text (quotes)

The event
Photos
Videos (youtube live streaming or recaps or ig reels or interviews)
Text
Exhibition
Papers
Reports
Posters/ roll ups (printed materials)

ROADMAP PHASE 2

01

The Event

02

Exhibition

03

Reports (mobility numbers and social media engagement)

BEST PRACTICES PHASE 1

FilmEU summit 2021
FilmEU summit 2022
Filmmemory
Students interviews (during the summit 2021)
Meet the team videos
Pilots 2022/2023

FilmEU summit 2021
FilmEU summit 2022
FilmEU talks
FilmEU cineclub
Future governance models for the european universities

FilmEU talks
FilmEU summit 2021
FilmEU summit 2022

FilmEU summit 2021
FilmEU summit 2022
FilmEU talks
FilmEU cineclub
Future governance models for the european universities

ROADMAP PHASE 2

Templates
Template/ check list - logistics

Examples
FilmEU summit 2021
FilmEU summit 2022
Foundation of digital games 2023
FilmEU cineclub
Pilots 1 and 2
FilmEU talks
Over & out 2022
FilmEU academy 2022
Social media accounts
Newsletters
Youtube

Improvements
Paid ads
Equipment
New parameters for reporting
Technical support

MOBILITY

INNOVATIVE MOBILITY DESIGN

AREA OF INTERVENTION   GOVERNANCE

DESCRIPTION

Designing of innovative mobility types for staff, student and teachers

DRIVER

Erasmus agreement between places
FilmEU mobility flow chart and map in place

VALUE

Design and implementation of innovative mobility types that foster the alliance capacitation and internationalization

INPUT

Definition of innovative forms of mobility that match the samsara model and further explore the affordances creative disciplines has

ROADMAP

01
Definition of
mobility map

02
pilot of innovative
mobilities

03
implementation of
all forms of mobility

OUTPUT

Improved teaching and learning experiences for students and staff
New research opportunites for students and stdents
Increase competitivness

BEST PRACTICES

FilmEU talks
Cineclub
FilmEU pilots and the innovative use of bips

HARMONISATION OF ISSUED DOCUMENTS

AREA OF INTERVENTION   **GOVERNANCE**

DESCRIPTION

This component concerns the harmonisation across the alliance of the documents issued in relation with joint activities (I.E. Certificate for a bip)

DRIVER

Ensure that documents issued across the alliance for common activities or programmes reflect a common policy and procedures for certitication

VALUE

Alliance branding
Enrichment of the students' qualifications
Greater opportunies for internalisation

INPUT

Mobility and international activities that result in an outcome ready for certification
Templates of certificates

ROADMAP

01

Agree on activities to be jointly certified

02

Design templates

03

Pilot certification/ credentials issuing

04

Evaluate results

OUTPUT

Digital certification of activities

BEST PRACTICES

Issuing digtial credentials joint programmes

A FILMEU MOBILITY ECOSYSTEM

AREA OF INTERVENTION   **SERVICES**

DESCRIPTION

A coordinated approach to FilmEU mobility

DRIVER

Coordinating mobility tool, pegadogical needs and finance to enable mobility

VALUE

Coordination of FilmEU mobility will greatly increase mobility

INPUT

Sop and ewp will only manage the administrative side of mobilities

ROADMAP

01

FilmEU Mobility Expert Team is established

02

The Expert Team meet BEFORE the start of the new academic year

03

Coordination

04

Monitoring during the Academic year - troubleshooting and QA analysis

05

Lessons learned feed into planning and mobility imagination for NEXT academic year

OUTPUT

Annual FilmEU mobility conference

BEST PRACTICES

Sop
FilmEU mobility pilots

JOINT INFRASTRUCTURES

COLLABORATIVE RESEARCH TEMPLATE

ROADMAP

01

Prepare the call for proposals

02

Distribute the call for proposals

OUTPUT

List of participants
Papers
Posters
Report in the research catalogue

LAB DEVELOPMENT

AREA OF INTERVENTION **EDUCATION**
RESEARCH
SERVICES
LINKAGE TO SOCIETY
INNOVATION AND ENTREPRENEURSHIP

DESCRIPTION

Development of transnational educational, research and innovation labs that support the development of the alliance and its activities (FilmEU hub)

DRIVER

Need to reinforce resources and structures sharing
Cost of technology vs need to stay on top of the state of the art
Increase global competitivness of the alliance
Improve the quality of student experience
Be more competitive in attracting research funding and be able to enter into innovative partnerships with industry
Foster innovation and entrepreneurship by setting up structures that can incubate projects and ideas

"Be a leader in education, research and innovation across europe by providing a unique hub of labs"

INPUT

Mapping of existing resources (equipments+infrastructures (physical and digital)

Identification of key future technologies and their relevance for research and education in media arts

Investment and development priorities of each alliance member

Balance and complementarities between priorites of the members

Mapping of existing hr competences and research interests across the alliance (wp6)

Assessment of educational needs and evalution of future priorites for new offers

Development and improvement of the alliance artistic (or other forms) research agenda that creates needs for thje use of the labs

ROADMAP

01
Assessment of trends and needs in society and industry

02
Mapping existing resources (physical, virtual and hr)

03
Needs assessement (educational/ research/innovation)

04
Formation strategy and objectives at an alliance level

05
Research on the existing solutions and providers

06
Design of tge pilot stage

07
Pilot labs with very little or existing resources

08
Evaluation of pilots results

09
Prototype the full lab

10
Financing and budgeting

11
Minor review strategy and implement changes

12
Procurement - follow irish model

13
Selection provider

14
Aquisition and implementation

15
Training of experts and users

16
Creation of internal manuals and dissemination materials on the affordances of the lab

17
Production promotion materials of the labs

18
Implementation of solution for integration with portal and hub in order to ensure acessibility and use across alliance

19

Identification
and framing of
educational and
research uses
of the lab

20

Pilot of actual uses of
the labs for education
and research

21

Officaly open the lab
as part of the hub

22

Major review
strategy and
implement changes in
face of future needs

OUTPUT

Lab operationals

BEST PRACTICES

Human component - no lab will work without the involvment of hr
Ensuring seed funding that promote the use of the labs across the partners
Define concrete educational or r&i context for the use of the technology
Ensure constant revaluation of the needs
Ensure finantial resourcing in order to constantly upgrade the labs
The development of the hub broadens the alliance domains of intervention via the promotion of interdisciplinarity and openess to external stakeholders
Making any resource available across partners via our own web portal that makes the hub labs transparent and acessible to all users
Use of iadt procurement procedures and model for acquisition of labs (equipments)
Involve hr in the piloting of the labs and relate the pilot of the labs with our own samsara pilots and rit pilots

TRANSNATIONAL PROCUREMENT

AREA OF INTERVENTION   **SERVICES**
                             INNOVATION AND ENTREPRENEURSHIP
                             GOVERNANCE
                             EDUCATION

DESCRIPTION

How to manage a procurement process for a transnational european university consortium

DRIVER

To define a transnational procurement process for the alliance to implement on large scale tendering

INPUT

Staff assisgend across the alliance
Identification of budget, institutional processes and requirements
Alliance requirments for seeking the new service or technology

ROADMAP

01

Form working group of appropriate staff from each alliance member

02

Assess the tendering processes that exist within each institute

03

Define the procurement process

04

Draft the tender specifications

05

Consultation phase with stakeholders

06

Revise the tender document

07

Disseminate the call in approriate tendering portals

08

Expression of interest call opened

09

Review of the eoi phase by core alliance staff

10

Revised tender specifications based on the eoi process

11

Selected submission to be asked to tender

12

Tender submissions assessed

13

Interviews conducted

14

Final tender's reviewed and scored

15

Results of selection notified to providers who submitted

16

Contract negotaitions

17

Tender services provided

OUTPUT

Allaince tendering protocols
Successful tendering process and implentation of technology/ services

BEST PRACTICES

Defined allaince protocol procedures

DIGITAL SERVICES

AUDIT PROCESS

DESCRIPTION

How to conduct an audit of resources (both online and physical)

DRIVER

To better understand the current institutional resources across the consortium members and to gain a better shared value into the future
Cost effective provision of required services across allaince members
To imporve the student aexperience across the alliance
To proivide unique and inniovate educational offererings at all levels
To support ongoing research activities across allaince members

INPUT

Identify working group staff form across the consortium
Define the scope of the audit

ROADMAP

01

Form working
group from across
consortium members

02

Identify categories
of resources
- physical and virtual,
to be audited

03

Audit to be
undertaken

04

Combined report
to be produced
containing the
findings

05

Findings
disceminated
within the allaince,
allowing working
groups to utilise
the data contained
within the report

OUTPUT

Detailed audit of consortium resources
Roadmap for future sharing of resources
Identification of future procuments priorities across institutes and across the allaince
Future testing of great intigation of shared resources and processes

BEST PRACTICES

Greater financial value
Better student experience and wider access to resources

PORTAL DESIGN

AREA OF INTERVENTION   **SERVICES**
                             EDUCATION
                             INNOVATION AND ENTREPRENEURSHIP

DESCRIPTION

How to design an outward facing portal, allowing for the sharing of institutional resources

---

DRIVER

Provision of better student experience through sharing of resources across consortium partners
Provision of federated access for students and staff
Alliance brand awareness
Sharing of resources for all allaince memebrs and students

INPUT

Mapping of existing resources (equipments+infrastructures (physical and digital)
Design brief and scoping documents
Identification of new technologies to be implementsed in the portal build
Schedule for implementation and testing

ROADMAP

01

Establish the working group from all across the alliance members, identifying specific staff to engage with the process

02

Working group to identify requirments and needs. This feeds into the scope of thetender

03

Prepare detail of the tender document and agree which insittute manages the process and financing

04

Isssue the tender call on appropriate websites

05

If approriate, seek eoi's as the fiurst step (this depends on the scale of the works)

06

After the deadline, core allinace staff to review the submissions

07

Shortlisting of approriate submissions by core allaince members

08

Final interviews/ meetings to be scheduled

09

Contract negotiations between allaince and providor

10

On completion of the process, winning bid to be notified and contract's to be singed

11

Agree schedule of work wioth chosen providor

12

Process of review, revision and implementation to commence

I3

On completion,
implementation
to commence

I4

Handover from
providor to the
agreed consortium
member

I5

On going
maintanance
and upgrading
to commence

OUTPUT

Design brief and tender documents
Agreeded allaince tender process
Public facing portal for shared resources
Implementation of agreed transnational technological resources
in addition to preexisting resources

BEST PRACTICES

Agreed procurement protocols
Allaince tender template
Cross institutional design briefs
Sharing of resouces across the consortium

FEDERATION

DESCRIPTION

Enabling access to existing digital services using existing user ids and passwords

DRIVER

Enable new partners to onboard and to link to existing FilmEU digital infrastructure

VALUE

Value statement: allowing partner staff and students to access the exisiting ict services which they need to access

INPUT

Each partner has unique ict regulations
Each partner has a unique national ict context
Ict security and data sensitivity are key drivers
FilmEU partners field an array of ict platforms and approaches

ROADMAP

01

Formation and meeting of FilmEU ict expert team

02

New partner conducts audit of existing services

03

Identity provider information is needed (idp) (expert team will advise)

04

FilmEU expert team decide on what systems need to be accessible

05

Wp2 and wp4 consulted annually on pedagogical and mobility project needs

06

Federated access approach is decided for each relevant platform

07

Federated access approach is implemented for each relevant platform

08

Each FilmEU partner tests the federated access approach

OUTPUT

Seamless access to required ict services
Annual ict - pedagogical conference
Maintain alliance ict security and data protection

BEST PRACTICES

FilmEU moodle instance
Onboarding process
Annual ict - pedagogical conference

HOW TO CREATE A FUNCTIONING FILMEU MEDIATEQUE

AREA OF INTERVENTION   **LINKAGE TO SOCIETY**

DESCRIPTION

Mediateque - a FilmEU research archive and a public showcase

DRIVER

FilmEU needs research access to and a public showcase of our IP

INPUT

Only bfm has an official policy and procedure in relation to archiving and showcasing

ROADMAP

01

FilmEU Archive and Showcase Expert team is established

02

Various existing solutions are presented and investigated

03

Research needs, requirements and restrictions are established

04

FilmEU Showcase needs, requirements and restrictions are established

05

A suitable FilmEU Archive and Showcase service is proposed - report and design

06

Tendering process for FilmEU Archive and Showcase

07

The FilmEU Archive is established

08

A staffing, resourcing and annual funding for the Archive and Showcase will be required

OUTPUT

FilmEU archive and showcase expert team is established
A suitable FilmEU archive and showcase service is proposed
- report and design
Tendering process for FilmEU archive and showcase
The FilmEU archive is established
A staffing, resourcing and annual funding for the archive
and showcase will be required

BEST PRACTICES

Bfm's linkage to the (online) estonian national archive

LEARNING SERVICES

FILMEU VLE VIRTUAL LEARNING ENVIRONMENT

AREA OF INTERVENTION   SERVICES

DESCRIPTION

The learning activities of the alliance require a functioning, accessible vle

DRIVER

Pan-alliance learning collaborations will require open access, functioning vle spaces

VALUE

The vle we need for FilmEU

INPUT

Mobile learning requires remote access to learning spaces
FilmEU partner use their vle in a different ways
A functioning FilmEU vle requires a fulltime team

ROADMAP

01

Expert team is
formed - pedagogical
staff and FilmEU
VLE team

02

FilmEU learning
needs assessment
for upcoming
academic year

03

FilmEU VLE platform
is selected

04

FilmEU VLE team
is established

05

FilmEU VLE team
design and create
the required VLE
learning spaces

06

The VLE space
implementation
is tested

07

Students work
through their
FilmEU projects

OUTPUT

Annual FilmEU vle conference
Funtioning FilmEU vle - staffing and resourcing
Funtioning FilmEU vle - platform

BEST PRACTICES

FilmEU moodle

PRODUCTION SERVICES

FILMEU PRODUCTION MANAGEMENT SYSTEM

AREA OF INTERVENTION   **SERVICES**

DESCRIPTION

FilmEU collaborative film projects need to be coordinated across the alliance

---

DRIVER

To create film projects collaboratively, FilmEU students need access to equipment, facilities, film assets and project management tools

---

VALUE

Streamlining complex film production processes for students

INPUT

Limecraft has been selected and implemented as the alliance film project asset management platform
Smartmedia is being developed as the student project management system
If selected as the FilmEU project management platform, smartmedia will need a fulltime team to troubleshoot, develop and maintain the platform

Each partner institution has its own system for equipment and facilities (space) booking

ROADMAP

01
Expert Team
is formed

02
The Expert Team
meet before the
start of each
academic year

03
Timetable and
scope of mobilities,
pilots and student
collaborations
is agreed

04
Equipment, Tools and
Spaces are allocated
(BFM model)

05
Management of
FilmEU projects
and Productions
needs FilmEU level
organisation

OUTPUT

FilmEU production management conference
Smartmedia and limecraft
Permanent smartmedia team

BEST PRACTICES

Limecraft - limecraft is already FilmEUs accepted standard film asset management platform, used by all partners
Smartmedia - if developed and resourced correctly, smartmedia can become FilmEU's accepted project management platform, used by all partners

QUALITY

JOINT SERVICES QA PROCESSES

AREA OF INTERVENTION   SERVICES

DESCRIPTION

Designing and implementing transnational QA processes for joint services

---

DRIVER

Outer: request for common QA for joint services
Transactional: need of a comprehensive set of QA tools for joint services
Organisational: need of common, joint processes for joint services

---

INPUT

National requirements of services within QA at higher educational level (external QA)
Local policy on QA services (internal QA)
Local activity input on QA edu (action plan+elements) to implement the policy

ROADMAP

01

Mapping the service component of external QA through National Agencies

02

Exploring the policy of service QA of the HEI

03

Setting up matrix for correct comparison service QA

04

Defining the commonalities and setting the goals of the common QA services

05

Agreeing on the common transversal values

06

Distinguishing different levels of QA to be implemented in the common QA

07

Identifying the processes and indicators within the levels of engagement

08

Setting up the adequate tools for data gathering and analysis

09

Defining a common timing and detailed stakeholders for the processes

10

Disseminating the processes to all HEI at correct levels for implementation

OUTPUT

Common QA services with optional different levels of engagement
Platform for clear communication and implementation

BEST PRACTICES

Round table on local action plan and discussion on strengths and
weaknesses
Acknowledging the differences and stating levels of engagement