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ERASMUS+ PROGRAMME, KEY ACTION 2
CAPACITY BUILDING IN HIGHER EDUCATION

**Furthering International Relations Capacities and Intercultural Engagement to Nurture
Campus Diversity and to Support Internationalisation at Home
(FRIENDS)**

5th WEBINAR
20th February 2020

MINUTES

Venue: online session at gotomeeting.com

Attendees: FRIENDS Steering Committee members as well as all other project partners

1. 4th FRIENDS Meeting in Hungary in March 2020

Christina Armutlieva, FRIENDS project coordinator welcomed all webinar participants and suggested to kick-start the discussion with important updates concerning the upcoming project meeting to be hosted by BMU in the period of 24th – 27th March 2020. Christina asked the partners from BMU to share the finalized list of participants in the meeting as soon as possible. She also asked the partners present to inform VUM and BMU if anyone is to experience a delay with his/her visa application. Failing to attend a project meeting due to visas delayed or cancelled is not considered a force majeure in the Erasmus+ programme for Capacity Building in Higher Education. Christina also drew partners' attention to the excel file with expected costs to incur at the meeting in Budapest that had been put together by BMU. She encouraged the partners to contact BMU for any questions they may have in this regard. Finally, she highlighted the key points in the upcoming partner meeting agenda. It reflects the project current agenda, namely the ongoing activities in WP3, the upcoming start of WP4 activities as well as the project's Progress Report due in early May 2020.

2. Intercultural Passport virtual module

Christina outlined the importance of promoting the Intercultural Passport in its completeness and as a whole and not by focusing on the IACD MOOC or the digital storytelling component only. The award of the Intercultural Passport certificate equivalent to 4 ECTS refers to the virtual module as a whole and presumes both the successful completion of the IACD MOOC as well as the preparation and submission of a digital story. The registration for the Intercultural Passport on the project website is

a prerequisite for accessing the IACD MOOC hosted by the project website. To ensure the platform's proper functioning, Christina asked the partners not to install any plugins on any of the subsites as this may compromise the setup and piloting of the MOOC.

Christina shared with the partners a ppt with the key steps to follow when registering for the Intercultural Passport. She also informed the 12 Asian FRIENDS HEIs that from now on, they will receive a weekly update on the number, names and contact data of their students who have registered for the Intercultural Passport. Following the IACD MOOC start on 6th April 2020, the 12 Asian HEIs will start receiving every Friday an update on the progress made in the MOOC by their registered students. It is highly important to keep promoting proactively the Intercultural Passport throughout the whole period of IACD MOOC's initial run between 6th April and 17th May 2020 and beyond. Mike Meallem from PYU in charge of dissemination had drafted and will share new materials to help the 12 Asian partners promote better the Intercultural Passport virtual module. During the IACD MOOC's initial release, at least 1200 students from the 12 Asian HEIs should register and apply for the Intercultural Passport and at least 15% of them, or 180 students should be awarded the Intercultural Passport certificate as a result of completing the IACD MOOC and submitting a relevant digital story to their International Relations Offices.

The MOOC technical preparations are currently underway with the 4 Programme Country FRIENDS HEIs having completed the video recordings and BMU editing the videos sent. In total, 18 units will compose the MOOC as presented in the course published syllabus and each of its units include videos, relevant assignments, recommended reading materials as well as a transcript of the presented videos. Prior to going public on 6th April 2020, the MOOC will be tested internally in the consortium by students and staff members from different FRIENDS institutions. The pre-testing will take place during the week commencing 16th March 2020 and at least a week before that the project coordinating institution will circulate an invitation to FRIENDS partners by sharing details on how to access and test the MOOC and how to provide feedback on it.

Richel Lamadrid from SLU asked if lecturers could download MOOC materials and use those in class and if this would count as contribution to the project. Christina confirmed that for the purposes of the project the students would need to register online for the Intercultural Passport and to submit their assignments within the IACD MOOC online through the means provided by the platform hosted on FRIENDS website. Provision of the Intercultural Passport is subject to both successful completion of the IACD MOOC as well as the submission of a relevant digital story. On the other hand, lecturers across the 12 Asian HEIs in FRIENDS and beyond are most welcome to embed IACD MOOC content and methodology as much as possible in their teaching and to use the IACD MOOC as part of flipped classroom or in-class activities. In fact, this is one of the many ways to exploit FRIENDS project results and the issue of exploitation will be further discussed in detail at the upcoming 4th FRIENDS meeting. Concerning the digital storytelling component, Richel informed the partners that an updated and extended version of the Digital Storytelling How-to Manual will be shortly shared in the consortium and uploaded on the project website. Rigzin Dorji from RIM raised a question on the credits related to the digital stories Asian students will create and share. Christina confirmed that each student's digital story should include in the beginning the compulsory Erasmus+ logo, the FRIENDS logo and ideally, the student's home university logo as well. In addition, each digital story should include the compulsory Erasmus+ disclaimer. Christina confirmed that she will resend and circulate in the consortium the necessary files again. In addition, she reminded the partners to ensure that students credit properly any source, incl. pictures, music, etc. used in their digital stories at the end of the videos. It is highly important to act in compliance with any rules, regulations and laws applicable at institutional, national and European levels that are linked to intellectual property, copy rights, data protection etc.

Finally, Christina thanked all participants for their time at the webinar and encouraged them to send any further questions they may have as it is crucial to clarify all outstanding issues related to the Intercultural Passport virtual modules' piloting and use as soon as possible and before its actual start.