



Erasmus+ VIRTUAL MOBILITY

Guide for Tutors



MOVIDIS



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Università
di **Genova**



UNIVERSITÀ
DEGLI STUDI
DI TORINO



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Introduction :

Through the use of Information and Communication Technology (ICT), students and teachers can experience international exchanges of expertise while staying at home. As mobility and internationalization are becoming increasingly important in today's society, this is a significant evolution for those not able to enjoy any physical exchange.

The Being Mobile team defines Virtual Mobility in Higher Education Institutions as follows:

“Virtual Mobility is a form of learning which consists of virtual components through an ICT supported learning environment that includes cross-border collaboration with people from different backgrounds and cultures working and studying together, having, as its main purpose, the enhancement of intercultural understanding and the exchange of knowledge”

The MOVIDIS project is offering Virtual Study Programme at a HEI giving students from different countries the chance to take this study programme without having to go abroad for onesemester of the academic year.



1. What is really a Virtual Mobility for the students?

With the international actual context and the evolution of our society, Virtual Mobility is the new way of experiencing an Erasmus+ exchange while staying at home.

Students enrolled in the Virtual Mobility programme through the Erasmus+MOVIDIS Project will enjoy an immersive international experience without having to leave their home. Instead of moving physically to only one university (as a classic physical mobility), thanks to the project and its consortium, they will have the chance and the opportunity to select and **study in at least 2 or 3 different universities!** And of course, without moving from their home: Therefore, no need to worry about travel insurance, travel expenses, accommodation or other administrative paperwork...

Indeed, the only thing that they will have to do before their mobility is to apply to the call for application within their university and prepare a presentation video for the teachers and you, the tutors.

Even if students are at home, they will not be neglected and they will be considered as an Erasmus student with all its benefits:

- Monitoring and support from the IRO (or other office in charge)
- Support and Help from teachers, regular individual interview with the language teacher for the language courses
- Individual support from the tutors- one to one discussion on a regular basis. Help with the courses but also with their virtual mobility in general
- Recognition of ECTS and valorisation in the CV
- Virtual Mobility Community

And many more that they will discover.

They will have the opportunity to study in one or more of our 6 European and recognized Universities specialised in economics. They will also have the opportunity to learn a new European language or to improve your skills in one of them between French, German, Italian or Spanish.

They, as a student, and you as a tutor, will be the pioneer of the future trend of the Erasmus+ exchanges!

Let's start together and live this new rewarding experience.



2. What are we expecting from the tutors?

If the student is at the centre of the Virtual Mobility, the tutor is nonetheless the keystone in the project and in the virtual mobility exchange.

Indeed, what is an Erasmus+ exchange without someone being here to guide you, to introduce you to the system of the University, to help you when needed?

In a classic physical mobility, there is often an Erasmus+ office or a tutor, a mentor that is here to assist you. Here in the virtual mobility, this role will be taken by the tutor, you.

If the tutoring is mainly regarding the help for the courses, it is not the only activity that we are expecting from a tutor. Indeed, the tutoring can take different angles depending on the wish and on the need of each students, and on the requirement of the teachers.

The tutor will **work in an interdependent relationship with teachers from their university AND students from abroad**. He is the cornerstone between the teachers, the university and the international student.

At the beginning of each mentoring, the tutor will have an interview with the student in VM from one of the partner universities, to meet and to elaborate together their collaboration during the project.

Indeed, the tutor will have to follow its functional specification, but at the same time, be in harmony with the expectation and wish of the students.

Here is the [functional specification of the Tutor](#):

a. **Tutoring the courses of Economics (pedagogical angle):**

- Check the diligence of the students: *in following his courses, doing his online exercises etc...*
- Helping with the courses: *answering questions the student may have, helping with an exercise, explaining some aspect of the course etc ...*
- Being able to monitor students from different countries, culture and background.

b. **Mentoring the Virtual Mobility (social angle):**

- Helping with the virtual mobility aspect in general: one to one discussion on a regular basis: *motivation, helping to feel comfortable etc*
- Guiding the student through the specific system of the university: *moodle platform, registering, understanding the grading system etc*

c. **Reporting to the teachers + office in charge:**

- At the end of each tutoring session (every week), the tutor will have to complete the “**student-tutor communication book**” to note every progress, difficulties or things to report on the evolution and work of the student. Indeed in case of a problem this could help both the teacher, and the student to surpass it.
- At the end of the semester of the Virtual Mobility, this communication book will be at the same time a “proof of the work” for the tutor and a feedback on its evolution for the student.

/!\ The tutor will have at maximum 3 students. The exact number of student for one tutor will depend on the number of student registered for the course offered by the university of the tutor. The number of hours of tutoring will depend on each home university requirement (cf table on the FAQ) /!\

3. What are the benefits of tutoring a student in Virtual Mobility

There are many benefits in participating to the MOVIDIS project as a tutor and experiencing the Erasmus+ virtual mobility. As a tutor you will get the opportunity to:

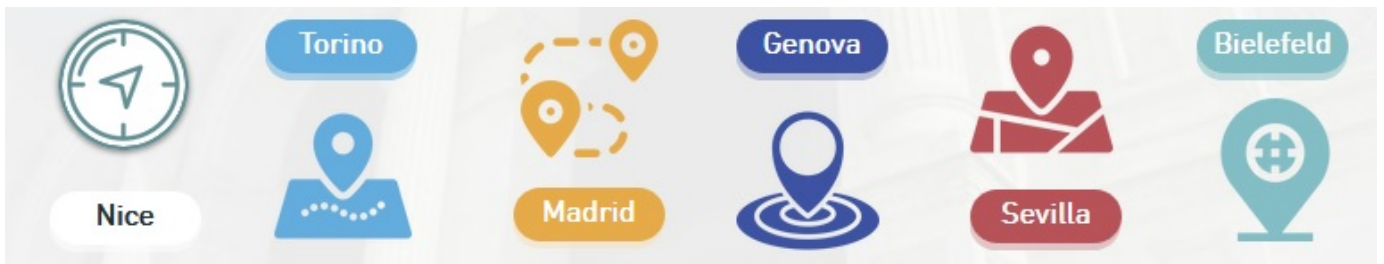
- Participate in an international experience while staying at home
- Work in an interdependent relationship with teachers from their university AND students from abroad
- Acquiring and developing new skills: teaching skills, management, adaptability, openness
- Recognition of this activity with **open badges**
- Certification
- Gratification (*the type of gratification will depend from one university to another.*)

But also:

- Meet students, teachers, tutors from different cultures and countries
- Multicultural exchange, multicultural learning, multicultural teaching
- Involved in an extra-curricular activity
- Last but not least, as all Erasmus+ Experience: you will make friends and contacts for life



4. How does it work to become a tutor for the Virtual Mobility?



→ If you are a student enrolled in one of **the 6 partner universities** of the MOVIDIS Project:

Université Côte d'Azur (Nice, France)

Università degli studi di Torino (Torino, Italy)

Università di Genova (Genova, Italy)

Universidad Complutense Madrid (Madrid, Spain)

Universidad de Sevilla (Sevilla, Spain)

Fachhochschule des Mittelstands (Bielefeld, Germany)

→ If you are in **Master degree in Economics**

→ If you have a **level B2 in English**

✓ In that case, you can apply for being a tutor for a semester of Virtual Mobility, to help international students to study while staying at home.



Before the Virtual Mobility:

How concretely can you apply?

/!\ each university may have its own requirement regarding the selection of the Tutor , as an engaging activity. Please contact the person in charge at your university /!\

STEP1: You need to wait for the **call for application within your home university**

STEP 2: Start your **application file** composed of:

-
- *CV+ academic record + motivation letter+ certificate of language (B2 English)*
 - *Functional specification signed to certify that you are aware of your responsibilities as a tutor and to show your engagement in the project*

STEP 3: Submit your application to the office in charge at your university.

- ➔ Selection process within your university: Evaluation and Selection by the selection committee within your home university
- ➔ *There might be a waiting list depending on the number of international student who take the courses.*

STEP 4: In case of acceptance:

- You will be assigned the list of the students you will have to take care of (max 3 students)
- You will be in contact with your students and receive a video of them
- You will be in charge of organising a first individual interview with your student to know his preference and availability to choose a day per week to meet.

During the Virtual Mobility:

As a classic Erasmus+ exchange, the student will have to follow his courses online via the different moodle platform. As a tutor You will have to follow your students with diligence and be involved in the project and in your student virtual mobility.

For each student, you will have to follow your functional specification including both the pedagogical and the social angle → *Cf the file provided for the tutor to complete weekly after each “one-to-one discussion” with your student called “**student-tutor communication book**”*

You will be in touch with the teachers from your university: he/she will give you access to his/her course and give you the instructions for his course in order to help the students at best. You will therefore have to follow the evolution of the course and check if your student is doing well.

You will be supported by the teacher if need and by the Project Manager office of the MOVIDIS Project.

At the end of the virtual Mobility:

- You will have to hand out the “ **student-tutor communication book**” completed with the reporting of your work during the whole semester and other documents needed from your home university
- You will receive either points/money or other system of gratification depending on your home university.
- You will also receive one (or a few) open badge(s) certificate corresponding to the new competences that you have acquired.
- You will be able to add it on your CV and considered it as a great experience for the future.
- You will be part of a new community and have great memories!

- ➔ *We will ask you to complete a report for a testimony of your VM experience for the other students.*

5. Who should I contact in each University



Université Côte d'Azur (Nice- France) :

- **Project Manager Office :**

Sara Sidaoui : sara.sidaoui@univ-cotedazur.fr ; +33489151054

Agathe Villecroze agathe.villecroze@univ-cotedazur.fr +33489151053

- **International Relation Office of the Economic Institute**

Imène Ben Amor : eur-elmi.international@univ-cotedazur.fr

- **Responsible Teacher of Economics:**

Prof. Christophe Charlier: christophe.charlier@univ-cotedazur.fr

Fachhochschule des Mittelstands (Bielefeld- Germany)

- **Erasmus+ Mobilities Office**

Ms Heike Kollmeier M.A: kollmeier@fh-mittelstand.de+49 521 9665248

- **Responsible Teacher of Economics:**

Prof. Dr. Ralf Bruening: bruening@fh-mittelstand.de +49 221 25 8898 140

Università Degli Studi di Torino (Turin- Italy)

- **International Relation Office - Ufficio Servizi per l'internazionalizzazione**

Barbara d'Agati : barbara.dagati@unito.it

- **Responsible Teacher of Economics:**

Prof. Milena Viassone: milena.viassone@unito.it

Università di Genova (Genoa- Italy)

- **International Teaching Activities Office: Settore Attività Internazionali per la Didattica**

relint@unige.it tel. +39 010 2095626

Contact persons:

Responsible of the International Teaching Activities Office:

Laura Barrago (barrago@unige.it , tel. +39 010 2099614)

Responsible of all the International Activities of Unige:

Maria Traino (traino@unige.it , tel. +39 010 2099646)

Responsible of the Teaching Unit of the Department of Economics and Business Studies (Dipartimento di Economia):

Anna Tanasini (didattica@economia.unige.it , tel. +39 010 2095222)

- **Responsible Teacher of Economics:**

Prof. Giorgia Profumo : giorgia.profumo@economia.unige.it

Universidad de Sevilla (Sevilla- Spain)

- **International Relation Office:**

María del Carmen Carrillo Santos, Gestor Unidad de Proyectos Internacionales Académicos
relint17@us.es +34 95 455 14 45

- **Responsible Teacher of Economics :**

Prof. Rosario Asian Chaves rasian@us.es

Universidad Computense Madrid (Madrid- Spain)

- **International Relation Office:**

Vice Dean for International Relations and Mobility Prof. Mar Camacho : vsxccee@ucm.es

International Relation Office at the Faculty of Economics and Business, Susana Martín
out.erasmus@ccee.ucm.es

- **Responsible Teacher of Economics:**

Prof. Manuel García-Goñi: mgoni@ucm.es +34 913943000

Prof. Rafael Fernández: rafernan@ccee.ucm.es

6. FAQ

- Will my work as a tutor be recognized?

Yes, with the system of open badges certificate. At the end of the Virtual Mobility of the students you have tutored, you will be delivered an open badge and a certificate that will recognize your work as a tutor for student in virtual mobility. Your skills will be recognized and you will be able to put it in your CV and in the online networks.

WARNING: you will have to submit the **student-tutor communication book** report to prove your diligence in your work as a tutor.

- How long will a VM last?

One semester. You have 3 options:

From Jan 2021 to June 2022; from sept 2021 to Jan 2022 ; From Jan 2022 to June 2022

- Will I have one or many students in charge? Will I be the tutor for one course only?

you will have at maximum 3 students. The exact number will depend on the courses taken by the students in virtual mobility, in your university.

If your university is offering for example 2 courses of Economics. And only one of them is taken by 3 students from one of the partner universities, then you will have 3 students for the same course.

If however there are 6 students for 2 different courses offered by the same university, there will be 2 tutors from the same the University, and the 2 tutors will both take 3 students.

- What is the number of hours worked required?

It will depend on the number of students you will have and with the agreement with your home university. Indeed, in one university it can be 20hours per semester but in another it can be different So please check with the office in charge at your university.

- Can I be a tutor for a language course?

No. The tutors can only be for the economic courses.

If you have other questions, contact directly movidis.contact@univ-cotedazur.fr

