UNISAFE - Security and safety on HEIs students and staff moving abroad
2019-1-IT02-KA203-063421

Intellectual Output 3 (IO3):
Open Courses on Safety and Security for mobile participants (Students, Staff) in academic international mobility

GUIDELINES FOR IMPLEMENTING IO3 TRAINING PROGRAMME IN YOUR INSTITUTION

Document title: **IO3 Guidelines For Implementing IO courses in your Institutions**
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IO3 TRAINING PROGRAMME for MOBILE PARTICIPANTS:

- *Course 1 - Cultural Awareness*
- *Course 2 – Context and Personal Risks Awareness*
- *Course 3 – Travel*
- *Course 4 – Health issues*
- *Course 5 – Safety and Security in the host institution*
- *Course 6 - Emergencies*

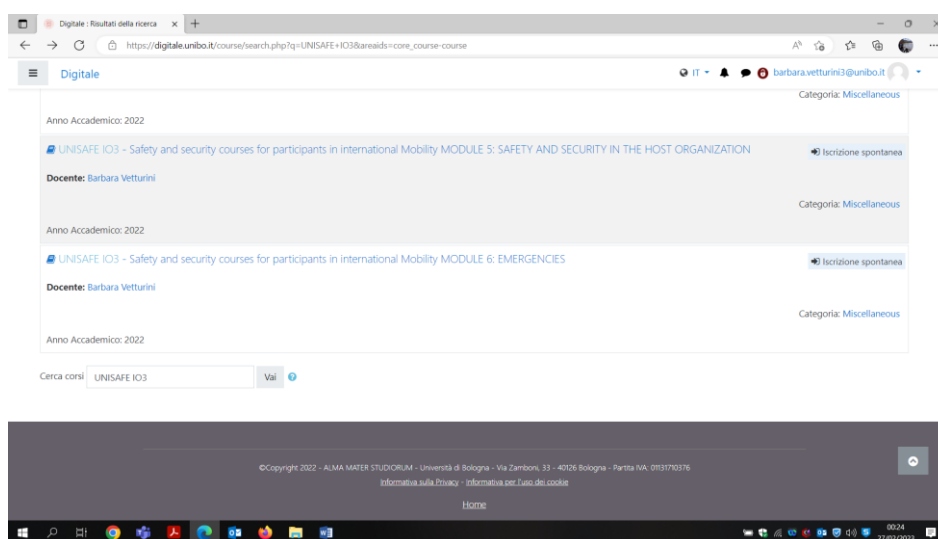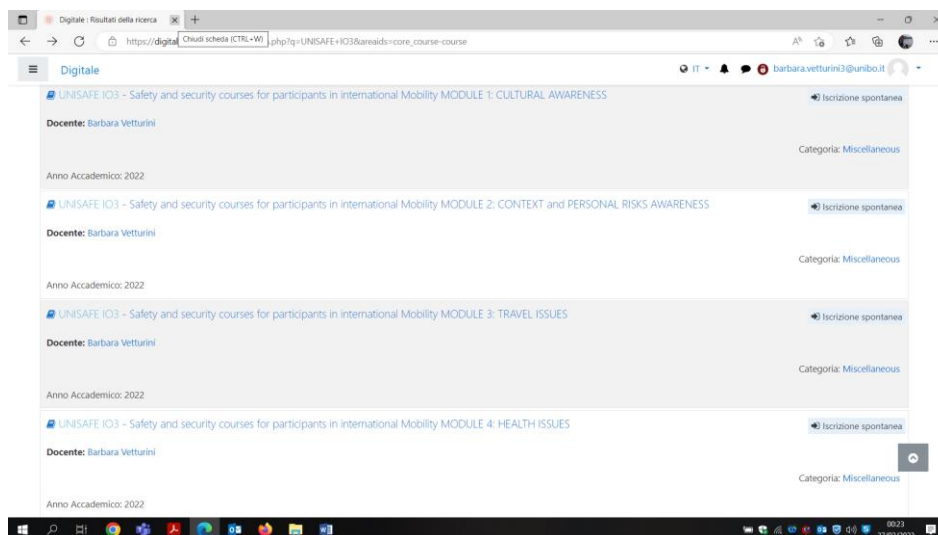- *Course 7 – Safety and Security Course for Incoming Students: a template to be declined by each institution*

1. PRELIMINARY INFORMATION: UNISAFE IO3 TRAINING PROGRAMME

UNISAFE Erasmus+ Strategic Partnerships projecthas developed in the elearning Moodle digital environment a Training Programme targeting participants in International Academic mobility (students and staff).

This Training Programme is named UNISAFE Intellectual Output 3 (IO3), or better UNISAFE IO3.
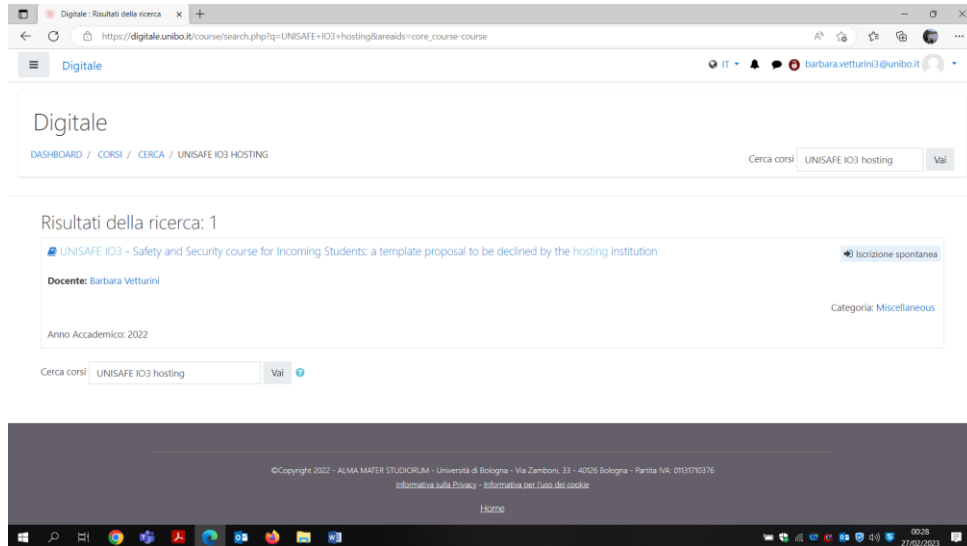
IO3 Training Programme is a set of courses which includes:

● **6 courses** directly targeting mobile participants:

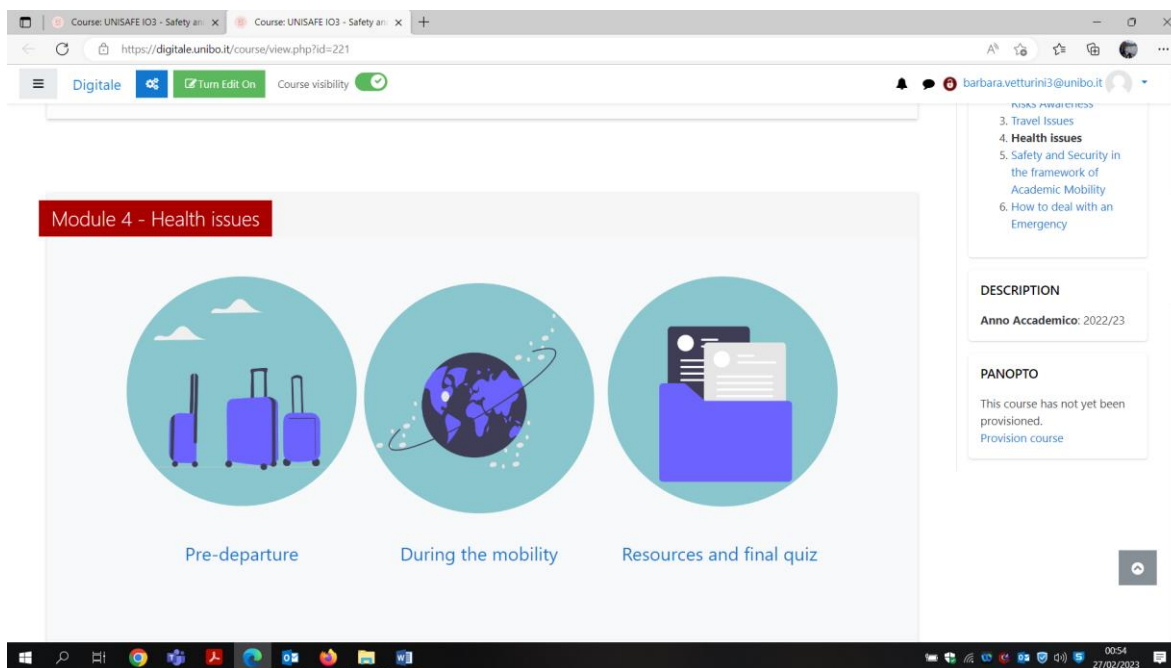● **1 template** course for **Incoming students**, devoted to Universities that in order to deliver

the course to their incoming students should firs declined it according to local context
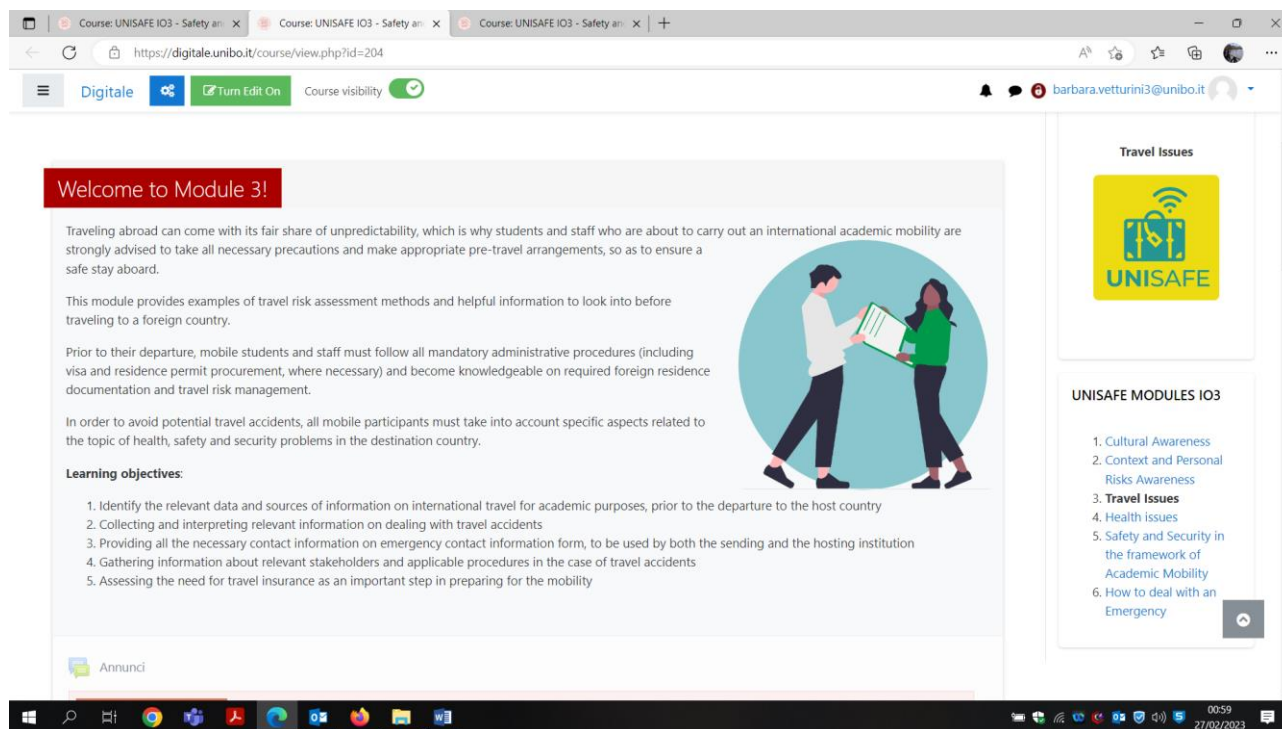

STRUCTURE OF THE 6 MAIN COURSES

Each of the **6 courses** has a similar structure which has been agreed upon by the Consortium, summarized in the following screenshots. Contents have been organized into 3 sections (2 EXAMPLES FOLLOW THE LIST):

1. **PRE-DEPARTURE,**
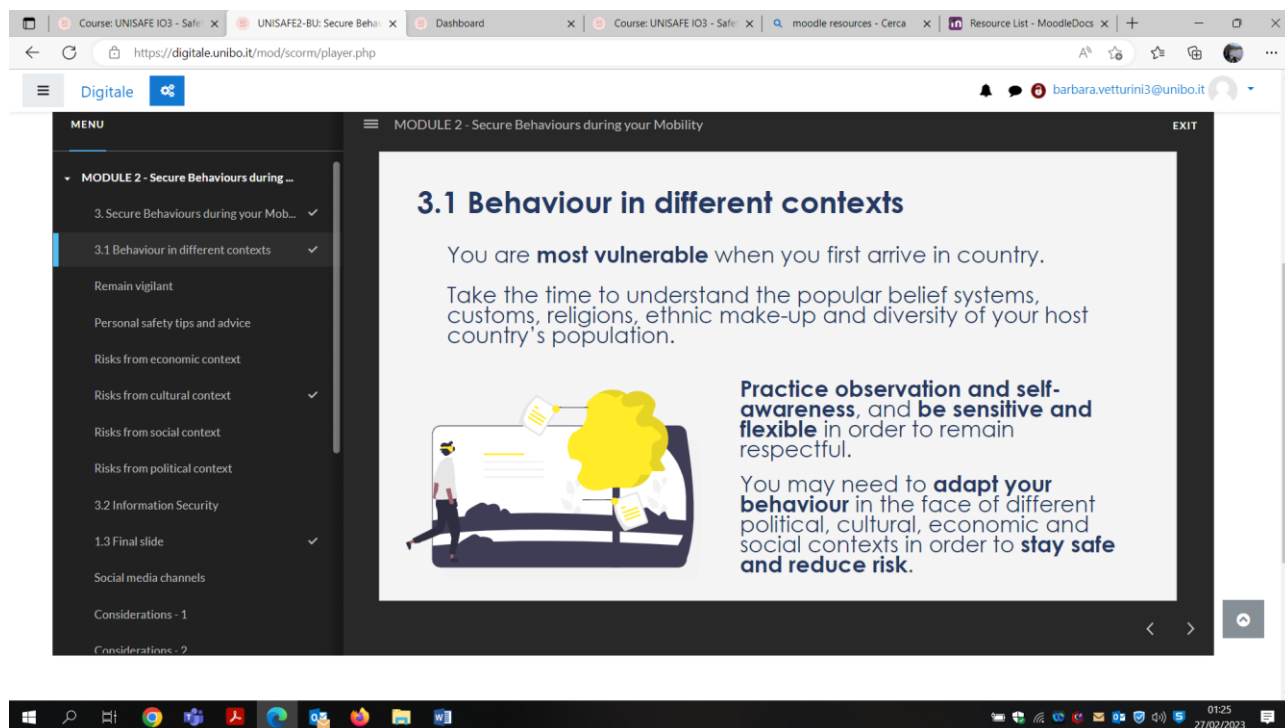2. **DURING MOBILITY**
3. **RESOURCES AND FINAL QUIZ.**

At the beginning of each UNISAFE IO3 Course, a brief presentation is proposed, as follows:

The list of other IO3 Courses is available on the right of the introduction.

When entering each learning session, the contents are displayed in pages:

STRUCTURE OF THE 7TH COURSE: SAFETY AND SECURITY COURSE FOR INCOMING STUDENTS: A TEMPLATE PROPOSAL TO BE DECLINED BY HOSTING INSTITUTIONS

The 7th Course in the IO3 Training Progamme is meant to be a simple suggestion for Universities that wish to use the same format of UNISAFE IO3 course to build a course targeting their Incoming students.

Each University will certainly desire to configure specific information related to local rules and local context, but nevertheless the Consortium thought it would be useful to suggest a structure for the course. In this case, the sections would deal only with DURING mobility phase (as targets are Incoming Students).

The proposed sections include the content of the corresponding DURING MOBILITY phases of the previous courses. Once the course has been imported as in the following session, the hosting institution will be able to include specificities related to the local context.

In the following slides, the main index of the course is represented.

Module 7 - During the mobility

During the mobility 1
Cultural Awarness

During the mobility 2
Context and Personal Risks Awarness

During the mobility 3
Travel issues

During the mobility 4
Health issues

During the mobility 5
Safety and Security

During the mobility 6
How to deal with an emergency

Final quiz

2. SCOPE OF THESE GUIDELINES and IO3 MOODLE COURSES PACKAGE

IO3 Training Program was developed on the Learning Management System (LMS), Moodle, which during the project meetings in 2021 was chosen by the Consortium as the favorite environment for UNISAFE Training Programmes (IO2 and IO3) development.

In this document you will find brief guidelines about how to import **any of the 7 courses** in case your university is interested in having active these courses available for mobile participants, and therefore wishes to replicate them in the eLearning platform at your institution.

As the 7 courses are totally independent one from the other, it is not mandatory to install all of them to be able to have them running properly on your platform. Just one or 2 may be chosen, in case the full training programme is not consistent or coherent with your institution strategy.

The UNISAFE IO3 full package available includes 1 Moodle course file in mbz format for each of the 7 courses. The following naming convention has been used:

UNISAFE_IO3_COURSEX_TITLE OF COURSE X. MBZ FILE

These 7 files have been downloaded from the digital platform of the initial development (Unibo's Digital Learning Institutional Platform)

The development version for UNISAFE IO3 course has been *Moodle 3.9.17*

Moodle resources which were used during the development were books, label, form, quiz, and scorm

NOTE: **UNISAFE IO3 COURSEs HAVE BEEN DEVELOPED WITH PLUGINS INCLUDED IN THE BASIC VERSION OF MOODLE. NO SPECIAL ADDITIONAL PLUGINS OR THEMES HAVE BEEN USED.**

UNISAFE IO3 COURSES THEREFORE DO NOT REQUIRE THE INSTALLATION OF PLUGINS OR THEMES OTHER THAN THE ONES INCLUDED IN THE "CORE" MOODLE.
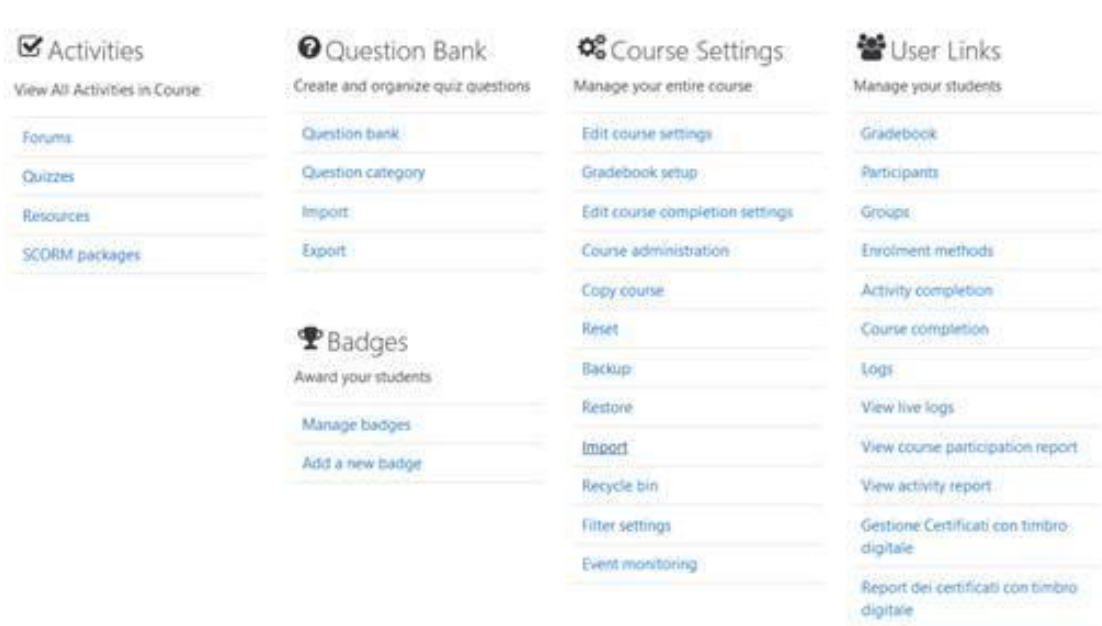
4. HOW TO IMPORT IO3 MOODLE COURSE .mbz FILES into YOUR MOODLE LEARNING PLATFORM

The process of importing a moodle .MBZ FILE into another platform is usually very simple, and in the case of UNISAFE IO3 courses is even easier due to the fact that no particular plugins or themes are required.

- ● *IMPORTING MOODLE IN MOODLE*

1. As a first step, you should create the Course in MOODLE
2. As a second step, you should choose the option to RESTORE A COURSE IN THE COURSE SETTING.
   It may be available in different ways according to Moodle version, the following is an example:

3. You will be required to specify the backup file you wish to restore, and this is the point in which you should specify the UNISAFE IO3 course .mbz file you wish to upload in your paltform

● *IO3 COURSES THEMES AND FORMATS*

If you wish to make a replica of the Unisafe IO3 course, you must use

Course format: Course layout: Show one section per page

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5. OPEN BADGES CERTIFICATION

If your institution e-learning Moodle Platform has been integrated with the National Institution of your country able to deliver Open Badges, you can configure your UNISAFE IO3 Moodle courses in a way that after the finalization of the Evaluation test, students will be certified by the correspondent Openbadges Certificates. In Italy this is an option which requires integration of the Moodle e-learning platform with **Bestr https://bestr.it/?ln=en**

The UNISAFE IO3 Final results Package includes 6 templates for IO3 Metadata for Open Badges Certificates, with an example of Open Badge Certificate logo as the one delivered by University of Bologna.

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5 - Safety and Security in the host organization

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6 - Emergencies

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7 - Safety and Security Course for Incoming students: a Template proposal to be declined by the hosting institution