

## Instructions for Preparation of Project Proposals

### Introduction

The project proposals for the programme Swiss Virtual Campus have to be worked out in accordance with the original Call for Proposals dated October 1999.

For the final selection process, the project proposals will undergo a variety of evaluations by the Steering Committee Swiss Virtual Campus, international experts, representatives from Universities (UNI), Swiss Federal Institutes of Technology (SFIT) and Universities of Applied Sciences (UAS) as well as from Federal Offices. Therefore, the instructions below have to be carefully followed preparing the proposal.

Projects proposals must be submitted by a project leader (professor) resident at UNI or SFIT or UAS who is responsible for the co-ordination with the project partners. Each project should involve a project leader/project partner network of at least three academic institutions in Switzerland (UNI, SFIT or UAS) that intend to integrate the courseware to be developed in their curricula. Additional academic partners from abroad and business partners that are likely to contribute to the success of the project are invited to join as well, provided that they cover their own expenses.

### Project Submission

Project proposals must include a summary and be written in English. An additional summary in German, French or Italian is requested. Please use the form sheet available on the web site [www.virtualcampus.ch](http://www.virtualcampus.ch).

The deadline for project proposals is 29<sup>th</sup> February 2000. Two hardcopies and an editable electronic version (Word or \*.rtf Format) are required. The hard copies should be sent to

Schweizerische Hochschulkonferenz  
Swiss Virtual Campus  
Sennweg 2  
3012 Bern

and the soft copies to [hans-martin.buerki@shk.ch](mailto:hans-martin.buerki@shk.ch).

The project proposal must comprise the following information:

- Title of the project;
- Project leader (applicant): name, institution, address, telephone and fax numbers, e-mail address;
- Project partner(s): name, institution, address, telephone and fax numbers, e-mail address;
- Project description; theme / subject / field / topic;
- Pedagogical and didactic objectives;
- Course content (structure);
- Media design approach, Web-Page structure and design;
- Hardware and software planned to be used, IT tools, platform;
- Degree of e-courseware integration into existing curriculum;
- Degree of reduced classroom presence expected;
- Expected number of credit points earned (ECTS for example), recognition of qualifications;

- Number of target students (students which have to follow that course according to the curriculum and potential students from other Swiss universities);
- Work assignment of each partner;
- Content competence of the project leader and the project partners (teaching, research etc.);
- Media and new technology competence of the project leader and the project partners;
- Detailed working plan, structured into 6-month phases with major deliverables, subjected to review process, and project duration (maximum 3 years);
- E-Courseware field test planning/logistics;
- Starting date of the project;
- Detailed costs/expenses (broken down into salaries, running costs, installations and equipment), separate budget for each year, see chapter 'costs/finances';
- Financial support/matching funds: contribution (new resources and contribution in kind) from the project leader's (applicant's) institution, from each of the project partner's institutions as well as project funding requested from Swiss Virtual Campus, see chapter 'costs/finances';
- A short review of similar projects/subjects available on the Internet (links/URLs).

The project proposals must be signed by the project leader and all principal partners.

The requested information should be filled in a form sheet which can be downloaded from the Swiss Virtual Campus homepage. Please fill out the form sheet and **return 2 hardcopies as well as an electronic version by e-mail.**

In addition, the following documents are requested:

- 'Letter of support' signed by the head of the institution (e.g. rector, vice-rector) of the project leader's and of all partner institutions that will contribute financially in order to ensure realisation of the project and its continuation beyond an initial period of three years;
- CV of the project leader(applicant), the main partners, and – if available – of the project co-ordinator;
- Requirements to be met by people to be employed for the implementation of the project (particularly the project co-ordinator).

### **The further selection process**

Each Project Proposal will be assessed by the Steering Committee on the basis of the criteria indicated in the chapter 'conditions and criteria for project selection' and the general regulations. The Steering Committee may submit the projects to external pedagogical experts for additional evaluation.

In order to discuss particular aspects of the projects and their possible support by the institutions concerned, the Steering Committee of Swiss Virtual Campus will enter into contact with representatives from rectorates at all UNI, SFIT and UAS involved.

The Steering Committee will submit a list of projects elected for funding by the programme Swiss Virtual Campus to the Swiss University Conference (SUC). Until the creation of the new SUC (2001), the formal funding decision will be taken by Federal Administration.

The authors of the successful project applications will be informed by the end of June 2000. The conditions of the programme request a regulation based on a contract to be signed between all the project partners and the Swiss Virtual Campus.

For further information, please contact Dr Hans-Martin Bürki, co-ordinator of the programme Swiss Virtual Campus (Tel. 031 306 60 67, e-mail: [hans-martin.buerki@shk.ch](mailto:hans-martin.buerki@shk.ch)).

## Conditions and criteria for project selection

The full project proposals submitted should address the aims set out in section 2.1 of the Call for Proposals of October 1999 (see homepage <http://www.virtualcampus.ch>) and will be evaluated according to the following criteria:

- Network of participants (Professors) and institutions (Universities, etc.) and their individual contributions.
- Definition of clear pedagogical objectives, scenarios and content. Which traditional course is replaced? Ratio of: frontal teaching / e-courseware / seminars and tutorials.
- Selection of appropriate hard- and software. It would be ideal if the project would fit into one of the following platforms: **Ariadne**, **Lotus Learning Space**, **Top Class** or **WebCT**. Information and support about platforms can be found on the homepage (<http://www.edutech.ch/edutech/tools>). Technical questions may be asked to Dr. Rolf Brugger ([rolf.brugger@unifr.ch](mailto:rolf.brugger@unifr.ch)).
- Integration of e-courseware in a national (integration into existing curricula) and international context (European Credit Transfer System ECTS).
- Number of target students reached per year directly with e-courseware and modules (i.e. students for which that course is compulsory according to the curriculum). And secondly, number of target students from other Swiss universities.
- Aspects of interactivity (hyper-media and link-architecture).
- Innovation, quality and feasibility of e-courseware design: working plan containing checkpoints. A three year project should comprise two years for the course development and one year for the field test.
- Degree of multi-language support.
- Collaboration with business partners regarding content and support.

## **Costs/Finances**

Swiss Virtual Campus is a joint programme for Universities, Swiss Federal Institutes of Technology (SFIT) and Universities of Applied Sciences (UAS). The Swiss Confederation has budgeted an amount of 30 millions CHF for the cantonal universities. The SFIT and the UAS will contribute with their own funds to the development of the programme. Certain activities that potentially support all institutions of Higher Education (e.g. mandates) can also be financed by the Swiss Virtual Campus programme.

The financing of the programme Swiss Virtual Campus is part of the project-linked federal contributions within the framework of the new University Promotion Law. The Federal Council will only be able to fix the decree and the coming into force of the new law after elapsing time limit of the referendum on 3<sup>rd</sup> February 2000. According to the federal administration these decisions will be taken in February. More information may follow at that time.

### **Contributions of the Universities taking part in a project**

According to the dispositions in force (University Promotion Law, art. 21, para. 1 et 2; Federal Council's message relating to the promotion of education, research and technology for the period 2000 to 2003), the university institutions participating in a project (or the cantons in charge of the universities) will be expected to contribute 50% of the project costs. The Swiss Confederation may exceptionally contribute up to 70% of the total project costs, e.g. if the co-ordination and main work is done for the benefit of other university institutions.

The provision of installations and equipment, meeting and travelling expenses, the cost of rooms especially rented for the project, as well as the salaries of collaborators of the project can be included as part of the university's own contribution. Overheads not included in other categories can be added up to a maximum of 20% of the salaries budget. However, the contribution of the institution should include the financing of specific expenses for the project Swiss Virtual Campus ('real money') as well as the contributions in kind made by the institution, that is the staff or the installations and equipment of the institution put partly at the disposal of the Swiss Virtual Campus ('virtual money').

### **Costs and financing of the proposed project**

The costs of the project can include following expenses: salaries according to local practice (gross salaries), installations and equipment (software/licence costs included), costs for rooms especially rented for the realisation of the project as well as meeting and travelling expenses. Salaries must constitute the major part of the expenses financed by the programme. Salaries of doctoral candidates cannot be charged to the programme since it concerns essentially development, not research, activities.

Please indicate in the form for each year of the project on one hand the planned expenses according to the different categories and on the other hand the financing considered. The financing should include for each partner the contributions in cash ('real money') and the contributions in kind ('virtual money') as well as the expected financing by the programme Swiss Virtual Campus.

Total Project Costs

Project No:	Costs	Financing by Leader	Financing by Partner 1	Financing by Partner 2	Financing by Partner 3	Financing by other Partners	Subtotal Leader + Partners	Funds requested from Swiss Virtual Campus
Salaries	Fr.	Fr.	Fr.	Fr.	Fr.	Fr.	Fr.	Fr.
Running Costs	Fr.	Fr.	Fr.	Fr.	Fr.	Fr.	Fr.	Fr.
Equipment/Installations	Fr.	Fr.	Fr.	Fr.	Fr.	Fr.	Fr.	Fr.
Travelling Costs	Fr.	Fr.	Fr.	Fr.	Fr.	Fr.	Fr.	Fr.
Total	Fr.	Fr.	Fr.	Fr.	Fr.	Fr.	Fr.	Fr.

Costs per Year

Year	Total Costs	Contribution by Project Leader + Partners	Contribution by Project Leader + Partners (% of Total Costs)	Funds requested from Swiss Virtual Campus
2000	Fr.	Fr.	%	Fr.
2001	Fr.	Fr.	%	Fr.
2002	Fr.	Fr.	%	Fr.
2003	Fr.	Fr.	%	Fr.
Total	Fr.	Fr.	%	Fr.

Contributions by the Project Applicants

Leader and Partners	Real money	Virtual money	Total	Contribution by each of the Partners in %
Leader	Fr.	Fr.	Fr.	%
Partner 1	Fr.	Fr.	Fr.	%
Partner 2	Fr.	Fr.	Fr.	%
Partner 3	Fr.	Fr.	Fr.	%
Other Partners	Fr.	Fr.	Fr.	%
Total	Fr.	Fr.	Fr.	100 %