



Leading and Managing Change in Higher Education (La MANCHE)

La MANCHE Virtual Think Tank (VTT)

RULES AND REGULATIONS

The La MANCHE VTT Rules and Regulations document presents the La MANCHE VTT and clarifies the rules concerning membership and withdrawal from the community. In addition, it stipulates the rules for use of information, best practices and intellectual resources created through the platform. The current document also deals with issues of La MANCHE VTT visibility and promotion to non-members.

La MANCHE VTT

La MANCHE project involves higher education institutions leaders and opinion formers from Armenia, Belarus, Georgia, Moldova, Ukraine and the EU in interactive peer learning and exchange of good practices in the field of higher education governance. By engaging with key stakeholders in higher education, the La MANCHE VTT provides a platform for critical dialogue and promotes joint problem solving and interaction among Partner Countries higher education institutions and major interest groups.

The La MANCHE VTT is a member-driven community actively searching for critical answers and diverse opinions from its members. Membership is voluntary, free of charge and open to all relevant stakeholders in higher education including policymakers in higher education in the La MANCHE countries, leaders, academic and non-academic staff of higher education institutions in the La MANCHE countries, business

representatives in the La MANCHE countries, civil society representatives in the La MANCHE countries, student organizations representatives in the La MANCHE countries and advocates for gender equality in higher education in the La MANCHE countries. La MANCHE VTT is primarily focused on issues related to higher education governance, modernisation and change management in academic settings. Its main purpose is to stimulate an open and productive dialogue on the challenges faced nowadays by universities in Eastern Europe.

The La MANCHE VTT members are convinced that in times of economic turmoil, growing social discontent and political crisis, the voice of all stakeholders in higher education should be better heard. In particular, through the La MANCHE VTT, the members strive to provide a voice for a new generation of higher education leaders by giving them the opportunity to debate side by side with established opinion leaders.

Membership, withdrawal and suspension from La MANCHE VTT

Membership in the La MANCHE VTT is subject to initial registration. Registration for membership is processed through the project website (www.lamanche-tempus.eu) within the La MANCHE VTT section. Upon initial registration the prospective member is requested to provide an email address and a username of 5 to 20 symbols length. Subsequently, the password for access to the online platform is sent to the member's email address. Upon initial registration, the new member is expected to present him/herself by sharing information on his/her professional background and stakeholder profile.

The screenshot shows the registration page for La MANCHE VTT. At the top, there is a navigation menu with links: HOME, ABOUT, NEWS, PARTNERS, PROJECT OUTPUTS, PROJECT EVENTS, and PRESS MATERIAL. Below the menu is the La MANCHE logo, which includes the text 'La MANCHE' and 'Leading and Managing Change in Higher Education'. To the right of the logo is a photograph of a group of diverse students. The main content area is titled 'Registration as La Manche VTT' and contains the following elements:

- A 'PARTNER LOGIN' button.
- A 'LA MANCHE VTT' button.
- Social media icons for Facebook and YouTube.
- A 'NEWSLETTER' section with the text 'Subscribe for more news updates' and a form to 'enter your e-mail here' with a 'Submit' button.
- A registration form with the following fields:
 - 'User name' with a placeholder 'from 5 to 20 symbols'.
 - 'E-mail' with a placeholder 'E-mail'.
 - A 'Registration' button.
 - An 'Enter' key prompt.

At the bottom of the page, there is a small disclaimer: 'This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.' There are also links for 'HOME' and 'ABOUT' in the footer.

Any member may withdraw from membership in the La MANCHE VTT at any time by sending a notice in writing to the La MANCHE project consortium at lamanche@vumk.eu. The email shall refer to the main reason for the requested withdrawal. Withdrawal shall become effective upon the date the notification email receipt is confirmed. For the purposes of the project evidence and reporting, the project consortium reserves the right to keep evidence of the former member's role and contributions on the La MANCHE VTT.

In principle, in all their activities the La MANCHE VTT registered members shall demonstrate integrity, honesty, fairness and sound ethical behavior. The interactions and cooperation between the La MANCHE VTT members shall be based on trust, mutual trust, respect and dignity. If a member fails to act in compliance with the principles of work and interaction as stipulated in the La MANCHE VTT Code of Conduct, the project consortium reserves the right to suspend his/her membership by ad-hoc decision of the Steering Committee members. In case of serious breach of the La MANCHE VTT Code of Conduct, the project coordinator on behalf of the Steering Committee informs the suspended member in writing on the decision taken and the main reason(s) for it. The suspended member shall automatically cease to be a member of the La MANCHE VTT as of the date of the announced suspension. For the purposes of project reporting, the project consortium collects and keeps evidence of the suspended member's contribution on the La MANCHE VTT.

Rules for use of information, best practices and intellectual resources

The La MANCHE VTT platform's main sections include VTT founding documents, list of online discussion topics, memos of the online discussion topics (to be published later) and the La MANCHE Strategy (to be published later). In addition, it hosts the Consultation Section. The information, best practices and resources published within these sections could be further disseminated and distributed to non-members, provided all rules concerning Tempus IV projects visibility are followed including the use of logo. In addition, whenever using or referring to information from the La MANCHE VTT, a clear mention on the La MANCHE project should be made too. The La MANCHE project consortium is committed to Open Education Resources policy and therefore strongly supports the promotion and use of the La MANCHE VTT content outside the VTT community too. At the same time, the La MANCHE VTT users agree to respect and protect the intellectual property of each other and of others outside the VTT.

The La MANCHE VTT Consultation Section provides opportunities for online forum, mentoring and exchange of good practices in the field of educational leadership, change management and higher education modernisation and reforms. It works as a blog where registered VTT members could share

their comments and remarks under the published discussion topics. In addition, they could also upload photos and recommended reading materials. The online discussions are facilitated by the persons and institutions which initiated the online debates. They are responsible for checking and verification of the comments' content. Any abusive comment referring to harassment or discrimination of any kind based on nationality, sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation will be automatically deleted by the facilitators.

La MANCHE VTT visibility and promotion

The La MANCHE VTT community activities for networking, peer learning and exchange of good practices aim to build capacities for stakeholder management at the involved universities. The VTT is both a subject to dissemination as well as a tool for project dissemination. The promotion of the VTT activities shall be streamlined, proactive and targeted at as many stakeholders in higher education and prospective VTT members as possible.

The following main communication channels and events shall be used to promote the La MANCHE VTT:

- scheduled La MANCHE VTT networking events with stakeholders in higher education
- planned La MANCHE National Conference in the 5 Partner Countries and Final Dissemination Event
- dissemination at the 23 Partner Countries universities in the framework of various internal meetings, events and forums including Rector's Council meetings, student council debates, daily briefings, etc.
- dissemination at external events including guest lecturing, participation in international conferences, career days, Europe Day initiatives etc.
- Partner Countries universities website
- project facebook page.